

**JANUARY
2005**

President's Chatter 1
From ARMA Headquarters 3
Mark Your Calendar 4
Great Quotes 4
Ask the CRM 4
BFMA/ARMA Event Benefits Charities. 5
Thanks to Our Sponsors 5
Advertise With Us 6
Bylaws Review 6
*FTC Issues Document Destruction
Rule to Combat Identity Theft* 6
Recipes 8
The Two Faces of "E" 9
2004-2005 Charity Event Pictures 10
2004-2005 Board of Directors 11
Board Member Biographies 12

***ARMA*Adison**

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

Rosemary Stark, Editor
910 W. Wingra Drive
Madison, WI 53715
(608) 251-4843
rosemary.stark@strand.com

**HAPPY
NEW
YEAR**

**ARMA MADISON BOARD
OF DIRECTORS****PRESIDENT**

Priscilla Jarona
Alliant Energy
P.O. Box 77007
Madison, WI 53707-1001
(608) 458-3320
priscillajarona@alliant-energy.com

VICE PRESIDENT-PROGRAMS

Ruth Breunig
Alliant Energy
P.O. Box 77007
Madison, WI 53707-1001
(608) 458-3320
ruthbreunig@alliantenergy.com

VICE PRESIDENT-MEMBERSHIP

Lori Ashley, Senior Consultant
Cohasset Associates, Inc.
S47 W37962 Cedar Circle
Dousman, WI 53118-9592
(262)-965-4995
loriashley@ww.rr.com

VICE PRESIDENT-SEMINAR

Ana Aquino-Perez
WI Dept. of Transportation
4802 Sheboygan Ave., Rm. 751
Madison, WI 53707
(608) 266-5290
ana.aquino-perez@dot.state.wi.us

SECRETARY

Janet Nelson
Dairyland Power Co-op
PO Box 817
La Crosse, WI 54602-0817
(608) 787-1218
jln@dairy.net

TREASURER

Tim Hughes, CRM
Madison Gas & Electric
P.O. Box 1231
Madison, WI 53701-1231
(608) 252-4799
thughes@mge.com

PAST PRESIDENT

Diane Vultaggio
St. of WI-Employee Trust Funds
P.O. Box 7931
Madison, WI 53707
(608) 266-5578
diane.vultaggio@etf.state.wi.us

REGION MANAGER

Pam Duane, CRM
Madison Gas & Electric Co.
P.O. Box 1231
Madison, WI 53701-1231
(608)252-7192
pduane@mge.com



December Attendees: Mary Boneck, Steve Bose, Ruth Breunig, Diana Cleven, Pam Duane, Tim Hughes, Priscilla Jarona, Janet Nelson, Pat Peirce, Linda Krbeck, James Bennet, Rosemary Stark, Yvonne Subak, Diane Vultaggio, Carol Henry, Shirley Jaeger, Joey Willborn, Mary Halverson, Lori Linde, Joyce Endres, Nancy Kunde, Sara Schild, Ruth Passehl, Melanie Luft, Cyndie Rindfliesch, Rick Freiwald, Jim Pritchard, Kathy Addie, Ana Aquino-Perez, Leslie Satchell, Rachelle Gumz, and Elaine Estervig Beaubien, speaker.

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.

© ARMA Madison January 2005. Reproduction is permitted with credit reference.

FROM ARMA HEADQUARTERS

NCUA Issues Rule on Consumer Info Disposal

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 Asks for Input on Records Management

The National Archives and Records Administration (NARA) is seeking comments from federal agencies and the public on a [proposed revision](#) to its regulations to provide for the appropriate management and disposition of very short-term temporary e-mail, by allowing agencies to manage these records within the e-mail system.

