



NORTHERN COLORADO ARMA

February 2007 Newsletter

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Coming Events:

Mile-Hi ARMA Chapter / February 20, 2007 / Basic Records Management 101 Workshop 9 a.m. – 11:00 a.m. (prior to monthly lunch program / Panel Discussion on DM/RM/CM following Workshop / more information can be found on the Monthly Meetings calendar at www.armadenver.org

Mile-Hi ARMA Chapter – Chapter meeting / March 20, 2007 / E-Media – Will it be there when you want it? / see above for more information and find programming on the Monthly Meetings calendar

Northern Colorado ARMA Chapter – March Program / Its a Balancing Act – Archival Records, Historical Data, and “Stuff” / March 9, 2007 @ 11:30-1:30 / Lafayette City Hall, 1290 S Public Rd., Lafayette; see <http://www.northerncoloradoarma.org/> and **Page 9** of newsletter, or contact Susan Barker at 303-665-5588, ext 3340 or susanba@cityoflafayette.com

Wyoming ARMA Chapter Spring Seminar / March 6, 2007 @ 8:00 a.m. / Topic: Finding Solutions: Teamwork for IT and Records Management / see www.armawyoming.org for more information

Northern Colorado ARMA Chapter Spring Seminar / April 20, 2007 @ 9:00 a.m. / Topic: Managing Ourselves, Employees, and Data / Marriott Hotel in Fort Collins / see www.northerncoloradoarma.org for more information and **Page 10-11**

RIM Workshop in Wyoming / April 26-27, 2007 @ 7:30 a.m. / Establishing and Managing Successful Records Management Programs / more information on **Page 2**

Mile-Hi ARMA Chapter Spring Seminar / May 15, 2007 (all day) / Topic: Climbing the Ladder to RIM Success / more information to be available soon

President's Message from Jeannie Weaver,

Happy New Year 2007! I hope everyone had a wonderful holiday season and haven't suffered too much inconvenience from the snow storms and cold weather.

We have had two great programs since our last newsletter that you will read more about in this issue. The holiday luncheon on December 7th at Somi's Restaurant in Fort Collins and the ARMA International President's visit on January 17th were well attended and enjoyed by all. Many thanks go to Michelle Becker, Vicki Lucero and Paula Sutton for coordinating these programs.

Our upcoming program in March will be hosted by Deputy City Clerk Susan Barker and will be a “show and tell” discussion covering government archive records and how to preserve, protect and store them for their enduring value to the community. Look for more details on Page 9 of this newsletter.

Several other items that may be of interest to members are the bylaw update process being done by all the ARMA chapters using a bylaw guideline document drawn up by a professional registered parliamentarian. This will help to insure consistency throughout the

organization. This update may require a vote by the entire membership at our annual meeting in June.

The seminar committee has finalized the agenda for April 20th and it promises to provide a worthwhile learning experience for us all. The brochure is available in this newsletter on pages 10-11. The ARMA Leadership Conference being held in Des Moines, Iowa this year is planned for July and there will also be an opportunity for members to apply for four region manager positions vacant as of July 1. If you've ever wanted to get in on the ground floor of ARMA, here's your chance! Log onto our website: www.northerncoloradoarma.org for more information.

The Board of Directors has an opening for a Member at Large. Neal Mix resigned as Board Member-at-Large because of scheduling conflicts. He will be missed by remaining Board Members because Neal added much value to our discussions. We are nearing the end of our Board/Program Year, but would like to extend an invitation to all Chapter Members to step up to the plate, and fill this position on the Board. It is a great way to understand the workings of organizing our bi-monthly educational programs. Please let me know if you'd be interested in volunteering.

This is your Chapter, so please let us know what we can do to make your membership more valuable to you and your organization. You can reach me at 970-962-2324.

RIM Workshop

Establishing and Managing Successful Records Management Programs

This event is pre-approved for Institute of Certified Records Managers (ICRM) Certification Maintenance Program (CMP) credits of 13 hours.

Sponsored by: Wyoming State Historical Records Advisory Board (SHRAB), Laramie County Community College, and the Wyoming State Archives, in cooperation with Wyoming Chapter of ARMA International.

The program and agenda: New, quite new, or experienced in managing records and information? Learn how to establish and/or strengthen records management programs and systems from one of the top seminar leaders, consultants, authors, and educators in the field, Mark Langemo, Ed.D., CRM, FAI. This comprehensive workshop will introduce tried-and-proven, practical approaches for developing and strengthening organization-wide records management programs. It will cover managing records on all media - including electronic. It also will focus on how to develop and execute a legally valid records retention program, achieve compliance within programs, develop state-of-the-art filing

systems, manage inactive and vital records, identify and manage historical records, and successfully implement digital and film-based imaging solutions.

