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ARMA*Adison*

*ARMA*Adison is published monthly from September through June. We welcome all letters, comments, and contributions from members. Send to:

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PRESIDENT'S CHATTER

By Priscilla Jarona

At last, spring is here! We have been getting a taste of the good weather yet to come! The robins are back, as well as the geese. And Easter is quickly approaching. Our program year is quickly coming to an end.

Our Spring Seminar is nearing – Tuesday, April 20. The topic of this seminar is Privacy and Records Management. We have several great speakers for this seminar including Carmen Brandt, CRM, CDIA, Tim Kelley, James McDonnell, Jim Wisniewski, Russell Whitesel, and Bob Tillman. There's still space available. If you have not registered yet, please get your registration to Tim Hughes. If you would like extra brochures to send to others in your organization, such as lawyers, auditors, and IT staff, or you know of records managers at other organizations who might be interested, contact Tim Hughes at (608) 252-4799.

April is Records and Information Management Month (RIMM). Hopefully you have scheduled some activities that will help to increase the awareness and importance of records management. If you need suggestions or ideas, check out the ARMA International Web site, contact other chapter members to see what they are doing, or contact any of the board members. This is your opportunity share some knowledge with others in your organization.

Our final meeting for the year will occur on May 11. This will be a tour of the EPIC Center. The meeting is scheduled for later in the day and will also include Chapter awards. Watch for more information in the near future.

Have a great month and hope to see you at the seminar.



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March Attendees: Ana Aquino-Perez, Tim Hughes, Pat Peirce, Rosemary Stark, Ruth Breunig, Janet Nelson, Nanci Alexander, Sharon Chudy, Jerry Czech, Jody Figgins, Dennis Larsen, Mark LeMahieu, Donna Pomeroy, Kathy Rosinski, Peter Ryan, Dan Saugstad, Barb Severson, Diane Vultaggio, and speakers, Arlyce Vogel, Pam Duane, and Priscilla Jarona.

ARMA MADISON WEB SITE

<http://archives.library.wisc.edu/armad/armad.htm>

Check the ARMA Madison Web site frequently as new information is posted as it becomes available.

The information contained in this newsletter does not necessarily reflect the views of the membership or the editor, nor is there any endorsement of ads, seminars, articles, or commentaries intended. Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for U.S. Federal Income Tax purposes.

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FROM ARMA HEADQUARTERS

ARMA International's Washington Policy Brief

This monthly online advisory contains brief summaries of recent legislative and regulatory issues that may affect the records and information management profession. Further information about the issue is accessed by clicking on the link provided at the end of each summary.

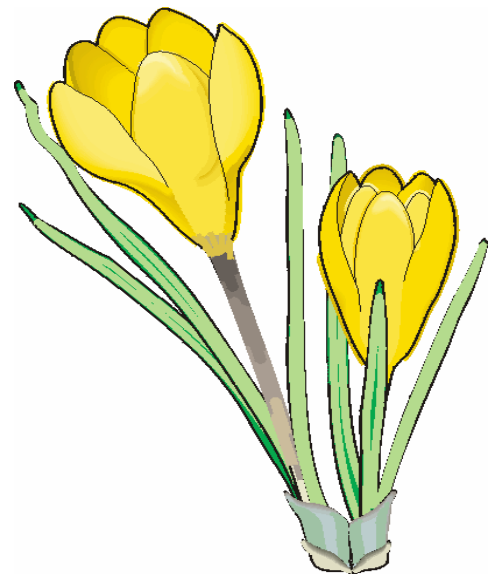
For continually updated information and intelligence about the legislative and regulatory news that affects you and your organization, go to <http://www.arma.org/legislative/uslegreg.cfm>

NARA Requests Comment on Federal Records Management Proposal

On March 15, the National Archives and Records Administration (NARA) published a request for comment and proposal to amend current federal record management policy. NARA is concerned that current federal regulations do not reflect many of the recent changes in records management and therefore need updating to meet the challenges of a changing recordkeeping environment.

OIRA Releases E-Government Report

On March 8, the Office of Management and Budget's Office of Information and Regulatory Affairs released its FY2003 Report to Congress on Implementation of the E-Government Act. The report outlines the Bush administration's efforts to comply with the act, which was passed in 2002.



