

PRESIDENT'S BLOG

By Ana Aquino-Pérez

January 2007

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Members

Happy New Year! It is amazing that we have already said goodbye to 2006 and started 2007. Where did the year go? Well 2007 offers us new starts and new opportunities to achieve our dreams and goals.

I would like to extend my thanks to each of you for your continued participation and promise to continue to create programs and activities that will allow you to further your careers and enhance your skills.

We have a new array of exciting programs to offer you this year. Stay tuned for upcoming announcements and details via e-mail and on our Web site. Lori Ashley is already working hard planning our spring seminar, which promises to be great. Details will be posted soon also.

Our January program will be held on Tuesday, January 9, at Madison Gas and Electric Company in Madison (MG&E). It will focus on avoiding the perils and pitfalls of electronic discovery sanctions. If you missed ARMA International's Annual Conference in October, this will be your opportunity to see and hear the most talked about keynote presentation and Q & A session given by Judge Shira Scheindlin at the conference. Judge Scheindlin oversaw and ruled in the now famous Zubulake vs. UBS Warburg case, which set a key precedent for e-discovery. This is an excellent opportunity to invite your key staff from your IT and legal departments and other business managers in your company that may need to know about these new rules. So, please mark your calendars.

We are looking forward to seeing you in January and throughout the rest of the year and look forward to your continuous involvement with the chapter.

Happy 2007!!



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.

December Attendees: Ana Aquino-Perez, Jodie Armstrong, Lori Ashley, Jim Bennet, Mary Boneck, Terri Borrud, Ruth Breunig, Cathy Burrows, Judge Gary Carlson (speaker), Pam Duane, Joyce Endres, Sony Endres, Helen Flores, Vicki Harper, Carol Henry, Tim Hughes, Bob Kaether, Tammy Klemke, Gail Larson, Lori Linde, Melanie Luft, Lois Mulder, Janet Nelson, Pat Peirce, Cyndie Rindfliesch, Rosemary Stark, and Diane Vultaggio.

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://www.armamadison.org/>

Check the ARMA Madison Web site frequently as new information is posted as it becomes available.

**Did you notice the new Web site address in the box above?
Check it out!**

MARK YOUR CALENDAR

January 9, 2007: *Electronic Discovery Sanctions in the 21st Century: Avoiding the Perils and Pitfalls*, Judge Shira Scheindlin's presentation from the ARMA International Conference, 11 a.m., MG&E, ruthbreunig@alliantenergy.com

January 17, 2007, Joint AITP and ARMA Fox Valley/Green Bay, multiple topics, 3:45 p.m., Holiday Inn Select, Appleton, <http://new.aitp.org> for information, chris.kuiter@bemismfg.com for registration.

February 13, 2007, Joint AIIM and ARMA Madison meeting, *E-Mail Compliance*, John Davidson, Data Dimensions, 3:30 p.m., Crowne Plaza, Madison

March 22, 2007: ARMA Madison Spring Seminar and Vendor Fair



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2006-2007 SPRING SEMINAR

Mark your calendar for March 22, 2007, for ARMA Madison's Spring Seminar. Elizabeth Adkins, Director, Global Information Management, for the Ford Motor Company, will be the featured speaker. The seminar will be held at the Fluno Center in Madison. More information will follow in future newsletters.

RECIPES

The weather may feel like March, but we know there will be cold days to come. Add a salad and crusty bread to these recipes, and you have a meal that takes the chill out of the air.

Lasagna Soup (Adapted from *Cuisine at Home*)

16 ounces Italian pork sausage (looks like ground beef)
1 cup diced onions
1 cup diced carrots
3 minced cloves
1/2 teaspoon dried basil
1/2 teaspoon dried oregano
1/4 teaspoon red pepper flakes
1/8 teaspoon salt (optional)
1/8 teaspoon black pepper
4 cups chicken broth
14 1/2-ounce can fire-roasted crushed tomatoes (organic aisle)
1 1/4 cup tomato or pasta sauce (equal to 10 ounces)
1 cup dry Mafalde (mini lasagna) or Campanelle pasta
2 cups chopped fresh spinach

Dice the onions and carrots; set aside.

Add sausage to a Dutch oven and cook on medium-high until browned. Crumble the sausage with a wooden spoon as you cook it. Add the diced onions and carrots; cook for 3 minutes. Mix in the garlic, basil, oregano, red pepper flakes, salt, and pepper. Cook for 1 minute.

Pour in broth, crushed tomatoes, and tomato sauce. Bring to a boil. Add the pasta. Simmer soup until the pasta has cooked. Mix in the fresh spinach and cook until wilted, about 1 to 2 minutes. Remove from heat and serve

Optional: When serving, place 1 ounce of diced provolone in the bottom of the bowl. Ladle soup over the provolone and sprinkle with fresh grated Parmesan cheese and fresh basil.

