

The Front Ranger



Northern Colorado Chapter
Association of Records Managers and Administrators

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Help in Selecting Imaging Software Coming

The 2002-2003 ARMA year got underway with a social kick-off at New Belgium Brewery in September. Read all about the tour in the President's Message section.

The City of Greeley will host the **October 21st** luncheon program, **What to Look for When Selecting Imaging Software**, presented by Jerry Jacobson. The program will be held at the Union Colony Civic Center in Greeley. Lunch will be from 11:30 to 12:00; speaker from 12:00 to 1:00. There will be a nominal fee of \$8 for non-members and \$7 for members.

The other events on the schedule are:

November – *Challenges in the Records Management Profession: Surviving the Ax*. November 14, 1:00 – 5:00, at the City of Loveland Library. The program will focus on career and professional development, identifying what training is available in RIM, getting CRM credentials, and surviving the down times in your organization.

December – *Holiday Luncheon*. December 4, 11:30 – 1:30, at Sanford's Restaurant in Fort Collins.

January – *Identity Theft, Personal Records, and Proper Destruction* luncheon meeting. January 15, 11:30-1:30, at the City of Fort Collins Utilities Energy Conference Room.

February – A tentative site visit to Celestial Seasons in Boulder.

March – Panel discussion on *E-Mail Policies and Procedures*. March 19, 11:30-1:30. Location to be determined in Loveland.

April – Spring seminar tentatively scheduled for a day during the week of April 21.

May – Tentative visit to the Federal Records Center in Denver for a disaster hands on event.

Watch The Front Ranger for more information on these monthly programs!

Dates to Remember:

- Next Board Meeting
October 9
- CRM Testing
Nov. 7-8 & May 1-2
- October 21
Lunch Program
- November 14
Lunch Program
- December 4
Holiday Luncheon

Hear Ye, Hear Ye

Congratulations to Paula Sutton for being elected to the City of Loveland's Historic Preservation Commission!

We have a new member! Pam Gardner, is a Records Analyst with Iron Mountain Records Management. Iron Mountain is a contractor for Hewlett-Packard and Pam is on-site at the Fort Collins site with the HP RIM Organization. Pam's number is 898-3444. Welcome Pam!

Two Records Management III positions are available with ASCR Aerospace Corp. See the announcement at: <http://www.armadenver.org/jobs.htm>



A Message From the President – Vicki Lucero



WOW, it’s October already! Another year is passing us by. It really does seem to go faster the older I get. Christmas will be here before you know it. Well, enough about that...

I am really looking forward to the October program. It’s entitled ‘What to Look for When Selecting Imaging Software.’ We are happy to have Jerry Jacobson, an independent consultant as the speaker. He has worked with many companies, many different packages, and has so many experiences. It will be a lunch time program, hosted by the City of Greeley, at their Recreation Center. Box lunches will be provided. There will be a minimal charge for this event but you will go away with a wealth of information! Watch for a flyer coming out soon with all the details.

Several members met on the 19th of September for a social get-together at the New Belgium Brewery. What a great facility! Even if you don’t care much for beer, the operation is simply amazing. Of course, those that went seemed to like beer as well. There were 11 of us who went from the brew-house, through the production floor, into the storage areas, and back to the main lobby for some beer tasting. We each received a tray of eight samples, plus a taste of a specialty brew, along with Belgium chocolates to help enhance the beer flavors. Mmmmmmm, yummy! But, oh my goodness, the facility. They use a computerized system to manage the brew process, use wind-generated electricity, participate in an open book management approach for the financial information and offers employee ownership. From a Records Management stand-point, the operation is a dream come true. It was a great time. Check out their website at <http://www.newbelgium.com/>.

By the time you receive this several of us will have just returned from our travels to New Orleans for the 47th Annual Conference and Expo for ARMA International. I am happy to announce that nine of us from the Northern Colorado area will be attending the conference. This is the best turn-out in years from our area. A couple of them may not be ARMA members, or Chapter members, but we may be able to turn this around after this conference, hmmm?! By the time we come home, tropical storm Isadora will be all but a memory.

Until next time...

Vicki Lucero



New Belgium Brewery Tour photos...(L-R) In the brew house, tasting the samples, waste that will be used in asphalt, the “last ones”!

What Defines a Successful Project ?

How do you define a successful electronic records management project? According to consultant Jerry Jacobsen, “Success is when the solution is actively used on a daily basis to solve a business problem.” Some business problems that can be solved include: immediate access to information that was stored in paper filing systems; elimination of lost documents and pages within the document; audit trail of who had viewed the file; disaster recovery copy of information; reduction and elimination of data entry; elimination of offsite storage; elimination of floor space used for filing rooms; single point of access for paper and electronic records; digitally sign documents without paper; automate work that were manual; secure electronic files; central repository for all electronic and paper documents; direct capture of facsimiles to eliminate lost faxes; remote scanning to eliminate postage and FedEx charges; full text indexing to find all occurrences of words/phrases; public access of documents; and remote access of secured documents and records management. Hear more from Jerry on this subject on October 21st in Greeley!

