



© Allen Matheson/Photohome.com

Northern Colorado Chapter Association of Records Managers and Administrators

Fall is in the Air!

By Brenda McCoy-Manfredo, Editor

The program year got off to a great start with a presentation by ARMA International President, Gisele Crawford.

Here are the other programs you can look forward to this year:

October 29— Colorado Information Act by Terry Ketelsen, 11:30–1:00 at 700 Wood St. Fort Collins.

November 19— Managing Holiday Stress—see the flyer on page 4 for details.

December 5 —Holiday Luncheon, the Braun's restaurant at Collindale Golf Course, Fort Collins

January—HIPPA

February— E-Mail Procedures

March— Tour of the National Wildlife Re-

search Center in Fort Collins

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

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

We hope to see you at one or more of the programs!



Celebrate the Changing Seasons!
Fall Back to Daylight Savings time on October 26.

October 2003

Inside this issue:

President's Perspective 2

Pictures 2

Hear Ye, Hear Ye 3

September Program Recap 3

November Program Flyer 4

Advertisement Section 5

Board & Committee Info 6

Senate Votes to Divert NARA's Funds to Amtrak

The Senate Appropriations Committee has voted to defer for one year the \$35.9 million requested for the National Archives and Records Administration's (NARA) electronic recordkeeping project and divert the funds to Amtrak instead. It is a move that many view as a setback for the e-archives project, which would create a digital warehouse for government documents, including e-mail and computer files, that cannot be converted easily to paper format for long-term storage.

The National Journal quoted a Senate source who revealed that the funds were cut at the request of Washington Sen. Patty Murray, the ranking Democrat on the Appropriations subcommittee that approves funding for the Transportation and Treasury departments.

NARA criticized the move in a statement that read, in part: "[The e-archiving project] is a critical need due to the volume and rapid obsolescence of electronic records today, let alone in the future." In the statement, NARA states that if the numbers stand full Senate action, it will work hard to get the funding restored in negotiations with the House for the final version of the legislation.

President's Perspective...

What a great time we had at the September Program! Gisele is a knowledgeable woman. She moved up from a Micrographics Supervisor to enterprise-wide Records Administrator! The City of Edmonton employs 8500 people. Wow! What a feat - to get all departments on the same page with their records retention/disposition program. See the great summary written by Jeannie Weaver in this issue.

For the October Program, we have the great pleasure of having Terry Ketelsen, Colorado's State Archivist to a presentation about the Colorado Public Records Laws, its definitions, and how it affects us. This will be held in Fort Collins, on October 29th, as a lunch program. Look for the flyer in this newsletter!

Our November Program will be held on November 19th in Loveland. Managing Stress over the Holi-

days. Mark your calendars for both of these events and plan to attend. We would love to see you there.

Have you ever participated in a 'Webinar?' It's a seminar put on over the internet. ARMA International has been having several the past couple of years. I've never participated either, until recently. I highly recommend them now. The Wyoming State Archives sponsored the latest, "Collecting Records Management Metrics." This was a PowerPoint presentation, with the speaker doing the presentation via speakerphone. There is an administrator directing the event and the question and answer period. Handouts were made available. This format is impressive and very informative. You can check out other ARMA educational events at:

<http://www.arma.org/learning/index.cfm>

How many of you are planning to attend the International Conference in Boston? I know of a few of you. Would you please let me know, so that I can hook you up with other Chapter members attending. I know how comforting it is to see familiar faces. I won't be able to attend this year. Bought too many toys for my staff, oh well L. Send me an email, and let me know if you are attending, and which hotel you'll be staying at.

Well, that's about it for now. Please use the contact list in our newsletter to contact any one on the Board if you have questions or situations that you would like to talk about. I hope to see you all soon.

Vicki Lucero



In all things of nature there is something of the marvelous.

Aristotle (384 BC - 322 BC), *Parts of Animals*



Photo Op With The ARMA International President...



