

**OCTOBER
2004**

PRESIDENT’S CHATTER

By Priscilla Jaroná

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We had our first Chapter meeting of the year with Lori Ashley as our guest speaker. The topic of discussion was the joint survey on how businesses are managing electronic records conducted by ARMA, AIIM, and Cohasset. The meeting was an excellent informal networking session by all attendees as we discussed the issues each of us face with our electronic records. Some of the members are farther along than others and could share their experiences along the bumpy road. Others are in the process, while yet others are still trying to sell the topic to their management. I felt this was an extremely beneficial program as each of us walked away with at least a tidbit of information that could help us work through our issues.

As you are reading this, several members of the chapter are on their way to the ARMA International Conference in Long Beach, California. As in past years, the schedule includes a wide variety of topics and speakers. Watch for next month’s newsletter where several of the attendees provide a recap of some of the sessions attended.

I hope everyone is enjoying what is probably our last nice days. I’m very hopeful that this nice weather will continue into November.

See you at our next meeting scheduled for October 21 at Kard Recycling.

ARMAdison

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

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September Attendees: Ana Acquino-Perez, Christine Ardern, Lori Ashley (speaker), Mary Boneck, Steve Bose, Ruth Breunig, Harold Coltharp, Janet Fosdick, Tim Hughes, Priscilla Jarona, Tami Keune, Janet Nelson, Rosemary Stark, Dirk Von Below, Diane Vultaggio, and Karl Wellensiek.

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>

Records Management Portal Proposed

[The Electronic Records Policy Working Group](#), a committee at the National Archives and Records Administration (NARA) charged with designing a federal electronic records management policy, has recommended the creation of a government-wide records management Web portal. The project, nicknamed Toolkit, could be launched as early as 2005. The proposal was announced during the [August 19](#) bimonthly meeting of the NARA Records and Information Discussion Group.

"It would be a place on the Internet that agencies could go to for tools that facilitate effective management of government records," team member Susan Sullivan told *Federal Computer Week*. "The Toolkit, right now, is just a concept that's being proposed."

The [Electronic Records Management project](#) is a part of the Bush administration's [e-government initiatives](#).

NARA also announced that Harris Corp. and Lockheed Martin will compete to begin designing NARA's digital archives. The project is estimated to cost \$500 million.

Department of Justice Rescinds Destruction Request

The American Library Association (ALA) [welcomed](#) the Department of Justice's decision to rescind its request that the [Government Printing Office Superintendent of Documents](#) instruct depository libraries to destroy all copies of five Department of Justice publications addressing forfeiture. The Department of Justice claimed that the documents are "training materials and other materials that the Department of Justice staff did not feel were appropriate for external use." ALA disagreed with this categorization of the public documents, two of which are texts of federal statutes, and with the instruction to destroy them. ALA has indicated that it hopes that there will be no repetition of such unjustified instructions to destroy government information.

The topics addressed in the named documents include information on how citizens can retrieve items that may have been confiscated by the government during an investigation. The documents that were to be removed and destroyed include: Civil and Criminal Forfeiture Procedure; Select Criminal Forfeiture Forms; Select Federal Asset Forfeiture Statutes; Asset Forfeiture and Money Laundering Resource Directory; and [Civil Asset Forfeiture Reform Act of 2000 \(CAFRA\)](#).



MARK YOUR CALENDAR

October 3-6, 2004: Changing Times Demand Creative Solutions, ARMA International 49th Annual Conference, Long Beach, CA

October 12, 2004: Image Compression and Storage, AIIM Wisconsin, contact jjeffery@wi.rr.com

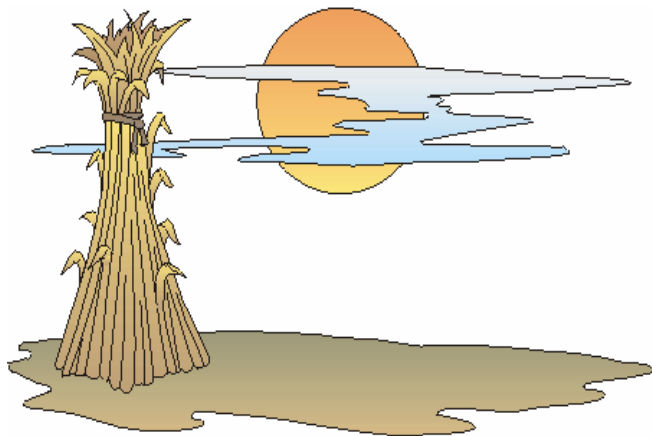
October 19, 2004: Public Records, Privacy, and Supporting Technology Conference, Wisconsin CPM Society, Fond du Lac, WI. Call (920) 832-6427 for registration.

