



## NORTHERN COLORADO ARMA October 2007 Newsletter

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### **Coming Events:** Northern Colorado ARMA Chapter Meeting

Friday, **November 2**, 2007 @ 11:30 am – 1:00 pm / City of Loveland Council Chambers, 500 E 3<sup>rd</sup> St, Loveland / ARMA Baltimore Conference Update; ARE YOU UP TO THE CHALLENGE? MANAGING RECORDS AND INFORMATION / Join us for a panel discussion of the experiences of both attendees and speakers at the ARMA International Conference in Baltimore. Please see page 7 of the newsletter!

Cost to attend is \$10/members and \$12/non-members. Box lunch w/beverages are provided. Please choose from Turkey, Ham, Roast Beef, or Veggie, and RSVP to Michelle Becker at 970-416-2130 or [mbecker@fcgov.com](mailto:mbecker@fcgov.com) by October 30<sup>th</sup>.

Mile-High Denver Chapter Meeting: November 13, 2007 (lunch), Document and Records Management Case Study (Conoco/Phillips) / see [www.armadenver.org](http://www.armadenver.org) for more information.

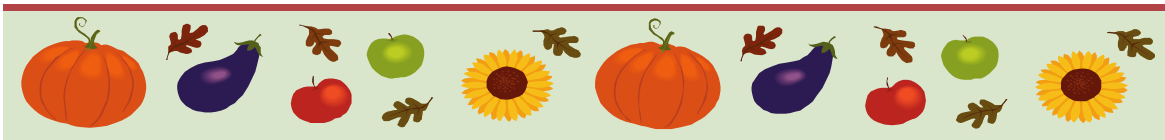
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## WELCOME NEW MEMBERS!

The following people have become members of the Northern Colorado Chapter of ARMA in recent months. We Welcome You!

Tom Iwanski, Platte River Power Authority - [iwanskit@prpa.org](mailto:iwanskit@prpa.org)  
David McClallen, Boulder County - [dmclallen@co.boulder.co.us](mailto:dmclallen@co.boulder.co.us)  
Mary Lee, Town of Windsor – [mlee@windsor.gov](mailto:mlee@windsor.gov)  
Kim Fain, City of Loveland – [faink@ci.loveland.co.us](mailto:faink@ci.loveland.co.us)  
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Dylan Demery, CPP, Inc. – [ddemery@cppwind.com](mailto:ddemery@cppwind.com)  
Jesse Wilkins, Access Sciences – [jwilkins13@gmail.com](mailto:jwilkins13@gmail.com)

When you attend any of our events in the coming months, and meet any new members, please join the Board of Directors in welcoming our newest members.



**ARMA International Educational Foundation News**

The ARMA International Educational Foundation is a funding resource for research and scholarship in the field of records and information management. The source of funds is the income earned by an Endowment being raised by concerned individuals and organizations in the profession. Established by [ARMA International](#), the leading professional association of records and information managers, it is a 501(c)3 non-profit entity.

Breaking Foundation News: The Foundation Scholarship Committee announced the awarding of two \$3,000 graduate level scholarships at the ARMA International Annual Conference in Baltimore, MD on October 8, 2007. The awardees are:

- Ineke Deserno, a Ph.D. candidate at Monash University, School of Information Technology, Melbourne, Australia
- Li Xie, a Ph.D. candidate at the School of Library, Archives and Information Studies, University of British Columbia, Vancouver, BC Canada

For the past several years, the Foundation has responded to the growing interest of records practitioners and educators for research on records and information management concepts, experiences and practices of worldwide interest. This research activity is funded by the Endowment Fund of the Foundation and the results are made available without charge. There is a large list of research projects listed on their home page at [www.armaedfoundation.org](http://www.armaedfoundation.org). Please check it out; there are some amazing papers on a wide variety of research.



***President's Message by Michelle Lamm:***

We have gotten off to great start in our 2007-2008 year! Our Chapter has already experienced a 10% increase in Chapter membership since last year, and has well over 50 members at this time. It is very encouraging to see new members who are interested in networking and expanding their RIM knowledge. Welcome to all the new members!

I also want to mention and thank our new Board of Directors. Michelle Becker (last year's Chapter Member of the Year) deserves special thanks for stepping up as Vice-President when that position needed to be filled. Vicki Lucero deserves many thanks for continuing the newsletter for us.

What I especially want to mention is that we also have first-time Board members, and it is definitely infusing new excitement and enthusiasm into the Board. It is wonderful to have new members, as well as members with a tremendous amount of experience. The planning for the year is really moving along, with many great ideas being discussed for programs well into 2008. We also have already begun planning for the Spring Seminar and several interesting options are under consideration.

Once again, welcome to what promises to be a really fantastic 2007-2008 ARMA year! This is your Chapter, so please let us know what we you would like your Board to do. Please contact me at 303.774.4541 if you have any questions.

September 19<sup>th</sup> Program with Carol Choksy, ARMA International President:  
**“Marshalling the Past Gives Us Reign on Our Future”**

*Review by Polly Havins*

We had the pleasure of a presentation entitled “History of Records Management and Its Impact on Government and Commerce” by Carol Choksy at our September meeting. Carol is the new President of ARMA International. She is a records management consultant and adjunct professor at the School of Library and Information Science at Indiana University, Bloomington.

