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## Northern Colorado Chapter Association of Records Managers and Administrators

### Looking Forward to 2004

By Brenda McCoy-Manfredo, Editor

Here are the other programs you can look forward to in 2004:

**January**—HIPPA—How Does it Affect You?

**February**— E-Mail Procedures (panel discussion)

**March**— Tour of the National Wildlife Research Center in Fort Collins

**April 16**— Managing Electronic Records with featured speaker, Dr. William Saffady, 8:30–4:00 at the University Park Holiday Inn in Fort Collins. Look for upcoming flyers for more information!

**May**— ARMA International Website Demonstration by Regional Coordinator, Paula Sutton.

### Winter 2003

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Winter Officially Begins December 22 Winter Solstice



### Hear Ye, Hear Ye...What's News?

- Welcome to new member, Lisa Cain, CMC! Lisa is the Records Clerk for the Town of New Castle. She can be reached at [lisa@newcastlecolorado.org](mailto:lisa@newcastlecolorado.org).
- Welcome also to new member Kathi Haughn! Kathi is the RIM Manager for Westech International, Inc. in Loveland. She can be reached at [ka-haughn@wapa.gov](mailto:ka-haughn@wapa.gov).
- Congratulations to Tony Rodenbaugh for his new employment with Prosavvy! Tony can be reached at [trodenbaugh@prosavvy.com](mailto:trodenbaugh@prosavvy.com).
- The CRM Exam deadline is January 1, 2004.
- The CRM Exam test date is May 6 & 7, 2004.
- Our Chapter was able to donate to the Larimer County Food Bank, 61 pounds of food and \$40 in cash donations!



Get your ARMA news here!

## President's Perspective...

Have you had any time to check out the happenings on ARMA International's website? It is full of information. In our profession, it is important to check it periodically, and keep up to date on the latest in our field. At

<http://expo.arma.org/sessions/presentations/> you can see the session literature that was available at the Boston Conference, including keynote speeches. This is very helpful to many, because if you didn't make it to the Conference, you can get the materials here. Or, if you did make it to the Conference, but missed some of the sessions, you can get this material here. There is also information for the 2004 Conference in Long Beach, CA.

On ARMA's homepage, there is information about the Member Recruitment

Campaign that is now on, **Power of One**. It is this year's campaign of 'Member-Get-A-Member', where you can instill your passion for your profession upon others for recruiting members. You may win any of many great prizes.

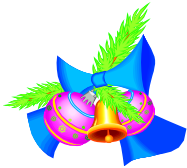
Our Holiday Social kicked off the holiday season a bit early, on December 5<sup>th</sup>. About 16 of us were at Braun's Pub & Grill at Collindale Golf Course. It has been remodeled recently, and had the feel of a hunting lodge. What a nice feel for a holiday lunch. Stuffed bobcats lined the walls, especially over the mantle of a gorgeous fireplace. The food was excellent, and the company was great! Of course I made a few announcements about upcoming programs, but for the most part, we all

visited. Everybody looked forward to dessert, it was scrumptious

The Seminar Committee is in full swing, planning the Spring Seminar for our Chapter. Mark your calendars for April 16, 2004. It will be held at the University Park Holiday Inn in Fort Collins. We have the pleasure of having Dr. William Saffady with us. He will be presenting 'Managing Electronic Records'. He has a new book out on this subject, as well as many more titles available at the ARMA Bookstore. Dr. Saffady has never been in the Colorado area. We are very excited to have him here. Watch for information coming out on this worthwhile event.

Happy Holiday's to All!

Vicki Lucero



The best thing to give to your enemy is forgiveness; to an opponent, tolerance; to a friend, your heart; to your child, a good example; to a father, deference; to your mother, conduct that will make her proud of you; to yourself, respect; to all men, charity.

Francis Maitland Balfour



## Do We Need Stress in Our Lives? Yes We Do!

By Jeannie Weaver

Loveland Police Department Psychologist Jack Digliani, Ph.D., Ed.D. was our speaker on November 19. He explained that we all have stress in our lives, but during the holidays the stress seems to multiply and can become overwhelming and disruptive. The timing of this program was just perfect for raising our awareness of how stress affects us all during this busy season.

Do we need stress in our lives? Yes we do. Why? Because too little stress is called "deprivational" and leaves you feeling unhappy. Therefore, stress = demand. As your stress or demand level rises, you can maintain a balance that's called "life management." If you don't maintain the balance, then you can overload yourself with demands or stress. You can have both extremes in your life at the same time. As an example, you could have a loss of a loved one and at work you have too many demands that overwhelm you and affect your behavior. You would be suffering from deprivation of love at home and overload stress at work. The demands at home or work can be managed by juggling commitments. This might mean saying "No" to a new demand because you are already working on a demand with a deadline. Sometimes when you have so much stress in your life, you can get stuck there and can't find any new ideas that work to get you out of that spot. Ask yourself, "Do I feel like myself" to figure out if you need help. If you don't feel like you used to before all the stress in your life, then you need to get help or get new ideas for ways to feel good again. A tip sheet was handed out for some things to remember when confronting change and managing stress. Several of the tips were: Watch how you talk to yourself; Stay grounded in what you know to be true; and Keep things in perspective by keeping little things little and manage the big things.

