

the mid Missouri Star

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Columbia/Jefferson City, Missouri
ARMA Chapter

Happy Holidays



It's a Holiday Party!!!!

Please join us December 18 for our annual bash
There will be food, fun, and gifts!!!

Where: The Pasta Factory
1020 E. Broadway
Columbia, MO

Agenda: Board Meeting 5:30-6:00
Social 6:00-6:30
Dinner 6:30-7:30
Gift Exchange 7:30- ??

Cost: \$18.00 for Dinner
Drinks and Desert extra

RSVP: Wayne Duncan 882-6541
or Will Masters 751-2397
by Friday, Dec. 14

What to Bring:

2 canned goods to be donated to a local
food bank

Something yummy or fun for the gift exchange
(\$10 or less)



Watch out for the  gift elf who might
want to take your present!!!!

Permanence, Care and Handling of CDs

*Condensed from an article published by Kodak
Compiled by Wayne Duncan*



Collections of audio CDs, CD-ROM, data discs and Photo CDs represent significant investments of money and effort. Users of writeable CDs often are especially concerned for their unique data and pictures. Long life for any information storage medium is always a combination of manufacturer and user's responsibilities.

Compared with other digital storage media, CDs have much longer life expectancies than magnetic tapes or magnetic disk, but the real issue or goal is not how long the CD will last but will there be a way to access the data when needed years later. It is irrelevant if the CD and data will last 100 years if the hardware or software is not available to read the data. To ensure access migration of the data from one storage medium or software standard to another is essential. Because migrating data requires effort and expense, there is a risk that it will be neglected. History teaches that many things are preserved only by accident.

As a storage media for digital records and data, the CD is a fairly new technology that moved rapidly from being produced in high tech micropublishing facilities to the writeable CD capabilities that now come as standard equipment on computers. It is important to know that not all CDs are created equal from a permanence point of view.

For those that are concerned about CD longevity, it is important to know the handling and storage requirements of each CD type. The best way to determine if you're dealing with a CD-ROM disc or writeable disc is to look at the color of the disc. CD-ROM discs have a silver metallic cast on both sides, whereas, writeable CDs are typically gold colored on top and green or green-gold on the bottom. A CD is produced in layers starting with a protective

lacquer layer, metallic reflective layer and the disc substrate.

Tests show that the writeable CDs can be affected by casual exposure to light. This exposure causes the dye to fade and the contrast between marked (data) and unmarked (no data) to disappear. Therefore, it is important to always keep writeable CDs in opaque enclosures when not in use and never leave them exposed to direct sunlight.

The metallic layer of all types of CDs needs protection from physical wear and tear as well as oxidizing and airborne contaminants. The metallic layer is physically delicate and would be damaged quickly if touched or rubbed. Therefore, the lacquer layer's function is to protect the metallic layer during normal use. Because of the way the laser transfers data to a writeable CD, scratches, fingerprints, dirt or smudges can scatter the beam of the laser during the writing process making data useless.

A CD's length of readability, which is its useful life, is determined partly by the condition of the disc and partly by the disc reader. In a majority of cases, problems reading a disc is related to the reader rather than the disc itself. Problems with readability of the disc can be assumed when the playback error rate or "block error rate" exceeds 50 errors per ten-second period.

Ensuring the permanence of CD-ROMs and writeable CDs is a combination of manufacturer and user's responsibilities, but mainly the user's responsibility. CDs will deteriorate under warm and humid conditions and extreme changes in temperature and humidity can be very detrimental. Rapid changes in temperature can cause CDs to warp and distort. Users of CD technology are the critical links in assuring data survival in the long term. Masters copies need to be stored appropriately and handled only when necessary and copies should be used for day-to-day activities.

The principal fact of life for all digital storage media is the rapid obsolescence of hardware and software. Users of CD technology must not lose sight of the need to maintain a viable path for migration of data to new hardware and software.

President's Pen



Holiday greetings to our chapter members. I hope that each one of you has a safe and happy holiday season this year. I can't believe another year has already gone by. I also can't believe another chapter year is half over. I hope we can all accomplish our future goals in the coming year. I know our records management program is facing another year of major projects.

I'm looking forward to seeing all of you at the holiday party. It is always nice to take some time to socialize and network with fellow chapter members. Members who do not attend are really missing out on a fun time.

I have received several submissions for speaking at the heartland conference coming up May 8-9, 2001.

I hope many of our members can attend this exciting and informative event in Kansas City.

Happy Holidays

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

Who Wants to be a Buckinaire?

Buckinaire is your chance to earn some ARMA bucks. For each correct answer you'll earn \$25. That's a possible \$250 bucks. Answers to the quiz will be revealed at our December holiday meeting. You must be present to win.

In case you missed our September meeting, here are the answers to the last Buckinaire Quiz.

- 1) d 5) e 8) a
- 2) b 6) c 9) c
- 3) d 7) c 10) a
- 4) b

As always, if you can't join us, play along anyway. It's fun, it's free, and it's safe for kids of all ages! Answers will also be published in the next edition of the *Mid-Missouri Star*.

Most of these questions come from the ICRM's *Preparing for the CRM Examination: a Handbook*.

Good luck!