FTC Issues Final Regulation on Consumer Information and Records Disposal

Following a public comment period, the Federal Trade Commission (FTC) has issued its [final rule](#) regarding the proper disposal of consumer report information and records under the Fair and Accurate Credit Transactions Act of 2003 (FACTA) and the Fair Credit Reporting Act (FCRA). The final rule is similar to the proposed rule issued in April and will become effective June 1, 2005. The commission received more than 50 comments from industry trade organizations, including ARMA International, businesses, consumer advocacy groups, members of Congress, and consumers.

The National Credit Union Administration (NCUA) Board adopted its [final rule](#) to implement section 216 of the Fair and Accurate Credit Transactions Act of 2003 (FACT Act) by amending security program regulations and NCUA's Guidelines for Safeguarding Member Information and establishing a section in new part 717. The final rule generally requires federal credit unions to develop, implement, and maintain appropriate measures to properly dispose of consumer information derived from consumer reports to address the risks associated with identity theft. Federal credit unions are expected to implement these measures consistent with the provisions in NCUA's Guidelines for Safeguarding Member Information.

The new rule is effective December 29.

GET READY TO VOTE! ARMA ELECTION RESOURCES AVAILABLE ONLINE

As a member of ARMA International, one of the most important things you can do is help decide who will lead your association. In January, you will have the opportunity to elect a new president-elect and three association directors. To help you get to know the candidates and their qualifications, ARMA has made resources available in the "Your Membership" area of www.arma.org

MARK YOUR CALENDAR

January 11, 2005: Electronic Records – Classification Schemes and Retention Schedules, Christine Ardern, CRM, 11 a.m., MG&E

January 11, 2005: AIIM Wisconsin, Theory and Application of Image Compression Algorithms, Chris Clextan and Jeff Rehm, 11:30 to 1:30, Alioto’s Restaurant, Milwaukee, www.aiim.org/wisconsin for details and registration.

GREAT QUOTES

The best is yet to be.

Walt Disney

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.

BFMA/ARMA EVENT BENEFITS CHARITIES

By Joyce Endres (BFMA)

I am happy to report the following results of the ARMA/BFMA charity meeting on December 7.

I took one very large bag full of hats and mittens to the Atwood Community Center. They were very pleased! I dropped off seven bags of groceries to the St. Vincent DePaul Food Pantry. They too were thankful.

We collected \$369 for the three charities designated! \$105 was specifically earmarked for the Salvation Army (\$85 from Elaine (our speaker) and \$20 from an attendee). The raffle/other donations amounted to \$264 (I added two dollars so that each charity got an even 1/3 or \$88 each).

I sent the following amounts:

- 1. \$193 to the Salvation Army (\$105, plus \$88)
- 2. \$88 to the American Red Cross Local Disaster Relief Fund
- 3. \$88 to the YWCA

A big **Thank You** to everyone for your very generous donations and active raffle participation.



Some of the baked goods and crafts donated for the raffle grace the table.

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:

Twice-daily scheduled deliveries

Daily and weekly tape rotations

Web-based client access

Tracking and search capabilities

AGFA Microfilm Products

**Distributed by
SOURCECORP**

John Glover

800.969.2556 ext: 367

E-Mail: fyiglover@earthlink.net

<http://www.srcpma.com/products.htm>

SOURCECORP imports from Belgium and represents **AGFA** microfilm products throughout the United States.

AGFA is known worldwide for its image quality and performance. **AGFA** microfilms can guarantee you peace of mind when you want to retrieve your valuable documents at any time. With its superb latitude in exposure as well as in processing, you won't take any chances.

**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).

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.

*The following news release was provided by one of
our vendor members, Richard Dohm of DocuSafe.*

**FTC ISSUES DOCUMENT
DESTRUCTION RULE TO COMBAT
IDENTITY THEFT AND PROTECT
CONSUMERS' PRIVACY**

*Businesses Will Be Required To Properly Dispose
of Sensitive Consumer Information*

On November 19, 2004, the Federal Trade
Commission (FTC) issued a new rule that will
require local Madison-area businesses to properly
dispose of and destroy sensitive consumer data. The
rule is one of several new requirements intended to
combat consumer fraud and identity theft and
protect privacy required by the federal Fair and
Accurate Credit Transactions Act (FACT Act)
which was enacted in December 2003.