Thursday, April 26, 2007 Agenda:

7:30 a.m. - 8:30 a.m.: Registration
8:30 a.m. - 10:15 a.m.: Introduction to Professional Records and Information Management, Overview of Program Establishment, Recommended Components for Quality RIM Programs
10:30 a.m. - Noon: Winning Strategies for Establishing New RIM Programs and for Strengthening Existing Programs
Noon - 1:00 p.m.: Lunch (provided)
1:00 p.m. - 2:30 p.m.: Managing Electronic Records
2:45 p.m. - 4:30 p.m.: Developing and Implementing Legally-Valid Records Retention Schedules

Friday, April 27, 2007 Agenda:

8:30 a.m. - 10:15 a.m.: Developing State-of-the-Art Filing Systems for Paper and Other Records

(RIM Workshop continued)

10:30 a.m. - Noon: Managing Inactive Records, Vital Records, and the Roles of Records Centers and Archives
Managing Historical Records and Archives (Evaluating, Preserving and Making Accessible Historical Records/Part I)
Noon - 1:00 p.m.: Lunch (provided)
1:00 p.m. - 2:00 p.m.: Managing Historical Records and Archives (Evaluating, Preserving and Making Accessible Historical Records) (Part II)
2:00 p.m. - 2:30 p.m.: An Introduction to

Imaging and Applications of Film-Based Imaging in Records Management
2:45 p.m. - 4:30 p.m.: Digital (Electronic) Imaging and Applications in Records Management

For more information, contact Tony Adams at 307-777-7035 or tadams@state.wy.us

December Holiday Program

Dr. Michele Faris from Colorado State University presented the program "Shrink Your Stuff" following the holiday luncheon on December 7th. Dr. Faris opened the presentation with some startling statistics about our country's epidemic of stress, overwork, waste and indebtedness that is caused by the dogged pursuit of the American Dream. She explained what causes clutter, how to figure out what's compelling you to get organized, and the three steps of analyzing, strategizing and attacking the project. Once you've gotten beyond the psychological barriers of keeping things out of guilt, denial or because you're holding onto it "just in case", it's time to just "Do It." She suggested developing a plan now and to "remember the best things in life ...aren't things!"

ARMA International Education Foundation

The Foundation is quite busy with contracting for new research projects and planning for more scholarship awards! Also, please remember that the 5/100 giving plan is alive and in need of your promotion within your chapter. The 5/100 legacy giving plan allows for individual members to be a part of building the endowment for the legacy of RIM.

See www.armaedfoundation.org for more information about the Foundation regarding the research available and the continued need to build the endowment.

Wyoming Chapter Spring Seminar:

FINDING SOLUTIONS: TEAMWORK FOR I.T. AND RECORDS MANAGEMENT

In this day of electronic records, the roles of information technology and information management are intertwined. Jesse Wilkins is a recognized speaker in the industry who is sure to present a great seminar. The topics he will be discussing are: Implementing an Electronic Records Program, The Role of IT and Records Managers in Managing Electronic Documents & Records; Enterprise Content Management: Capture; and Instant Messaging, Blogs / Wikis / RSS.

The Wyoming Chapter of ARMA is hosting its annual seminar on March 6, 2007 from 8:00 am - 4:30 pm at the Hitching Post Inn in Cheyenne.

\$135 Non-ARMA Member
\$100 ARMA Member
\$55 Full time Student w/valid ID

See www.armawyoming.org for information



Fries out of frying pan, into the fire

By KEVIN DARST (Published in the Coloradoan 1/21/2007)
KevinDarst@coloradoan.com

At 12 years old, a young Matt Fries strapped a briefcase to his Schwinn Super Sport 10-speed bike and began his career in the printing industry.

His first clients were medical offices, and before he turned 13 he had 150 active clients for his father's commercial printing business.

"Anyone I could get to on a bike," Fries said.

He would later buy half of the business and acquire more when his father died in 1998. In October 2000, Fries liquidated the company after betting that desktop publishing would take a huge bite out of the industry.

He kept the historic building at 1133 Riverside Ave. but couldn't find a tenant to lease the space. With his reserves dwindling and panic setting in, Fries started Professional Document Management, which stored documents.

As he had as a kid, Fries looked again to the medical sector. Nearby Poudre Valley Hospital was his first client.

"They took a real chance on me," Fries said.

He's asking Fort Collins voters to do the same this April as a candidate for City Council District 2, which covers an area east of South College Avenue between Drake and Harmony roads.

