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Columbia/Jefferson City, Missouri
ARMA Chapter

Chapter Celebrates 15th Anniversary

Craig Kelso, Electronic Records Archivist

The Columbia/Jefferson City ARMA Chapter celebrated its 15th anniversary on May 21, at Jacks Restaurant in Columbia. It was a time for reminiscing and fun as several charter members of the 1987 Chapter attended the meeting.



Charter members: Front row – Linda Calvert, Laura Hunter, Kathy Nichols, and Bonnie Cochran. Back row – Wayne Duncan, Ernie Matson, and Charles Bexton

As usual, for an ARMA chapter meeting, networking flourished throughout the room. One of the greatest benefits of this chapter is that everyone is willing to share their time and experience with others.



John Larkin entertains as he enlightens everyone about Ernie's service to the ARMA and University community.

Several charter members are still active in the chapter, including: Wayne Duncan, Linda Calvert, Ernie Matson, and Cindy Nichols. Also in attendance were Charles Bexton, Bonnie Cochran, and Laura Hunter.

The evening's festivities included a tribute to Ernie Matson, who is retiring from his job with the University of Missouri. Ernie has been a faithful supporter of the chapter since 1987. Ernie was known as the camera-toting member of the chapter, always catching candid moments of the chapter, as was evident from the slide show presentation. Thanks, Ernie, for all your years of support.



The perfect way to end an anniversary celebration, a group photo.

The highlight of the evening was a slide show of pictures through the years. There were many laughs (and groans) as those in the picture discussed the good times, friends, and the hairstyles.

All the members, both past and present, had a wonderful time. ■

Records Vital To Business Survival

Willie Jones, UM Records Analyst

Organizations or businesses have records that are essential to their continued business operation and existence. It is critical for businesses to be able to continue operations throughout an emergency situation, and be able to resume critical business functions in an orderly and timely manner following any disaster, man-made or natural. Preplanning to narrow the recovery window and continue operations could prove to be the organization's lifeline in the event of a disaster.

The protection of records is most fully understood and appreciated by those individuals who have been through a business loss resulting from fire, earthquake, flood, tornado, or computer disaster. Victims are more capable of visualizing the real potential for losses from unexpected emergencies after facing the difficult task of producing the documentation necessary to receive public and private relief.

Today, businesses have the added responsibility of ethical and legal obligations to maintain and protect business records. It is just good business sense to have an emergency plan in place to protect both employees and vital business information. Aside from the motive of staying in business and covering yourself from

outside pressures, there is also the need to protect the documentation of legal identity, rights, and obligations. You can find yourself under the microscope by such entities as regulatory agencies, insurance carriers, shareholders, and accounting firms—all of which should motivate a business to develop a disaster recovery plan.

Vital records classification & Identification

In plain terms, vital records are those business records that are necessary in disastrous events and required to fulfill the organization's obligations, and retain its rights and continued normal course of business.

Vital records cannot be easily replaced, or are impossible to replace. These records are critical to the provision of products and services and they are the very life of a business. Without business records classified as vital records, a business is incapable of accomplishing its intended activities and pursuing its business goals.

The records associated with critical business function operations are considered vital. Vital financial records show the business status, assets, and liabilities.

Vital data and documentation will include those that fulfill the requirements of disaster conditions and operations during an emergency and throughout the

entire recovery process, but may not be the same as information required for normal business conditions. These records provide the capability to reconstruct business operations within a short or reasonable period

of time, and at the lowest possible cost to the organization. This type of document is a vital record and is often referred to as a Disaster Recovery Plan. ■

ARMA Bucks Auction !!!!

Come and join us as we celebrate another successful year in the Columbia/Jefferson City ARMA Chapter. It's time to reward everyone for their hard work and dedication.

When: June 18, 2002

Where: Madisons Café
216 Madison Street
Jefferson City

Agenda: Board Meeting 5:30 – 6:00
Social and Dinner 6:00 – 7:30
ARMA Bucks Auction 7:30 – ????

Cost: Dinner \$18.00

RSVP: Wayne Duncan 882-6541 or Will Masters
751-2397 by Monday, June 17.

