



April 2010
Volume 41, Issue No. 9

2008-9 ARMA International
Newsletter of the Year Award Recipient



For the Record
Newsletter of the Oregon Chapter

ARMA INTERNATIONAL—The Information Management Professionals

Annual Awards Luncheon
Includes installation of next years officers
Recognition of outgoing officers
Chapter Member of the Year
Tour of Iron Mountain Facility following

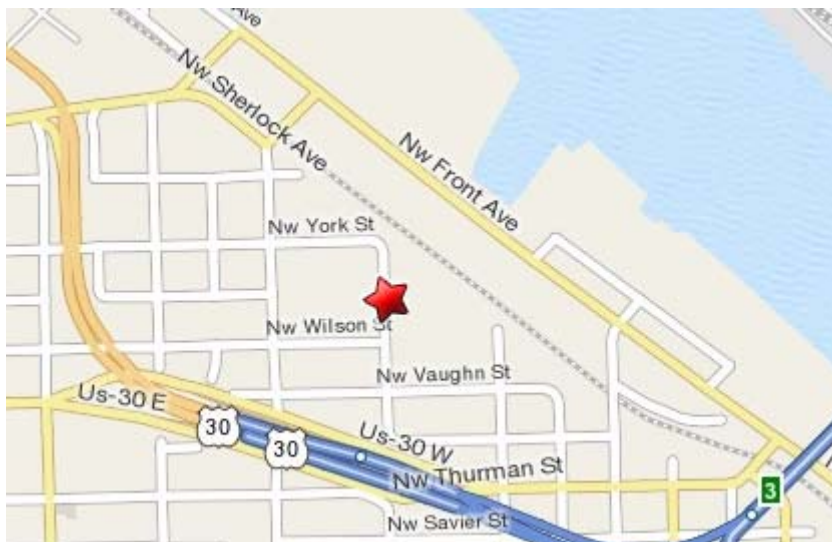
Date: Tuesday – May 11, 2010

Time: 12 p.m.

Location: Iron Mountain
2116 NW 20th Avenue
Portland, OR
(See below)

Cost: Complimentary to members and guests

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Oregon ARMA
P. O. Box 40004
Portland, OR 97240-0004

www.oregonarma.org

Inside This Issue

This Month's Meeting—Email Management Follow-up	1
From the Square Office—Cheryl Dorman, Chapter President	2
Members Only—Kimberlee Aki-moto, Membership Director	3
Check it Out—Karen Green, Education Director	4
April is RIM Month—Jane McGarvin	6
March Chapter Meeting Recap—Jane McGarvin	7
Community Service—Cheryl Dorman, Chapter President	9
Advertising Rates	9
Region Manager Report-Marc Simpson, Great Northwest Region Manager	10
Map to Richard Brown Auditorium	12
Ask the CRM—Bob Dalton, CRM	12
Registration Form	15
Chapter Officers	16

From the Square Office

Cheryl Dorman, Chapter President

The End of the Beginning

As we close out our chapter year for 2009-2010, I'm looking back to see what we've accomplished and I'm also looking forward to an exciting new year for the Oregon Chapter.



Looking back

Website

If you haven't done so, take a look at the new website at www.oregonarma.org. Once you've seen how awesome it is, send a note to Tyrene Bada, our Webmaster, and thank her for all the hours of hard work she put in to make this happen.

Budget

This year we stayed within our budget. We were able to offset some of the meeting costs with meeting at locations free of charge! That meant cost savings to you, the member. Thank you those who helped make this happen.

Program

We had some great speakers this year. Half way through the year we lost our Vice President of Programs but the Board came together and we were able to set up some pretty good programs for the rest of the year.

Newsletter

The Oregon Chapter's Newsletter "For the Record" was awarded the "Chapter Newsletter of the Year for Large Chapters," at the annual ARMA International Conference in Orlando last October. Jane McGarvin, the Newsletter Editor, has continued editing the Newsletter this year. At her request, in addition to the President's article, there are updates from the Membership Director and the Education Director. She also began including an "Ask the CRM" article written by Bob Dalton, CRM, member of the Puget Sound chapter in Washington.

Looking ahead

The Board has already been discussing what we would like to accomplish for next year. Here are some the ideas floating around.

(Continued on next page)

Chapter Mission Statement

Provide Records and Information Management education and opportunities, and promote professional development within ARMA and the business community.

