PLATICAMOS ARMA

Northern NM Chapter

Volume 3, Issue 3 October 2001

President's Message, Barb Ricci

As many of us head to Montreal, eager to experience and learn more information on the industry of records management, we find ourselves seeking solace. A lesson we have all recently learned in our great country is to be more protective of what we value most, life. We lost many American citizens as well as other foreign visitors in the most tragic experience we have witnessed. However, we have also witnessed the heroic men and women, helping to make the situation tolerable. GOD BLESS them all. I write these few words in honor of all American citizens who work hard to keep the rest of us free to live a normal life. To raise our children as we see fit, to have shelter and food to feed our families and to have pleasure in working, opportunity to learn and help others. Our Chapter was able to donate $500.00 to the American Red Cross for some assistance. Thank you members for donating what you can to our fallen brothers and sisters.

As records managers, administrators and vendors we work to reserve the knowledge of this great country. To protect the integrity and safety of this information and to insure that future generations will have the opportunity to share in it. During our last membership meeting, those members in attendance had the opportunity to visit with the National Park Service and saw how they preserve our parks and the forests that surround us. What I found most interesting was the photo strips that were imaged on location for preservation. Did you know that archaeologists take photos of old trees that may need to be cut or have died, in order to preserve ancient writings or drawings on these trees? In addition, we were shown how old photos from many of our surrounding Indian Pueblos are preserved. Thanks to all who attended and to the National Parks Service for hosting our Chapter.

As we continue with our busy lives, the Chapter is planning a Fall Seminar that is sure to pack a very large room. Members were e-mailed this fall brochure this past week. If you plan on attending, register early so you can meet one of ARMA's favorite experts in legal issues within the records field. There are so many changes in our industry that we often wonder what the laws are and how we can keep up with these changes. Mr. Donald Spudsky is sure to inform us, so come prepared with all your questions. I hope to see many of you on November 8th. (See page for more information.) In the meantime, keep your spirit high, count your blessings daily and help someone.

God Bless,
Barb
NNM ARMA President

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2000/2001

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Our newsletter is published every month. We welcome all letters, comments and contributions of articles from members of ARMA.

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DESIRE IS THE KEY TO MOTIVATION,
but it's the determination and commitment to an unrelenting pursuit of your goal-a commitment to excellence-that will enable you to attain the success you seek.

Mario Andretti
Race Car Driver

Chapter Committees and Chairs

♦ Budget Committee	Barbara Taylor
♦ Audit Committee	Ernest Maestas
♦ Membership Committee	Stacey McCall and Jerrold Ortega
♦ Program/Education Committee	Liddie Martinez
♦ Awards/Rista Rewards Committee	Teresa Garcia
♦ Newsletter/Historian/Yearbook Coty Committee	Barbara Ricci and Ana Martinez
♦ Nominations Committee	Karen Kreutzer
♦ Project ELF Committee	Dolores Salazar
♦ Library/CRM Liaison Committee	Sherry Guthrie and Leslie Monslave-Jones
♦ Seminar/Publicity Committee	Sherry Guthrie and Theresa Connaughton

Anyone interested in helping in any of these committees please Contact the Chairperson listed.

Mission Statement

"To Advance and Promote Records and Information Management (RIM) by sharing professional knowledge and exchanging experience and information."

These terrorists kill not merely to end lives, but to disrupt and end a way of life. With every atrocity, they hope that America grows fearful, retreating from the world and forsaking our friends. ~ President Bush

~Live Well, Laugh Often, Love Much--unknown

"Contributions or gifts to the Association of Records Management and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes."

OCTOBER AGENDA
Membership Meeting
October 18, 2001
11:30 – 1:30 P.M.

1. Call to Order
2. Roll Call
3. Determination of Quorum
4. Recognition of Guests
5. Adoption of Agenda
6. Approval of Membership Meeting Minutes
   a. September
7. Acceptance of Reports
   a. Treasurer's Report (Barb Taylor)
   b. Ristra Rewards (Theresa Garcia)
   c. Membership (Stacey McCall/Jerrold Ortega)
   d. Newsletter/Coty Submissions
8. Unfinished Business
   a. Fall Seminar
   b. Spring Seminar
9. New Business
   a. Montreal Conference Update
   b. Other
10. Presentation:
    a. Ms. Joan Logghe, Writer/Poet
11. Announcements
    a. Next Scheduled Meeting
       i. November 6, 2001-Board Meeting (all membership is invited), Espanola – 11:30-1:30 pm at IMAGIC Business Solutions, 411 S. Santa Clara Bridge Rd, Espanola 747-4177
       ii. November 15, 2001-Membership Meeting, Espanola, IMAGIC Business Solutions
       iii. November 8, 2001 Fall Seminar, Camel Rock Casino, Tesuque Pueblo
12. Adjournment

