

ARMA – SAA Announce Collaborative Efforts

Prairie Village, KS

ARMA, International and the Society of American Archivists (SAA) recently announced the recent adoption of the ARMA/SAA Joint Statement of Purpose which formally recognizes the organizations' common goals. Developed by the ARMA/SAA Joint Committee, the statement acknowledges a commitment to ongoing cooperation and collaboration in a number of areas including standards development, public policy, information sharing, and professional development.

SAA and ARMA, two of the most widely respected professional bodies in the records community in North America, have committed to maximizing cooperation, communication and collaboration on issues of joint concern.

Specifically, the Statement of Joint Purpose and Cooperation addresses the following areas:

- Explore options to encourage dual memberships;
- Cooperate in defining reciprocal arrangements for annual conferences, including:
 - reciprocal members' rate reductions in registration fees
 - reciprocal provision of trade exhibit booths and brochure mailings
 - free registration for the Presidents of the respective organizations
 - free advertising of conferences in our respective publications;
- Encourage cooperation in political lobbying and public policy issues, especially in relation to the issuing of joint statements and media releases;
- Continue and where possible increase cooperation in the area of standards development and promulgation;
- Encourage information sharing and communication and collaboration between counterpart officers on our respective committees of national governance for the developing more effective synergy on common issues;
- Encourage cooperation in the area of continuing professional development including investigating the possibility of holding joint symposiums;
- Encourage departments of both associations to increase the number of joint workshops and seminars, with the fees for such joint events being set at levels that would be accommodating to the members of both organizations;
- Explore development of a joint campaign aimed at promoting the benefits and importance of recordkeeping, both short and long term, targeting such enterprises as corporate America, higher education, nonprofit and government organizations in North America;
- Explore working together to forge strategic alliances with other associations on a national and international level that have an interest in records, information management and documentary heritage matters;
- Encourage the publicizing of reports about activities of our respective organizations in the publications of the other organization;
- Encourage the Joint Committee to conduct a formal review of progress on this Statement annually.

More information on SAA can be found at www.archivists.org or by calling 312-922-0140.



President's Pen



Greetings fellow ARMA members. It's been a great chapter year and I would like to thank everyone for their assistance in making that happen. Our attendance per meeting was up over last year and we had a large contingency of non-members attending meetings. Thanks to the Board for working so hard behind the scenes.

ARMA Bucks was once again a big success. I think everyone had a great time. Lots of items and lots of laughs. Congratulations to Kathy Nichols on her election as **Chapter Member of the Year**. It is well deserved Kathy.

I would also like to thank two outstanding Board Members who will be stepping down as of July 1, Kathy Nichols and Liz Hussey. Thank you for your dedication to the chapter

and for your input – both helped make the year so successful. I would like to welcome Connie Harper and Sue Hilkemeyer to the Board. Connie will be our new treasurer and Sue will be joining us as a Board Member at Large. I think I speak for the rest of the Board as well as the chapter when I say thank you for your willingness to serve on the Board, and I look forward to working with both of you.

As one chapter year ends, plans are already in the works for the next. During July and August, the Board will meet to plan our program for the 2003-2004 chapter year. If there are any places you think would be of interest to the chapter or any speakers the Board should consider inviting, let me or one of the Board members know. This is your chapter and we want everyone to be involved.

Craig Kelso
Chapter President ■

2002/2003
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Preparing for the Worst

Willie Jones

In a world of ever increasing disasters, business leaders across the country are wondering what to do to protect their organizations. They are revisiting and reevaluating their readiness levels to handle natural disasters, terrorist attacks, facility outages, and other potential threats to business continuity.

Gene Bounds knows where they should start. Bounds is a 25-year information technology veteran and executive vice-president of operations for Robbins-Gioia LLC - a project management consulting company. He says that organizations must have disaster recovery plans that are detailed enough to provide provisions for any possible disasters.

Disaster recovery is the restoration of mission-critical technology applications, business units, and personnel following events such as extreme weather conditions, power/communications failure, terrorist acts, etc. In a recent study, Gartner Inc. noted that approximately “sixty percent of businesses in the United States with a reliance on IT infrastructures have not expended an adequate amount of resources for business continuity or disaster recovery.” While some organizations began implementing disaster recovery plans to mitigate Y2K risks and have not revisited them since.

