

2004-2005

*Web Site
of the Year*

November 2006

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PRESIDENT'S BLOG

By Ana Aquino-Pérez

It is amazing how the year is flying by. We are already in November, the days are getting shorter, and the snow may soon be falling... ok let's not think about the latter until the holidays, though people living up north have already been experiencing a taste of early winter.

I hope that those of you who had a chance to attend the international conference in San Antonio enjoyed this incredible educational and networking opportunity. If you got any good ideas you think our chapter could offer to the membership or could implement to help improve our services to you, please let us know. We are always open to new ideas.

For those of you who didn't have a chance to attend the conference, plan to attend the chapter meeting on Tuesday, November 7. You will have the opportunity to participate in one of the workshops offered in San Antonio. Arlyce Vogel, CRM, the speaker for our November program, will be talking to us about how to deliver records management on-line training to all employees.

Arlyce is the Corporate Records and Information Project Manager at WE Energies. She is a Certified Records Manager (CRM) experienced in corporate, federal, and state government environments. Arlyce has developed on-line Records Management (RM) Basics training for all employees in her company and will be sharing this information with us. This is a workshop that you can take home and use her ideas to implement similar programs in your organizations. So, please mark your calendars and don't forget to register.

As you may already know, ARMA International is looking for our help with the Competency Project. You can help in two ways. First and foremost, you can help by updating your member profile on their Web site. The information you provide will help them get a better understanding of the association membership and whom they are serving. The information will also help us get to know you better. Second, you can help with the project's validation process. Participants in this stage will review specific sections of the competency model as they relate to their areas of expertise and provide feedback that will help validate the competencies. This is an opportunity for you to make a difference not only for the organization but also for the profession and for your career advancement. For more information on this project visit the ARMA Web site and check out the news section at:

<http://www.arma.org/news/index.cfm?NewsID=577&Type=Industry>

We look forward to moving the organization, our chapter, and the profession into the future and with your help; we will be able to do so.

I look forward to seeing you all in November!

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.

October Attendees: Ana Aquino-Perez, Jodie Armstrong, Karen Biskup, Ruth Breunig, Alicia Canziani, Annette Carran, Harold Coltharp (host and speaker), Thom Dahlen, Rick Freiwald, Angela Heth, Tim Hughes, Greg Jeske, Gail Larson, Pat Peirce, Nancy Sandleback, Rosemary Stark, Dianne Vultaggio, and Karl Wellensiek.

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.

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Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for United States Federal Income Tax purposes.

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

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

November 20, 2006: Fox Valley/Green Bay Chapter, *Tour/Demo Vital Records Automation Project*, Julie Pagel, Winnebago County Register of Deeds, 3 p.m., Winnebago County Courthouse, Oshkosh, chriskuitert@bemismfg.com

December 5, 2006: Joint BFMA and ARMA Meeting and Charity Event, *Here Come Da Judge—the Secret Life of Judy Mahlkuch*, Judge Gary L. Carlson, 7:30 a.m., Inn on the Park, Madison, CHENRY@amfam.com for reservations. [ljendres@charter.net](mailto:ljudres@charter.net) for information

RECIPES

Fall = apples. So many recipes and so little time to prepare all the ones you have saved. Here are recipes for apples as a side dish and a special bread.

Fried Apples

1 tablespoon canola oil
3 cups peeled, diced baking apples
1 tablespoon lemon juice
1 cup unsweetened apple juice
2 teaspoons honey
1 teaspoon cinnamon
1/2 teaspoon nutmeg
2 tablespoons water
2 teaspoons cornstarch or arrowroot

Heat the oil in a medium, nonstick skillet over medium heat. Add the apples and lemon juice and sauté for about 10 minutes, stirring constantly.

Mix together the remaining ingredients and add to the apples. Continue to cook until sauce is thickened, about one to two minutes. Serve warm. Makes six 1/2-cup servings.

Calories: 83; calories from fat: 23; total fat: 3 grams; saturated fat: 0; cholesterol: 0; sodium: 2 milligrams; total carbohydrate: 16 grams; sugars: 14 grams.

Praline Apple Bread

For the bread:

2 eggs
1 cup sugar
2 teaspoons vanilla
8 ounces sour cream (used lowfat)
2 cups flour
2 teaspoons baking powder
1/2 teaspoon baking soda
1/4 teaspoon salt (optional)
1 1/2 cups chopped, peeled tart apples
1/2 cup chopped pecans (see Note)

(Cont. on page 6)

HIGHLIGHTS FROM ARMA INTERNATIONAL

ARMA International's Strategic Plan Now Available for Review

Want to know what ARMA International's Strategic Planning Committee considers the hottest issues facing the association and the records and information management professional? Find out by reviewing [the draft strategic](#) plan developed by the committee during its August meeting.

ARMA Needs Your Help on Competency Project!

The next step in the competency development project will be the online validation phase, which will involve 2,000 RIM professionals from various levels of the profession and a wide range of industries. See www.arma.org for more information.

Review, Comment by Nov. 24 on Records Conversion Standard

ARMA International's Standards Development Committee has released a draft standard entitled The Records Conversion Process: Program Planning, Requirements, and Procedures for public review and comment. This new release addresses conversion requirements that an organization can use to ensure that its electronic records remain authentic and trustworthy as they are converted from one recordkeeping system to another.