The new FACT Act Disposal Rule, issued on
Thursday, broadly covers "any record about an
individual, whether in paper, electronic, or other
form that is a consumer report (also known as a
credit report) or is derived from a consumer report."
It requires any person or company that possesses or
maintains such information to take "reasonable
measures to protect against unauthorized access to
or use of the information in connection with its
disposal."

"There is no reason that a stack of customer files
containing credit reports should be sitting in a
dumpster in Madison easily accessible to just about
anyone," said Richard E. Dohm, President of
DocuSafe of Madison, Inc. "This rule will force
banks, retailers, auto dealers and any other business
throughout our region that obtains credit reports, or
related personal information, to shred those
documents before throwing them away."

(Cont. on Page 7)

FTC Issues Document Destruction Rule

(Cont. from Page 6)

According to a study released by the FTC in September 2003, nearly 10 million Americans were the victims of identity theft in the previous year alone. The study also found that U.S. businesses lost \$47 billion and consumers lost approximately \$5 billion as a result of identity theft during the same period.

“This new rule is an important step forward in the fight against consumer fraud and identity theft. Shredding documents and properly destroying computer files and hard drives will help ensure that records containing sensitive personal and financial information don’t fall into the wrong hands,” said Robert Johnson, executive director of the National Association for Information Destruction (NAID). “It’s important for the business community to understand that this law applies to nearly every business and private employer in the U.S.”

The new rule provides examples of how to comply with the new requirements including implementing and monitoring compliance with policies and procedures that require shredding or other forms of destruction of documents and electronic media containing consumer information and contracting with a third party to properly dispose of consumer information and monitoring their performance.

The FACT Act Disposal Rule applies to virtually every business and private employer in the U.S. The rule requires these businesses to come into compliance by June 1, 2005, by both adopting and implementing their own document destruction policies or by contracting with a document shredding company or other data destruction company to do so. Penalties for violating the rule include actual damages, statutory damages up to \$1,000 punitive damages *per violation* (with no cap on class action damages), attorneys’ fees, and civil penalties up to \$2,500. For more information about the rule and business compliance requirements, visit the FTC Web site, www.ftc.gov.

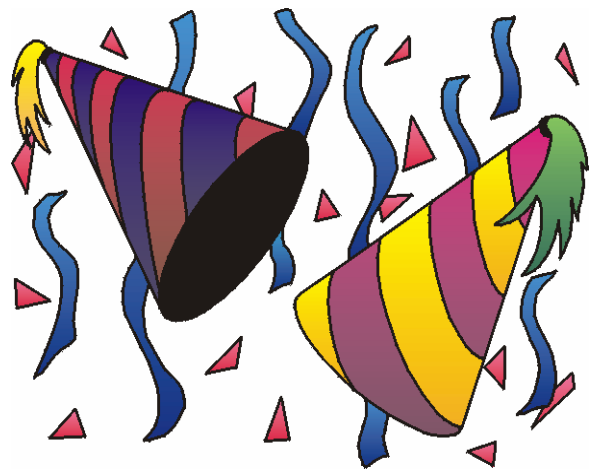
About NAID

The National Association for Information Destruction (NAID) is the international trade association for companies providing information destruction services. Suppliers of products, equipment, and services to destruction companies are also eligible for membership. NAID’s mission is to promote the information destruction industry and the standards and ethics of its member companies. For more information, visit www.naidonline.org.

About DocuSafe of Madison, Inc.

DocuSafe of Madison, Inc. has been a leader in providing information security services in the Madison area since 1990. Those services include storage and management services for hard copy, electronic, micrographic, and image media as well as their secure destruction.