October 21, 2004: Tour of Kard Recycling, Madison, 3:30 (note change from our usual Tuesday meeting)

GREAT QUOTES

There are risks and costs to a program of action. But they are less than the long-range risks and costs of comfortable inaction.

John F. Kennedy



RECIPES

Pumpkin Soup

- 1 pumpkin, top removed and inside scooped out
- 1/2 pound sugar pumpkin, cubed (also called pie pumpkin)
- 4 tablespoons margarine, melted
- Salt and pepper
- 1 cup chopped onion
- 1/2 cup chopped carrots
- 1/2 cup chopped celery
- 4 cups vegetable broth
- 1 cup tomatoes, diced
- 1/4 cup rice

Coat the inside of the pumpkin with half the melted margarine, then sprinkle the inside with salt and pepper.

Bake for 20 minutes at 400 degrees.

In a saucepan, sauté mixed vegetables in remaining margarine for about 5 minutes. Add broth and bring to a boil. Pour broth, vegetables, and rice into the pumpkin. Return filled pumpkin to the oven with the lid on top and bake about 1 hour or until the pumpkin is tender, but not too soft.

Place the whole pumpkin on the table and ladle soup into bowls.

Tip: Dry the pumpkin seeds in a 300° oven until lightly browned, 30 to 40 minutes.

Spiced Pumpkin Seeds: Toss dried pumpkin seeds and melted butter; add 1/4 teaspoon cayenne, 1/2 teaspoon cumin, 1/2 teaspoon salt, and nuts; spread back on sheet and toast in a 350° oven for 5-8 minutes, until toasted and fragrant.

(Cont. on Page 5)

Recipes

(Cont. from Page 4)

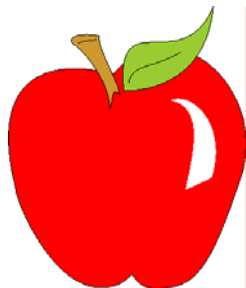
Baked Apples

6 large red baking apples like Rome Beauty, Cortland, or Gala
 Juice and finely grated zest of 1 lemon
 3 tablespoons unsalted butter, softened
 3 packed tablespoons dark brown sugar
 1/4 cup dried currants
 1/4 cup broken walnut pieces, toasted
 Six 3-inch whole cinnamon sticks
 1/2 cup apple cider
 1/2 cup dark rum, cider, or water

Preheat the oven to 400 degrees F. Slice off about 1/4-inch of the top of each apple. (The apple tops are perfect for snacking.) Scoop out the seeds and core of the apple with a melon-baller to make a pocket. Peel off about a 1/2-inch band of the apple's skin along the upper half of the apple with a vegetable peeler. Brush the peeled part and the interior of the apple with lemon juice.

In a small mixing bowl, combine the butter, lemon zest, and sugar. Add the currants and nuts. Place some of the butter mixture and a cinnamon stick in each of the apples. Place the apples in an ovenproof baking dish just large enough to hold the apples upright. Pour in the cider and rum, bake until the apple is tender, about 30 minutes. Baste the apples with the cider/rum mixture with a bulb baster, 2 or 3 times, during baking.

Serve warm or at room temperature with softly whipped cream or vanilla or cinnamon ice cream.

*Dilled Vegetable Salad*

1 medium cucumber, peeled and sliced 1/8 inch thick
 2 medium tomatoes, sliced 1/4 inch thick
 1 medium sweet onion, thinly sliced
 2 tablespoons fresh snipped dill or 1 teaspoon dried dill weed
 2 tablespoons salad oil or olive oil
 1 tablespoon vinegar
 2 teaspoons salt (less works)
 1/4 teaspoon ground white pepper

Place first three ingredients in a bowl. Combine dill, oil, vinegar, sugar, salt, and pepper; pour over vegetables and toss. Refrigerate until ready to serve. (This can be prepared the day before if desired.)

Yield: Six servings.