We have a great list of items so far! Thanks to everyone who has obtained contributions. Keep it up! We'll see everyone Tuesday. Here is a partial list of items for the auction:

- Two, 2-week passes to Wilson's Total Fitness
- Wilson's TF T-shirt (XL)
- Oil, lube & filter change (plus) tire rotation (SERVICE 1)
- Overnight stays at seven different hotels
- Passes to Forum-8 Movie Theaters
- Passes to Hollywood Theaters
- Desk lamp from Lowe's
- Hanging plant
- A Wilson Driver, with four balls & a head-cover
- A Premier Car Wash (Columbia Mall Car Wash)
- Two oil paintings (Modern) by a local artist, (Mr. Ray Thames)
- \$150 off a graphite pencil portrait by TK Designs
- Gift certificates from The Shoe Box , FYE Music, and Prange Intimates
- Restaurant gift certificates from Jack's, Jimmy's Steakhouse, and Golden Corral

President's Pen



Hello Chapter Members

This month's meeting will be my last as chapter president. I'd like to thank all the board member's of the previous two years and welcome incoming president Craig Kelso. I can't believe it's been two years since I began my term of office. I think our chapter has accomplished a lot in the past two years, and I

hope to assist Craig and the rest of the board next year.

I think our chapter has done a good job of retaining our core members and I am happy to see some new members join our group. There has been some concern about maintaining our member levels due to the tough fiscal times in state government. I suggest that we must try even harder to keep our chapter strong! If there is a lack of support for membership from our employers, then maybe some people can attend as guests. There are really not many other choices. I know I am committed to putting forth an extra effort to see our chapter continue to prosper.

On a brighter note, I'd like to thank everyone for attending our recent 15th anniversary celebration. As you can see from the photo's, everyone had a great time. The presentation to Ernie was well done and it was great to re-acquaint ourselves with some of our founding members.

I hope you all have a great summer and we'll see all of you in September.

Will Masters
Chapter President

2001– 2002 Board of Directors

President	Will Masters	573-751-2397
Immediate Past President	Wayne Duncan	573-882-6541
Vice President	Pam Bax	573-751-4219
Secretary	Marry-Ellyn Strauser	573-751-4502
Treasurer	Craig Kelso	573-526-1258
Board Member	Kathy Nichols	573-874-8539
Board Member	Willie Jones	573-882-5955

Please feel free to call them any time you have any questions about ARMA.

Records Management Resources on the World Wide Web



Here are some more helpful and entertaining websites on a variety of topics in the records management world.

The Columbia/Jefferson City ARMA Chapter does not endorse these sites or their contents. Links are provided for informational purposes only.

Records Management Listserv

<http://lists.ufl.edu/cgi-bin/wa?A0=recmgmt-l&D=0Submitted>

Submitted by Craig Kelso

Listservs are a wonderful source of information and this one is no exception. If you have a question about records management or just want to see what other records managers are discussing, check out this archive of listserv topics and responses.

General Schedules for State Government

http://www.coshrc.org/arc/states/re_s_sch_genlst.htm

Submitted by Craig Kelso

The Council of Historical Records Coordinators has posted a list of links to states with general retention schedules on their Website.

In Defense of the Delete Key

http://www.greenbag.org/rosenbaum_deletekey.pdf

Submitted by Craig Kelso

This article by James Rosenbaum in the *Green Bag Law Journal* presents the premise that hitting the delete key doesn't mean an electronic record is destroyed.

Virtually Missouri

<http://www.virtuallymissouri.org/>

Submitted by Craig Kelso

Ever wonder what on-line collections are available related to the history and culture of Missouri? Well this new Website is a portal to collections around the state. Check it out, there is some really great stuff.

EPA's Records Tools

<http://www.epa.gov/records/tools/index.htm>

Submitted by Craig Kelso

If you are looking for some ideas on how to train recordkeepers within your agency, this is definitely a site to see. There are lots of great introduction to records management material.

TREASURER'S REPORT



Previous Balance		\$ 4,145.56
Deposits:		
Membership	\$ 40.00	
Reimburesment for CD	\$ 126.04	
Donation	\$ 25.00	
Bank Int.	\$ 2.84	
Total		\$ 193.88
Expenses:		
CDs for Heartland	\$ - 126.04	
Decorations Anniv.	\$ - 59.45	
Stamps	\$ - 15.30	
Total		\$ - 200.79
Current Balance		\$ 4,138.65

ARMA Bucks

It's time, it's time!! Time to reward yourself for all the hard work you've done this year. So let the fun begin.

