



© Allen Matheson/Photohome.com

Northern Colorado Chapter Association of Records Managers and Administrators

It's A New ARMA Year—2003/2004

By Brenda McCoy-Manfredo, Editor

Welcome back! The local Northern Colorado ARMA (NCARMA) Board hopes everyone had a great summer and is ready for a new year of exciting ARMA events.

The NCARMA chapter will be celebrating its 20 year anniversary this year! To celebrate this significant achievement the Board has put together what they hope will be a fun, informative, program schedule.

Here's what you can look forward to in the next year:

September— Gisele L. Crawford, ARMA International President, presenting a case study of the implementation of the City of Edmonton's records management program and a 10 year look back.

October— Colorado Information Act

November— Managing Holiday Stress

December—Holiday Luncheon

January—HIPA

February— E-Mail Procedures

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

April— Spring Seminar with featured speaker, Dr. William Saffady

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

Watch for a program flyer announcing the date for the afternoon presentation of ARMA International Present Gisele Crawford.

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



Northern Colorado ARMA Chapter celebrates 20 years!

September 2003

Inside this issue:

President's Perspective 2

Board Meeting Schedule 2

Records Mgt. ListServ 2

Hear Ye, Hear Ye 3

Virginia Enacts Anti-Spam Law 4

Advertisement Section 5

Board & Committee Info 6

I Like Change!

By Brenda McCoy-Manfredo, Editor

Well, with this edition of the Front Ranger, I start my second year as the Editor. The feedback from everyone over the past year has just been tremendously positive so I thought I'd try

it again!

For those who don't know me, I'm a rare person who likes change, in fact, I often encourage it. So with the new year comes a new newsletter format—I was bored with last year's look.

After reading the comments regarding the newsletter from the spring survey, I've planned a newsletter year that I hope will bring the membership the information that you want in a fun, easy to read, enjoyable format.

Special points of interest:

- New FCC Fax Rules
- Join ISG Exchange
- Find other RIM Organizations

President's Perspective...

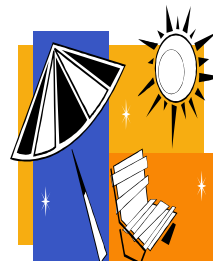
HELLO EVERYBODY! WOW! Is summer gone already? I don't think so! I hope you've had an enjoyable summer.

In mid-July, five of the Board members attended the Midwest/Rocky Mountain Region Leadership Conference in Denver. It was fantastic! There were twenty-nine attendees from around the region, representatives and Board of Directors from ARMA International. It was a pleasure meeting some new people, as well as catching up with old friends. The warmth, compassion, and friendly personalities of ARMA folk is beyond comparison. This is a great group of people. We brought back to our planning meeting in early August some fresh ideas and new perspectives.

I want to take a little time to stress the importance of ARMA. Your local chapter is here (most importantly) to act as your professional resource and to also provide educational sessions. Regardless of your profession, the Northern Colorado Chapter is here for you. The Chapter Board makes it all happen - bringing you educational programs and information, and providing networking opportunities and consultation. It's a bit of work, but you, the members make it all worthwhile! The past year hasn't been easy on members due to budget cuts or freezes to educational and travel funds. Sometimes, in order to

benefit from our professional organizations, we have to participate in some of the costs from our personal pockets. Please consider all the pros, rather than the cons, when receiving information regarding our monthly sessions. We hope you'll consider attending! I'd like to see more of our members and more of our professional colleagues at our events. As always, please use the Board Member 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



Monthly Board Meeting Schedule Changes

The Northern Colorado Chapter Board will be trying something new with the regular, monthly Board Meetings. We're going to have half of the meeting in Fort Collins and half in Loveland (yep, it was Brenda's idea!).

The Board composition makes it an almost 50/50 split among members who work in Fort Collins and Loveland. Four members are in Fort Collins, four in Loveland, and Nancy's from Lyons (well it's almost Loveland!).

The meetings are held every second Wednesday of the month, from 3:30-5:00 pm.

The Loveland meetings will be held at the Police and Courts Building in:

Change has a considerable psychological impact on the human mind. To the fearful it's threatening - things may get worse. To the hopeful it is encouraging - things may get better. To the confident it is inspiring - the challenge exists to make things better. **King Whitney Jr.**

September, November, January, March and May.

The Fort Collins meetings will be held at the Larimer County offices at 2555 Midpoint Drive, Suite A, in: October, December, February, April and June.

Board members mark your calendars so you won't be at the wrong location!

Records Management ListServ

By Susan McKinney, CRM, University of Minnesota

The Records Management Listserv, was started in 1989 by Anne Smith of Syracuse University & Maralyn Harmston, Brigham Young University. In the beginning, the main focus was Educational Institutions, as they were the primary users of the Internet. As more and more people received electronic mail and internet capabilities, the list quickly expanded and currently has

over 2,600 members in 33+ countries across the world. The service is free and topics range from the basics of records management to philosophical and electronic records issues. In addition, the archives of the listserv may be searched by members and non-members at: <http://lists.ufl.edu/archives/recmgmt-l.html>

To sign up, send your request to: LISTSERV@LISTS.UFL.EDU. Do not

use a subject line.

