

## Electronic Recordkeeping and Electronic Government Presentation

JoAnn Looten, CGBA

I hope you had the opportunity to attend the annual kick-off meeting held at Madison's Café in Jefferson City on September 15, 2003. If so, you were privileged to hear our guest speaker, Robert Horton. Mr. Horton is the State Archivist of Minnesota and the head of state archives at the Minnesota Historical Society.

Mr. Horton offered great information on the challenges and opportunities records managers face when dealing with electronic recordkeeping.

He began his presentation with an overview of Missouri's statutes on records, RSMo Chapter 109.210 which defines a record as a "document, book, paper, photograph, map, sound recording or other material, *regardless of physical form or characteristics*, made or received pursuant to law or in connection with the transaction of official business." The Missouri definition is very comprehensive and courts will rule that everything is a record. Mr. Horton recommended including everything in your records management program, even if you only retain the record for a day.

Mr. Horton determined an organization must review operational and fiscal accountability, evidence, citizen's rights, historical and cultural resources, and how the information can be viewed as an asset when determining its value to

an organization. After determining which records are valuable, organizations must deal with the challenges of electronic record keeping, of which there are several!

In closing, Mr. Horton stated the overall goal of records management is to forget regulation and focus on return on investment and adding value. This can be done by utilizing standards, cross boundary applications, access, description, privacy and preservation.

For additional information on this topic, you can visit the Minnesota Historical Society Website at [www.mnhs.org/preserve/records](http://www.mnhs.org/preserve/records).

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### Calendar

**October 19-22** Boston, MA  
*International Conference & Expo*

**October 21** Moberly, MO  
*Orscheln Industries Tour*

**November 18** Jefferson City, MO  
*Half-Day Seminar, Susan McKinney*

**December 18** Columbia, MO  
*Holiday Social at Jack's Restaurant*





## President's Pen

*Craig Kelso, Chapter President*

Once again it's time to start another exciting year for the Columbia/Jefferson City ARMA Chapter. This year is shaping up to be an excellent one. Your board has once again outdone itself in putting together some wonderful presentations and tours. Keep checking the newsletter and watching for flyers about the meetings. These meetings are a great networking opportunity and provide interesting perspectives on how other organizations are managing their records.

Speaking of the newsletter, I would like to thank JoAnn Looten for taking up the mantle as the newsletter editor. I know she will do an excellent job! Thanks JoAnn. Please submit your articles for the newsletter to JoAnn. Keep in mind that if you come across an article in another publication or on-line that you think would be beneficial to our chapter members, you can submit those as well.

This year ARMA International is launching a new recruitment campaign called the Power of One. The Power of One concept is based on the idea that one person encompasses the power to make a difference. The program focuses on peer-to-peer recruitment. And as with last year's Memberfest, there will be prizes awarded to the individuals and chapters that recruit the most members. I will have some brochures and applications at our meetings or you can contact me if you would like some of the materials. You can also check out the campaign at <http://www.arma.org/powerofone/index.cfm>.



## So Long and Thanks

*Craig Kelso, Chapter President*

In a sad note for our chapter, Friday September 19 will be Marry-Ellyn Strauser's

last day as the Director of Records Management at the Secretary of State's Office. She has accepted a position with Shaw Industries in Dalton, Georgia.

As a chapter we would like to thank Marry-Ellyn for all of her work with the Columbia/Jefferson City Chapter, and also for her dedication to the Midwest Rocky Mountain Region as our

Regional Coordinator. Marry-Ellyn has been instrumental in assisting with local meetings and using her network of contacts to bring in speakers and set up tours. Our loss is Georgia's gain.

Thanks Marry-Ellyn for all that you've done for both our chapter and the region. You will be missed. Congratulations on your new position and best of luck in Georgia.

## Educational Opportunities

### Orscheln Industries Tour – October 21

Orscheln Industries has graciously invited us to tour their facilities and Records Retention Center on Tuesday, October 21st in Moberly, Missouri. Debbie Hombs of Orscheln Industries recommends that everyone attending wear comfortable shoes because they will be going to and from different buildings.

The Orscheln Heights is located just off of Highway 63, the first Moberly exit, (Route M). Turn right at the off ramp, and go down Route M and you will see a sign that reads “Orscheln Management Company. Turn onto Overcenter Road and follow it to the building with an Orscheln sign on it. Visitor parking is the farthest parking lot down Overcenter Road.