Grand Prize Raffle Contest

Chapter members will earn raffle tickets throughout the year for various things like attending chapter meetings, bringing in new members, writing a special article for the newsletter and volunteering on a committee. The winning ticket(s) will be drawn at the May 2011 meeting. The Grand Prize will be a paid registration to the ARMA International Annual Conference. Other prizes will also be awarded, but we still need to determine what they would be. Got ideas? Let us know!

Rose Festival 2011

As a Chapter, we are investigating the possibility of volunteering to help with the Rose Festival for 2011. This is a major event in the Portland area. We will work with the festival organizers to see how we can fit in and see if there's a way we can help out (if needed) with the Rose Festival records. Can you imagine the history? Are you listening, archivists?

Of course, any new board members and all chapter members are invited to share their opinions and suggestions.

Thank you, Oregon Chapter, for a great year!



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By Kim Akimoto
Oregon ARMA Membership Director
E-mail me at Kimberlee.Akimoto@gmail.com

MEMBERS ONLY

Your exclusive pass to RIM resources and membership benefits

Here is the membership update for May 2010:

Welcome Debra Callender, Brenda Grigsby, Kyle Higgins, Norma Miller, Anne Nottingham and Carla Wigle, our newest members!

Oregon ARMA President Cheryl Dorman is celebrating her 5-year milestone anniversary in May.

Other May anniversaries: Darren Irwin - 7 years.

Congratulations to all of you!

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A Better Way to Manage Records & Information

Newsletter Editor—Jane McGarvin

Cheryl Dorman, Chapter President

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Check It Out

Karen Green, CRM
Director of Education

New to the Oregon ARMA Chapter Library:



Managing Electronic Records, 4th Edition

Author: William A. Saffady, Ph.D.