The public review and comment period will run through Nov. 24, 2006. Interested individuals and organizations interested are invited to review the document and submit comments [online](#).

Election Season Is Open: Meet the Candidates

[Get to know the candidates](#) for ARMA International's 2007 Board of Directors by reading about their backgrounds and their perspectives on key issues, which are now posted online. This information is intended to assist you in becoming more familiar with the candidates so you can make an informed decision in the upcoming election. Visit www.arma.org



Recipes

(Cont. from page 4)

For the topping:

1/4 cup brown sugar

1/4 cup butter

Lightly beat eggs. Stir in sugar, vanilla, and sour cream. Mix together flour, baking powder, baking soda, and salt; stir and fold into egg mixture. Fold in apples. Put into a large greased loaf pan. Sprinkle with chopped pecans, carefully pressing into the batter with fingertips. Bake at 350° for 55 to 60 minutes or until toothpick comes out clean. Cool pan on wire rack for 10 minutes before removing bread from pan.

In a saucepan, bring to boil the brown sugar and butter, reduce heat, and boil gently for 1 minute, stirring constantly. Drizzle over warm loaf.

Note: Use 1/2 cup pecans in the batter, and use another 1/2 cup chopped pecans to press over the batter in the pan. Glazing the loaf with this brown sugar-butter mixture produces a beautiful look and special touch in taste. The bread is very moist.

Note: No additional oil, butter, or shortening have been added.

Calling all Christmas Bakers!

Do you have a special cookie, coffee cake, dessert, bread, or treat you only make for the holidays? It isn't Christmas if this item isn't on your table? People ask you for the recipe all the time? Unless you have a patent on the recipe, how about sharing it (them) with the ARMA Madison chapter?

Please send your recipes by **November 24** for publication in the December newsletter. rosemary.stark@strand.com

Holiday Traditions

Traditions are part of what makes the holidays memorable for young and old. Does your family have traditions? Do you plan to start a tradition? Please share yours with us. Submissions can be anonymous. rosemary.stark@strand.com

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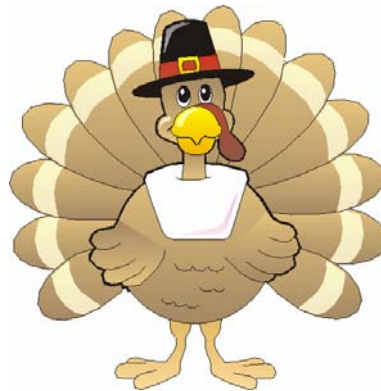
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GREAT QUOTES

Creative thinking may simply mean the realization that there’s no particular virtue in doing things the way you have always done them.

Rudolph Flesch

WISCONSIN STATE RECORDS CENTER TOUR

By Rosemary Stark

Did you ever wonder where the “public records” are? They are housed in a secure facility on University Avenue known as the Wisconsin State Records Center (SCR). Harold Coltharp was our host for the November meeting of the Madison Chapter of ARMA, which was a tour of the SCR.

Most of the 240,000 boxes at the center belong to state departments. There is also open-shelving filing for 15,000 to 20,000 records. Some smaller municipalities store their records here. The city of Madison has recently contracted to send their public records to this facility. Records take the form of paper, backup tapes, and microfiche. University Hospital and Clinic has the largest collection. As a research facility, they have to keep records permanently. They have access to their own area so that they can take care of emergency requests. The SCR processes 11,000 retrieval requests a month, which come in the form of e-mail, phone, fax, and occasional walk-ins. In an emergency, the record can be retrieved in 5 to 7 minutes. The SCR distributes records within the city of Madison and a few outlying areas. Otherwise, customers arrange for the transport of requested records.

SCR will not store records unless there is an established retention schedule in place. Because these are public records, the Public Records Board has to review and approve the schedule. The SCR uses bar codes to keep track of boxes. Numbers are never reused, and boxes are numbered sequentially. Sixty to seventy percent of the records are maintained by the agencies. There is some indexing so customers can access the records. A temperature- and humidity-controlled vault stores microfilm and CDs.

There is an annual and a midyear destruction. Approximately 20,000 and 12,000 boxes are purged, respectively. Records that are considered historical are specially labeled so that they do not get destroyed. When the destruction takes place, the boxes are placed in a trailer, which is sealed, and taken to a secure facility in Green Bay. They are off-loaded and shredded without additional sorting

More records are coming in than going out as more customers are using off-site storage. SCR uses high density shelving to accommodate the inventory. One person refiles the returned documents.

The software that manages the SCR is Versatile Enterprise by Zasio, Inc. Harold gave us a brief demonstration. He also spends time doing training at the agency level, which can be done on-site or at the customer's. Lack of training results in the destruction of records that should be retained.



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ANNUAL CHARITY EVENT ON DECEMBER 5

The December ARMA meeting is always a charity event. For those who are new to the chapter, members donate craft and bakery items which will be used for the raffle that raises money for chosen charities. Crafters and bakers begin thinking about what you would like to contribute to the raffle!

We also collect mittens, gloves, hats, and scarves and nonperishable food.

