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2005**

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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 Jaron

It's hard to believe that it's already February. It seems like we just got through the holidays. And if Jimmy sees his shadow, we will enjoy an early spring!

It's not too early to begin thinking about RIM month in April. Before you know it, April will be here. The best place to begin is to look back at the activities you had last year, especially any lessons learned. This is very beneficial to making improvements and planning a successful event. The months of March and April are also excellent times to begin spring clean-up in your company. As records managers, this is an opportunity to share your knowledge of records management and to identify cost-savings as you work with other employees and departments to reduce the amount of paper filing they have in their areas. Most employees don't know where to begin with cleaning up and truly appreciate the expertise we can provide. Make this a fun activity by including all of your records staff--you'll find they have a lot of great ideas to make this successful. And take the opportunity after the events to brag about your accomplishments. You deserve the recognition!

The Seminar Planning Committee has been meeting to wrap up final details for our upcoming Spring Seminar. The topic for this seminar will be Electronic Messaging as Records: Best Practices and Technology Solutions. The Committee is in the final stages of confirming speakers and preparing the brochure to be sent out. As the electronic records management industry continues to mature, more and more companies are focusing efforts on implementing a solution to manage electronic data and records. Our key speaker will be Nancy Flynn, Managing Director of the E-Policy Institute. Nancy will be addressing risks associated with e-mail, strategic e-mail management, and issues associated with instant messaging. In addition, we will have several other speakers addressing standards and solutions. We are also planning on having vendor displays again this year, so I encourage you to stop by their booths to gather information on their solutions.

Our next monthly meeting will be a joint meeting with AIIM held at the Crowne Plaza, East Towne on Tuesday, February 8. This will be a late afternoon meeting with registration starting at 3:30. That date is quickly approaching, so get your reservations to Shirley Guimond as soon as possible. The speaker for this meeting, Attorney John Scheller, will be discussing some of the changes, and their impacts, he has seen over the last couple of years with electronic records.

Hope to see you at the meeting!

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January Attendees: Nanci Alexander, Ana Aquino-Perez, Christine Ardern (speaker), Lori Ashley, Mary Boneck, Steve Bose, Pam Braaksma, Ruth Breunig, Dan Dougherty, Mike DeGroot, Pam Duane, Bonnie Eustice, Nancy Fedkenheuer, Dave Genereaux, Tim Hughes, Priscilla Jarona, Janet Nelson, Pat Peirce, Barb Severson, Rosemary Stark, Dirk von Below, Diane Vultaggio, Diane Vultaggio, Karl Wellensiek, and guest Klaus Lukas (charter member).

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>

FTC Commercial E-mail Rule Issued

The Federal Trade Commission (FTC) issued final regulations December 16 to facilitate the determination of whether an e-mail message has a commercial primary purpose and is subject to the provisions of the [CAN-SPAM Act](#). The act, which took effect January 1, 2004, requires the commission to issue regulations "defining the relevant criteria to facilitate the determination of the primary purpose of an electronic mail message."

SEC Looks at Sarbanes-Oxley's Impact on Smaller Companies

Securities and Exchange Commission (SEC) Chairman William H. Donaldson announced the establishment of an advisory committee to assist in examining the impact of the [Sarbanes-Oxley Act](#) and other aspects of the federal securities laws on smaller public companies.

Appearing at a press conference December 16 with the two individuals named as co-chairs of the committee, Donaldson stated, "The Sarbanes-Oxley Act has already been of enormous benefit to America's investors and markets and will spur further improvements. Now the time is ripe to review how the Act, including areas like internal control reporting, and other aspects of the SEC's regulations affect smaller companies."

SEC Issues Final Rule on Consumer Information Disposal

The Securities and Exchange Commission (SEC) adopted [amendments](#) to the rule under Regulation S-P requiring financial institutions to adopt policies and procedures to safeguard customer information. The amended rule, which went into effect January 11, implements the provision in Section 216 of the [Fair and Accurate Credit Transactions Act of 2003](#) requiring proper disposal of consumer report information and records. Section 216 directs the commission and other federal agencies to adopt regulations requiring that any person who maintains or possesses consumer report information or any compilation of consumer report information derived from a consumer report for a business purpose must properly dispose of the information. The amendments also require the policies and procedures adopted under the safeguard rule to be in writing.

HIPAA Rules in Regulatory Pipeline

The Department of Health and Human Services published its semiannual regulatory agenda December 13 and announced that new HIPAA rules will be promulgated in the coming year. The department also plans in the near future to publish a proposed rule to adopt initial standards for electronic prescribing under the Medicare Modernization Act.