So far he is unopposed in his bid to replace Karen Weitkunat, who can't run again because of term limits.



Matt Fries officially announced his candidacy for a City Council seat on Jan 2.
Michael Seamans/The Coloradoan

Fries, who calls himself a combination of Weitkunat and Kurt Kastein, another council member forced out this year by term limits, says he's committed to "reasonable and managed growth."

Specifically, he says he could support expanding the city's growth management area, a boundary outside which the city won't expand. He said nearby communities including Windsor and Timnath are "taking advantage" of that lack of flexibility.

"I don't like absolutes and the GMA as being an absolute, and right now it is," Fries said.

He's in favor of the Southwest Enclave Annexation, which will go to voters in April. The plan would fold 2.75 square miles into Fort Collins that's currently bound by city limits, including natural areas.

"I haven't heard a valid argument as to why the city shouldn't do that," Fries said.

And he wants the city to knock down what he calls barriers to business. His plan calls for repealing the use tax, a tax the city charges on capital equipment.

The state of Colorado and the city of Loveland also waive the tax.

"I think that's a barrier for us attracting industry," Fries said.

(Into Frying Pan, continued on next page)

But what Fries says will be his "goal from Day 1" is bringing professional baseball to Fort Collins. His eyes twinkle as he describes a baseball field tying Old Town, the Poudre River and the North College Avenue corridor.

"I think we've got a very attractive area," Fries said.

Matt Fries

Age: 39

Family: Wife Suzanne; Children Rachael, 18, Marshall, 16, and Ethan, 6.

Education: Graduate, Fort Collins High School, 1985.

Occupation: Owner, Professional Document Management, a document storage and shredding firm; Managing Partner, Fries Enterprises, which owns and manages commercial and residential real estate.

Experience: Member, Fort Collins Planning and Zoning Board.

NC ARMA Editor's Note: The article above is only announcing recent news involving a Chapter Member and his career endeavor. Posting of this article does not endorse the candidate in any way.

Two-and-a-half days with the President of ARMA International

by Paula Sutton, ARMA Midwest/Rocky Mountain Region Manager

What do you talk to the President of ARMA International about for two-and-a-half days? You make the most of your exclusive time, as I did. We discussed everything from Sarbanes Oxley to the new Federal Code of Civil Procedures, how ARMA has benefited our careers, Region and Chapter activities, the current ARMA election, where the next Sonic drive-in was and photo ops for Stanley! (More on his identity later)

My "adventure" with Susan McKinney, CRM, started on January 16th with the Mile High Denver Chapter where she gave a lunch presentation on "Marketing RIM: Using the Competencies Project." This was essentially the same program she gave for the Wyoming and Northern Colorado Chapter but slightly customized for this group. The chapter had a great turnout with about 60 members attending. After the program, Susan and I traveled to the snowier region of Northern Colorado, and Stanley had his first photo op in our area - very fittingly in a snow bank by their hotel in Loveland. Susan and I had a wonderful dinner that evening at the Lone Star where Stanley found that posing with a Remington cowboy sculpture would show he was in the West. So who is Stanley? Stanley is a two foot paper doll that was given to Susan by her second grade niece. Susan is taking pictures of Stanley in the many locations she travels, hoping to depict something special or unique about the area. She is then sending the pictures to her niece who is sharing them with her classmates to learn about other areas of the country and the world. With the hectic travel schedule Susan has, Stanley probably can rack up some pretty good frequent flier miles too.

The next day, the three of us traveled to Cheyenne for a lunch meeting with its chapter. We had a warm reception (on a very cold and WINDY day.) Sixteen members from the local chapter attended the meeting, which was tailored a bit for their chapter and borrowing the title from Northern Colorado, "Lightbulb RIM: Harnessing Information to Illuminate Your Colleagues" (title credited to our own Brad Leach). In true cowboy style, the meeting was held at the Hitching Post Hotel and Conference Center where we were able to snag a photo of Stanley with a six-foot

cowboy boot. The drive back to Colorado was interesting with a stop at the local Sonic (Susan swears they have the best Diet Coke) and 50 mph winds with blowing snow. We were still able to get a picture of Stanley with the mountains as a backdrop with the car window rolled down. Brrr!!!

We arrived in Berthoud just in time for an afternoon meeting with our chapter at the Northern Colorado Water Conservancy District. Susan presented "Lightbulb RIM: Harnessing Information to Illuminate Your Colleagues" to 17 attendees. Yes, Stanley got the opportunity for another photo op with Long's Peak and the District's white landscaping as a backdrop. After the program, several chapter members treated Susan to dinner at Adelita's, a local favorite, for dinner and conversation.