Chapter Calendar of Events

Oct. 9	Chapter Board Meeting 11:30 a.m.-1:30 p.m. 411 S. Santa Clara Bridge Road Espanola, NM
Oct. 18	Chapter Membership Meeting and **Mini Workshop (NNM Chapter Members only – free!)** **Guest Speaker: Joan Logghe** Published Southwest Writer/Poet Topic: The Importance of a Personal Journal for The Records Management Professional
Oct. 30	**Deadline for submissions in November Newsletter**
Nov. 6	Chapter Board Meeting 11:30 a.m.-1:30 p.m. 411 S. Santa Clara Bridge Road Espanola, NM
Nov. 8	Fall Seminar Camel Rock Casino Guest Speaker-Donald S. Skupsky **8:00-4:00**
Nov 15	Chapter Membership Meeting and **Mini Workshop (NNM Chapter Members only – free!)** **Guest Speaker: Joan Logghe** Published Southwest Writer/Poet Topic: The Importance of a Personal Journal for The Records Management Professional

Alright Dolores!
Outstanding Member

Updates and Announcements

LEGAL REQUIREMENTS FOR

RECORDS & INFORMATION MANAGEMENT SYSTEMS

2001 Fall Seminar For Records

And Information Management Professionals

Thursday, November 8, 2001

8:00 a.m. to 4:00 p.m.

CAMEL ROCK CASINO SHOWROOM

7 miles north of
Santa Fe, NM on Highway 285 in Tesuque

Seminar Speaker

Donald Skupsky, JD, CRM, FAI
President & General Counsel
Information Requirements Clearinghouse
Englewood, Colorado

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Continuing Education Progam of the Faculty of Information Studies, University of Toronto in offering a web course in records management this fall. For more information, and to register visit website at:
http://ce.fis.utoronto.ca/courses/rmintro.asp

October Program Speaker

Special Guest Speaker/Workshop Leader, Joan Logghe

(by: Liddie Martinez)

I am excited to bring to the NNM Chapter of ARMA a special opportunity to listen to and learn from one of our own special treasures, local poet, Joan Logghe.

A long time New Mexico Artist-in-Residence, Joan Logghe has taken her work into the State Penitentiary, The New Mexico School for the Deaf, Open Hands Art With Elders, the AIDS community, and schools all over the state. She's been a writing workshop ringleader from Ghost Ranch in Abiquiu to Hollyhock in British Columbia; hostess of the open readings at the Center for Contemporary Arts in Santa Fe & a hot reader herself from Talking Gourds Festival to Taos Poetry Circus.

In 1991, Joan won a National Endowment for the Arts grant for Poetry. Author of WHAT MAKES A WOMAN BEAUTIFUL; A LUNCH DATE WITH BEAUTY; TWENTY YEARS IN BED WITH THE SAME MAN; and BLESSED RESISTANCE, she is based in La Puebla, New Mexico with her husband and three children in the solar-heated house they built themselves.

What an incredible opportunity to celebrate a special, creative form of documentation.

As Records Managers and Administrators, we are charged with the capturing, managing and safekeeping all types of special and important information, but how many of us take the time to document our own lives and record our feelings? How many times have you wondered about you family history, asked questions that couldn't be answered about your great-grand mother like what songs she sang, talents she shared or significant moments she witnessed. How many of our own great-grand children will wonder about us?

Ms. Logghe will captivate you with stories of her own during her presentation portion at our October meeting in Espanola. It is an intimate gathering that will delight and one no member should miss.

Following our regular scheduled October meeting, Joan will lead a mini-workshop exclusively for our Northern New Mexico Chapter Membership. In this workshop you will learn how to create your own journal, become skilled at igniting your creative flair and begin documenting your journey for yourself, that special someone, or those generations who will follow. Don't miss it – it's sure to be great fun.

Free Mini-workshop for Members Only
When: October 18, 2001 (following reg. Monthly meeting)
Time: 1:30 to 3:30 PM
Where: IMAGIC Business Solutions, Espanola
Topic: Personal Journals- A Family Focus
Bring: A photo or postcard to personalize your journal – creativity, ideas
All participants will receive free journals

CRM CORNER
(By Sherry L. Guthrie, CRM)

Remember the sample question last month from Part 1 of the CRM Exam:

"The term "disposition" as defined in records management:

a. includes but is not synonymous with the term "destruction".
b. means destruction.
c. is synonymous with "disposal".
d. relates only to paper records.
e. implies shredding.

The answer is: (a) includes but is not synonymous with the term "destruction". Did you get it right?

Here's a sample question from
Part 2 of the CRM Exam:

The most effective method to prevent the retention of obsolete forms is to:

a. limit the number of different forms that are authorized for use at one time.
b. destroy the oldest forms at regular intervals.
c. introduce revised forms only when the supply of the forms they are to replace is exhausted.
d. Examine the forms in use at periodic intervals to determine their usefulness.
e. Discard all forms which have not been requisitioned during the past year.