- 1) Which of the following best describes the management theory "Theory X":
 - a) Most employees want to avoid job responsibilities whenever possible.
 - b) Most employees do not inherently dislike work.
 - c) Most employees want to satisfy social, self-esteem and self-actualization needs through work.
 - d) a and c
 - e) b and c
- 2) Which of the following is not a benefit of a successful records management program?
 - a) Boost in employee morale.
 - b) Decrease in employee mistakes.
 - c) Elimination of supervisory responsibility.
 - d) Increase in work output.
 - e) Increase in work quality.
- 3) Of the following, the least desirable method to use in responding to inquiries by letter is to:
 - a) answer letters in the order of their receipt.
 - b) refer briefly in the reply to the letter being answered.
 - c) used photocopied forms for answering frequently asked questions.
 - d) vary the length of the reply according to the circumstances.
 - e) keep the responses concise rather than droning on.
- 4) Rudolph-the-Red-Nosed-Reindeer's girlfriend's name is:
 - a) Bambi
 - b) Clarice
 - c) Petunia
 - d) Minnie
 - e) Roxie
- 5) The specific results expected from a new system are defined in the:
 - a) acceptance criteria.
 - b) feasibility study.
 - c) project schedule.
 - d) resource requirements.
 - e) functional analysis.
- 6) The most important factor to consider in filing systems design is:
 - a) space requirements.
 - b) budget.
 - c) user needs.
 - d) form and function.
 - e) None of the above.
- 7) A chronological index would be most appropriate for:
 - a) historical events.
 - b) purchase orders.
 - c) book titles.
 - d) taxonomy files.
 - e) engineering drawings.
- 8) How old is Cindy-Lou Who?
 - a) 42
 - b) 102
 - c) no more than 2
 - d) 22
 - e) all of the above
- 9) Microfilm can reduce records storage space requirements by:
 - a) 33%.
 - b) 61%.
 - c) 90%.
 - d) 98%.
 - e) 100%.
- 10) Data is stored in the computer in the form of?
 - a) electrical impulses.
 - b) punched cards.
 - c) punched cards and/or magnetic tape.
 - d) magnetic disks.
 - e) magnetic tapes.

Records Management Resources on the World Wide Web



Here is your end of the year present from your Mid-Missouri Star. I hope you have all found some of the sites educational and useful.

I would like to thank those who contributed information on sites this year. For those of you who are looking to earn some extra spending bucks for prizes next summer we have a new quick and easy way to earn some ARMA Bucks. For every for every site you submit *with a brief description* you can now earn an additional 25 Bucks. Not bad for a few minutes of your time.

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

Indiana University, Electronic Records Project

<http://www.indiana.edu/~libarch/ER/NHPRC-2/index.html>

Submitted by Craig Kelso

“This purpose of the project is to continue and expand upon the work undertaken in 1995-1997 on an NHPRC-funded electronic records management project administered jointly by staff from the IU Archives and the Information Technology. Whereas the main emphasis in the initial project was on developing a methodology for applying a management strategy, the primary focus of this project is on the application and evaluation of the methodology.”

Colorado Digitization Project

<http://coloradodigital.coalliance.org/standard.html>

Submitted by Craig Kelso

“Through the collaborative effort of Colorado's archives, historical societies, libraries, and museums, the people of Colorado will be provided access to the visual and oral record of Colorado's history, culture, government and industry in full text and graphic content.”

Thinking Critically about World Wide Web Resources

<http://www.library.ucla.edu/libraries/college/help/critical/index.htm>

Submitted by Marry-Ellyn Strauser

The World Wide Web has a lot to offer, but not all sources are equally valuable or reliable. This site offers some points to consider when determining the usefulness of the information on the site.

Virus Myths

<http://www.vmyths.com/>

Submitted by Marry-Ellyn Strauser

Learn about computer virus myths, hoaxes, urban legends, hysteria, and the implications if you believe in them. You can also search a list of computer virus hoaxes & virus hysteria from A to Z.

ARMA Bucks

Here it is – the much awaited and anticipated Bucks balances. As always, your banker, Marry-Ellyn Strauser, is there for you! Call (573-751-4502) or e-mail (straum@sosmail.state.mo.us) with any questions. Thanks for banking with the Bank o' ARMA Bucks!



Bank o' ARMA Bucks

<i>Account Holder</i>	Balance
Barrett, Larry	\$250
Bax, Pam	\$150
Benish, Judy	\$550
Bexten, Amy	-
Duncan, Wayne	\$1025
Elkins, Ron	-
Gentry, Linda	-
Gibson, Robin	\$225
Hagemeyer, Nila	-
Hager, Sally	-
Holland, Michael	-
Hombs, Debbi	-
Hussey, Liz	\$225
Jones, Willie	\$550
Kelso, Craig	\$900
Kirchner, Dawn	-
Larkin, John	\$525
Marthers, Sandi	-
Masters, Will	\$1,125
Matson, Ernie	\$250
Nichols, Kathy	\$600
Nield, Tom	\$325
Parks, Cyndie	\$375
Perkins, Joanna	-
Perkins, Rob	-
Powell, Phyllis	-
Samek, Laura	-
Shellman, Michael	\$125
Strauser, Marry-Ellyn	\$775
Thomas, Zen	-
Wihite, Reggie	\$125

How to Earn Bucks:

◆ Attend a Mid-Missouri meeting	\$125
◆ Attend all monthly meetings	400
◆ Attend a board meeting	25
◆ Bring a guest to monthly meeting	50
◆ Write an article for the newsletter	150
◆ Submit Website with description	25
◆ 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

TREASURER'S REPORT



Previous Balance:	\$	4507.14
Interest Rec'd /Bank:		5.32
Deposits:		
Dues		60.00
October Kick-Off Meeting		342.00
Disbursements:		
Kick-Off Meeting		-364.92
Chapter Pins		-452.76
Balance Forward:	\$	<u>4,096.97</u>



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).