“I don’t know the key to success, but the key to failure is trying to please everyone.”
Bill Cosby

Records Management in the News....

by Nancy Freeman

Records and records issues are in the news all the time. Between the latest on what major company is declaring bankruptcy for accounting practices and what the Bush administration will and won't release, there is no shortage of stories about records in the popular press. And there are lessons to be learned. Enron gave new meaning to shredding and retention schedules while showing how fast an accounting firm (Arthur Andersen) can go under. In addition, technology is frequently in the news and everyone can identify the ways new processes and machines can effect records management. Then there are other related professions that also deal with records, such as the archival field. Thus, there is no shortage of stories about records in the news and so many ways to apply lessons learned both in the workplace and in the home.

Each month I pick interesting articles that deal with various aspects of records management. All stories are gleaned from the Records and Information in the News (RAIN) on the Records Management Listserv. Be aware that I pick articles on a very subjective basis: mainly what I'm interested in, think others might enjoy, or something that has a seasonal tie-in. I also make the editorial "food for thought" comments at the end.

His Job has had 54 Years of Highs and Lows, from the Baltimore Sun on September 3, 2002. Since 1948, John Swaine Jr., now a retired farmer in Talbot County, has been

an observer for the National Weather Service. He faithfully records daily highs and lows, precipitation totals, wind gusts, and cloud cover. While Swaine's method of record keeping is very low tech, he is extremely accurate. The equipment he uses is also pretty simple, including two thermometers that register both the high and low temperature and a brass rain gauge that the weather service shipped in 1948. Weather observers for the National Weather Service will provide new digital thermometers for observers next year.

"It started out as kind of a hobby for me since about 1940," Swaine recalls. "My folks gave me my first rain gauge, and then the weather bureau wrote me asking if I was interested and offering me better equipment. Little did I know I'd still be doing it in 2002." Each day he records the weather information into brown notebooks and then compares the figures with the same day each year.

Various people use Swaine's data and pay \$20 a year for his monthly report. Builders use the information as they need to document the number of days they are rained out of jobs. Scientists at the University of Maryland's Horn Point Laboratory have used his rainfall numbers to calculate runoff into the Choptank River. In addition, people will want to know the weather on the day they were born. "Yeah, I have a lot of fun with that," Swaine says.

Food for thought: Don't you wish all people could be that consistent in record keeping?

Identity Theft – What to Know

We've heard the horror stories about identity theft in the news...but do we really think it will happen to us? No. Well here are some tips to help you either prevent it from happening to you or what to do if it does happen.

- ☒ Photocopy the contents of your wallet and keep in a safe place. Copy both sides of license, credit cards, etc. so that if your wallet is stolen you will know your account number and the telephone numbers to call to immediately call to report the theft and cancel the card.
- ☒ Consider changing the information you print on your checks. Instead of your full name, consider using just your initials instead of your first name. Use a work address or PO Box instead of your home address. Use a work telephone number instead of your home number.
- ☒ NEVER have your social security number or driver's license number printed on your checks. Only the Federal government and your employer need to know your SS #.
- ☒ File a police immediately in with the local police in the area where the theft occurred. When you do this it proves to credit providers that you were diligent in reporting the information. It's also the first step in an investigation if one happens.
- ☒ Call the three national credit reporting agencies immediately to place a fraud alert on your name and social security number. This will alert any company checking on your credit that your information was stolen and they need to contact you by phone to authorize credit.
- ☒ Equifax: 1-800-525-6285
- ☒ Experian: 1-888-397-3742
- ☒ Trans Union: 1-800-680-7289
- ☒ Social Security Admin. Fraud Line: 1-800-269-0271
- ☒ Contact your local Dept. of Motor Vehicles

Plan to come to the January meeting to learn more about this very important subject.



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The Front Ranger is published 10 times each year. The deadline to submit articles and advertising is the 10th of the month prior to publication. October 10 is the deadline for the November's newsletter.

ARMA International News & Info

ANSI Offers to Lead Election Standards Development

In letters sent to President's Clinton and Bush, the American National Standards Institute (ANSI), a private, non-profit organization that administers and coordinates the US voluntary standardization system, has offered to lead the development of American National Standards (ANS) for election related issues. Read the full story at http://www.arma.org/news/ansi_election.cfm.

Participate in the Standards Development Process

The Standards Development Committee is looking for volunteers to serve on task forces which develop the following standards: *Electronic Recordkeeping Capability in Software, Conversion and Migration Criteria in Record Keeping Systems, and Filing Procedures*. Get more information at <http://www.arma.org/news/news.cfm>

User Conference in November

The National Archives and Records Administration (NARA) Electronic Records Archive program is presenting a user conference in College Park, MD on November 8 on preserving, managing, and accessing electronic records. Contact (301) 837-2990 for more information.