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# THE FRONT RANGER

The Newsletter for

**Northern Colorado Chapter Association of Records Managers and Administrators**

October, 2005

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## MESSAGE FROM THE PRESIDENT

### **Fall greetings to Northern Colorado ARMA members!**

This looks to be an exciting year for the Chapter. The Front Ranger newsletter is back, with Kristi Bashor at the editor helm. The newsletter will come out three times this program year. If you have any successful programs or just interesting news items, please let Kristi know. In addition, we are taking advertisements for the newsletter so if you are interested, see inside for more information.

We also have good programs lined up for the 2005-2006 ARMA year. Just after the newsletter comes out, the joint ARMA-SRMA conference will be held in Denver on Oct. 26 & 27. The November ARMA program will be held at Molson-Coors Brewery in Golden, CO. Further details on the tour are inside the newsletter on page 6. And of course, in December, there will be the annual holiday lunch (place and time to be decided).

Additional program topics include e-mail etiquette, a possible visit and presentation by the ARMA International President, and the annual spring conference in April.

Have a great fall and holiday season!  
Nancy Freeman, N. CO ARMA President.



## NARA REPORT

I really feel lucky to have monitored this program because it was so easy to arrange and attend for FREE! We had wonderful transportation provided by Larimer County and the Northern Colorado Water District and drivers, Vicki Lucero and Paula Sutton. Thanks so much for braving the traffic and roadwork around there! The tour provided these interesting tidbits: The building is an old ammunition plant and you can still find ammunition casings in the basement. They used to have as many as 100,000 requests for records a year until they moved out the IRS records to Kansas and now are down to only 30,000 requests. They have 15 employees to run the center. The Archives section of the building is temperature and humidity controlled and takes up only 50,000 sq. ft. of the total building. We got to see pictures of Clark Gable in his Army uniform and other interesting pictures and items on file there. Oh, yes, and lots of boxes stored on racks 15 feet high! The Center's "Brains" office has one small room housing all the forms for describing and locating the records stored there and agencies that sent them to NARA. I forget what they call the forms but there is no backup of these forms in electronic format at this time. A plan is in the works for scanning them in the future. The Tour Leader said the active records center part of the building uses "the Braun" to pull the boxes and records but it takes all the employees equally to get the job done. They all seemed to take a lot of pride in their work and really respect the files and the information contained in them. Our guide said that there is quality control done after the file is replaced in its location using the check out forms and that they continually strive for zero misfiles but it does occur, unfortunately.

- Jeannie Weaver, Vice President -

## Treasurer's Report

Northern Colorado ARMA Chapter  
Balance Sheet – 3<sup>rd</sup> Qtr 2005

<b>Beginning Balance 7/1/05</b>	<b>\$14,096.51</b>
<b>Deposits (7/1/05 – 9/30/05)</b>	<b>4,070.00</b>
<b>Sub-Balance</b>	<b>\$18,166.51</b>
<b>Expenses (7/1/05 – 9/30/05)</b>	<b>1,617.66</b>
<b>Checking Acct Ending Balance (9/30/05)</b>	<b>\$16,548.85</b>
<b>Petty Cash</b>	<b>\$25.00</b>



Vicki Lucero  
2005 – 2006 ARMA Chapter Treasurer





**Northern Colorado Chapter of ARMA  
Board Meeting Minutes**

September 14, 2005  
3:30 p.m. Loveland City Building  
500 E 3<sup>rd</sup> St., Chambers Conference Room

Present: Vicki Lucero (Acting Secretary/Treasurer), Jeannie Weaver (Vice President), Nancy Freeman (President), Debi Krogh-Micha (M-A-L/by phone), Kristi Bashor (Web Master).

Absent: Brad R. Leach (Acting Secretary/M-A-L), Debra Beasley (Past President), Michelle Becker (M-A-L), Michelle Lamm (M-A-L)

- I. Meeting called to order at 3:35 pm by President Freeman.
- II. Approval of August Minutes. The question came up that it may not have been clear in the minutes regarding the action voted on by the Board for the Treasurer to act on the Audit Plan. August Minutes notation: There were several suggestions by the Board regarding methods of record keeping and backup methods, would be taken under advisement by the Treasurer. The Board unanimously approved that the Treasurer could take the best action in regards to the Audit Plan.
  - A. Motion to accept August Minutes = Vicki Lucero. Second = Kristi Bashor. Motion carried.
- III. Treasurer's Report.
  - A. August 2005 (\$13,861.98 checking account balance) report was reviewed by Board prior to meeting. Debi Michna inquired if the Board ever pursued investing some account dollars in CD's; Money Markets, etc., as our balance is quite high. Debi asked if this could be an action item for further discussion. Nancy will place it on agenda after the dust settles from the Fall SRMA/ARMA Conference. Debi will gather suggestions to present to the Board when this item is placed on the agenda. Motion to accept Treasurer's report = Jeannie Weaver. Second = Kristi Bashor. Motion carried.