For more information, contact:
Richard E. Dohm, President of DocuSafe of Madison, Inc. at 608.829.3888, or e-mail at rdohm@docusafe.net



RECIPES

Spicy Chuck-Wagon Soup

Cold weather makes us think of steaming bowls of soup to warm our hands, especially if we have been outdoors working or playing. The following recipe is from the American Diabetes Association.

Potato and Leek Soup

8 cups chicken or vegetable stock
 6 medium potatoes, peeled and diced
 6 stalks of celery, cut into 1-inch pieces
 3 medium leeks, trimmed and cut into 1-inch pieces
 1 tablespoon margarine
 3/4 cup nonfat sour cream (optional)
 Chopped fresh chives (optional)

Place stock in a large saucepan over medium-high heat. Add potato, celery, and leek. Cover and cook until vegetables are tender, about 20 minutes. Transfer small batches of vegetables to a blender or food processor and puree until smooth. Return puree to saucepan, blending well. Place over medium heat; add margarine and stir until melted. Ladle into 8 serving bowls. Top with 1 tablespoon sour cream and a sprinkling of chives, if desired.

Yield: About 12 cups Serving size: 1 1/2 cups
 Exchanges per serving: 2 starch

Per serving:
 Calories: 172
 Carbohydrate: 29 g
 Protein: 8 g
 Fat: 3 g
 Saturated fat: trace
 Sodium: 833 mg
 Fiber: 3 g

2 tablespoons flour
 1 tablespoon paprika
 1 teaspoon plus 1 tablespoon chili powder, divided
 2 teaspoons salt
 1 teaspoon garlic powder
 1 boneless beef chuck roast (3 pounds), cut into 1-inch pieces
 1/4 cup vegetable oil
 2 medium onions, chopped
 1 can (28 ounces) stewed tomatoes, undrained
 1 can (10 1/2 ounces) condensed beef broth, undiluted
 1 bay leaf
 1/4 to 1/2 teaspoon cayenne pepper
 5 medium red potatoes, cubed
 4 medium carrots, sliced
 1 can (11 ounces) whole kernel corn, drained

In a large resealable plastic bag, combine the flour, paprika, 1 teaspoon chili powder, salt, and garlic powder. Add beef, a few pieces at a time, and shake to coat. In a large soup kettle, brown beef in oil in batches. Stir in the onions, tomatoes, broth, bay leaf, cayenne, and remaining chili powder. Bring to a boil. Reduce heat; cover and simmer for 30 minutes, stirring occasionally.

Add potatoes and carrots. Cover and simmer 35 to 40 minutes longer or until vegetables are tender. Add corn and heat through. Discard the bay leaf before serving.

Yield: 12 servings (about 3 quarts)



THE TWO FACES OF “E”

“You Can Have Your Cake and Eat It Too...Just Not at the Same Time”

Presented by Professor Elaine Estervig Beaubien

The joint BFMA/ARMA annual charity event was entertained by dual personality Professor Elaine Estervig Beaubien/E. K. Barber. Professor Beaubien is an award-winning educator, experienced corporate trainer, an accomplished speaker, a published writer, and a successful entrepreneur. She is a professor at Edgewood College in Madison and writes a regular column for *Business Watch*. She spent much of her life as a corporate trainer with clients such as Harley Davidson and the State of Wisconsin.

After meeting her personal and professional goals, she semiretired and pursued other interests. One of these interests was the emergence of a second personality, E. K. Barber, a writer of romantic fiction. She worked out a deal with Edgewood College to teach the fall semester and spend the spring writing.

One theme that reigned throughout the presentation is that if you can dream it, you can do it. But you must have a plan, and it should be a written plan. Professor Elaine suggested the following steps. (She made sure that E. K. Barber followed them also.)

Step 1 – Schedule a retreat. Take time to think.

Step 2 – Define your destiny, uncover your passions, thrive on rejection.

Step 3 – Live a century, one decade at a time.

Step 4 – Take inventory of what you have and who you are. Don’t be modest.

