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Columbia-Jefferson City Chapter of ARMA, International

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As seen on the Listserv:

The Future of Records Management

Are you familiar with the Records Management Listserv? If you're not, it's a web-based newsgroup where folks meet to discuss records management topics, concerns and issues. If you are familiar with the Listserv, you know that there are times when the pearls of wisdom are fewer and farther between. That isn't surprising when you consider that more than 2,300 people are subscribed to the list. How many meetings have you been to where staying on topic was a challenge? Nonetheless, most of us don't have time to read each and every message which means some interesting topics may slip by us. Thus, this column is designed to highlight a particularly interesting topic as seen on the RM Listserv.

This discussion was started by Susan McKinney, the list-moderator. Susan asked, "Where do you, as records management professionals, see the Records Management profession in 5 years? Or even in 10 years? What will our role be in our organizations?"

The responses to Susan's question were thoughtful and thought provoking. *Change* is a common theme in each. Whether it's change born of necessity or born of our dedication to the profession.

Our discussion picks up here:

I see Records Management becoming more aligned with IT out of necessity – either as an equal or combined into one function. In order to control the life cycle of records, we are going to have to be in at the creation – likely a part of the design team for new applications and systems. I also see the RIM tasks diversifying quite a bit to include

privacy issues (both government and private), database control issues, web site records/information issues and so on. I think we will need to be very good at making digital preservation decisions because I don't see "printing to paper" or "converting to microfilm" to be efficient or logical

choices in the near future.

Ginny Jones

I see it about where it is unless those of us in it are willing to do something to dispel the myth that RIM workers are paper handlers and nothing more. I see our roles being diminished even further if we don't take up the charge to become better informed about the changing face of Records and Information Management. We need to get our collective heads out of the accepted norm and "think outside of the (records storage) box" or suffer the consequences.

Larry Medina

(Continued on page 5)



Calendar

December 11	Columbia
<i>Holiday Party</i>	
February 18	Jefferson City
<i>Records Management 101</i>	
March 18	Jefferson City
<i>Microfilming/Imaging</i>	
April 22	Rolla
<i>Tour of DGLS</i>	
May 20	Columbia
<i>Records & Information Management in the News</i>	
June 17	Jefferson City
<i>Awards Night & ARMAbucks Auction</i>	

President's Pen



Hello fellow members of the Mid-Missouri ARMA Chapter. Some or all of you may have received a letter and brochure for MemberFest from International. This is a member-get-a-member campaign that International has designed to increase membership worldwide. If you would like to see the contest rules and more information about the program you can go to the ARMA Website at:

www.arma.org/memberfest/chapters.cfm

Our chapter has signed up to participate in this recruiting program. I would like to encourage everyone in the chapter to think of one individual you could invite to a meeting. Think of business contacts, colleagues, or social contacts who you believe could benefit from joining our chapter. Also if you have an idea for a

meeting that you think would bring in potential members please let me know. This program runs through June 30, 2003. Not only is our chapter eligible for some great prizes, but you can also earn major ARMA Bucks for the auction at the end of the chapter year.

While we should be looking for opportunities to increase our chapter, I would like to take this opportunity to thank everyone who has attended our monthly meetings for the first half of the year. Our average attendance is up over last year. I think that we should all thank the board for their hard work in putting together some quality programs. Speaking of quality programs, I am looking forward to the Christmas Party next month. I look forward to celebrating the holiday season with all of you. See you there.

Craig Kelso
Chapter President ■

2002/2003

Columbia/Jefferson City Chapter of ARMA, International

Board of Directors

President

Craig Kelso
Secretary of State's Office
600 W Main St
Jefferson City, MO 65101
(573) 526-1258
Fax (573) 526-5327
kelsoc@sosmail.state.mo.us

Immediate Past President

Will Masters
Secretary of State's Office
600 W Main St
Jefferson City, MO 65101
(573) 751-2397
Fax (573) 526-5327
mastew@sosmail.state.mo.us