# Public Records In Colorado: Identification and Handling

By Vicki Lucero

Terry Ketelsen, the Colorado State Archivist, was our guest speaker for the October program. He started his presentation with stories about the collections at the Archives. He spoke of Kokomo, CO, a township that didn't survive much past the turn of the century. The township died in 1909. A woman called in to the Archives, stating her grandmother was the town clerk of Kokomo, and that grandma had taken all of the town records with her when the town was 'no more'. Her Grandma had passed, and wondered if the Archives were interested in the records. YES!

The summary of this story is that many people call in, asking about historical records, or items that they have found in attics, garages, and basements. The Archives is a good place to start, they may be interested. The State Archives handles 60-65 walk-ins or call-ins on a daily basis, with a staff of 8.

Definitions and terminology were the next topics. Archives use the terms 'Open or Close'. Open records are the accessible records. 95% of their records are 'Open.' The 'Closed' records are the ones not accessed by the public. Any persons requesting records are asked to fill out a form, and proof of identification. Terry had handouts stating Statutes about definitions. This same handout can be found at:  
<http://www.colorado.gov/dpa/doit/archives/open/00csalaw.htm>

Along with the discussion about definitions, he showed everybody a Statute that says 'Any record required to be created or kept by any state or local law or regulation may be destroyed after 3 years from the date of creation, unless such law or regulation establishes a specified records retention period or a specific procedure prior to destruction.' I spoke with a few in attendance, that said this little bit of information was well worth the trip.

Terry then went on to discuss public vs. non-public information. He stated that in Colorado, we have an 'Open Public Records Law.' This is a policy that State, County, and City governments should follow. It does change yearly. This is separate from the 'Freedom of Information Act,' which is similar, but is a policy that is followed by Federal agencies. Example: personnel or student records - some pieces are public, most are non-public. You must also understand the public vs. non-public pieces of a record file for disposition. You must shred any and all information that contains addresses or social security numbers. There are many contractors available for this service.

Terry discussed the similarities of county governments throughout Colorado. Most counties use the State Retention Guide for records retention. Much goes the same for city governments. There are many similarities, with some differences. The Colorado Municipal Records Retention Schedule was developed for use by municipalities. School Districts throughout Colorado vary, depending on size, but have some common record series. The State Archives is now working on a School District Retention Guide for adoption and use.

Wonderful program! You can find all of this information on the State Archives homepage at:  
<http://www.colorado.gov/dpa/doit/archives/>

**Northern Colorado Chapter of ARMA, Board Meeting Minutes,  
November 12, 2003, 3:30 p.m. Police & Courts Building, Loveland**

Present: Kim Pals, Jeannie Weaver, Vicki Lucero, Michelle Becker and Dawn Wirth. Absent: Paula Sutton, Kirk Kuwitzky, Brenda McCoy-Manfredo and Nancy Hofmeister.

The meeting was called to order at 3:42 p.m. The agenda was approved. The Minutes of the October 8, 2003 meeting were approved.

Treasurer's Report: Vicki Lucero said that Nancy Hofmeister was having car trouble and was not able to attend so she gave the treasurer's report. The ending bank balance for October was \$7,009.23 and the account activity showed an escrow deposit of \$100 and an expense of \$99.39 for the October program. Vicki explained that she had dropped off a check order some time ago and hadn't received new checks. She went to the bank today and found out that they hadn't received the order so the new checks will be mailed in a week to 10 days or so. She said Nancy was running really low on checks.

**New Business:**

New Members: Lisa Cain from the Town of New Castle is a returning member from the 099 list and Kathi Haughn is from Westech/WAPA where she filled the vacancy left by Paula Sutton. Vicki will have Brenda McCoy-Manfredo put a welcome notice to our new members in the newsletter. Dawn Wirth agreed to contact ARMA International to remove Patty Athenour from our chapter membership list. Vicki said she was recently contacted by a potential member and will pass on the information to Dawn so she can send out a membership information packet.

Survey: Vickie found a Chapter supply survey on the Chapter Connection that we went over to submit back to ARMA International. Out of the items listed for sale we agreed on keeping the pens and tenure pins. We decided we'd like to see magnets and nametag lanyards added to the list.