GREAT QUOTES

But what is happiness except the simple harmony between a man and the life he leads.

Albert Camus

DILBERT CARTOON

Check out www.dilbert.com/comics for a cartoon depicting corporation's take on records retention. You will need to click on the Archives for the March 22 comic.

**ADVERTISE WITH US IN THE ARMA
MADISON NEWSLETTER**

Want more exposure to your chapter members?
You can advertise in our chapter newsletter.
Annual advertising rates are \$100 for up to a half
column ad. This rate is for approximately 10 issues.
You may change your ad anytime throughout the
year.

Your continued support for the Madison chapter of
ARMA International and the profession of records
and information management is always appreciated.

Please send a camera-ready artwork copy of your ad
and a check payable to "ARMA Madison" to P.O.
Box 8863, Madison, WI 53708-8863. The
electronic file of the artwork can be sent directly to
the newsletter editor at rosemary.stark@strand.com.

If you have any questions, please contact Priscilla
Jarona, President (608-458-3320), or Tim Hughes,
Treasurer (608-252-4799).

MARK YOUR CALENDAR

April 20, 2004: Spring Seminar, Privacy and
Records Management, Alliant Energy Center,
Madison

April 29, 2004: Establishing and Managing
Successful Records Management Programs, Dr.
Mark Langemo, CRM, FAI, Liberty Hall,
Kimberly, Wisconsin

May 11, 2004: Tour of Epic Systems and Chapter
Awards, dinner at J T Whitney's Pub and Brewery

July 16-18, 2004: Great Lakes Leadership
Conference, Detroit, Michigan

RECIPES

Easter is upon us. Many of us will enjoy a brunch
with family and friends. The following recipes will
serve a small group or accompany an elaborate
brunch.

Mushroom and Cheese Baked Eggs

2 cups sliced mushrooms
1 tablespoon butter or margarine
1/2 teaspoon lemon juice
1/4 cup plain yogurt or cream
8 eggs
1 green onion, finely chopped
1/2 cup shredded Swiss cheese

Sauté mushrooms with butter and lemon juice for 3
to 4 minutes. Divide yogurt equally into ramekins
or large custard cups. Crack two eggs into each
dish. Top with drained mushrooms and sprinkle
with green onion and cheese. Cover each ramekin
with foil. Bake in 350°F oven for 15 to 20 minutes
until yolks are desired doneness. Serves four.

Spinach Frittata Fingers

2 tablespoons oil
1 medium onion, chopped
1/2 cup chopped red pepper
1/4 lb mushrooms, thinly sliced
2 10 oz packages frozen spinach, thawed
1 teaspoon dried basil
1 /2 teaspoon ground nutmeg
Salt and pepper to taste

12 eggs
2 cups small curd cottage cheese
2 cups shredded old cheddar cheese
1/2 cup all-purpose flour
1 teaspoon baking powder

(Cont. on Page 5)

Recipes

(Cont. from Page 4)

Heat the oil in a Dutch oven or large saucepan. Sauté onions, red pepper, and mushrooms until onion are soft. Drain spinach well and stir in along with basil, nutmeg, salt, and pepper. Set aside. In a large bowl, beat eggs. Stir in cottage and cheddar cheeses, flour, and baking powder. Stir into spinach mixture and combine well.

Pour into a well-greased 13x9 baking pan. Bake at 350° for 35 to 40 minutes or until firm. Cool 15 minutes and cut into fingers or squares. Serve warm or at room temperature. Makes 10 to 12 servings.

For a hint of spring, try this easy cake.

Rainbow Angel Cake

1 package white angel food cake mix
1 teaspoon grated lemon or orange peel
6 to 8 drops green food color
6 to 8 drops yellow food color
6 to 8 drops red food color
Glaze

Prepare cake mix as directed on package except add lemon peel. Divide batter evenly among three bowls. Fold one food color into each of the batters. Pour green batter into ungreased tube pan; spread evenly. Spoon yellow batter on green batter; spread evenly. Spoon red batter on top; spread evenly. Bake and cool as directed on package. Drizzle with glaze. Garnish with decorators' candy if desired. Serves twelve.