Left- ARMA International President, Gisele Crawford accepts an "All Colorado" gift basket from Regional Coordinator, Paula Sutton.



Right-Gisele Crawford entertaining a comment from the audience.

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

- The new Atlanta ARMA website is up and running with a new look! The address is www.atlantaarma.org. Here you can find information on local jobs, committees, leadership, meetings, membership, newsletters, vendors, and much more. Take a moment and browse through the site.
- Check out the website for New Mexico at www.lanl.gov/nmarma/index.html.
- The Wyoming Chapter of ARMA October Newsletter is now available. Click on the following link and then choose October 2003: www.armawyoming.org/news.htm
- Judy Sitton, editor of the ARMA-dilla, newsletter of ARMA's Houston Chapter announces that the September issue is now available on-line at www.armahouston.org/publications/dilla/2003/09-2003.pdf
- Best of Luck to Marry-Ellyn Strauser in her new position as the Corporate Records Manager for Shaw Industries in Dalton, GA. Shaw is the world's leading manufacturer of carpets and other flooring.
- The Orange County website has been redesigned! You'll find a couple of pages listing online RIM courses and degrees. To see it go to www.ocarma.org. From the menu go to Member Services and click on Education. Links to pages for RIM Courses and RIM Certificates and Degrees are on that page.



Get your ARMA news here!

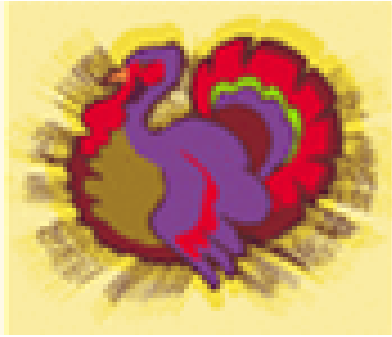
ARMA Int'l President Visits the Northern Front Range

By Jeannie Weaver, NCARMA member

On September 15, I was honored to pick up our monthly program speaker, Gisele Crawford, President of ARMA International. Even though I was a few minutes late because I went to the wrong hotel, Gisele was so gracious and thanked me for coming. We got to the building on time where Chapter President Vicki Lucero welcomed and thanked Gisele for coming to be our speaker. Paula Sutton also welcomed Gisele and thanked her for spending the previous day with her traveling to various sites and attending the Wyoming Chapter picnic with her. She presented Gisele with a basket of Colorado goodies as a souvenir of her stay with us.

A group of 14 members thoroughly enjoyed her upbeat and lively presentation of her program, "The City of Edmonton - A 10 Year Review," covered the period from 1991 when City Hall paperwork on a renovation estimate was found missing and an inquiry was demanded by an Alderman. Gisele started the project by taking pictures of records stored everywhere in every kind of environment. 50,000+ records were located and 148 different types of supplies and cabinetry was found to be in use that would have required over 200 person years to clean up. She decided that she had to establish a mission by making a Strategic Plan with policies for accountability and responsibility with the accompanying legislative framework. She provided copies of the City of Edmonton Bylaw 12101, Corporate Records and Information Management Bylaw. Guidelines and standards were then compiled in procedures manuals indicating acceptable file equipment, supplies and forms. A Common Administrative Records Disposition Schedule (CARDS) was put to work and 60% of the records were destroyed as well as 700 records retention schedules immediately cancelled. The payback has been cleaner records offices, access to information in a timely manner and better accountability. The City has continued building their program developing partnerships with Information Technology and a Corporate Records Advisory Group where all city departments are represented. Communication and training takes place at all levels with catered specific and just-in-time training over brown bag lunch sessions when needed. The success of the program was truly realized in 1999 in the cycling of records in their Central Records Center, consistent filing practices showing millions of dollars saved in space reductions, and the trust built with their clients proved that records are a valuable corporate asset.