Copyright: 2009

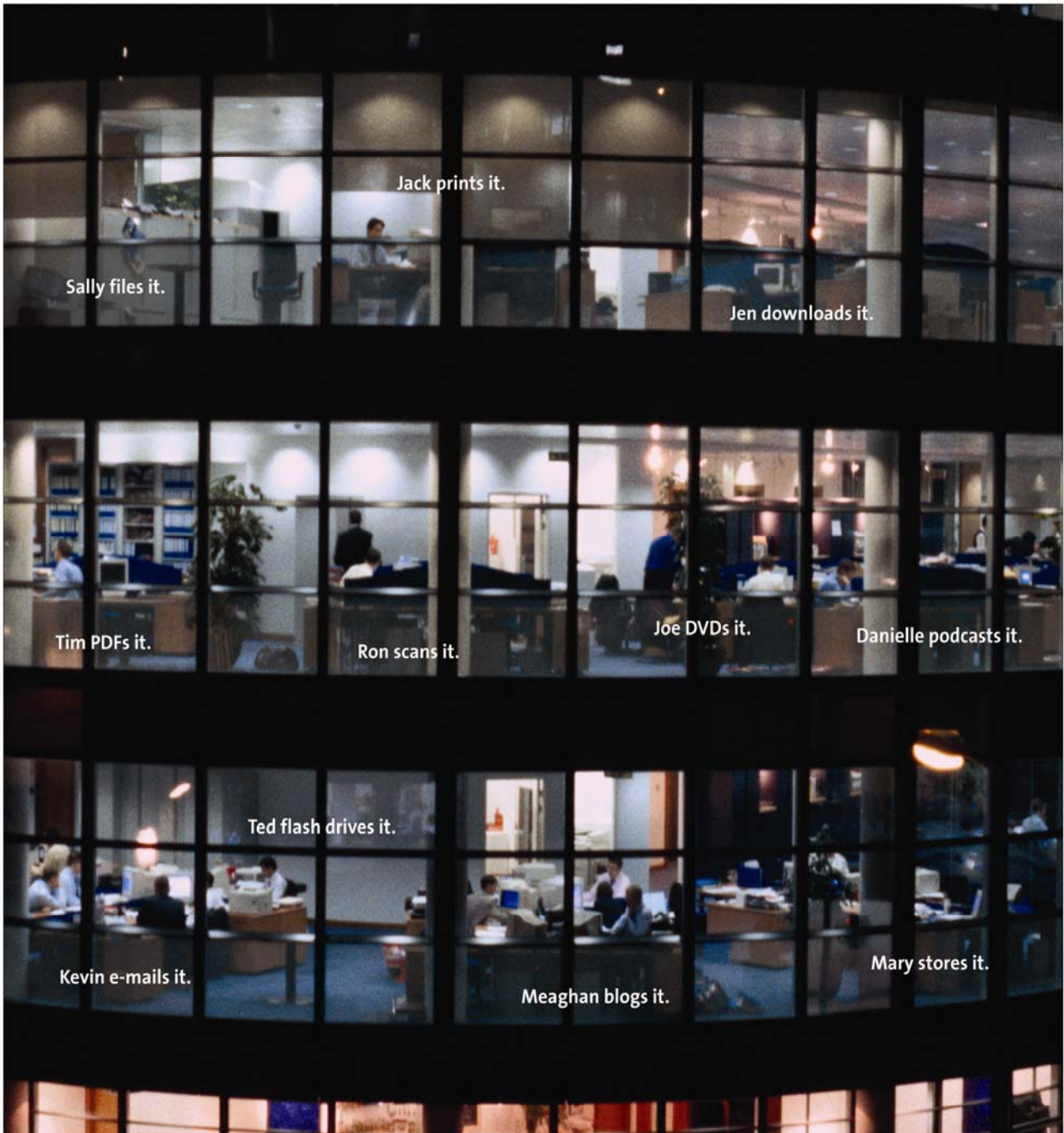
Description

The fourth edition of this best-selling classic provides a comprehensive discussion of records management concepts and methods as they apply to electronic records. It is intended for anyone with responsibilities for creating, maintaining, managing, controlling, and using electronic records created by computer, audio, and video systems. The treatment is practical rather than theoretical. On completion of the book, the reader should understand:

- The special records management issues and problems associated with electronic records
- Principles and procedures for inventory electronic records and for determining how long they need to be retained to satisfy legal and operational requirements
- Factors that influence the stability and durability of electronic records
- Methods of protecting vital records against damage and destruction
- Guidelines for the daily management of electronic records as working information resources

The Oregon ARMA Chapter Lending Library inventory may be accessed through:

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Community Giving
Cheryl Dorman, President

“Break the Bank”

Since we didn't have a meeting in April, we're setting up a last chance to "Break the Bank" at the May meeting. That will be your last chance to bring donations for the Oregon Food Bank for the 2009-2010 year. Thank you to the many supporters we've had over the last year. The Oregon Chapter is looking to donate a total of at least 300 pounds of food items and will match the pounds to dollars and submit that as well. Way to go Oregon Chapter!

Please contact Cheryl Dorman at crd@inicigroup.com or 503-972-2623 if you have any questions about donations.

Thank you in advance for your support as we reach out to the communities around us.

Advertising Rates

Effective September 1, 2008, the advertising rates for 9 issues are as follows:

Full Page	\$315
Half Page.....	\$255
Quarter Page.....	\$215
Third Page.....	\$230
One Month Ad, Any Size	\$55

All copy must be submitted in either .tif or .pdf format by the 10th of the month to Newsletter Director Jane McGarvin.

Phone: 503-635-0236

Fax: 503-697-6594

Email: jmcgarvin@ci.oswego.or.us



Message from the Great Northwest Region

For the past few months, my island life has been concentrated on two main projects: implementing an email “archiving” system at the agency I work at and planning the GNW Region 2010 Conference. Both projects were completed within a week of each other. Neither would have been as successful as they were without the help of many other island inhabitants. So if you’ll allow me a few inches of this article, I would like to thank those individual who helped plan and implement a wonderful email archiving system....just kidding! Well just kidding about listing all the individuals who were involved in that project, that would take more than a few inches, but I would like to thank those that were involved in the conference.

From the Bellevue/Eastside Chapter: Fran Blaylock. Fran helped plan the Thursday night event featuring Charmaine Brooks connecting wine and records management. It was a great way to talk with attendees in a relaxed setting and everyone had a great time. From the Greater Seattle Chapter: Andrea Bettger. Andrea pulled together some wonderful take home items that went into the conference bag. There were some very unique items and it was fun to hear attendees

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react to them. From the Puget Sound Chapter: Tara Ramos. Tara (and others in the Puget Sound Chapter) did the "save the date" postcards, mailed the brochures and put together the nametags for attendees. She also helped on Wednesday night before the conference stuffing bags and putting together handouts (as did Fran).

Thanks also go out to Denise Simons and Cindy Fredrickson for putting together the registration page and the Paypal account via the GNW website. It definitely allowed for an easier registration process for the conference.