The HIPAA proposals include proposed rules to

1. Establish standards for electronic claims attachments.
2. Enforce HIPAA's administrative simplification provisions.
3. Establish a national identifier for health plans.
4. Make periodic revisions to the transactions and code sets rule, which could include replacements for specific code sets.

MARK YOUR CALENDAR

February 8, 2005: AIIM/ARMA joint meeting, Crowne Plaza East Towne, Madison, 3:30 p.m. (program at 4:30), John Scheller, “Records Management From an Attorney’s Perspective”

February 15, 2005: AIIM Wisconsin, Thunder Bay Grille, Pewaukee, Wisconsin, 11:30 a.m., Gordon Weidle, EMC Documentum, “Document Life Cycle Management”

March 1, 2005: Tri-Chapter meeting, Holiday Inn, Fond du Lac, 4:45 p.m., Sharon LaPlant, Daimler Chrysler, “Records and Information Management in an ISO World”

April 12, 2005: ARMA Milwaukee Spring Seminar, Radisson Milwaukee West, 7:30 a.m., Alan Andolsen, Narengo, “Challenges for the RIM Professional”

GREAT QUOTES

The true measure of a man is not how he behaves in moments of comfort and convenience but how he stands at times of controversy and challenge.

Martin Luther King Jr.

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.

LOOKING FOR BRUNCH RECIPES

Easter is the last Sunday in March. Many families plan a brunch after the Easter services or egg hunt. I would like to feature your favorite brunch recipe in the March issue of the newsletter. I need to have recipes submitted by February 18 for inclusion in the March issue of ARMAdison.



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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Want more exposure to your chapter members?
You can advertise in our chapter newsletter.
Annual advertising rates are \$100 for up to a half
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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.

**ELECTRONIC RECORDS –
CLASSIFICATION SCHEMES AND
RETENTION SCHEDULES**

By Rosemary Stark

Christine Ardern, CRM, a consultant in archives
and records management program and
implementation, spoke on this topic at the January
11, 2005, meeting of the Madison Chapter of
ARMA International. Christine has more than 30
years experience in archives and records
management and has been consulting since 1999.

Records management is in transition from paper to
electronic media. Christine suggests that paper and
electronic records will coexist and that information
will be stored on a variety of media. She
emphasized development of classification standards
that include a master classification plan, naming
conventions, and indexing standards. With
standards in place, a firm can ensure regulatory
compliance, meet business needs, protect the
organization, identify ownership of records, and
support the organization’s mission statement.

It is important to become proactive on the front end
of the process and get senior management buy-in.
An inventory needs to be taken of all forms of
records. Paper classification and desktop files
should match. A policy needs to be established to
decide whether the paper or electronic copy is the
official record. “Working” copies also need to
comply with the policy.

The IT department also should be involved in this
process as it is instrumental in the purchase and
maintenance of the program that would implement
an inventory and plan for a records retention
schedule.

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Electronic Records
(Cont. from Page 6)

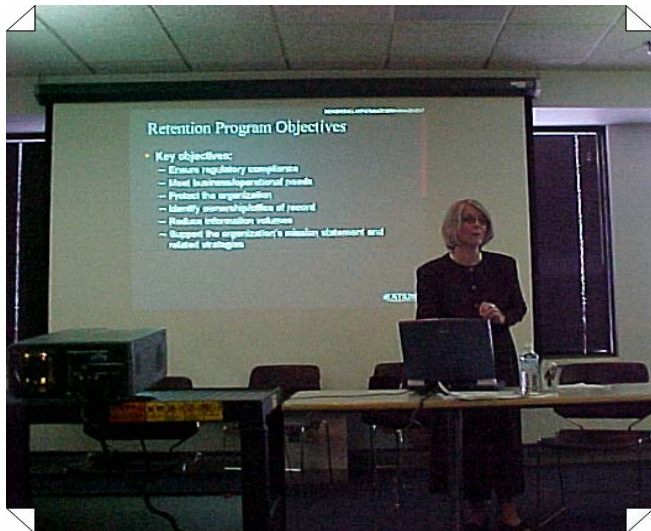
There are a number of steps that need to be followed to establish a schedule:

1. Develop the Master Classification Plan
2. Conduct regulatory research
3. Create retention schedules; keep current
4. Establish a review committee
5. Establish roles and responsibilities

With these steps in place, the work can begin!

