

**NOVEMBER  
2004**

**PRESIDENT’S CHATTER**

By Priscilla Jaroná

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The ARMA conference in Long Beach, California, proved to be equally as rewarding as previous years. The sessions were well-planned and covered a variety of topics. Most of the sessions I attended were directed at compliance, measuring/benchmarking your RIM program and electronic records. There were plenty of sessions to meet the needs of all the records professionals in attendance. If ever given the opportunity, I highly recommend attending these annual conferences. I have learned so much over the years and gathered contacts that can help answer any questions I may have or just provide advice on how to do something. It’s a great experience.

We did receive honorable mention this year for our web page. Many thanks to Nan Kunde and her staff (Lisa Johnson and Sarah Schild) who have provided this service. Hopefully next year we can win 1<sup>st</sup> place!

We’re heading into our third program of the year. We have been having a great turnout at our monthly meetings. Our program on November 9 addresses e-mail policies. I hope to see everyone there.

**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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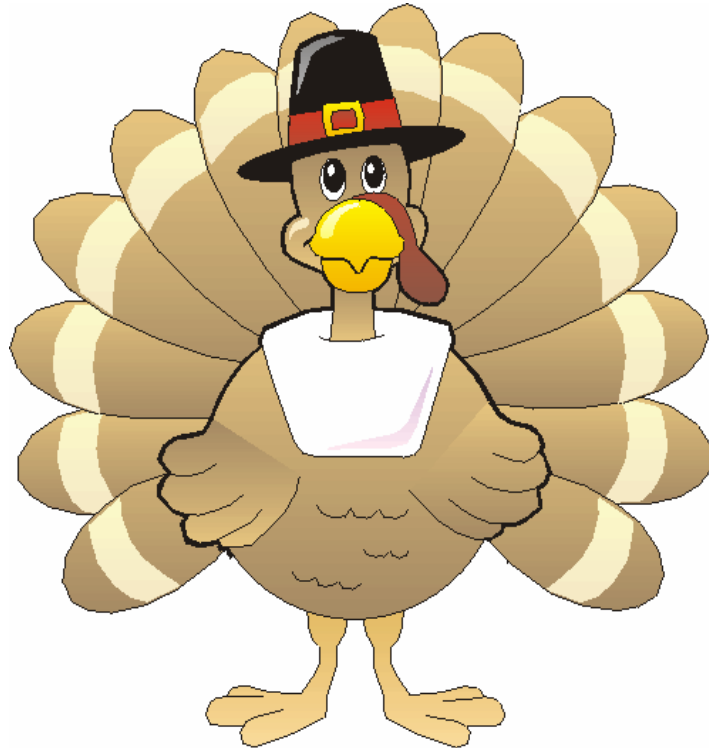
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**October Attendees:** Ana Aquino-Perez, Lori Ashley, Dennis Bitterlich, Mary Boneck (hostess), Dave Duerst, Rick Freiwald, Patrick Grishaber, Pam Habib, Ryan Hartburg, Dale Koniecki, Nan Kunde, Jim Page, Pat Peirce, Chuck Poole, Sarah Schild, Rosemary Stark, Yvonne Subak, Ciaran Trace, 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>

[NARA Requests Comments on Records Center Facility Standards, Unscheduled Records, Presidential Records](#)

The National Archives and Records Administration proposes to modify its facility standards for records storage facilities that house federal records to address records center industry concerns identified in the 2003 Report to Congress on Costs and Benefits of Federal Regulations.

[Two Courts Impose Sanctions on E-Discovery Violations](#)

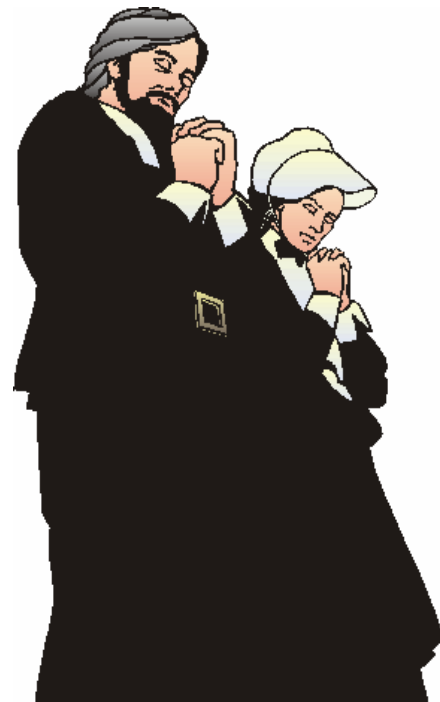
Two rulings from federal courts imposed strict sanctions for violations in electronic discovery. Experts say the result is that attorneys and clients are likely to take e-discovery requests much more seriously.