Iron Mountain, Washington Archives Management, Datasite Business Archives and Filing Systems Company Inc. are also included in our list of "Thank You's" for their generous support of the conference and the Records and Information Management profession. And of course, I can't overlook our speakers who took time from their busy days to come and share their expertise with our attendees.

And last, I would like to thank our attendees who took time from their busy schedules to travel from all over the region (each of our 7 chapters were represented at the conference) and come to the conference. We hope the sessions and networking helped you in reaching your island paradise!

Sincerely

Jennifer Winkler aka Ginger

GNW Region Coordinator

Can't Find Your Way Out of the Paper Bag?



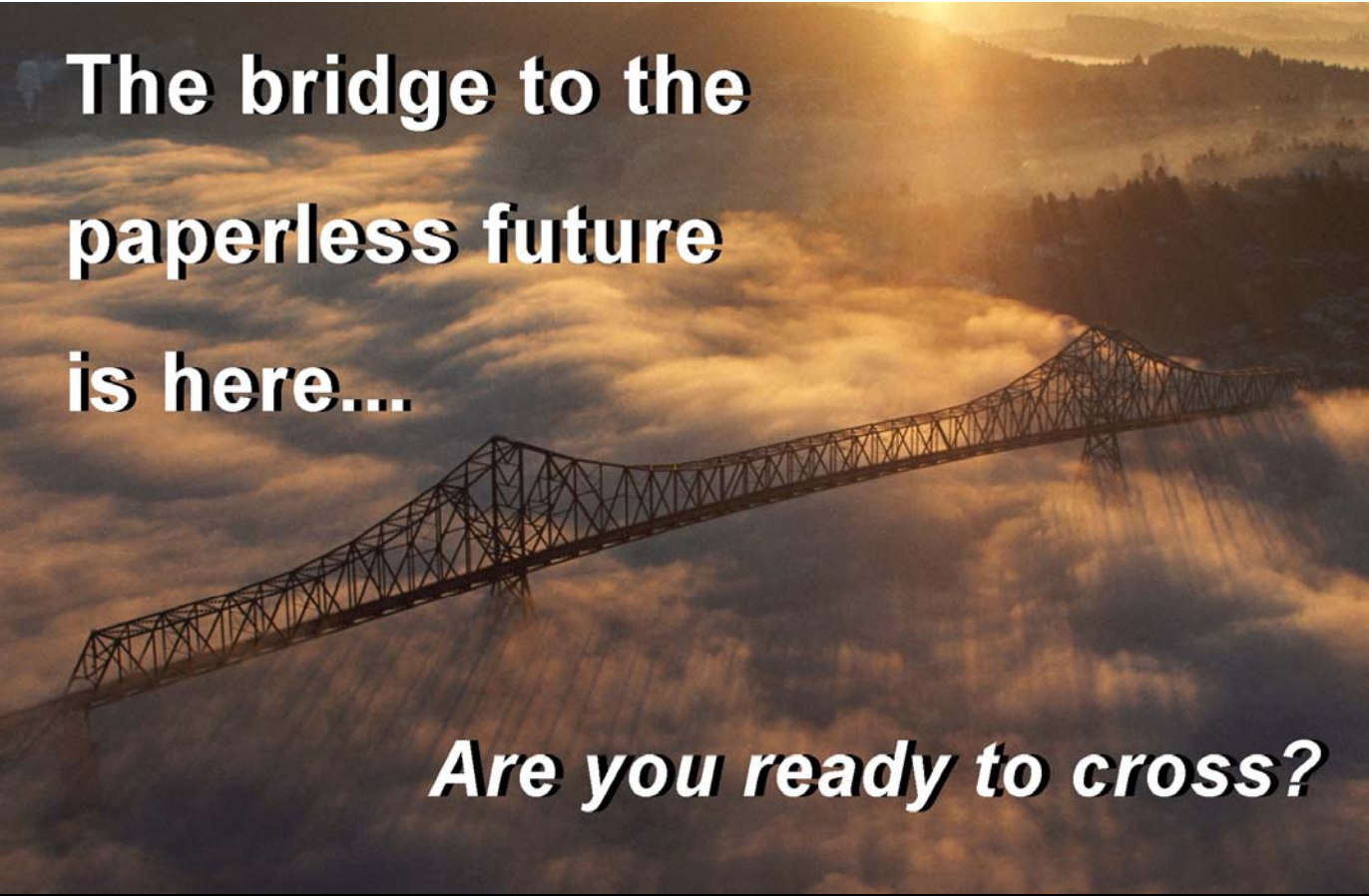
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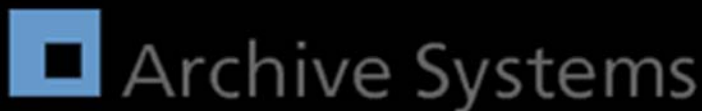