Gisele then discussed her current project of the City's E-records initiative and project charter to develop a corporate wide strategy for managing electronic records. The City has created an E-Records Administrator position with the goal of developing systematic processes, practices and getting tools in place for managing all their electronic records. After a few questions and comments by the group, light refreshments were enjoyed by all. Vicki Lucero, Tony Adams, Gisele and I were treated to a wonderful Italian meal at Johnny Carino's Restaurant. Afterwards since it was still early, I drove Gisele down to the Municipal Building to show off our beautiful surroundings and the art work on display there before taking her back to her hotel. I really enjoyed getting to know Gisele and finding out that we have a lot in common with our Canadian counterparts in City Government and records management.



Managing Stress

November 19, 2003

Police & Courts Building in Loveland, CO

Police Institute, 810 E. 10th Street

Lunch at 11:30 a.m., Program 12:00 p.m.- 1:00 p.m.

Cost: \$10/member \$12/non-member

RSVP to Kimberly Pals, at 970-962-2242 or palsk@ci.loveland.co.us by 11/14/03.

We all have stress in our lives, but during the holidays the stress seems to multiply and can become overwhelming and disruptive. Please join us for a fun and informative program that will provide you with techniques to manage your stress. Jack Digliani has 10 years of experience with the Loveland Police Department as the Department's psychologist.

Speaker:

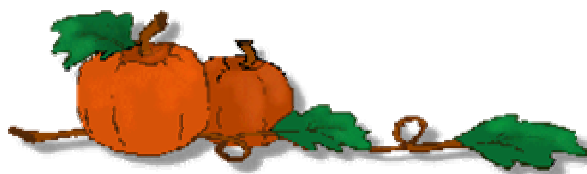
Jack Digliani, Ph.D., Ed.D.

Loveland Police Department Psychologist

Lunch will be provided by '*Blue Iris Catering*'.

Directions to Loveland Police & Courts Building located at 810 E 10th Street:

From Highway 287, turn east on Highway 34 (Eisenhower Blvd), to Monroe Avenue. From I-25, take the Highway 34 exit West into Loveland, to Monroe Avenue. Turn south on Monroe, cross the railroad tracks, and you'll see the building on the left side of Monroe Avenue. The Police Institute is inside the main entrance, to the left. No need to check in or go through security screening.



Advertise in the Front Ranger!

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



Reproduction of this publication in whole or part is encouraged provided that full credit is given for the information. Please include the following: Article Name, Author, The Front Ranger, Northern Colorado Chapter of ARMA (NCARMA), and Issue Date.

ADVERTISING RATES:

Annual rates (10 issues= 1 year) includes a logo and a text link to a website or email address.

Business Card	\$70.00/yr
Quarter Page	\$200.00/yr
Half Page	\$300.00/yr
Full Page	\$600.00/yr

Please contact the Newsletter Editor for ad specifications and requirements.

Advertising in the Front Ranger gets your business exposure to a diverse group of records and information professionals throughout the Rocky Mountain region. Sign up now!

File Trail

San Jose, CA · Washington D.C. · Denver, CO



Kirsten Stein

Sales Office: 303-523-0902

Email: kstein@filetrail.com

2003-2004 Northern Colorado Board of Directors

President

Vicki Lucero
Larimer County
(970)498-7777
vlucero@larimer.org

Secretary

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

Members At-Large Cont.

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

Vice-President

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

Past President

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

Kirk Kuwitzky

Professional Doc Mgmt.
(970) 567-0014
pdmfc@yahoo.com

Treasurer

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

Members At-Large

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

Dawn Wirth

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



Other Northern Colorado Chapter Contacts

Seminar Committee

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

Membership & Website Chair:

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

Awards Chair:

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

Elections Chair

Michelle Becker, (970) 416-2130, mbecker@fcgov.com

ICRM Liaison

Molly Davis, (970) 482-1303, mdavis2765@aol.com

Newsletter Editor & Brochure Chair

Brenda McCoy-Manfredo, (970) 221-6528,
bmccoy@fcgov.com