[House Passes NARA Reauthorization Bill](#)

The House passed H.R. 3478, National Archives and Records Administration (NARA) Efficiency Act of 2003 September 13. The bill is designed to make the operations of the national archives more efficient in several key areas and to improve their service to federal agencies and the public.

[Quattrone Sentenced for Destroying Evidence](#)

Former Credit Suisse First Boston star banker Frank P. Quattrone was sentenced to 18 months in federal prison for obstruction of justice. Quattrone was found guilty of instructing subordinates to "clean up those files" knowing that federal investigators were looking into allegations that he was soliciting kickbacks from preferred investors, in exchange for hot tips on stocks.



**MARK YOUR CALENDAR**

*November 9, 2004:* MG&E, Developing an Email Policy, Karen B. Biskup, CRM, 11 a.m.

*November 16, 2004:* ARMA Milwaukee Chapter, Venice Club, Business Planning (Disaster Recovery Planning), Tim Hughes, CRM, 4:45 p.m.

*December 7, 2004:* Joint Meeting and Annual Charity Event with BFMA Madison Chapter as Host, Inn on the Park, 7:30 a.m.

**GREAT QUOTES**

Life is an unanswered question, but let's still believe in the dignity and importance of the question.

Tennessee Williams

**THANK YOU**

A heartfelt thank you to my ARMA friends and colleagues who sent so many lovely cards and expressions of sympathy to me and our daughter.

It has been a difficult time for us, but we have been deeply moved and comforted by the many prayers and kind thoughts that have been sent our way.

Thank you also for the memorial given to the Anderson Hospice Center in Tom's memory. He was there but a brief time, but we found it to be a very caring place.

Thank you again,

Nancy and Carrie Kunde

**DEVELOPING AN EMAIL POLICY**

Karen Biskup, CRM, Mercury Marine, will be the featured speaker at the November 9 lunch meeting of the ARMA Madison Chapter. Karen has been a CRM since 1997. She worked at Dow Corning for 29 years with 20 of those years in records management. Her presentation will include a discussion of the elements to consider when drafting and implementing an email policy for your organization.

Karen has also been actively involved with the ARMA mid-Michigan chapter and has served on International committees. She has been a speaker at the conference on ten occasions.

Registration will be from 11 to 11:30. Lunch and introductions will take place from 11:30 to 12, and the program will be from 12 to 1 p.m.

**SHARE YOUR RECIPES**

Do you have a **special cookie or holiday recipe** to share with our readers? Since that time is here again, I would like to feature some of those special treats. 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.

## **TOUR OF KARD RECYCLING**

The October meeting of the ARMA Madison Chapter took place at Kard Recycling in Madison. Mary Boneck, a chapter member and president of Kard Recycling, graciously opened her business for a tour of the facilities on October 21. She also provided a delicious hors d'oeuvres and beverage buffet.

It was an especially good day for Kard Recycling as Mary received word earlier in the day that Kard had attained the AAA certification for document destruction. There are a series of steps that an applicant must follow to demonstrate that a business is a secure document destruction facility. The New Berlin facility hopes to get its certification in November or December.

Kard Recycling began in her father's garage in New Berlin in the 1970s. Clifford Kernen began recycling computer punch cards as it was high quality paper. Hence the name: K for Kernen and card, Kard. Mary oversees administrative duties and does some sales and customer service. Her brother, Tom Kernen, is the vice president and oversees all production activities. Mary and Tom have been running the company for 10 years.

Initially, the employees hand-sorted office paper as paper mills were very particular about mixing paper quality. As with everything else, technology has changed the process, so paper mills can take more bales of mixed paper. This has resulted in a reduction of the number of employees from about 40 to about 18 for the two facilities combined.

In 1995, Wisconsin Act 335 was passed that prohibited disposal of office paper into landfills. In 2000, Act 9 stated that institutions and businesses handling personal, financial, or medical records must dispose of this information by confidentially shredding, handling, erasing, or modifying.

Kard provides lockable containers to the customer. They tag and identify each bin for confidential shredding. The bins are locked and signed for by the company personnel before bins leave the building.