Carol started the presentation with pictures of cave paintings that are older than 31,000 years and equated them to documents because they contain information of one type. She then showed pictures of bones with notches that are over 20,000 years old and equated them to a database. Our writing system can be traced back 8,000 years when the Sumerians used tokens to keep track of purchases for trading initiating the development of written contracts. Archaeological digs have shown that wealthy people could write and actually had filing systems and records rooms to store the records. Amazingly enough, land owners actually created summary reports of their records and then destroyed the individual records on a regular basis!

The word “record” is Celtic and literally means “from the heart”. Since only a knight could give testimony, all evidence in English courts was verbally given by knights until the 14<sup>th</sup> century. The 1066 Norman Conquest was the beginning of written testimony thereby causing more people to learn how to read and write.

The 19<sup>th</sup> Century brought greater need for faster duplication methods since until then everything was written by hand. Jefferson invented a duplicate letter writing machine in 1804 and a gel transfer method was developed in 1875. More documents and records brought the need for more storage, so correspondence and filing cabinets were created in the late 1800s.

In 1878, the Remington No. 2, the first commercially successful typewriter, was developed. This invention really transformed business because it could type through carbon paper. As a result, the first half of the 20<sup>th</sup> Century was more focused on the first half of the records lifecycle: creation, capture, filing, indexing; secondary focus was on retention.

Our best guess of the first use of the term “Records Manager” comes from the organizational chart for the Sales Department of the DuPont Company in 1919. “Records Management” first comes from Acme Visible Records, Inc.’s use in 1931, and “Life-cycle management” was first used in 1940.

Throughout history, we have most often focused on the first half of the record lifecycle. It wasn’t until the second half of the 20<sup>th</sup> Century that we started focusing on the second half: retention, disposition, destruction and archiving. Then came computers – originally created to perform calculations, they are about the first half of the records lifecycle and have never been about managing information. Even the best records management databases don’t manage information – it’s the people who do. Therefore, the role of the Records Manager as the manager of the first half of the records lifecycle has returned and is even more important because computers and applications cannot manage information.

Carol ended her presentation with exciting news – the new competency tool is now available on the ARMA website. This tool is designed as a roadmap to help you navigate your RIM career; please refer to additional information in this newsletter. Carol also mentioned that ARMA International is planning on creating a self-assessment tool that should be available in 2008.

Pictures of Carol's visit:





### **Core Competencies Assessment Tool:**

As mentioned in a previous article, Carol Choksy, new ARMA International President, was very excited to introduce a new RIM competency tool at the International Conference in Baltimore earlier this month. This tool is now available for download on ARMA International's website [www.arma.org](http://www.arma.org) – just scroll to the bottom of the home page and click on the link or go directly to <http://www.arma.org/competencies/index.cfm>.

As the website explains, this is a roadmap to help you navigate your RIM career. It defines the knowledge and skills you need to be a success at the various stages in your career.

These competencies will help you identify gaps in your current skills and knowledge so you know where you need more development. They can also be helpful in discussing your performance, career goals, and development needs with your supervisor. At an organizational level, the competencies are designed to provide the guidance managers and human resources need to craft position descriptions for new or existing RIM positions.

The core competencies are organized by level and domain. Levels reflect the amount of knowledge or experience a person has relevant to a specific topic or skill set regardless of time spent in the profession. Domains are categories of competencies in a particular performance area that are the major responsibilities or duties that make up the profession. There are six domains: Business Functions, RIM Practices, Risk Management, Communications and Marketing, Information Technology, and Leadership. Within each domain are task statements that identify the knowledge and skills required to perform the task competently.

To use, follow these steps:

1. Identify the level that best reflects your current responsibilities
2. Identify which domains are relevant to your current job and organization

3. Select the tasks within that level and domains which are relevant to your job
4. Assess your current level of performance for each of those tasks using the scale provided
5. Identify methods for improving the knowledge or skill for those items where you have low or no proficiency
6. Create a professional development plan with specific goals and timeline, and review the plan with your supervisor
7. Reassess your competency level at least once a year and update your plan accordingly



Carol unveiling the Core Competencies Project in Baltimore!

**Northern Colorado ARMA Chapter Board of Directors:**

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## ARE YOU UP TO THE CHALLENGE? MANAGING RECORDS AND INFORMATION

Please join us for a panel discussion of the happenings of the ARMA International Conference in Baltimore. Among the panelists are Conference Speakers Molly Davis and Betsy Holder; and attendees Paula Sutton (Midwest/Rocky Mtn Region Manager), Brad Leach, and Jean Williams.

Friday, November 2, 2007 at the City of Loveland Council Chambers / 11:30 a.m. – 1:00 p.m.  
500 E 3<sup>rd</sup> St., Loveland, CO / \$10/member & \$12/non-member / RSVP to Michelle Becker at 970-416-2130 or [mbecker@fcgov.com](mailto:mbecker@fcgov.com) by October 30<sup>th</sup>. Box lunches and beverages are provided; please choose from Turkey, Ham, Roast Beef, or Veggie when you contact Michelle.



Paula Sutton, Betsy Holder, and Molly Davis