Christine offered the following Web sites as good sources of information:

www.nationalarchives.gov.uk and www.naa.gov.au



**ARMA TRI-CHAPTER MEETING
MILWAUKEE * GREEN BAY—FOX
VALLEY * MADISON**

**Records and Information Management in an
ISO World**

Presented by Sharon LaPlant

Creating a sound Records and Information Management program that can be filtered throughout your organization is easier than you think. Following an ISO format can remove many of the aches, pains, and roadblocks that are typical when trying to implement an enterprise-wide RIM program. On the other hand, lack of understanding of ISO can create dissension among the masses and conflict in your process. Sharon LaPlant will explain what ISO is and what it isn't and how a Records and Information Management Program can benefit from it.

Tuesday, March 1, 2005 Holiday Inn,
Fond du Lac, 625 Rolling Meadows Drive
US 151 & US 141, Fond du Lac, WI 54937

Contact John Sciorba,
john.sciorba@chcoakley.com or (414) 372-7000.

RECIPES

Valentine's Day is candy. Instead of buying a fancy box from the store, consider making your own.

Chocolate Pecan Candies

1/2 pound pecan halves
75 caramels*
3 tablespoons milk
1 pound dark chocolate candy coating, melted

On waxed paper, place pecan halves in pairs 2 inches apart. In a heavy saucepan over medium-low heat, cook and stir the caramels and milk until melted. Pour about two teaspoons of caramel mixture over each pair of pecans. Let stand until set.

With buttered fingers, shape pecan clusters into balls. Dip in candy coating. Place on waxed paper-lined baking sheets. Refrigerate until set. Store in an airtight container.

Yield: About 5 dozen.

*This recipe was tested with Hershey caramels. A 14-ounce package contains about 65 caramels.

Chocolate Mint Patties

3 2/3 cups (1 pound) confectioners' sugar
1/2 cup cocoa
1/3 cup butter or margarine
1/3 cup light corn syrup
1 teaspoon peppermint extract
Decorator frosting (optional)

Sift together confectioners' sugar and cocoa; set aside. In large mixer bowl, on medium speed, beat butter, corn syrup, and peppermint extract until well-blended. Gradually beat in 1 to 2 cups cocoa mixture until well-blended and smooth. With a wooden spoon, stir in the remaining cocoa mixture. With hands, knead until mixture is well-blended and smooth.

On wax paper, pat or roll out to 1/2-inch thickness. With small cookie cutters, cut into desired shapes (hearts would be nice). Decorate with Decorator Frosting, if desired.

Yield: About 7 dozen mint patties.

Decorator frosting: In small mixer bowl combine 2 1/2 to 3 cups confectioners' sugar, 2 egg whites, and 1/4 teaspoon peppermint extract. Beat on high speed until stiff. Stir in 1 to 2 drops food color, if desired.

Chocolate-Marshmallow Turtles

2 cups (12-ounce package) semi-sweet chocolate chips
2 tablespoons vegetable shortening
12 large marshmallows
1 1/2 cups pecan halves

In top of double boiler over hot, not boiling, water melt chocolate chips and shortening, stirring until smooth. Remove from heat. Set aside; cool mixture to 85°F. Cut marshmallows in half horizontally; place on wax paper and flatten slightly. Set aside. On wax paper-covered tray form head and hind feet of turtle by arranging 3 pecan halves with ends touching in center; for front feet, place 1 pecan quarter on each side of head. Arrange 24 of these clusters as bases for turtles. Into center of each cluster of pecans spoon 1/2 teaspoon melted chocolate mixture. Use fork to dip each marshmallow half in melted mixture to make turtle shell; place each dipped marshmallow over set of pecan clusters, pressing down slightly. Top with pecan half. Cool completely. Store covered in refrigerator.

Yield: 2 dozen pieces.

(Cont. on Page 9)

Recipes

(Cont. from Page 8)

Fudge Caramels

2 cups sugar
2/3 cup cocoa
1/8 teaspoon salt
1 cup light corn syrup
1 cup evaporated milk
1/2 cup water
1/4 cup butter
1 teaspoon vanilla extract

Butter 9x9x2 pan; set aside. In heavy 3-quart saucepan combine sugar, cocoa, salt, and corn syrup; add evaporated milk and water. Cook over medium heat, stirring constantly, until mixture boils. Cook, stirring frequently, to 245°F (firm-ball stage) or until syrup, when dropped into very cold water, forms a firm ball that does not flatten when removed from water. Remove from heat; stir in butter and vanilla, blending well. Pour into prepared pan. Cool; with buttered scissors, cut into 1-inch squares. Wrap individually.

Yield: About 6 dozen candies.