Step 5 – Capitalize on skills; remove barriers.

Step 6 – DO IT!

It was hard to not be energized to do SOMETHING after listening to Elaine/E. K.!



Professor Elaine Estervig Beaubien, aka E. K. Barber, stands in front of one of her favorite quotes.



2004-2005 BFMA/ARMA CHARITY BREAKFAST



Professor Beaubien, a recipient of several raffle prizes, picks the next winner's name as Cyndie Rindfliesch looks on.



Diane Vultaggio and Elaine Beaubien watch as Pam Duane opens a "special" prize.

2004-2005 BOARD OF DIRECTORS



Back row: Tim Hughes, CRM, Treasurer; Janet Nelson, Secretary; Priscilla Jaron, President; Diane Vultaggio, Past President; and Ruth Breunig, Vice President-Programs. Front row: Rosemary Stark, Newsletter Editor (nonmember); Ana Aquino-Perez, Vice President-Seminars; and Pam Duane, CRM, Region Manager (nonmember). Lori Ashley, Vice President-Membership, is missing from the picture.

BOARD MEMBER BIOGRAPHIES

President – Priscilla Jarona is serving her second year as president of ARMA Madison. She has been employed by Alliant Energy for more than twenty years and is the Manager of Document Management. Priscilla's focus is Corporate Records, but she is also involved with company policies and procedures, report management software, mainframe printing, and several other areas. She oversees the budgets for these areas and spends a lot of time in meetings.

Priscilla and her husband, Tony, live in Columbus. They have four children and five grandchildren. Priscilla likes to read and travel.

Vice President-Programs – Ruth Breunig is also serving a second year as vice president-programs. Ruth is employed by Alliant Energy also and has been there over 35 years. She is the supervisor of the Corporate Records Centers in Madison and Cedar Rapids.

When Ruth is on her time, she enjoys hiking, walking, basket weaving, sewing, quilting, and knitting.

Vice President-Membership – Lori Ashley is serving as the vice president of membership. This is her first year as a board member. She is a consultant with Cohasset Associates, Inc.

Vice President-Seminars – Ana Aquino-Perez is employed by the Department of Transportation as the Records Management Officer. She has a bachelor degree in business administration, with an emphasis on marketing and international business.

This is Ana's second year as vice president-seminars. Besides ARMA, Ana is involved with the UW-Madison Latino Alumni Association and the Women's Transit Authority.

Ana married Greg Arihood in the fall of 2003. A passion is traveling, and she has been to Europe several times. She recently returned from a visit to her family in Puerto Rico.

Some of her favorite activities are going to the theatre, the Jazz at Five concerts, a nice sunny day, and Sunday brunch in small towns.

Secretary – Janet Nelson agreed to serve as the secretary for the ARMA Madison chapter. She travels each month for the meetings from La Crosse where she is employed by Dairyland Power Cooperative. Janet is the Administrator for the Records Management Department, managing the Records Storage Center and the Corporate Library.

Janet and her husband, Ron, raised two sons. They enjoy remodeling homes and looking for waterfalls.

Treasurer – Tim Hughes agreed to remain in this position after stepping in the previous year to fill the term of the treasurer who had to resign. He has been a member of ARMA over 25 years in the Milwaukee and Madison chapters. He is employed by MG&E as the manager of Records Management.

He has been married to Diane for 24 years and has two children. Tim is very involved in ARMA on the local and national level. He sings in the Madison Maennerchor and the church choir. He also does a lot of biking, reading, and gardening.

Past President – Diane Vultaggio is in her second year as past president. Diane is employed by the State of Wisconsin Department of Employee Trust Funds. She has been there about 30 years and is currently the Records Officer/Office Services Bureau Director. This title oversees many areas such as imaging management, vital records, records retention development, department library and the supply and mail services.

Diane and her husband, Mike, have two sons. They spend lots of time at flea markets.