Susan's program was well-received at all three locations. At our program, I opened the presentation with a video clip from this past years' ARMA International Conference in San Antonio. If you haven't seen it, check it out: <http://www.arma.org/conference/2006/index.cfm>. It will definitely get you jazzed about Records Management. Susan stated that it was one of the most fun things she has done with ARMA!

In Susan's presentations, she discussed what success looks like, how we measure it, what we want to accomplish and how we get there. She challenged us to go beyond where we are today and look for new ways to reach out to our own organizations. Susan recommended that we need to think of simple ways to promote our profession every time we have the opportunity. She challenged us the next time someone says, "Hi, how are you?" you should use this opportunity to say a few words about *what* we are doing and how it affects the organization. Susan encouraged us to refocus our efforts to get the word out about records management and be creative. Offering "incentives" such as candy or treats at meetings has shown to be very successful to get people to attend late-afternoon meetings. We need to sell ourselves, talents and expertise. People will usually remember that the *person* helped them, rather than what *department* or office they are from. Become the "go to" person. Generally speaking, for co-workers to buy into a program they need to know WIFM (what's in it for me?). Come up with tangible benefits of records management that will have an impact on the individual - making their job easier, finding documents faster, etc. Susan stressed that communication and getting the word out is the key to records management. This can be done in a number of creative ways. One of Susan's main points was that we need to believe in ourselves and our value to the organization. Being a RIM professional is all about attitude, keeping ourselves relevant, believing in our RIM programs and being an enthusiast and open to new ideas.

In summary:

- RIM is an asset to the organization
- We are an asset to our organizations
- We have to market ourselves just as much as we market our program
- ARMA can help with tools and education
- Success depends on US!

Susan also discussed the competency initiative ARMA is completing and thanked all who worked on it or completed the survey sent out to the membership. This is the first time we as an

organization have conducted a scientific measurement of what we have knowledge of and skills in. Susan hopes the results will be back in July. With records in the news almost daily, the work ARMA is doing will provide a means of demonstrating that RIM is a cost and risk reduction asset. If you missed the program, you missed a great presentation from a remarkable woman.

As President of ARMA International, Susan has had the opportunity to travel to many places throughout the United States, and overseas to speak on behalf of ARMA and records management. She recently visited Australia and shared some of those experiences. Just before our visit she was in Boise, Idaho for a chapter visit and will be visiting New Orleans to see how the chapter is recovering from the devastation of Hurricane Katrina. She said she is fortunate to have an employer (University of Minnesota) support her in her ARMA activities. I was intrigued by her comment that her involvement in a professional organization makes her employer look good as an organization. Think about that the next time you ask your employer for support in professional activities - "How can this help my organization and make them look good?" Its back to that idea, "What's in it for me?" Try it and you just might get more support.

Next year, President-Elect Carol E. B. Choksy, Ph.D., CRM, PMP, will visit our area in September. We have been very lucky to have the President of ARMA International visit the past several years. I hope you will take the opportunity to meet the new ARMA President this fall.





THANK YOU SUSAN MCKINNEY!!



Northern Colorado Chapter Board Members

- President – Jeannie Weaver (970-962-2324)
- Vice President – Michelle Lamm (303-774-4541)
- Treasurer – Vicki Lucero (970-498-5013)
- Secretary – Brad Leach (970-532-0942)
- Past President – Nancy Freeman (970-266-6023)
- Web Mistress – Michelle Becker (970-416-2130)
- MAL – Debi Krogh-Michna (970-229-5274)
- MAL – Susan Barker (303-665-5588 x3340)
- MAL – Vacant



IT'S A BALANCING ACT

Archival Records, Historical Data and "Stuff"

DATE: Friday March 9, 2007

Time: 11:30 - 1:30

Place: Lafayette City Hall, 1290 S. Public Road

Fee: FREE

Lunch: Bring your sandwich or Lean Cuisine.

Drinks and dessert will be provided by the Northern Colorado ARMA Chapter

Christmas Decorations, Department "freebies", and old pamphlets mixed with your Archival Records and Historical Data? Need help organizing your space? Join us for a tour of the Archives at Lafayette City Hall. Bring your lunch and listen to Nancy Freeman, Records Manager / Archivist from the National Wildlife Research Center, share valuable insight and experience.

