

PRESIDENT'S BLOG

By Ana Aquino-Pérez

October is a busy month for ARMA. First, remember to register for our first program of the year, next Tuesday, October 10. We will be touring the State of Wisconsin State Records Center where we will have the opportunity to watch a demonstration of the Versatile Enterprise Software. After the demonstration, we will be lunching at the Irish Waters restaurant.

The annual ARMA International Conference will take place in San Antonio, Texas, from October 22-25. If you have a chance to attend, I strongly encourage you to do so and take advantage of this opportunity. If you are attending the conference, don't forget to join our Great Lakes Region Chapter Member of the Year Toast where the region recognizes and toasts those that have received their chapter's highest honor including our very own – Ruth Breunig. Please, contact Pam Duane if you plan to attend the toast. In addition, don't forget the annual tradition of exchanging chapter pins at the conference. If you need some of our chapter pins to take part in this ritual, contact Diane Vultaggio. She will provide with you with a few of our chapter's pins for you to exchange.

Our chapter Web site will go live within the next couple of weeks. We will be letting you know as soon as it goes live so that you can check it out. You will find many new things on the new Web site, and of course, we are always open for feedback for additional improvement.

Finally, we just finished drafting the chapter's five-year strategic plan and will be publishing it within the next couple of weeks. We will be looking for volunteers to work on the committees that will help us implement the plan's goals and initiatives. Some of the strategic goals of the plan include promoting awareness of ARMA Madison within the community and promoting and advancing the professional RIM competence of our members. We are sure this plan will help us meet some of the needs of our members and our business community.

I hope you enjoy the activities set up for this month and look forward to seeing you soon.



2004-2005

**Web Site
of the Year**

October 2006

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TELL US HOW TO GET IN TOUCH WITH YOU!

Help us keep in touch with you, our greatest resource—ARMA-Madison Members! We use e-mail often to update you on happenings of our chapter. Make sure we have your correct e-mail address and, as always, your current postal address.

NEWS

Do you need an answer to a question; need advice or input on a project; need or found a good Web site? Let me know and I will publish it in the next newsletter. rosemary.stark@strand.com

ARMA MADISON BOARD OF DIRECTORS

PRESIDENT

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

VICE PRESIDENT-PROGRAMS

Ruth Breunig
Alliant Energy
P.O. Box 77007
Madison, WI 53707-1001
(608) 458-4808
ruthbreunig@alliantenergy.com

VICE PRESIDENT-MEMBERSHIP

Mary Boneck
Kard Recycling and Shredding
710 Watson Avenue
Madison, WI 53713
(608) 274-5273
maryb@kardrecycling.com

VICE PRESIDENT-SEMINAR

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

SECRETARY

Jodie Armstrong
WI Alumni Research Foundation
PO Box 7365
Madison, WI 53707-7365
(608)263-6050
jarmstrong@warf.org

TREASURER

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

PAST PRESIDENT

Priscilla Jarona
(920)623-2744, home
(920)210-1443, cell
tpjarona@powerweb.net

REGION MANAGER

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

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Rosemary Stark, Editor
910 W. Wingra Drive
Madison, WI 53715
(608) 251-2129 ext. 1004
rosemary.stark@strand.com

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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.

MARK YOUR CALENDAR

October 10, 2006: Wisconsin State Records Center, Harold Coltharp, 11 .am. See Page 9 for full details and reservation information.

October 12, 2006: AIIM Wisconsin, *Detecting and Preventing Identity Theft*, Bruce Finn, IT Examiner for FDIC, 11 a.m., Bacchus-a Bartolotta restaurant in Cudahy Towers, <https://www.123signup.com/register?id=qsgqp>

October 22-25, 2006: *The Business of Managing Records and Information*, ARMA International 51st Annual Conference and Expo, San Antonio, Texas, www.arma.org/conference

November 7, 2006: ARMA Madison, *Delivering (Records Management) On-line Training to All Employees—A Case Study*, Arlyce Vogel, CRM, WE Energies, 11 a.m., American Family Insurance, Madison

RECIPES

A well-balanced meal needs side dishes. These vegetable recipes take advantage of the fall produce available at farmers' markets.

Green Bean Medley

1 pound fresh green beans, washed and cut into 1-inch pieces
1/2 pound sliced fresh mushrooms
1/2 cup chopped red onion
1 clove garlic
1.4 teaspoon ground black pepper
1/4 cup water 1 tablespoon cider vinegar
2 tablespoons sunflower seeds

Combine all ingredients except vinegar and sunflower seeds in 3-quart casserole. Cover and microwave at high power for 10-13 minutes or until beans are tender; stir every 3 or 4 minutes. Drain and toss with vinegar and sunflower seeds

Yield: about 5 cups; serving size: 1 cup; calories, 61; carbohydrate, 10 g; protein, 3 g; fat, 2 g; sodium, 28 mg. Two vegetable and 1/2 fat exchanges per serving.