In the body of the message, write: subscribe recmgmt-l (your first and last name, omit parentheses)

Once this is sent, you will receive a confirmation that you have been subscribed to the recmgmt-l listserv.

With your successful subscription, you will receive a confirmation from the system and a welcome message from me that tells you how to use the list.

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

- A warm welcome to our newest member, Nanette Fornof, from the Town of Milliken.
- Paula Sutton's on the move again! She has accepted the Records Management Supervisor position with the State of Wyoming Archives. Congratulations Paula!
- The Chapter has created a new Charity Committee to be chaired by Kim Pals with assistance from Jeannie Weaver. The Committee will be responsible for coordinating the Chapter's charitable activities.

ties. Thanks Kim and Jeannie!

- Dawn Worth has been recruited, and agreed to be, the Chapter Website Webmaster. Dawn has experience creating and designing websites and we look forward to the site she will create for the chapter. We look forward to surfing soon with Dawn's help!
- The Chapter will for the first time create a Chapter Brochure of Events,

highlighting the year's scheduled events.

- If you're looking for another ARMA member, you can check out the Membership Directory on the ARMA International website at www.arma.org.
- Check out other local ARMA chapter websites: For Denver Mile High, www.armadenver.org, and Wyoming at: www.armacolorado.org.



Get your ARMA news here!

RM – A CANDIAN PERSPECTIVE

Gisele Crawford, President, ARMA International

will share the success of the Corporate Records and Information Management program in the City of Edmonton, the challenges that were faced and how they were overcome.

Sept. 15, 2003

Police & Courts Building in Loveland, CO

Police Institute, 810 E. 10th Street

Registration at 2:45 p.m.,

Program begins promptly at 3:00 p.m., Refreshments 5:00 p.m.-5:30 p.m.

Costs: \$6/members \$10/non-members (no shows will be billed)

RSVP to Kim Pals, at 970-962-2242 or palsk@ci.loveland.co.us by Sept. 12th.



- how a snap shot picture of record holdings was conducted and used to measure the progress of the program
- the development and implementation of the legislative foundation, inclusive of a strategic plan, policies, procedures, guidelines and privacy
- communication and training strategies
- partnership arrangement with others in the City, and,
- the City's E-records initiative and project charter.

Directions to Loveland Police & Courts Building: (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, over railroad tracks, you'll see the building on the left side of Monroe Avenue. Police Institute is inside main entrance. No need to check in or go through security screening.

Virginia Enacts Tough Anti-Spam Law

Posted on ARMA International Website 5/9/2003

Lawmakers are getting tough on the annoying, unsolicited e-mails known as spam. Virginia lawmakers recently enacted the nation's toughest anti-spam law, which allows authorities to confiscate assets earned from sending bulk unsolicited e-mails and threaten spammers with up to five years in prison.

Half the states have passed laws to stop spam, but Virginia's is the first to give law enforcement the power to seize assets earned from spamming and impose up to five years in prison - even if the sender and recipients live in a state other than Virginia. Lawmakers said the new law is aimed at commercial bulk e-mail and includes provisions that apply when an individual sends 10,000 or more copies of a message in one day or makes at least \$1,000 from one such broadcast.

USA Today reported that Virginia's law also prohibits tools

that automate spam and the forging of e-mail headers, which contain identification information about senders and their service provider. Spammers often forge the headers to hide their identity. AOL, Yahoo, and Microsoft recently announced a joint initiative to combat spam by identifying and restricting messages with deceptive headers.



Cracking down on
SPAM!

A recently released Federal Trade Commission study said one-third of all spam e-mails contain false information. According to AOL, spamming is the No. 1 complaint of its 35 million customers. The company said it blocks billions of pieces of spam each week, but at least that many get through to its customers.

ARMA International News

FCC Fax Rule Update

Acting on petitions filed by the American Society of Association Executives (ASAE) and other concerned organizations, the Federal Communications Commission (FCC) on August 19 issued a 16-month stay of the new regulations governing fax advertisements. January 1, 2005, is the new effective date

The FCC granted the stay request after receiving hundreds of comments and requests for interpretation from associations and other businesses over the past several weeks regarding the rulemaking, which was published July 25 in the Federal Register. ASAE and others argued that the fax regulations as written would significantly impede the marketing strategies and basic communications between associations and their own members. The new rules were due to go into effect August 25, but will now be given more deliberate consideration to determine congressional intent.

What does this mean for ARMA and chapters?

This voids the need for members to fax the requested consent form. We will continue to accept consent forms, but will not be proactively pursuing their return at this time. Again, ARMA will keep you informed of the rule's progress.

(Web posted 8/22/03)

Join the ISG Exchange for Industry-Specific Discussions

A new category has been added to the ARMA Member Forum - The ISG Exchange - so members can discuss issues and topics specific to their industries. The category is further segmented by industry sectors. To access the ISG Exchange, go to http://www.arma.org/members/forum_intro.cfm. All you need is your member ID number and password.

Other RIM Organizations

AIIM—Association of Information & Image Mgt.

www.aiim.org

Association of Legal Administrators

www.alanet.org/home.html

Business Forms Managers Association

www.bmfa.org

Institute of Certified Records Managers

www.icrm.org

PRISM International

www.prismintl.org

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

Publicity Chair

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

Newsletter Editor & Brochure Chair

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