



NORTHERN COLORADO ARMA January 2008 Newsletter

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Coming Events: Northern Colorado ARMA Chapter Meeting

Thursday, **January 17**, 2008 @ 11:30 am – 1:00 pm / Northern Colorado Water Conservancy District, 200 Water Avenue, Berthoud / **MANAGING YOUR RIM ASSETS: SELECTING THE RIGHT SOLUTION** / Join us as Rich Wilson presents how the Wyoming State Archives went through this process. See more information on page 3.

Thursday, **February 14**, 2008 @ 12:00 pm – 1:30 pm / City of Greeley, 1000 Tenth Street, Greeley / **PARTNERING TO BUILD THE COLORADO MUNICIPAL RECORDS RETENTION SCHEDULE** / Molly Davis, CRM and Betsy Holder, CRM, MMC will discuss the development of the Colorado Municipal Records Retention Schedule.

Thursday, **March 13**, 2008 is tentatively scheduled for a presentation by Sheri Nystedt, CRM and Stephanie McCutcheon, CRM, titled – **THIRD PARTY DUE DILIGENCE**. More information will follow. Mark your calendars and save the date!

Friday, **April 18**, 2008 – Northern Colorado Chapter Annual Spring Seminar, at the Medical Center of the Rockies, in Loveland / in the morning session, Karen Unger (American Document Mgmt) will discuss E-Discovery Issues and tools you can use in computer forensics; in the afternoon session, Jesse Wilkins, CDIA+ (Access Sciences) will discuss Compliance Issues and FRCP. Be sure to SAVE THE DATE for this informative seminar.

For the month of **May**, we have tentatively scheduled a Tour of the Rawhide Power Facility.

For the month of **June**, Stephanie McCutcheon will return after her travels to Australia and do a presentation entitled 'Records Down Under.'

Watch for more information to come on all these great events.

WELCOME NEW MEMBERS!

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

Suzy Schares, City of Commerce City - sschares@c3gov.com

Jill Frantz, Hewlett Packard – frantz@hp.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. 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:

Help grow the endowment by making your web searches generate income for the Foundation. GoodSearch.com is a new Yahoo-powered search engine that donates half its advertising revenue, about a penny per search, to charities that its users designate. Follow this link to read more and considering using this service to benefit the Foundation. Click: www.GoodSearch.com

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. Please check it out; there are some amazing papers on a wide variety of research.



President's Message by Michelle Lamm:

Warmest Season's Greetings, Northern Colorado Chapter Members!

As 2007 rapidly winds down to the end, I just want to say again, how very much I appreciate all of our members, and especially our 2007-2008 Board of Directors!

Our year started out a little bit rocky, but with the help of our Region Coordinator, Paula Sutton, we quickly coalesced into a tight group who sincerely want to see the Northern Colorado Chapter shine. Every board member contributes ideas, resources, information, and the labor needed for productive meetings – both Monthly meetings and Board meetings. It has enabled us to offer Chapter members a variety of educational options throughout this year and next.

We will have Rich Wilson from the Wyoming chapter presenting his ARMA International topic on January 17th and a monthly educational opportunity from then on through our Spring Seminar and the Rawhide tour in May. So be sure and read your emails, newsletters, and check our website often for updates. You won't want to miss a thing!

Our December luncheon was well attended. The presentations for Elder Elves and the Children's Advocacy Center were informative and interesting. The food was wonderful, and the camaraderie was enjoyable. Vicki did a great job keeping us on schedule!

Lastly, I want to ask you all to keep a good thought during this season and always for those who are not as fortunate as we are, for those who may have lost loved ones this year, and especially for the brave men and women who serve the United States, all across the globe, in order to keep us free.

Please contact me at 303.774.4541 if you have any questions.

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MIDWEST/ROCKY MOUNTAIN REGION COORDINATOR position opening:

The Midwest/Rocky Mountain Region of ARMA has an opening for Region Coordinator. Paula Sutton (many of you have met) will be stepping down this year as the Region Manager. Sheila Isaacson from the Twin Cities Chapter (region coordinator) is applying as Region Manager. Craig Kelso from the Central Missouri Chapter (region coordinator) is stepping down this year. For all three, their term limits are done, however Sheila can serve another 2 terms as Region Manager.

There is an opening for Region Coordinator from the western part of the region (MT, WY, CO). In order to stagger terms, they are looking to fill two positions – 1-one year position and 1-two year position. **Applications are due by January 15th.** If you are interested, you can go to www.arma.org/myarma. Sign in and then go to Applications. Click on the Region Manager / Coordinator Application. There is additional information about the position and the application form to submit.

To be eligible to serve as a Region Coordinator/Region Manager, a member must meet the following criteria:

- Member of ARMA International for at least three years
- Prior chapter leadership experience (preferably service as Chapter President)
- Ability and willingness to travel to the chapters in the region
- Strong oral and written communication skills
- Detail oriented and self-directed to complete tasks
- Recognition by members throughout the region

Paula has thoroughly enjoyed her time as Region Manager and will be happy to answer any questions you may have. You can reach her at 970.229.5274 or suttonp@prpa.org



**MANAGING YOUR RIM ASSETS:
SELECTING THE RIGHT SOLUTION**
Presented by Rich Wilson, Wyoming State Archives
Thursday, January 17, 2008 / 11:30 am - 1:00 pm
Northern Colorado Water Conservancy District
220 Water Avenue, Berthoud, CO

Situation:

- Wyoming state agencies managing a diverse variety of records, including e-records, in the manner that seemed best to them
- Increase in the number of records requests

Solution:

- The State of Wyoming needed to identify a solution that would be cost-effective and provide both large and small agencies with a means to capture records.

In this session, learn how the State of Wyoming developed its selection criteria and the process it used to select the software that would meet its needs. We will be looking at the good, poor, and really bad ways of selecting the correct RIM applications. Rich Wilson will be discussing some of the purchases the State had completed in Wyoming and how our selection process was refined over time.

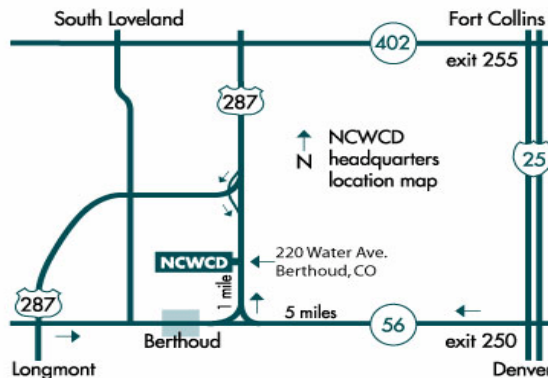
Following the program will be a short *informal* demonstration of NCWCD's Hummingbird Document Management System.

Pizza and beverages will be provided.

Cost is \$10 for ARMA/AIIM members and \$15/non-members (please specify affiliation when responding)

RSVP by January 15, 2008 to Vicki Lucero, 970-498-5013 or vlucero@larimer.org

On-line registrations accepted on www.northerncoloradoarma.org on the Meeting Registration tab. No shows that have not prepaid will be invoiced.



Presented by:

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