Au Gratin Cabbage

2 cups shredded cabbage
1/2 cup grated carrot
1/4 cup chopped green onions
1 egg
1/2 cup milk
3 tablespoons shredded Swiss cheese
1/4 teaspoon seasoned salt
1 tablespoon minced fresh parsley
1 tablespoon shredded Parmesan cheese

In a skillet coated with nonstick cooking spray, sauté the cabbage, carrot, and onions until crisp-tender. Transfer to a greased shallow 1-quart baking dish. In a bowl, combine the egg, milk, Swiss cheese, and seasoned salt. Pour over the vegetables. Sprinkle with parsley and Parmesan cheese. Bake, uncovered, at 350° for 30-35 minutes or until a knife inserted near the center comes out clean.

Yield: 2 to 3 servings.

HIGHLIGHTS FROM ARMA INTERNATIONAL

CA Enacts ID Theft Tracking Bill

California Governor Arnold Schwarzenegger signed a new law on August 28 designed to help law enforcement track identity theft. [SB 1390](#), introduced by State Sen. Chuck Poochigian (R-Fresno), adds identity theft to the California Crime Index. The law will require the California Department of Justice to publish statistical data regarding identity theft arrests in its annual report on crime in California. The measure passed the Senate on May 11 and the Assembly on August 10.

ID Theft Victim Wins Suit Against Credit Bureau

A federal jury awarded a Northern Virginia woman \$351,000 in damages from a major credit reporting agency after its failure to remove debts that resulted from an identity theft incident, reports the *Richmond Times-Dispatch*.

Whistleblowers Say Katrina Claims Shredded

Two independent insurance adjusters who worked on claims for State Farm Insurance Company accused the firm of destroying or altering important documentation so that damage claims from [Hurricane Katrina](#) would not have to be paid out to policy holders.

ARMA International 2007-2008 Candidates Announced

The ARMA International Election Management Committee met on a conference call September 14 to validate the candidates who submitted applications for the president elect and four association director positions beginning July 2007. Following is a list of the successful candidates. Their bios will be posted to the ARMA website by October 2:

President Elect:

John Frost
Judy Tyler

Association Director:

Galina Datskovsky
Nicholas De Laurentis
Pamela Duane
Cynthia LeMay
Marty Rehbein
Scott Taylor
Jesse Wilkins

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GREAT QUOTES

We were born with two ears but only one mouth. Some people say that’s because we’re supposed to spend twice as much time listening as talking. Others claim it’s because listening is twice as hard.

Unknown



THANK YOU, MADISON CHAPTER

By Pam Duane, CRM, ARMA Great Lakes Region Manager

The Great Lakes Region Leadership Conference that was hosted by the Madison Chapter in July was a huge success. Attendees were impressed with our city and with all the hard work that the Chapter put into making it one of the best conferences ever. Conferences such as the leadership conference do not happen without a lot of involvement by local members and businesses. The Great Lakes Region would like to extend a big thank you to the following chapter members and businesses that generously provided manpower, items for the conference bags, printing services, and an endless supply of support.

Local arrangements committee members included Ana Aquino-Perez, Jodie Armstrong, Tim Hughes, and Pat Peirce.

Ruth Breunig	Alliant Energy
Pat Peirce	American Family Insurance
Paul Wellner	Capitol Insurance Companies
Chuck Poole	Foley & Lardner
Mary Boneck	Kard Recycling & Shredding
Tim Hughes, CRM	Madison Gas & Electric Company
Linda Krbeczek, CFC	Madison Gas & Electric Company
Kate Duff	Madison Gas & Electric Company
Rosemary Stark	Strand Associates Inc.
Jodie Armstrong	Wisconsin Alumni Research Foundation

Thanks to all; we couldn't have done it without you!



NEW MEMBER PROFILE

By Rosemary Stark

Jodie Armstrong, McFarland, Wisconsin, is ARMA Madison's newest board member, serving as the secretary. She is beginning her second year as a member and jumped right in when asked to fill the position. Her employer is the Wisconsin Alumni Research Foundation (WARF). Jodie worked in the Accounting Department for 20 years before moving into Records a year ago. She is the Document and Records Custodian.