#### Agenda for the Tour

- |            |  |
|------------|--|
| 11:00 a.m. | Orscheln Heights for brief introduction and company overview by Barry Orscheln, President of Orscheln Industries |
| 11:15 a.m. | Elisha Technologies Company  |
| 11:45 a.m. | Orscheln’s Record Retention Center   |
| 12:15 p.m. | Light lunch at the Orscheln Heights  |
| 1:00 p.m.  | Orscheln Farm and Home Retail Support Center   |
| 1:45 p.m.  | Computerized Business Systems  |
| 2:15 p.m.  | Orscheln Products and Qualico Products   |
| 3:00 p.m.  | Tour Concluded   |



### Theories, Myths, and Realities of Managing Electronic Records - November 18

Watch for more information on this educational half day seminar presented by Susan McKinney, CRM in Jefferson City at the Coca-Cola Community Room in Jefferson City from 8:30 a.m. to 1:00 p.m. Registration for ARMA members will be \$45 and non-member registration will be \$55.00. A box lunch will be provided.

*More information coming soon!*

*“Money was never a big motivation for me, except as a way to keep score. The real excitement is playing the game.”*

*Donald Trump,  
Trump: Art of the Deal*

## ARMABucks

He could have been talking about ARMABucks! Here are the current balances. If there’s a problem with your account, please call your benevolent banker, Marry-Ellyn Strauser, at (573) 751-4502. As always, thank you for banking with us!

Asher, Joe	--	Hombs, Debbi	--
Barrett, Larry	\$125	Hussey, Liz	--
Benish, Judy	--	Jones, Willie	\$375
Block, Joyanne	--	Kelso, Craig	\$675
Calvert, Linda	--	Larkin, John	\$350
Duncan, Wayne	--	Looten, JoAnn	\$300
Fry, Larry	--	Masters, Will	\$500
Gibson, Robin	--	Nichols, Kathy	\$225
Gilman, Maxine	--	Nield, Tom	--
Hager, Sally	--	Parks, Cyndie	\$125
Harmon, Roger	--	Powell, Phyllis	--
Harper, Connie	\$375	Shellman, Michael	\$375
Harrison, Kim	--	Stegner, Mary Lou	--
Hayes, Barbara	--	Strauser, Marry-Ellen	\$150
Hilkemeyer, Sue	\$375	Wilhite, Reggie	\$125
Holland, Michael	--		
			<u>\$4,075</u>

## Ways to Earn Those ARMABucks

<b>Event</b>	<b>Amount</b>
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 .....	\$500/member



## Are you a Local ARMA Chapter Member?

JoAnn Looten

The Columbia/Jefferson City ARMA Chapter is one of twelve chapters in the Midwest/Rocky Mountain Region.

The following members of ARMA International chose to become a chapter member (Jefferson City/Columbia Chapter) when they completed their original ARMA applications:

- Phillip Asher, University of Missouri
- Larry Barrett, Missouri Secretary of State
- Judy Benish, Missouri Secretary of State
- Joyanne Block, Mail and More, Inc.
- Linda Calvert, Columbia Police Department
- Larry Fry, Fry-Wagner Moving & Storage
- Robin Gibson, Office of State Courts Administrator
- Sally Hager, Missouri State Employees Retirement System
- Connie Harper, Mail and More, Inc.
- Kimberly Harrison, Mail and More, Inc.
- Barbara Hayes, University of Missouri-Columbia
- Michael Holland, University of Missouri
- Debbi Hombs, Orscheln Management Co.
- Liz Hussey, Department of Natural Resources
- Willie Jones, University of Missouri System
- Craig Kelso, Missouri Secretary of State Records Management
- John Larkin, University of Missouri
- JoAnn Looten, Missouri State Employees Retirement System
- William Masters, Missouri Secretary of State
- Kathy Nichols, Boone County National Bank
- Cyndie Parks, University of Missouri
- Phyllis Powell, City of Jefferson
- Mary Lou Stegner, Public School Retirement System
- Marry-Ellyn Strauser, Missouri Secretary of State

If your name is not on this list and you attend local chapter meetings in Columbia or Jefferson City, there's a chance you may be an undesignated ARMA International member (099). The next time you renew your membership, designate on the form or letter that you wish to be a member of the Jefferson City/Columbia chapter and pay the associated dues (\$20.00) to become our newest chapter member!

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