GLAZE

2/3 cup powdered sugar
2 tablespoons margarine, melted
1 to 2 tablespoons lemon or orange juice

Mix powdered sugar and margarine. Stir in 1 tablespoon of the lemon juice. Stir in additional

lemon juice, 1 teaspoon at a time, until glaze is of desired consistency.

Cheesecake Tarts

Two 8 oz. packages of cream cheese
¾ cup sugar
2 eggs

Beat above ingredients together until smooth.

Also need: Box of vanilla wafers
 Foil cupcake liners
 Wilderness pie filling

Place foil liners in cupcake tins. Place one vanilla wafer in each liner. Fill cups ¾ full with mixture above. Bake in 325°F oven 15-20 minutes.

Let cool and top with the pie filling (cherry, strawberry, blueberry, or any other favorite).

Makes 16 to 18 tarts.

FROM THE EDITORProfiles

Thank you to those members who have sent their profile. I have published those I received, but I think I lost one in my e-mail. For anyone who has not seen his/her profile in the newsletter, please resend it. The form sent to the members can be used as a guide or filled out and sent to me in the mail. I don't think you can fill out the form on screen and e-mail to me. **I do want more profiles.** There are still three issues to publish.

Recipes

Where are the cooks?

PANEL DISCUSSION ON UTILITY RECORDS PROJECTS

The annual Tri Chapter meeting was held on March 9 in Fond du Lac at the Holiday Inn. Priscilla Jarona (Alliant Energy), Pam Duane (MG&E), and Arlyce Vogel (WE Energies) presented a panel discussion on Utility Records Projects.

Priscilla noted that utilities are highly regulated and that records are growing at a phenomenal rate because of the Enron debacle. At Alliant Energy, the Records Manager has bounced around departments. The reorganization has given support to the need for records management. Upper management has bought into the idea that records are a vital part of the organization. Priscilla emphasized that it was important to get high level support.

Regulations and rules determine the record keeping guidelines. Appropriate security measures need to be in place. After approvals were secured to implement a program, a consultant was hired to build the plan. A vendor was selected in April, and the program was put in place in August. Testing started in November. The staff was told to break the system, and they succeeded in doing it daily. It was still being worked on in January and February. The customizations to the program were breaking.

The records management department has stepped back to evaluate the process. The deliverables are being defined better with a redevelopment of the statement of work.

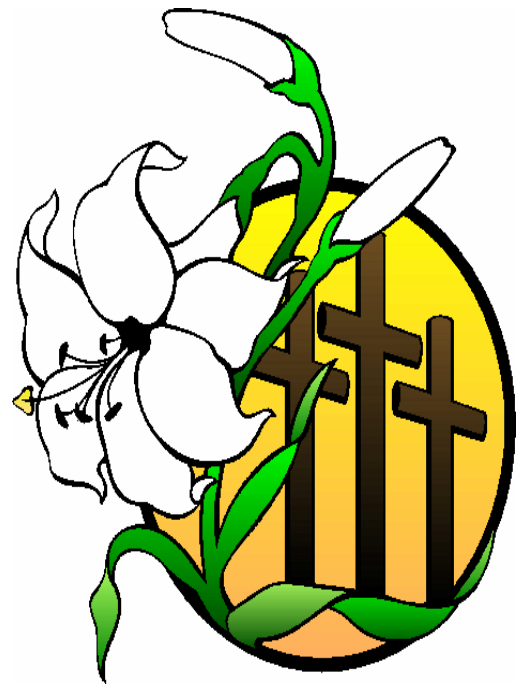
Arlyce Vogel, WE Energies, said they were taking baby steps in their records implementation project (RIP). They are now under the Legal department after being part of the IT department. They have found they have to sell the records project one department at a time: IT, corporate records, and the internal auditor. Communication is the key.

The records project has been divided into four parts:

1. Replace the existing retention schedule.
2. Install the software package.
3. Provide education.
3. Accept e-mail.

Arlyce noted electronic discovery plays a big role in the retention schedule. She referred to the Cohasset White Paper and www.thesedonaconference as good resources on this topic.