Reservation Deadline: March 5, 2007

Contact Susan Barker,
Deputy City Clerk, Lafayette.
303-665-5588 ext. 3340 or
susanba@cityoflafayette.com

Directions: From North or South I-25, take the Hwy 7 exit west to Public Road. Left on Public Road 1 mile. City Hall is on the left just past City Center Drive. We are at the corner of South Boulder Road and S. Public Road.

SCHEDULE OF EVENTS

Registration

8:30 a.m. to 9 a.m.

Morning Presentation

9 a.m. to noon (includes break)

"The Top Ten Big Mistakes
Employees Make at Work" By
Michele Faris

Lunch

Noon to 1 p.m.

Meal provided with registration

Afternoon Presentation

1 p.m. to 4 p.m. (includes break)

"Terminated Employees, Corporate
Data and Computer Forensics" By
John Mallery

DIRECTIONS

Fort Collins Marriot Hotel

350 E. Horsetooth Rd. Fort
Collins, CO 80521

FROM I-25 – NORTHBOUND

Take Harmony Rd. exit west. Turn right
(north) onto Timberline Rd. Turn left (west)
onto Horsetooth Rd. Turn right (north) into hotel
parking lot.

FROM I-25 – SOUTHBOUND

Take Hwy 14 exit west (becomes Mulberry St.
inside city limits). Turn left (south) onto
Timberline Rd. Turn right (west) onto
Horsetooth Rd. Turn right (north) into hotel
parking lot.

FROM HWY 287

Turn east onto Horsetooth Rd. Turn left
(north) into hotel parking lot.

Northern Colorado
Chapter ARMA

Managing Ourselves, Employees and Data

Spring Seminar

April 20, 2007

Fort Collins, Colorado
Marriot Hotel
9 a.m. to 4 p.m.

Training for Management Success

Registration Form

(Please use a separate form for each registrant)

Name: _____

Company: _____

Address: _____

City: _____

State: _____ Zip: _____

E-mail: _____

Phone: _____

Fax: _____

The Morning

"THE TOP TEN BIG MISTAKES EMPLOYEES MAKE AT WORK"

Work is the place we go to make money, produce results and manifest a myriad of skills that we may have worked very hard to attain. When we go to work, we encounter a vast array of human emotion, interaction and level of skill. The session addresses common misperceptions and false assumptions we make regarding how we should and should not behave between 9:00 a.m. and 5:00 p.m. You will learn the common pitfalls, both conscious and unconscious, to avoid in order to have a low stress, high satisfaction career wherever you work and whatever your position. This presentation is guaranteed to be both humorous and thought-provoking.

Michele Faris, Psy. D. is a licensed psychologist who has lived in Fort Collins since 1975 and worked at Colorado State University since 1996. She has worked with both employees and students and is currently working with students who are impaired by their use of drugs and alcohol. Outside of CSU, Dr. Faris has a private practice that provides training and intervention to business groups and home and business organizing and decluttering. She has two daughters ages 21 and 18.

For further information about the seminar, contact Nancy Freeman at 970-266-6023 or nancy.a.freeman@aphis.usda.gov.

NOTE: To receive a refund minus a cancellation fee of \$25, you must notify Vicki Lucero by 4/13/2007. "No Shows" who have not prepaid will be invoiced.

The Afternoon

"TERMINATED EMPLOYEES, CORPORATE DATA AND COMPUTER FORENSICS"

As Records Managers, we must balance the needs of the company in overseeing both people and the array of data they create or access. Managers must gain control of data when an employee leaves, which usually entails coordination with other departments within the company. Securing data is an essential component of transitioning out an employee, and improper handling of the situation can lead to problems, such as the loss of trade secrets. This presentation will focus on the wide dissemination of corporate data, the methods to maintain control of corporate data during the employee termination process, and the tools for investigating data (computer forensics).

John R. Mallery, a member of the BKD Forensics & Dispute Consulting division, specializes in the practical applications of computer security and digital forensics. John is a nationally recognized public speaker in the area of computer forensics and network security. His unique background as an entertainer, private investigator and security consultant puts him in great demand as a presenter and trainer.

	Early by 3/30/07	Regular 3/31-4/13/07
Member	\$85	\$95
Nonmember	\$95	\$105
Student (with copy of ID)	\$45	\$55

Amount Enclosed: \$ _____

Online Payment: www.northerncoloradoarma.org

Chapter Membership

N. CO Mile High Wyoming Other
CRM Yes No

For *registration* information, contact Vicki Lucero at 970-498-5013 or vlucero@larimer.org

Registration Deadline: 4/13/2007

Return completed registration and payment to
Northern Colorado Chapter ARMA

Vicki Lucero
PO Box 110
Fort Collins, CO 80522

Tax ID #84-0993534