Vice-President

Willie Jones
University of Missouri System

2910 Lemone Blvd
Columbia, MO, 65211-0001
(573) 882-1449
Fax (573) 884-3068
JonesW@umsystem.edu

Treasurer

Kathy Nichols
Boone County National Bank
PO Box 678
Columbia, MO, 65205-0678
(573) 874-8539
Fax (573) 874-8421
kathy_nichols@boonebank.com

Secretary

John Larkin
University of Missouri System
2910 Lemone Blvd
Columbia, MO, 65211-0001
(573) 882-1449

Fax (573) 884-3068
LarkinJ@umsystem.edu

Members-at-Large

Liz Hussey
Dept. of Natural Resources
101 Adams St
Jefferson City, MO, 65101
(573) 526-6927
Fax (573) 751-3110
lhsussey@myexcel.com

Michael Shellman
Secretary of State's Office
600 W Main St
Jefferson City, MO 65101
(573) 751-4219
Fax (573) 526-5327
shellm@sosmail.state.mo.us

Membership Campaign is Gaining Momentum

MemberFest is ARMA International's membership challenge. To date 85 chapters have submitted a *Letter of Intent* to participate in MemberFest with the Northeast and Canadian Regions leading the pack. Every chapter in those regions shown their desire to get in on the festivities. MemberFest is on the move with 34 new ARMA members, but it's far from it June 2003 goal of 500 new members.

The top three recruiters, will win one of the following prizes. (Please note: a minimum of five new recruits is required to be eligible for one of the following prizes.)

GRAND PRIZE

- HP Digital Camera (\$750 value)
- Boston Conference Registration (\$645 value)

FIRST PRIZE

- Palm Pilot (\$500 value)
- Boston Conference Registration (\$645 value)

SECOND PRIZE

Palm Pilot (\$500 value)

How To's

To find out more about MemberFest go to www.arma.org/memberfest. The site contains all the information you need to catch the excitement. Don't forget to include your member number on the MemberFest applications! If your new recruit wants to submit his/her application online, make certain that he/she know you ARMA member ID so that you'll get credit for the membership.

If you'd like to know even more about MemberFest, please contact Melissa Ebert, the MemberFest Cheerleader & Manager of Member Services (1-800-422-2762) ■



ARMABucks

What's more fun and less mess than a barrel fun of monkeys? Just about everything and that includes ARMABucks! Here are the current balances. If there's a problem with your account, please call your friendly banker, Marry-Ellyn Strauser, at (573) 751-4502. As always, thank you for banking with us!

Barrett, Larry	\$375	Harper, Connie	125	Masters, Will	725
Bax, Pam	-	Harrison, Kim	125	Nichols, Kathy	475
Benish, Judy	400	Hayes, Barbara	125	Nield, Tom	250
Block, Joyanne	125	Hinklemeyer, Sue	125	Parks, Cyndie	125
Clavert, Linda	-	Holland, Michael	-	Perkins, Joanna	125
Duncan, Wayne	125	Hombs, Debbi	-	Perkins, Rob	-
Elkins, Ron	-	Hussey, Liz	25	Powell, Phyllis	125
Gentry, Linda	-	Jones, Willie	575	Shellman, Michael	475
Gibson, Robin	-	Kelso, Craig	875	Sherrick, Penny	-
Gilman, Maxine	-	Kirchner, Dawn	-	Strauser, M-E	750
Hagemeyer, Nila	-	Larkin, John	475	Wihite, Reggie	-
Hager, Sally	125	Looten, Joann	125		

Ways to Earn Those ARMAbucks



Event	Amount
Attend a monthly meeting	\$100/meeting
Bring a guest to a monthly meeting	\$50/guest/meeting
Attend all monthly meetings	\$400/year
Attend a board meeting	\$25/meeting
Write a newsletter article	\$100/month
Be a Board Member	\$25/year
Attend the ARMA International conference	\$150/year
Participate on ARMA International committee	\$100/year
Participate as a chapter committee chair	\$100
Participate in a chapter committee	\$100
Recruit a new member (bonus tie-in with MemberFest!)	\$500/member
Work on the Heartland Conference Brochure	\$300
Participate on the Heartland Conference Committee	\$150
Attend the Heartland Conference	\$200
Be a Heartland Conference Speaker	\$1,000

Future of RIM

(Continued from page 1)

I see greater effort/difficulty in limiting the definition of a record. I also see a shift in electronic RM policy and technical approaches towards service to stakeholders, and away from enforcement models. This will be driven by cost considerations, the degree to which processes add stakeholder value, and accountability concerns.