Pam Duane said MG&E is also taking baby steps in implementing the records management program, which came about at the corporate level. The records department has support and the monetary commitment for a whole enterprise document management. The goal is to give consistency to records, so there are 200 to 250 functional classifications. Software is still being evaluated as retention schedules are being defined.



PRIVACY & RECORDS MANAGEMENT – SPRING SEMINAR

By Ana Aquino-Pérez

The Madison Chapter of ARMA and the Wisconsin Public Records Board announce an all-day Spring Seminar, "***Privacy & Records Management***." This seminar is designed to raise awareness, stimulate dialogue, and help records custodians fulfill their dynamic role in planning and implementing for compliance in today's information-rich environments.

The seminar will be held Tuesday, April 20, 2004, at the Exhibition Hall of the Alliant Energy Center in Madison.

Several speakers will be providing educational sessions on this hot topic. Russ Whitesel, from the Wisconsin Legislative Audit Bureau and the Wisconsin Public Records Board, will open the morning sessions. He will provide a brief introduction of the issues and challenges that new privacy laws and regulations have created for the efficient and effective management, preservation, and disposition of records. Mr. Whitesel will also report on progress by state agencies to integrate electronic records and information systems into their records management programs.

Bob Tillman, ARMA International, will address ***The Privacy Landscape in America***. He will explore the new laws and regulations recently enacted and what they mean for public and private organizations.

Carmen Brandt, from KeyMark West and presenter at the ARMA International annual conference last year, will identify the critical issues relating to information, fraud, and identity security during her presentation on ***Utilizing RIM Principles to Advance Information Security and Fraud Protection***.

In the afternoon, a session in ***Privacy in the News*** will be presented by Tim Kelley, opinion page editor for the Wisconsin State Journal, who will share media perspectives on this issue as well as the

media perspective on where to draw the line between the public right to know and the personal right to privacy.

James McDonnell and James Wisniewski from the Wisconsin Department of Transportation will be teaming up to present the challenges of getting "IT" right: building, implementing, and maintaining technology infrastructure that can meet business and privacy requirements for the agency and its stakeholders in the last seminar presentation: ***Getting "IT" Right***.

Attorneys, information managers, computer specialists, records managers, archivists, librarians, business administrators, and university or technical college students entering the information management professions will find practical advice to comply with new and complex requirements for managing information and records and dealing with the privacy issues.

This year's seminar also includes the opportunity for attendees to visit with various vendors. Representatives will be on hand to share their expertise in information and records management, tell you about their service offerings, and demonstrate their solutions.

Registration includes the full day of sessions, continental breakfast, and lunch. The deadline to ensure your spot is April 9, 2004. Registration fees are \$100 and \$125 for ARMA members and non-members, respectively, \$50 for full-time students, and a special fee of \$75 each when 3 or more people register from the same organization. Contact Tim Hughes for registration and additional information:

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Madison Gas & Electric
Records Management Department
133 South Blair Street - Post Office Box 1231
Madison, WI 53701-1231
Telephone: (608) 252-4799
FAX: (608) 252-7098
E-mail: thughes@mge.com

RIMM ACTIVITIES

If you are planning RIMM activities for your company or office, please take pictures and/or provide copies of handouts or other materials for use in the newsletter. Your ideas may provide useful material for someone else to use in the future.

JOB POSTING

The University of Wisconsin System
Administration

Outreach Program Manager I (50%)

Working Title: Regent Records Policy Advisor
Madison, WI

The UW System Office of General Counsel (OGC) is responsible for providing legal services and advice to the Board of Regents, the UW System President and other officers, employees, and agents of the UW System, including the Secretary to the Board of Regents. The Regent Records Policy Advisor (RRPA) will serve in a 50 percent appointment and will be principally responsible for counseling the Board and Secretary on records matters. The RRPA will provide advice concerning the legal and policy requirements for creating and maintaining the Board's records of proceedings; university and academic policy documents; records of gifts, grants, and bequests; real estate holdings; and other legal instruments. The RRPA will also review agendas and notices for all meetings of the Board of Regents, its standing committees, and subcommittees to ensure that the agenda items and notices are in compliance with the requirements of the Wisconsin Open Meetings Law, the Board's Bylaws and Roberts Rules of Order. The RRPA will further provide assistance to the Secretary to the Board of Regents in responding to complex requests for public records, requests for use of the Board's intellectual property and inquiries about the terms and conditions of specific gifts, grants, and bequests.