Bounds has developed the following list of *Best Practices to Disaster Recovery Planning*:

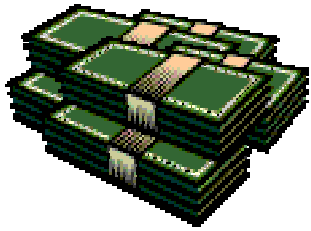
- Perform an Assessment – conduct a thorough assessment of the institution’s operations, as well as the functionality of each business unit, to determine which units, processes, and personnel are essential to maintaining the institution’s operations. These operations and functionalities should be cataloged to assist in the disaster recovery planning process.

- Develop PM Tools – develop basic project management tools and techniques to build a schedule for the disaster recovery planning process. This schedule provides visibility into the project and clarifies each team member’s roles and responsibilities.
- Implement a Command and Control Structure – confirm whether the institution is facing a disaster and, once the organization affirms the existence of a disaster situation, initiates each business unit’s recovery process. The control structure also monitors and manages the whole recovery process.
- Ensure Technology Infrastructure Is Recoverable – look at technologies such as e-mail, voice-mail, and data centers supporting multiple business units. The off-site facility should house hardware that is critical to various disaster recovery scenarios and will ultimately enable the organization to continue functioning business as usual.
- Ensure Business Processes Are Recoverable – ensure that business process units accurately duplicate essential documents and record business processes. This essential information is stored at an off-site location.
- Mitigating Issues and Risks – develop an issues tracking system that provides visibility into each task. This allows all members to gain a common understanding of the problem and ultimately resolve the issue.

More information on Robbins-Gioia’s *Best Practices to Disaster Recovery Planning* is available at

www.robbsingioia.com/library/casestudies/DisasterRecovery.pdf ■

Willie Matthew Jones is a records analyst at the University of Missouri System. Willie is an active member of the Columbia/Jefferson City Chapter and current Board Member.



ARMA Bucks Auction

A good time was had by all. ~ Marry-Ellyn Strauser

<u>Item</u>	<u>Bid</u>	<u>Winning Bidder</u>
<i>Johnny's Smokestack Barbeque Sauce</i>	\$200	Judy Benish
3 games of bowling	\$150	Connie Harper
Small Cooler	\$300	Craig Kelso
Web Cam	\$810	Judy Benish
<i>Maker's Mark Whiskey</i>	\$1,000	Wayne Duncan
\$150 off Certificate for Graphite Portrait - <i>TK Designs</i>	\$750	Michael Shellman
Inn at Grand Glaze Gift Certificate	\$1,050	Kathy Nichols
Wood Bowl	\$800	Willie Jones
Granite Hot Plate	\$250	Judy Benish
Snacks and Goodies Gift Basket - <i>Mail & More</i>	\$750	Judy Benish
Assorted CD's - <i>Streetside Records</i>	\$155	Kathy Nichols
Soft Cooler - <i>Mizzou Credit Union</i>	\$500	Larry Barrett
T-Shirt Basket - <i>Show-Me State Games</i>	\$835	Judy Benish
Tape/Knife	\$350	Will Masters
MU Book - <i>University Press</i>	\$600	Michael Shellman
Paul Jackson Print - <i>Paul Jackson Gallery</i>	\$800	Will Masters
Tuxedo Shirt - <i>KMIZ</i>	\$200	Willie Jones
Coffee Maker	\$600	Ernie Matson
<i>Olive Garden</i> Gift Certificate	\$950	Wayne Duncan
\$50 Cash - <i>Orscheln</i>	\$1,150	Will Masters
Truman Book - <i>University Press</i>	\$400	Kathy Nichols
Channel Lock Pliers Set	\$450	Connie Harper
<i>Red Lobster</i> Gift Certificate	\$450	Kathy Nichols
Photo Frame	\$400	Connie Harper
Langston Hughes Book - <i>University Press</i>	\$400	Michael Shellman
American Idol Pack - <i>KMIZ</i>	\$500	Larry Barrett
Target Gift Card	\$300	Craig Kelso
<i>Pasta Factory</i> \$20 Gift Certificate	\$500	Wayne Duncan
Folding Chair	\$1,700	Craig Kelso
<i>Forum 8</i> Movies Gift Certificate/ <i>Country Kitchen</i>	\$375	Kathy Nichols
<i>KOMU</i> 8 Pack	\$200	Will Masters
Hawk Book - <i>Downtown Book & Toy</i>	\$150	Kathy Nichols
<i>Jack's</i> \$40 Gift Certificate to	\$1,050	Willie Jones
Umbrella - <i>Mizzou Credit Union</i>	\$400	Willie Jones