Dwight Wallis

I envision a change in thinking for some RIM folks, some have caught on, but some have not. I think we have to be adaptable, flexible, and willing to learn new and different things. To stay ahead and competitive, I really think we need to partner with other departments, such as IS folks, and not abdicate our responsibilities. We need to not only be diverse in our knowledge base, but also multifaceted in our functionality to our organizations. The more you can learn about your organization and systems, the better off you are.

Kristi Henry

Larry Medina offered some insight on how to facilitate this change:

[To achieve this I'd like] to see more opportunities for education being offered to enable RIM Professionals to become exposed to the electronic aspects of collection management and retention, and to managing electronic forms of information in general.

I'd like to see a compendium of the great resources being provided over the Internet from a vast number of firms in the form of White Papers, case studies and PDFs of presentations being coalesced into a library of technical knowledge available to the Profession in a unified source, say with ARMA or whoever wants to pick up the mantle and provide learning resources to the profession in the next 5 years. I'd like to see REAL Continuing Educational Units (CEUs) being offered for actual problems facing the RIMs in their work situations, whether they're in business, government, academia or whatever field they're working in. I'd like to see an

annual conference we could attend that would offer course work to provide exposure to real cases and presentations made by practitioners rather than vendors about how to perform analyses and do workflow studies that apply to real situations, not "here's how I made this solution work (sort of) to take care of the RIM problems my organization was facing."

What will it take to get there? A realistic study of what RIMs are doing presently in their organizations and where they feel there is a disconnect between what their organization needs/wants and what they are able to provide. While this is what the Forbes Report purports it was intended to provide, it fell short of the mark. And when it was completed, the message needed to be discussed with/delivered to the Practitioners, not their employers. Thankfully, all attempts to deliver it "farther up the food chain" failed miserably, but no one has yet to distill it down to a usable product and attempt to make use of the findings.

What else will the records manager of the future need to meet these changes and challenges? Certification.

RIM practitioners will be commonly charged with managing life cycles that include data warehousing and the resulting materials, web sites as records repositories and all the issues resulting from that – privacy, retention, archiving links, identifying and preserving historical information, etc. I also see certification becoming almost mandatory for some of the higher paying positions with diverse RIM responsibilities.

Ginny Jones

I do believe that certification of some kind is needed to ensure that professionals have a common body of knowledge. While certification certainly isn't everything, it does allow for the creation of a common denominator of knowledge among professionals.

(Continued on page 6)

RIM

(Continued from page 5)

Certification (and active maintenance of that certification) is necessary to ensure that we stay ahead in our field and do the best job possible for ourselves as professionals and for our organizations. It's not enough to be certified; you have to also continue learning.

I think that flexibility, diversifying our knowledge base, and continuing education is key to our growth in the future. I think we have a lot to look forward to.

Kristi Henry

What will our role be in our organizations?

It's incumbent on each individual in the profession to stay abreast of technological changes and product offerings to be aware of how these may impact their positions (positively or negatively) and also be aware of where our organizations are heading.

Businesses change rapidly, they're always looking for ways to cut overhead costs and improve the bottom line through more effective ways of working. Labor intensive operations are always among the first to be evaluated for change, simply because the single largest expense an organization has is it's labor and related overheads.

Don't perceive change as a threat... look at it as an opportunity. But be ready to take advantage of opportunities if they arise by keeping yourself informed.

Larry Medina

These are just a few of the thoughts I found interesting. If you want to read the thread in its entirety start here: <http://www.lists.ufl.edu/cgi-bin/wa?A2=ind0211&L=recmgmt-l&O=D&P=8692> Then follow the thread by clicking on the next in topic button. ■

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Editor: Marry-Ellyn Strauser, CRM
straum@sosmail.state.mo.us
(573) 751-4502