- IV. Parliamentary details – Brad Leach (as Member at Large) needs Board appointment as Secretary and Kristi Bashor (as appointed Web Master) needs Board appointment to fill the Member-At-Large position. Motion to accept Brad and Kristi in their newly appointed positions = Jeannie Weaver. Second = Vicki Lucero. Motion carried.
- V. Conference Call setup for Board meetings. Nancy said that a new ACT account has been established for Board meetings, members can call in to an 800 line or a 303 line. Debi said she had better response with call in system on the 303 line, but that her company's Denver tie line is set up. Nancy will provide numbers if members ask.
- VI. September 13 Program at NARA. Jeannie Weaver handed out debrief forms of the program. 3 tour leaders; 7 NC attendees; 11 WY attendees; approximately 35 Milehi attendees; approximately 55 attendees' total.
- VII. October SRMA/ARMA Conference update: Nancy said that vendor and attendance registrations are coming in – 8 vendors on-site/several for advertising; and 10 registrations have been received. They have full confidence that the conference will be a success with over 100 in attendance.
- VIII. There was a brief discussion regarding the November program at Coors Brewery. Our Chapter is limited to 10 in attendance; Vicki and Debi both offered a vehicle to drive everyone to the brewery. Nancy will stay in contact with Debra Beasley to firm up the details.
- IX. Newsletter update – Kristi will gather the information in late September to have a newsletter ready to distribute by end of October.
- X. Web site update – Kristi has investigated the needs to link paypal to our website for use by members and the Board. Vicki mentioned that Brenda McCoy-Manfredo has looked into it as well. Vicki will send Kristi log-on information to aid in information gathering to present to the Board. If we utilize PayPal on our website, Nancy wants us to advertise it heavily to get more bang for the buck.

Minutes continued...

- XI. Other items of sharing – several members of the Board asked Nancy if we could throw her a baby shower after her baby arrives. Nancy agreed, for a spring shower. More discussion to follow.  
Debi Michna asked if any one has heard of any groups contributing to the Katrina Hurrican relief in a records management/archival standpoint. Nancy said there has been some discussion on the RMListServ and would provide Debi with information on how to subscribe. Nancy brought up that Disaster Planning or Disaster Relief would be a good topic for the ½ day Spring Seminar. Nancy also mentioned that the Civic Responsibility Committee is meeting next week and will discuss this topic also.
- XII. At 4:25 pm the meeting was adjourned.

## FREE FREE FREE FREE FREE FREE

**Windsor, Colorado** – An informational seminar entitled **“How Your Company Can Benefit From Electronic Document Management”** will be held on **December 6, 2005 from 11-1pm at the Best Western Conference Room in Loveland at I-25 and Highway 34.** The event is being co-sponsored by Image Technologies, a local reseller of electronic document management systems and **DocuWare**. The seminar is offered **FREE** of charge by reservation only.

**Electronic Document Management (EDM)** enables PC users to eliminate paper files by scanning documents into their system, where they are indexed and stored in electronic form. The documents can then be instantaneously retrieved, faxed, printed or emailed. EDM systems are used widely for storing and retrieving such documents as purchase orders, bills of lading, medical and personnel records, invoices and graphic designs, financial statements and more.

The seminar will include audio-visual presentations with the following topics covered: how EDM systems work, criteria for selecting an EDM system, integrating an EDM system with your existing hardware and software, and storing documents on CD-ROM/DVD.

### **DocuWare – The Company**

Founded in 1988, **DocuWare** is a pioneer in electronic filing systems. Today the company ranks among the worldwide leading software companies for integrated document management solutions with more than 6,000 installations worldwide and tens of thousands of users in over 50 countries.

### **DocuWare – Software for Integrated Document Management**

The product, DocuWare is modular designed software offering a wide range of standard features in the core edition. Regardless of format or source, it organizes any type of document in a central document pool – be they records, letters, drawings, files or emails.

It allows users to scan, index, transmit, display, edit, and print, fax or email the wide variety of documents for maximum document efficiency.

For more information about **DocuWare**, visit their website at [www.docuware.com](http://www.docuware.com) or contact **Image Technologies**.

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## NOVEMBER ARMA PROGRAM

The November ARMA program will be held at Molson-Coors Brewery in Golden, CO. The topic is: ECM Molson-Coors Integration Strategy. This meeting starts with a VIP tour of the brewery at 2pm, followed by a presentation by Calla Burke, CRM and Manager of the Molson-Coors Global Records Strategy. We'll have a box lunch at 5pm before leaving to go home. Carpools will be organized. Limit 10. Wear comfortable shoes. Call Debra Beasley at 970-377-0807 or email [cmchiker-business@yahoo.com](mailto:cmchiker-business@yahoo.com) for reservations.

## ADVERTISING RATES:

Business Card:	\$50.00
Quarter Page:	\$175.00
Half Page:	\$275.00
Full Page:	\$575.00

The newsletter will be published, beginning in late October, 3 times during our program year which runs September-June.

Call or email Kristi Bashor at 970-962-2324 or [bashok@ci.loveland.co.us](mailto:bashok@ci.loveland.co.us) to advertise or for more information.