Maque Choux
(Stewed Corn and Tomatoes)

2 tablespoons butter
 1/2 cup chopped yellow onion
 1/2 cup seeded and chopped green bell pepper
 4 cups corn kernels (canned, fresh, or frozen, thawed)
 1 medium-sized tomato, peeled and chopped
 1/4 teaspoon salt
 1/2 teaspoon Tabasco® Pepper Sauce

Melt butter in a large, heavy saucepan over medium heat. Add onions and bell pepper and cook, stirring often, until soft, about 5 minutes. Add corn, tomato, salt, and pepper sauce. Reduce heat to medium-low and simmer, uncovered, until corn is tender, 10 to 15 minutes. Serve hot.

SHARE YOUR RECIPES

There must be some good cooks amongst the membership. Please share your recipes or cooking tips with others. You can e-mail or snail-mail to me at the address on the front page of the newsletter.

ASK THE CRM

The ARMA Madison chapter has several members who have attained their CRM (certified records manager) certification. Do you have question(s) you would like to ask about records management, retention schedules, or other related topics? If you send your questions to the editor, they will be passed to a CRM and then published in a future issue of ARMAdison. See the front page for the address.

ELECTRONIC RECORDS: WHERE ARE WE AND HOW DO WE IMPROVE?

The first meeting of the 2004-2005 ARMA Madison Chapter was held at Pizzeria Uno-Chicago Bar & Grill at 3:30 on September 14. Members enjoyed hors d'oeuvres and networking with fellow members.

Lori Ashley, a consultant with Cohasset Associates, Inc., was the featured speaker. Cohasset along with ARMA and AIIM conducted a survey in September 2003 asking records managers how their businesses and organizations were handling electronic records. Survey respondents numbered 2,200 people.

The gist of the survey was that record managers need to get involved. IT and attorneys are getting into the field without knowing they are in records management.

Records management has had little input into retention schedules. IT seems to rule. They are purchasing the software without consulting records managers. Records managers need to be part of the risk management in an organization or business. They need to be the ones who make the choices about retention of electronic records. IT does not have a good feel for what a record is.

One of the recommendations of the study was the creation of a cross-functional team, people working on both sides of the table, so to speak, to address issues of retention. Management needs to pay attention to IT and records managers and provide an environment where they work together in the interest of the company. Round-table discussion between all affected parties may be the way to obtain understanding and cooperation on electronic records. The "crisis" hasn't happened in many organizations that will foster this attitude.

The attendees at the meeting then gave a brief description of their organization and where they were in management of records. Answers varied widely from being on top of the situation to just beginning to be concerned.

Karl Wellensiek of Datakeep, a records storage company, noted that more electronic records are being stored off-site. They have had a 50 percent growth in vault space. He also noted that more small companies are beginning to use off-site storage. He said they participate in disaster drills for some companies and that has proved to be very interesting.

This presentation was very timely as everyone seems to be struggling with the ramifications of the electronic age.

WITH DEEPEST SYMPATHY

The ARMA Madison members offer their condolences to Ruth Breunig on the passing of her long-time companion, Ron, and Nan Kunde on the passing of her husband, Tom.

THANKS TO OUR SPONSORS

ARMA Madison thanks the following businesses for their support:

Datakeep, Inc.

2538 Daniels Street

Madison, WI 53718

Phone: 608-221-3212

Contact: Karl Wellensiek, President

e-mail: kwellensiek@datakeepinc.com

"Records Storage and Delivery - Documents and Computer Media"

Datakeep provides paper document and computer media storage and management services to a wide variety of both private and public businesses in Madison and Dane County – on a 24/7 basis. These services include:

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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).

CALLING ALL BOARD MEMBERS

Please attend the October meeting and gather for a
picture. I would like to introduce the Board in a
future issue with a picture and short biography.

BYLAWS REVIEW

The last change made to the bylaws was approved
in 1996. The Board members are in the process of
reviewing them: refining language, correcting
spelling errors, and addressing changes that have
taken place in committees and the operation of the
organization. After changes are suggested, ARMA
International has to approve them.

Because of the procedure involved, the approved
changes will probably not be in effect until the
2005-2006 Chapter year.

OCTOBER MEETING

The October meeting is planned for 3:30 October 21
as a tour of Kard Recycling and discussion of their
recent AAA Certified Document Destruction
certification. This program may be of particular
interest to Facility Managers, so please invite them
to attend. Registration will take place from 3:30 to
4. The tour of the plant, program, and hors
d'oeuvres and networking are scheduled from 4 to
5:30.

Note: The meeting date is a change from the usual
Tuesday meeting format to accommodate schedules.