20<sup>th</sup> Anniversary: Some discussion has taken place at Seminar committee meetings about having the celebration at the 2004 Seminar. The Board decided that the Seminar would be the best place to have the celebration because the largest majority of members attend the seminar. It was decided to develop new artwork for a new chapter pin. Kim Pals will contact Julie Maas with the City of Loveland to see if she can help with this project.

**Old Business:**

Chapter Incorporation: Vicki said she completed the application to reinstate the Articles of Incorporation to the Secretary of State's office today. The incorporation status protects the Board from liability if an accident were to occur during an ARMA program.

Chapter Website: Dawn Wirth reported that the City is unwilling to host our website even though they have the server space. Dawn started putting together some basic web pages and said she felt we would need at least 20 pages. She feels that it is unnecessary to pay for having someone else host our site when there are servers available with the City or the County. Vicki said she would check with Steve Moore at the County for possible server space and hosting of our website. Dawn said she might have another solution but needed to visit with her contacts about it first.

October Program: Vicki passed out a debriefing spreadsheet for the Board's review. She said that Pam Gardner was the only no-show and that she would be billed for the registration fee for not canceling before the lunches were ordered.

November Program: Vicki will send out an email reminder to the Chapter tomorrow for the program on November 19. There are 8 signed up to attend at this time. Kim will pick up a dinner gift certificate for our speaker, Jack Digliani. Vicki said she would send the label format to Kim by email.

Holiday Event: Michelle developed the flyer for the holiday luncheon on December 5 at Braun's Bar & Grill at Collindale. It will be emailed out to invite all Chapter members for the free luncheon. A canned food drive will also be held during the event to gather donations for the Larimer County Food Bank. Kim Pals and Jeannie Weaver will develop a flyer to send out to members so they will bring the items to the luncheon. They will pack up the donations and Vicki will take them to the food bank that day. It was decided not to attempt another fundraising event this year.

The next Board meeting will be on December 10, 2003 at 3:30 p.m. in Fort Collins.

The meeting was adjourned at 5:05 p.m.

## Boston Conference Memories from Paula...



This year's conference makes the 7th conference that I have been fortunate enough to attend. I have to say this was one of the best! Conferences give me a chance to see old friends, renew friendships and meet new colleagues in the field of records management. It is almost mind-boggling if you think how much knowledge is ATTENDING the conferences, let alone the knowledge from the sessions.

I found the opening keynote speaker, William L. Hooton, with the FBI, very enlightening and informative. He spoke on the "Information Challenges in the New FBI." Interesting perspective in the field of records management. Other sessions I attended included a session titled, "Records Management Experts Among Experts, The Evolving Role and Competencies of Records and Information Managers, and Building a Compliant Records Management Program." I also attended Federal Government Day which discussed several initiatives, programs and issues records management is facing at the Federal level. I also sat in on a session that discussed the records management "issues" involved with the "Big Dig." This above and below ground (and under the river) highway is the largest Public Works project in American history and is taking place right in the middle of Boston. The project has already taken over 20 years and is scheduled to be completed in the next year. Can you imagine the records challenges of working on one project for that long? Think of all the boxes for one project. They said they have over 6000 drawing already. Think of all the technology changes that have occurred in that time frame and they have records in every format imaginable. Wow and I thought I had challenges at my job! For more information on The Big Dig see <http://www.boston.com/advertisers/bigdig/bigdig.shtml>

I enjoyed each session I attended and gained a greater knowledge in many different fields of records management.

Now the fun stuff....Boston was a wonderful town. We had a chance to dine in some wonderful places including the Old Oyster House, the oldest restaurant in Boston. We strived hard to get together with other ARMA members and chapters in our region when dining and had a region lunch one day and local chapter dinners on other nights. A group of us even rode the subway together. Can you just picture it? 15-20 records geeks, trying to figure out the color coding system of the subways and making announcements, "ARMA this is your stop!" The fun memories and friendship gained out of these events are something I treasure.

I hope you will consider making plans to attend next year's conference in Long Beach, California. Mark your calendars for Oct.

4-6, 2004. I can hear the beach calling..... oops I mean those educational sessions!

Paula Sutton

Midwest/Rocky Mountain Region Coordinator  
Northern Colorado Chapter, Wyoming Chapter

## More Boston Memories...

By Jean Maxwell

The ARMA conference in Boston this year was as interesting and educational as my first conference in Las Vegas a few years ago. I still feel like such a beginner when I hear the stories told by the "old pros".

There were many sessions that fit right in with the Districts new document-imaging program. Email is always a hot topic and the session titled "Scared Straight: E-mail Retention and the Law" really opened my eyes. The town meeting was also very informative. It's nice to see the business end of our organization. Opening speaker William L. Hooton with the FBI gave a talk on the 3000-plus ages of records they neglected to turn over in the Timothy McVeigh case. Seems our government has the same issues to deal with that we do! I took more time in the exhibit hall and listening to the technical briefings this time. There is just way more information than you can possibly absorb in a few short days.