<u>Item</u>	<u>Bid</u>	<u>Winning Bidder</u>
Car Care Kit (<i>Jiffy Lube</i> Oil Change and <i>Columbia Mall</i> Car Wash)	\$775	Kathy Nichols
<i>Wilson Fitness Center</i> Gift Certificate	\$100	Larry Barrett
Certificate to <i>Inn at Grand Glaze</i>	\$700	Cindy Parks
CD's - <i>Streetside Records</i> and Granite Hot Plate	\$375	Michael Shellman
Golf Club - <i>MC Sports</i>	\$3,400	Marry-Ellyn Strauser
\$50 Cash - <i>Orscheln</i>	\$1,600	Willie Jones
Book/CD's	\$65	Judy Benish
Bowling/ <i>Olive Garden</i> Gift Certificate	\$200	Connie Harper
<i>Gipson Girls</i> Gift Certificate	\$425	Cindy Parks
KOMU Pack	\$100	Kathy Nichols
<i>Fix-It</i> Shirt	\$125	Kathy Nichols
<i>Golds Gym</i> Certificate	\$175	Larry Barrett
24 T-shirts - <i>KMIZ</i>	\$1,000	Marry-Ellyn Strauser
<i>Snack and Shack</i> Gift Certificate/ <i>Wilson's</i> T-shirts	\$150	Will Masters
Taste of Columbia Discount Book	\$1,100	Judy Benish
Tiger Football Tickets - <i>MU Athletic Dept.</i>	\$900	Sue Hilkemeyer
Big Cooler	\$750	Michael Shellman
Car Care Kit (<i>Jiffy Lube</i> Oil Change and <i>Columbia Mall</i> Car Wash)	\$250	Sue Hilkemeyer
Mind and Body Pack (Books from <i>Downtown Book and Toy</i> and <i>Wilson's</i> Gift Certificate)	\$750	Kathy Nichols
<i>Enterprise</i> Car Rental Certificate	\$250	Cindy Parks
<i>Olive Garden</i> /3 games of bowling/ <i>Golden Coral</i> Gift Certificate	\$2,000	Craig Kelso
Mind and Body Pack (Books from <i>Downtown Book and Toy</i> and <i>Wilson's</i> Gift Certificate)	\$1,400	Will Masters

Education Foundation Update

Preston W. Shimer

The “5/100 Legacy” Campaign is winding down. As of June 27, \$42,000 has been pledged. Thirty-seven chapters are competing – with the **Houston Chapter** leading the pack. And while 9 regions are in the game, several regions are neck and neck. The leading region, **Southwest**, has 18 pledges; but **Pacific** is close with 16, **Mid Atlantic** with 12 and **Canada** with 11.

Awards will be presented in Boston. ■

Preston Shimer is Foundation Administrator for the ARMA International Educational
www.armaedfoundation.org

“When Bad Things Happen to Your Good Name”

Marry-Ellyn Strauser, CRM

Our May Chapter Meeting was an excellent presentation by Reggie Wilhite, Operations and Security Officer at Boone County National Bank. Reggie gave attendees pointers on how to prevent identity theft. She also gave handouts including one entitled *When Bad Things Happen to Your Good Name*. If you were unable to join us, you can download the information from the Federal Trade Commission’s *Identity Theft* web page:

<http://www.consumer.gov/idtheft/>

“How can someone steal your identity? By co-opting your name, Social Security number, credit card number, or some other piece of your personal information for their own use. In short, identity theft occurs when someone appropriates your personal information without your knowledge to commit fraud or theft”

That’s just a sampling of the wealth of information that you can find on the site. It provides consumers, both in English and in Spanish, with information on how to minimize their risk, what to do if they are victims, and how to file complaints. It also has a *Consumer Alert*

section, which warns of the latest identity theft scams. Here’s an example of one such alert:

“Thousands of consumers apparently received an unauthorized and deceptive e-mail from Best Buy, entitled Fraud Alert, on June 18, 2003. Using concern about a purchase from Best Buy and possible credit card misuse as bait, the fraudulent e-mail message urged recipients to go to a special Web site and correct the problem by entering their Social Security and credit card numbers.”

“Best Buy officials say the company did not send the message. The company is working with appropriate law enforcement authorities, including the Federal Trade Commission, the nation’s consumer protection agency, to resolve the situation. In addition, the company is reporting that none of their systems have been compromised, and their online business is secure.”

Be sure to check out the site and protect your good name! ■

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midMissouri[☆]
— Star —

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