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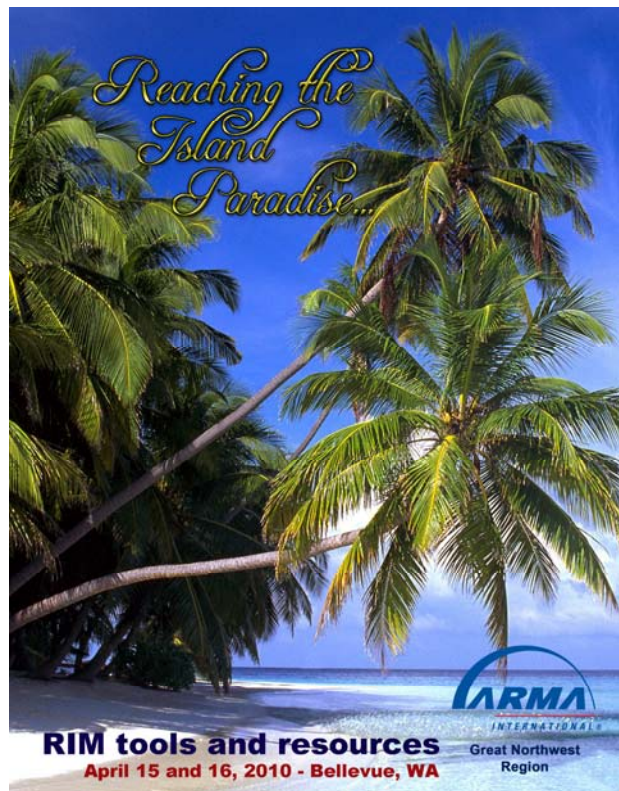
Adventures in the “Island Paradise”: the 2010 ARMA Regional Conference By Dwight Wallis, CRM

The 2010 Conference of the Great Northwest Region of ARMA International, hosted by the Bellevue/Eastside, Greater Seattle, and Puget Sound Chapters, was a great opportunity to meet new RIMers, catch up with some old friends, learn some new aspects of our ever-evolving field, and have some fun. Held in Bellevue, Washington on April 15 and 16, the conference promised “stranded records managers” help in “reaching the island paradise”, presumably not by crashing into it in a jet airliner, but rather by partaking in the full slate of educational sessions and networking opportunities offered.

Among the excellent sessions I attended was an eye-opening session on social media given by Sharon Johnson of the City of Seattle; and great sessions centering around acquiring and implementing ECM/ERMS systems given by Joy Sage of the City of Tacoma, as well as Gregory Trosset and Patricia Holmquist of King County. Charmaine Brooks, CRM, of IMERGE Consulting opened my eyes regarding taxonomies and classification, and Laurie Carpenter, CRM, shared her experiences in building strategic alliances and “creating your tribe.” Laurie gets the award for the coolest employer (The Walt Disney Company) – perhaps when she returns to work she really will arrive at “paradise”!

Among the Greater Oregon Chapter friends I encountered were Sue Nelson, Debbie Baidenmann (Oregon ARMA Chapter Secretary), Frank Milton, and Cindy Fredrickson (Great Northwest Region Treasurer and former Oregon ARMA Treasurer), some of whom participated in an evening session evolving around classification, wine and chocolate (not particularly in that order). The Oregon ARMA Chapter donated a basket of Oregon products for raffling off, which contained cheese, pinot noir, and chocolate (not particularly in that order). Obviously, wine and chocolate are necessities on any island paradise, made all the more cheerful by the able hosting and amazing good cheer of Marc Simpson and Jennifer Winkler. And while Bellevue, Washington, is not actually an island, it is a pleasant place to have a conference, with lots of good restaurants (sushi!), shopping and parks within easy walking distance, well as plenty of shiny new skyscrapers.