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Recipes

(Cont. from page 5)

Winter Crisp

Filling:

1/2 cup sugar
3 tablespoons flour
1 teaspoon lemon peel, grated
3/4 teaspoon lemon juice
5 cups apples, unpeeled, sliced
1 cup cranberries

Topping:

2/3 cup rolled oats
1/3 cup brown sugar, packed
1/4 c whole-wheat flour
2 teaspoon ground cinnamon
1 tablespoon soft margarine, melted

In a medium bowl, combine sugar, flour, and lemon peel; mix well. Add lemon juice, apples, and cranberries; stir to mix. Spoon into a 6-cup baking dish.

In a small bowl, combine oats, brown sugar, flour, and cinnamon. Add melted margarine; stir to mix. Sprinkle topping over filling. Bake at 375° for approximately 40 to 50 minutes or until filling is bubbly and top is brown. Serve warm or at room temperature.

Serves 6. Per one 3/4-inch by 2-inch piece: 252 calories; 2 g fat, less than 1 g saturated fat; 0 mg cholesterol; 29 mg sodium; 5 g fiber; 3 g protein; 59 g carbohydrate.



HIGHLIGHTS FROM ARMA INTERNATIONAL

NARA IG Releases Performance Report

The National Archives and Records Administration (NARA) Office of the Inspector General (OIG) released NARA's [FY2006 Performance and Accountability Report](#) on Nov. 15. The report covers activities from Oct. 1, 2005 to Sept. 30, 2006 and details NARA's progress against the last year of its [10-year strategic plan](#). [More...](#)

Work Continues on ISO Standards

ARMA International recently attended the International Organization for Standardization (ISO) Technical Committee on Archives and Records Management (TC46/SC11) meetings in Beijing, China, Oct. 30–Nov. 2. Through participation in various working groups, ARMA International is involved with the following international standards projects:

- Records Management (ISO 15489) – Significant changes are being made to this standard including verbiage that specifically addresses the executive level in any organization.
- Metadata (ISO 23081) – Part II of this standard on the use of metadata has been approved and the working group will be pressing forward with Part III.
- Work Process Analysis – Work on this project continues with a target completion date of late 2007.
- Digital Preservation (formerly Long-Term Preservation) – This work group is charged with producing a meaningful status document by May 2007 when TC46/SC11 meets in Spain.

New RIM Standard and Guidelines

Four new guidelines are nearing completion and soon will be available from ARMA International:

- *Records Management Responsibility in Litigation Support*
- *Guideline for the Evaluation of Records and Information Storage Providers*
- *Glossary of Records and Information Management Terms*
- *Guidelines for Creating and Maintaining an Outsourced Relationship for an Organization's Electronic Records*

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Highlights from ARMA International

(Cont. from page 7)

Also due out later this winter is a new ARMA International standard titled *The Records Conversion Process: Program Planning, Requirements, and Procedure*. This document is in its final review prior to publication, after which it will be submitted to ANSI for approval.

Watch upcoming issues of InfoPro Online and the ARMA International Web site for announcements about the availability of these important publications.

Share Your Ideas for New Standards

In January watch for an e-mail with a survey about what RIM-related topics/ideas you would like ARMA International to address via new standards, technical reports, or guidelines. Your response will be invaluable in helping the Standards Development Committee determine upcoming projects.

ARMA Participates in Working Group on Electronic Document Retention

ARMA International and RIM were well-represented at The Sedona Conference meeting, November 2–3. Cheryl Pederson, ARMA International's chair of the board, and Kevin Joerling, ARMA's manager of RIM content and standards, attended the meeting.

ARMA International is a participant in The Sedona Conference's Working Group 1, which is the electronic document retention and production group. Working Group 1 is creating four new guidelines on legal holds, e-mail management, search and retrieval commentary, and legacy and orphan data commentary. The Sedona Conference is a charitable, 501(c)(3) research and educational institute dedicated to the advancement of law and policy in the areas of antitrust law, complex litigation, and intellectual property rights.

GREAT QUOTES

At least once a day, allow yourself the freedom to think and dream for yourself.

Albert Einstein

your data + our keep = DATAKEEP



‘The safest, most secure place for your records’

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HOST A PROGRAM

The Program Committee is always looking for places to hold meetings. Would you be willing to host one of our monthly programs at your company or agency? This will be your opportunity to participate in our programs and to get your staff to attend these programs.

If you are unable to make the plans for this year, please consider offering your site for the 2007-2008 program year.