Paper is brought to the facility daily. Trucks haul bales of shredded or crushed paper (weighing about 1300 pounds) daily to the paper mills. About 1400 to 1500 tons are trucked monthly. A new crushing machine installed recently allows more metal (3-ring binders) and CDs to be recycled in small batches with the paper being fed to the crusher.

Kard Recycling will handle small disposal jobs for individuals also. If papers from an estate or similar situation need to be destroyed, they can be brought to Kard's facility for shredding. Mary commented that during February and March (tax time) there is a marked increase in business.

Thank you, Mary, for an informative tour.



**RECIPES**

*Bohemian Apple Cake*

- 1 cup sugar
- 1/4 cup butter
- 1 egg
- 1 cup flour
- 1 teaspoon soda
- 1/2 teaspoon cinnamon, nutmeg, and salt (optional)

Cream together first three ingredients and add 3 cups diced apples. Sift together flour soda, cinnamon, and nutmeg and add to first ingredients. Pour into an 8x8 pan and bake at 350° for 40 minutes. Serve warm with warm sauce.

Sauce:

- 1/2 cup butter
- 1/2 cup white sugar
- 1/2 brown sugar
- 1/2 cup coffee cream

Combine ingredients in a small saucepan over medium heat. Cook for 5 minutes.

*Bonnie's Pumpkin Squares*

- 1 cup sifted all-purpose flour
- 1 teaspoon baking powder
- 1/2 teaspoon salt
- 1/2 teaspoon ground cinnamon
- 1/2 cup butter or margarine, softened
- 1 1/2 cups sugar
- 1 egg
- 3/4 cup pumpkin
- 1/4 cup instant mashed potatoes (dry)
- 1/2 cup chopped pecans

Sift flour, baking powder, salt, and cinnamon onto waxed paper. Beat butter, sugar, and egg in large bowl with electric mixer at high speed, until light and fluffy. Stir in pumpkin and potatoes. Stir in flour mixture a little at a time, beating well after each addition; fold in pecans.

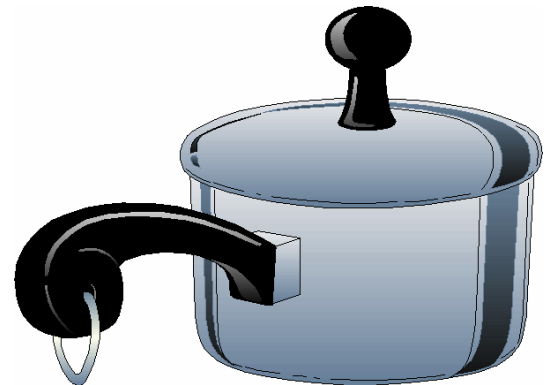
Turn batter into a greased 9x9x2 pan, spreading evenly. Bake at 350° for 40 minutes or until center springs back when lightly touched with fingertip. Sprinkle with confectioners' sugar, if desired.

**Yield:** 16 squares.

*Italian Chili*

- 3 large onions, peeled
- 2 green peppers, cut up
- 4 cloves garlic, minced
- 1/3 cup olive oil
- 1 1/2 lbs. Italian sausage links
- 2 cans (28 oz. ea.) whole Italian tomatoes
- 2 cans (15 oz. ea.) kidney beans, drained
- 1 can (15 oz.) tomato sauce
- 2 tsp. oregano
- 1 tsp. basil
- 2 cups zinfandel wine (optional)
- 1 1/2 cups Parmesan cheese
- Salt & pepper

Halve onions and slice thin. In a skillet on medium heat, sauté onions, peppers and garlic in olive oil until brown, set aside. Sauté whole sausage for about 2 to 3 minutes; remove and slice into 1/4-inch pieces and add to onions and peppers. Stir in tomatoes, kidney beans, tomato sauce, wine, herbs, salt and pepper. Simmer 2 hours or until thickened. Serve with cheese. Makes 8 servings.



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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](mailto: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**

Still looking for the picture of the Board members? I would like to introduce the Board 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.

**BAKERS AND CRAFTERS**

This is a reminder that our annual joint charity event with BFMA is a month from now. Dig out those candy, cookie, and specialty bread recipes! Get out the sewing machine, hot glue gun, saw, or whatever it takes to create a holiday gift, decoration, or ornament! For those who haven't participated before, the money raised through the raffle is given to a local charity to provide for those less fortunate.

Remember to pick up gloves or mittens when you shop, which will also be distributed by a charity.