Even the legendary Seattle traffic didn’t dampen my mood as I returned home on the freeway – Seattle has great radio stations to keep you entertained while you ponder whether the lane you are behind the very big and stationary truck, is going end in merger purgatory. I felt energized, educated, and enlightened as I arrived home in my own little piece of “paradise”, Portland. Overall, the conference was time well spent. Kudos to our friends up north for doing it right!



(continued on next page)

ASK THE CRM

By Bob Dalton, CRM

Dalton Consulting

Question - I was recently asked by a client who is an information technology manager how I keep up with all the changes in technology that affect document management.

This is an excellent question and I could only respond, "I cannot," because the pace of change in technology has made it quite impossible for anyone to be proficient in all phases of document management. With all the changes in technology, it is an exciting time to be in the information management field, but it is also can be a nightmare trying to manage business records.

Over time, we as records management professionals have heard a phrase like "we must challenge ourselves to gain new skills and expand our horizons through education" to keep up with technology. I frankly doubt that this is a possibility with all the changes that have occurred in the past couple of years. Five years ago I do not believe the terms "SaaS – Software as a Service", "Microsoft Sharepoint™", "Cloud", Web 2.0, "Big Buckets", "Blogging", "Wiki's", "Twitter", "Cloud Computing" were in our vocabulary. Each of these terms are relatively new and each, unfortunately, create document management challenges for the records manager as these technologies may be hard to control from a records management standpoint. They may provide new opportunities for the organization in their uses for collaboration, but may cause unknown risks for the organization in implementing the technology.

One thing that I remember being told years ago was, "You don't have to know everything on a subject, but you should know where you can find the answer." How do you find the answers to questions when you are not knowledgeable about the subject? I personally use many resources to find answers to questions pertaining to my profession. Some that I use almost daily are:

- **Records Management Professionals:** Other professionals who are knowledgeable on the subject or may have implemented programs using the technology. I have found that most of those contacted are more than willing to answer questions and/or direct me to someone who may be willing to share their knowledge.
- **Internet:**
 - I use the internet search capabilities of Google, Yahoo and Microsoft to find information on the specific topics. Always double check on the reliability of the web site and the answers you receive.
 - I create Folders in Outlook for RM topics of interest and retain the email messages for future reference. I do review the folders every 6 months and use the delete button to remove items that are no longer useful. I create Folders in MS Outlook Favorites on websites that would be of interest to the RM professional.
 - I joined the RM Listserv and use the Listserv archives to search for topics I am interested in and monitor the daily emails looking for topics of interest to me.

(Continued on next page)

- **Vendors:**
 - I attend vendor shows and vendor- sponsored seminars and file the information I gather at these events and retain for future reference.
 - I keep a listing of vendors who I know are knowledgeable and/or I consider as experts in their field who are willing to share information.
- **ARMA Conferences, Seminar and Chapter Meetings:**
 - I attend monthly chapter meetings as a way to meet other people working in our profession to see what they are doing to manage their records and/or attend programs on a topic of interest to me or my clients.
 - I try to attend as many conferences and seminars that offer educational programs and/or information on specific areas of interest. An example is the 2008 ARMA International Conference in Las Vegas that provided educational sessions on Web 2.0, Email, and “Big Bucket” retention schedules.

I am a firm believer that we, as records management professionals must try to become proactive rather than re-active to the changes in technology that effect our profession. I thoroughly believe we have an important role in raising awareness of the long term risks involved in utilizing new technology. Try not to be a nay-sayer, but try to be the one that opens communications with the organization’s information technology department on the use of new technology as it effects the management of the business records within the organization. Perhaps you can build a list of the pros and cons on any new technology being considered.

As professionals we should become aware of new developments in information technology field so we can be better equipped to provide input into the corporate planning phase on how the technology can be incorporated into organization safely.

While it may be impossible to know everything on how to use technology, we can use available resources at our fingertips to become aware of and find answers on the risks of implementing new technology into our organizations.

Bob Dalton, CRM of Dalton Consulting

Note: My thanks to Barbara Werelius, Records Manager and Guru at Tacoma Public Utilities for her assistance in the development of this article and also the Puget Sound Chapter of ARMA.

OREGON CHAPTER OF ARMA INTERNATIONAL

Meeting/Seminar Registration Form

**Annual Award Luncheon, including Oath of Office
To new officers, Chapter Member of the Year**

Tuesday, May 11, 2010 12 p.m.

**LOCATION: Iron Mountain, 2116 NW 20th Avenue
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