The RRPA will also have responsibility for assisting the Secretary with the compilation of the Board's academic policies and with the appropriate recording of revisions, amendments, and repeal of the policies and for developing and applying appropriate records retention policies to the Board's specialized files, particularly those concerning gifts, grants, contracts, real estate documents, and other historical records of the Board. The position also will provide legal research support to the OGC on other matters, and may perform additional duties as assigned.

Salary: \$41,828 - \$62,742 annual equivalent salary commensurate with experience and qualifications plus an excellent benefit package.

Qualifications: The successful candidate must have a bachelor's degree and 3 to 4 years work experience or significant academic preparation in a setting that requires strong organizational skills, meeting deadlines, and responding to constituents. The successful candidate must also demonstrate extensive skill in legal research, analysis and writing; excellent written and oral communication skills to stimulate an effective and diplomatic working relationship with senior executives, faculty, and academic staff; familiarity with requirements of the Wisconsin Open Meetings and Public Records Laws; a working knowledge of UW System structure and policies; and the ability to work under pressure.

Advanced legal training beyond the bachelor's level and/or demonstrable work experience in higher education is preferred.

(Cont. on Page 9)

Job Posting

(Cont. from Page 8)

Application: Complete applications must be received by **4:30 pm, Friday, April 9, 2004**. To apply, please send a cover letter explaining your interest in this position and how your skills and experience relate to the responsibilities and qualifications above; a current professional resume; a statement expressing the wish to have the application held in confidence or made available to the public on request; and three professional references to:

Holly Wells
Office of Human Resources
780 Regent St. Suite 230
Madison, WI 53715
Phone: 608-263-8630 fax: 608-265-9834
E-mail: hwells@uwsa.edu

Pursuant to Wisconsin Statutes, a list of all nominees and applicants who have failed to request in writing that their identity not be revealed will be released upon request. The identity of all candidates who become finalists will be revealed upon request.

UWSA is an AAEO Employer and actively seeks and encourages applications from women, minorities and persons with disabilities.

ARMA MADISON BOARD NEEDS YOU!

The ARMA Madison Board of Directors has two positions open for volunteers for next year (7/1/04-6/30/05).

Secretary - Responsible for taking Board meeting minutes. Also distributes the draft minutes and agenda for next meeting to all board members. Maintains a history of all official approved minutes.

Membership VP - Responsible for all membership activities, which includes sending out member packets to potential new members; monitoring member lists from International and following up on expired memberships; and producing a new chapter membership directory each year.

Our chapter relies on our members, and as a result of many excellent board members over the years, we have had great programs, seminars, etc. Being a Board member is very fulfilling and is a great way to enhance your skills.

It doesn't take that much time for all that you get out of it.

If you would be interested in either position, please contact Diane Vultaggio, Immediate Past President at (608) 266-5578 or via e-mail at diane.vultaggio@etf.state.wi.us





OFFICE OF THE GOVERNOR

A PROCLAMATION

WHEREAS, the management of records and information is critical to every business, organization and government agency in facing the complexities of competition, customer service and globalization; and

WHEREAS, technologies for storing information are expanding the amounts of information that can be acquired, with increased longevity; and

WHEREAS, the need to use information to create value and plan strategically is a driving force in today's world; and

WHEREAS, control of records and information is necessary for reduction of risk and liability as well as for compliance with global standards; and

WHEREAS, the citizens of the State of Wisconsin should recognize the important service performed by records and information professionals;

NOW, THEREFORE, I, Jim Doyle, Governor of the State of Wisconsin, do hereby proclaim April 2004, as

RECORDS AND INFORMATION MANAGEMENT MONTH

in the State of Wisconsin and I commend this observance to all citizens.



IN TESTIMONY WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Wisconsin to be affixed. Done at the Capitol in the City of Madison this twenty-fifth day of February in the year two thousand four.


JIM DOYLE

By the Governor


DOUGLAS LA FOLLETTE
Secretary of State