I think Boston will become one of my favorite places to visit. The history in the area is something to see first hand. We found time to do some walking tours and eat plenty of seafood and a good old 'burger and beer at Cheers.

Long Beach in 2004 sounds like a good place to meet up again. And maybe even get a bit of a tan in the process!

**Mark Your Calendars Now!**

**2004 ARMA International Conference**

**Long Beach, CA**

**October 3-6**

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THE FRONT RANGER is published monthly except for July and August by the Northern Colorado Chapter of ARMA International.

The publication is intended to inform the Northern Colorado chapter members and other Information Management and Records Management Professionals of chapter activities, seminars, and profession related news and information. The opinions expressed in THE FRONT RANGER are those of the Editor or individual article authors and do not necessarily reflect the official policy of ARMA International or of the Northern Colorado Chapter.

Please send letters or articles to the Editor at:

Brenda McCoy-Manfredo  
c/o City of Fort Collins  
Engineering Dept.  
281 N College Ave.  
Fort Collins, CO 80524  
970-221-6528  
bmccoy@fcgov.com



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## 2003-2004 Northern Colorado Board of Directors

### President

Vicki Lucero  
Larimer County  
(970)498-7777  
[vlucero@larimer.org](mailto:vlucero@larimer.org)

### Secretary

Jeannie Weaver  
City of Loveland  
(970) 962-2392  
[weavej@ci.loveland.co.us](mailto:weavej@ci.loveland.co.us)

### Members At-Large Cont.

Brenda McCoy-Manfredo  
City of Fort Collins  
(970) 221-6528  
[bmccoy@fcgov.com](mailto:bmccoy@fcgov.com)

### Vice-President

Michelle Becker  
City of Fort Collins  
(970) 416-2130  
[mbecker@fcgov.com](mailto:mbecker@fcgov.com)

### Past President

Paula Sutton  
State of Wyoming Archives  
(307) 777-6920  
[psutto1@state.wy.us](mailto:psutto1@state.wy.us)

Kirk Kuwitzky

Professional Doc Mgmt.  
(970) 567-0014  
[pdmfc@yahoo.com](mailto:pdmfc@yahoo.com)

### Treasurer

Nancy Hofmeister  
Town of Lyons  
(303) 823-6622  
[nahco@juno.com](mailto:nahco@juno.com) or  
[records@townoflyons.com](mailto:records@townoflyons.com)

### Members At-Large

Kim Pals  
City of Loveland  
(970) 962-2242  
[palsk@ci.loveland.co.us](mailto:palsk@ci.loveland.co.us)

Dawn Wirth

City of Loveland  
(970) 962-2396  
[wirthd@ci.loveland.co.us](mailto:wirthd@ci.loveland.co.us)



## Other Northern Colorado Chapter Contacts

### Seminar Committee

Molly Davis, (970-482-1303), [mdavis2765@aol.com](mailto:mdavis2765@aol.com)  
Chair, Nancy Freeman, (970-266-6023), [nancy.a.freeman@aphis.usda.gov](mailto:nancy.a.freeman@aphis.usda.gov)  
Paula Sutton, (970-461-7594), [psutto1@state.wy.us](mailto:psutto1@state.wy.us)  
Jeannie Weaver, (970-962-2392), [weavej@ci.loveland.co.us](mailto:weavej@ci.loveland.co.us)  
Vicki Lucero, (970-498-7777), [vlucero@larimer.org](mailto:vlucero@larimer.org)  
Michelle Becker, (970-416-2130), [mbecker@fcgov.com](mailto:mbecker@fcgov.com)  
Debra Beasley, (970-898-7099), [debra\\_beasley@hp.com](mailto:debra_beasley@hp.com)  
Brad Leach, (970-622-2294), [bleach@ncwcd.org](mailto:bleach@ncwcd.org)

### Membership & Website Chair:

Dawn Wirth, (970) 962-2396, [wirthd@ci.loveland.co.us](mailto:wirthd@ci.loveland.co.us)

### Awards Chair:

Kim Pals, (970) 962-2242, [palsk@ci.loveland.co.us](mailto:palsk@ci.loveland.co.us)

### Elections Chair

Michelle Becker, (970) 416-2130, [mbecker@fcgov.com](mailto:mbecker@fcgov.com)

### ICRM Liaison

Molly Davis, (970) 482-1303, [mdavis2765@aol.com](mailto:mdavis2765@aol.com)

### Newsletter Editor & Brochure Chair

Brenda McCoy-Manfredo, (970) 221-6528,  
[bmccoy@fcgov.com](mailto:bmccoy@fcgov.com)