As the Document and Records Custodian, Jodie has the following tasks:

- Maintain and implement records management guideline and procedures.
- Develop and maintain the records retention program.
- Oversee the maintenance and compliance with the Records Retention Schedule.
- Oversee the destruction, off-site storage, and retrieval of records.
- Develop and maintain computerized indices of documents.
- Manage document production/provide supervision on legal matters (E-discovery).

When asked to provide comments on what she likes and dislikes about her job, Jodie provided this answer: "I find it very difficult learning the trade and working in the field. The RIM field is in a constant state of change and it is exhausting trying to keep on top of things. I manage the retention schedule using a very large spreadsheet that cannot handle the fact the data is not static. Plus there are multiple layers of retention bases on specific criteria. I enjoy the challenge, and I am amazed at the number of fellow RIM professionals that are out there. We have a huge stereotype to overcome in the workplace."

Jodie is married to John and has two sons (25, 23) and step-daughter (28) and son-law (25). She dotes on her grandchildren, Emily 2 ½ and Jacob 14 mos.

Jodie retired from the Army Reserves on November 23, 2005, after 27 years. The Army provided her with the opportunity to travel throughout Germany and to Amsterdam, Berchtesgaden, Salzburg, Austria, and Guatemala. She was deployed twice, Desert Storm 1991 and Operation Noble Eagle 2003.

Since she is half retired, she has more time to do all the other things she loves to do, camping, hiking, counted cross stitch, and gardening. Most of her time is consumed with spoiling the grandchildren.

Jodie's goal is to make Records a stand-alone department and become WARF's director of Records Department and oversee the Records department in our subsidiaries' companies. "If God's willing and the body hangs in there, I would like to retire completely at the age of 60."

OCTOBER TOUR: WISCONSIN STATE RECORDS CENTERS

Over the years we've had several questions on setting up and running a records center. These have ranged from how to organize and staff a records center to what functionality is required in software used in managing a records center. Our October program will help you get answers to these questions. Harold Coltharp has invited us to tour the Wisconsin State Records Center (SRC), which is a secure facility that offers State agencies and local units of government off-site control over semiactive and inactive records, including electronic, magnetic and micro-form media. The SRC's primary function is to serve government agency needs for records maintenance, security and disposition, as well as delivery and pickup services, technical assistance and training. This facility currently houses in excess of 233,000 boxes and over 277,000 indexed files, incorporating several different types of storage rooms and methods. The SRC processes in excess of 6,600 retrievals per month, in addition to accessioning, interfiles, deliveries, destructions and more. Harold will also demo Versatile Enterprise, the records management software package used by the SRC for managing their records.

This month we will have lunch AFTER the program and tour. Note times in program information below. We'll head to Irish Waters and you'll have a chance for Q&A with Harold and other attendees.

Date: Tuesday, October 10, 2006

Location:	Tour:	Lunch:
	State Records Center 4622 University Avenue Madison, WI 53702 (Parking in back of building)	Irish Waters 702 N. Whitney Way Madison, WI 53705 (608) 233-3398

Program:	11:00-11:15 a.m.	Registration for Program/Lunch
	11:15-12 noon	Tour and Program
	12 noon-1 p.m.	Lunch & Q&A (at Irish Waters)

Cost: \$16 Member (Lunch & Program)
\$20 Non-member (Lunch & Program)
\$10 Program Only

Menu Choices: Beef Taco Salad, plus soda; Caesar Chicken Sandwich w/French Fries, plus soda; French Dip Supreme w/French Fries, plus soda

RESERVATIONS: You have three (3) choices. Please respond by noon on Friday, October 6, 2006.

- **By e-mail:** Send a message to Ruth Breunig, ruthbreunig@alliantenergy.com
- **By phone:** Call Ruth Breunig at 608-458-4808.
- **By mail:** Complete reservation form at bottom and mail with payment (payable to ARMA Madison) in time to reach the P.O. Box (see next page).

To cancel, please call or contact Ruth by noon, Monday, October 9, 2006. Bring your check made payable to "ARMA Madison" to the event.

(Cont. on page 10)

October Tour (Cont. from page 9)

No Shows Will Be Billed!

Your Name	Menu Choice	Your Company Name
Name of Guest(s)	Menu Choice(s)	Company Name of Guest(s)

Amount enclosed: _____

Receipt required? Yes No

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FOR FURTHER INFORMATION, CONTACT:
LORI J. ASHLEY
262.965.4995
LORIASHLEY@WI.RR.COM

COHASSET ASSOCIATES, INC.
3806 LAKE POINT TOWER
505 N. LAKE SHORE DRIVE
CHICAGO, IL 60611
WWW.COHASSET.COM