If you are willing to host one of our programs, please contact Ruth Breunig at ruthbreunig@alliantenergy.com

**HERE COME DA JUDGE-
THE SECRET LIFE OF JUDY MAHLKUCH**

By Rosemary Stark

This seems like an unlikely title for a meeting of records managers and a forms organization. Judge Gary L. Carlson spoke about the importance of plain-language and standardized forms used in government. Judge Carlson has been an assistant Attorney General, a private attorney, Taylor County circuit court judge, and deputy chief judge for the Ninth Judicial District. Judy Mahlkuch is the former forms specialist for the state.

Judge Carlson divides the forms usage into two areas: pre-1985 and post-1985. Prior to 1985, there was no coordination among the counties and groups of people that used forms to record criminal, civil, and probate matters. Everyone had their own little bits of information they felt they needed. It often could not be found on documents sent from other jurisdictions.

In 1985, the Wisconsin Records Management Commission was formed to bring order out of chaos. Judge Carlson served on the committee from 1985 to 2000. The goals were to standardize procedures, forms, and retention schedules. The committee was made up of judges, clerks, Registers in Probate, and Juvenile clerks. The language and format were coordinated statewide. Standards were developed regarding the updating of forms.

Judge Carlson divides the users of forms into four groups: preboomers who form the hierarchy (pre-1945); baby boomers who were introduced to TV and who are the questioners (1945-1964); Gen Xers who were introduced to computers (1965-1978); and Millennials who are totally wired (1979+). These groups have different expectations about using forms. The first two groups want to have a hard copy in hand; the last two groups want to be able to fill out a form on the computer and handle their business that way. The Records Management Commission has the task to accommodate all groups.

The Commission developed a project called Pro Se Divorce Forms Project (I want a divorce and I want it now!) to address the expectations of the parties to a divorce who expect judges to do the divorce. The goal was to provide a comprehensive set of divorce forms that is available in every county, can be used in every county, and is available through a Web-based portal. It does have a procedural checklist customized for each county. The forms are now available in hard-copy format and on an interactive Web site. Legally required language has been put on the forms in plain language. The divorce process is now more unified as a result of this project.

The final test is called the 95% rule: If 95% of the cases can be served by a rule, it is a good rule. If the rule fits only 5% of the cases, it is not a good rule.

Judge Carlson gave an entertaining and informative presentation on the importance of using forms.

2006 ARMA/BFMA MEETING/CHARITY EVENT PICTURES



Judge Gary L. Carlson donned his wig as a sign of the serious nature of his presentation.



Members of ARMA/BFMA have an opportunity to network before the program. Janet Nelson, Pam Duane, Diane Vultaggio, and Pat Peirce, ARMA Madison members, share ideas. Gail Larson has her back to the camera.



ARMA/BFMA members were generous in providing items for the annual charity raffle.



Diane Vultaggio, right, looks on as Pam Duane shows the item she won in the raffle. Mary Boneck, left, holds the bag of tickets while Joyce Endres delivers the prizes.

THANK YOU EVERYONE FOR YOUR GENEROSITY!

Joyce Endres provided the following tally of the 2006 Joint BFMA/ARMA Charity event.

Charities:

Salvation Army, the Atwood Community Center, and the YWCA

Money: The total collected was **\$456**.

Totals disbursed:

Salvation Army	Atwood Community Center	YWCA
\$ 20 (separate check)	\$ 10 (separate check)	\$ no separate checks
<u>\$142</u> (split amount)	<u>\$142</u> (split amount)	<u>\$142</u> (split amount)
\$162 Total	\$152 Total	\$142 Total

In-Kind Donations (food and clothing)

Food: 7 Large Bags

Clothing:

7 Hat and Glove Sets
12 Hats
17 Gloves
2 Scarves
3 Glove, scarf, and mitten sets
1 Snowsuit

42 Total Clothing Items

WOW, what a collection of goodies for the three worthwhile charities.

HELP WANTED

Would you like to help grow our Chapter? If so, the Membership Committee could use your help. If you have a few minutes each month to make some follow-up phone calls or send off an e-mail to potential members, please contact Mary Boneck (maryb@kardrecycling.com) to offer your help.

2006-2007 ARMA MADISON BOARD MEMBERS



The 2006-2007 members of the Board were able to get together for a picture. From left to right are Ruth Breunig, VP-Programs; Mary Boneck, VP-Membership; Jodie Armstrong, secretary; Tim Hughes, treasurer; Lori Ashley, VP-seminar; and Ana Aquino-Perez, president. Past president, Priscilla Jarona, was unable to join us. Joining the Board in the picture are Rosemary Stark, newsletter editor, and Pam Duane, Region Manager.