And remember, your total does not reflect the extra bucks you get for bringing items to the auction. How much do you get you ask??

For **Items totalling** up to \$10 in value – 100
 \$10 - \$20 in value – 300
 \$20 - \$30 in value – 800
 \$30 - \$40 in value – 1000
 \$40 or more – 2000

If you still think there's a problem with your account, please call your friendly banker, Marry-Ellyn Strauser, at (573) 751-4502. Thank you for your hard work this year to make our chapter such a success!



Ways to Earn Bucks:

- ◆ Attend Mid-Missouri meeting \$125
- ◆ Attend **all** monthly meetings 400
- ◆ Attend board meeting 25
- ◆ Bring a guest to monthly meeting 50
- ◆ Write an article for the newsletter 150
- ◆ Recruit a new member **500**
- ◆ Serve on the Mid-Missouri Board of Directors 175
- ◆ Attend the Heartland Conference 200
- ◆ Serve on the Heartland Conference Committee 150
- ◆ Attend the ARMA International Conference 150
- ◆ Serve on an ARMA International Committee 100
- ◆ Attend an ISG Conference or other ARMA sponsored event 100
- ◆ Chair a Mid-Missouri committee 150
- ◆ Serve on a Mid-Missouri committee 100

Bank o' ARMA Bucks

Account Holder	Total
Barrett, Larry	\$900
Bax, Pam	\$500
Benish, Judy	\$1,725
Block, Joyanne	\$575
Clavert, Linda	\$575
Duncan, Wayne	\$3,100
Elkins, Ron	
Gentry, Linda	
Gibson, Robin	\$225
Gilman, Maxine	\$125
Hagemeyer, Nila	
Hager, Sally	
Harper, Connie	\$325
Harrison, Kim	\$125
Hayes, Barbara	
Holland, Michael	
Hombs, Debbi	
Hussey, Liz	\$750
Jones, Willie	\$2,225
Kelso, Craig	\$2,950
Kirchner, Dawn	
Larkin, John	\$1,750
Looten, Joann	
Masters, Will	\$2,525
Matson, Ernie	\$875
Nichols, Kathy	\$2,425
Nield, Tom	\$650
Parks, Cyndie	\$1,550
Perkins, Joanna	
Perkins, John	\$ 200
Shellman, Michael	\$500
Strauser, Marry-Ellyn	\$1,525
Wihite, Reggie	\$375

**ARMA International:
The Benefits of
*
Membership**

ARMA International is a not-for-profit association serving more than 10,000 information management professionals and 150 chapters in the United States, Canada and over 30 nations worldwide. ARMA International members include records and information managers, MIS and ADP professionals, imaging specialists, archivists, hospital administrators, legal administrators, librarians, and educators. ARMA, its chapters, and its members are dedicated to helping individuals, organizations, and government agencies successfully meet the challenges of the increasingly complex records and information management field.

Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes.

Benefits Include:

Access – Your Connection to a Global Network

- Electronic access to members and information through ARMA listserves, Website, and Fax on Demand Service
- Local chapters to connect you to professionals in your geographic area
- Membership Directory provides you with contact information for members
- Quarterly newsmagazine, InfoPro, keeps you informed of ARMA activities as well as developments and trends in the records and information management field

Expertise – Links to a World of Ideas and Solutions

- Industry Specific Groups: 32 ISGs focusing on your industry's issues
- Professional Resources: More than 200 member-discounted RIM resources, including books and videos
- Annual Conference and Expo: Dozens of educational sessions, plus conference proceedings

- Solution Providers and Users: At ARMA's Annual Conference and Expo, as well as local chapter meetings
- The Information Management Journal: In-depth articles by leading RIM and Knowledge Management experts

Professional Development – At Every Stage of Your Career

- ICRM Study Groups and Exam Preparation Resources
- RIM Home Study Courses
- CareerLink Placement Services
- ARMA Salary and Compensation Survey
- Leadership Opportunities - Develop your leadership skills through service on ARMA's Committees and Board of Directors, as well as on Chapter Boards of Directors

* ARMA International.
<http://www.arma.org/membership/membership.htm>.
(30 January 2001).