(the answer will be in next month's column)

Hopefully, you will notice these questions have mainly common sense answers- you don't have to be a rocket scientist (begging your pardon, members of the Los Alamos National Laboratory) to
Pass the tests in Parts 1,2,3,4 & 5.

Remember to call me (see below) if you want to start studying for the test.

Sherry Guthrie, CRM
Protection Technology Los Alamos
505-667-7884

DON'T TOUCH THAT 'SEND' BUTTON

Excepts from an article by Andrea C. Poe
in Society for HR Resource Management Magazine (by: Sherrie Guthrie)

We need to bone up on our e-mail messaging skills to improve communication in the workplace.

10 E-Mail Guidelines

1. Don't use your in-box as a catch-all folder. Read items once, then answer immediately, delete or move to a project-specific folder.
2. Agree on company acronyms for subject lines, such as "AR" for action required or "MFR" for monthly financial report.
3. Send group mail sparingly-use only when useful to all recipients. Use 'reply all" and "cc" with caution.
4. Ask to be removed from distribution lists you do not need to be on.
5. Use the "out of office" feature and voice mail message to alert people when you are traveling.
6. Before sending an attachment in a particular format, make sure the recipient can open it.
7. Avoid sending attachments and graphics to people on the road, unless absolutely necessary. Such attachments can be slow to download. Post large attachments (more than 5 MB) on a web page instead.
8. Be specific and helpful. If you send a 30-page attachment, point out critical information on certain pages.
9. Collect what you have to say in one e-mail rather than send one message per thought.
10. Respond to your messages as quickly as possible, preferably by the end of the same day.

15 Do's and Don'ts for E-Mail Etiquette

1. Use e-mail to prepare a group of people for a meeting. "Thank you for making time to attend Wednesday's board meeting. Before we meet, please review the attached articles about Attention Deficit Disorder in mice and be ready to discuss them."
2. Use e-mail to set up meetings. "Possible dates for our retreat include July 10, July 11 and July 15. Please le me know which date is best for you."
3. E-mail is great for recapping spoken conversations. "As we discussed this morning, Jane Smith of ABC Corp. will supply 75 seat cushions for the football game next Sunday."
4. Do transmit regularly scheduled news feed, reports, etc.
5. Do use e-mail to distribute exactly the same information to multiple recipients.
6. If you're seized by a fit of creativity in the middle of the night, read your messages again the next morning before sending them. Your ideas (not to mention your level of coherence) may look different in the light of day.
7. Remember the rules of spelling and grammar. Bullet points make a message easy to read, but sentence fragments (sentences that do not contain a subject

and a verb) do not. It is hard to understand sentences that don't have punctuation or capitalized letters at the beginning of sentences. Use the spell check that comes with your e-mail package.

8. Include a greeting and/or closing, such as "Hi Charlene" or "Best wishes, Bob" unless you are involved in an ongoing conversation, in which case, you might want to pick up the phone or walk over to the person's desk.
9. Don't forward a long chain of e-mail without changing the original subject line. This results in subjects like "FW: FW: FW: FW: RE: Our July Meeting".
10. Don't e-mail someone who sits across the aisle from you. If you're recapping a meeting, it's OK. But if you have a questions for discussion, try the old-fashioned approach of speaking to each other.
11. While everyone loves a good joke, the novelty has worn off most Internet "humor". Long lists of "You Must be a Texan If….", "Why I'm Glad I'm Not a Woman," "You are a Child of the 80s if…." Are tiresome and chances are good that the recipient has already read it.
12. The same goes for exhortations to save the rainforest, warnings about new kinds of corporate scams, computer viruses and pleas to send greeting cards to 10-year old psoriasis victims.
13. Avoid chain letters. Suffice it to say that you will not win $1 million if you forward a chain letter. Similarly, you will not be mired in bad luck if you don't forward a chain letter. Bills Gates will not send $5000 to everyone who forwards this e-mail.
14. Don't use e-mail to lambaste a colleague, and don't copy others on the message. That's tantamount to chewing out someone in front of a room full of peers. Disagreements or discipline are best handled in person, or at least, over the phone. If you receive a scathing e-mail, resist the urge to write a similarly scathing message in return. Take the high road. Offer the olive branch. Or, ignore it.
15. Never write something in an e-mail that you wouldn't want published in the newspaper. Even if you send it to someone you trust, e-mail with sensitive, mean or potentially embarrassing information has a way of being forwarded beyond your original audience.

"I don't understand what you want, so I'll just do it my own way, okay?"

September 20, 2001 ARMA Northern New Mexico Chapter Tour
Of the United States Parks Service Intermountain Regional Support Office (by Joseph Valdez)

The ARMA Chapter program for the month of September centered upon a tour of the United States Parks Service Intermountain Regional Support Office in Santa Fe. While Dr. Arturo Gomez, who was originally scheduled to conduct the presentation, was unable to speak to our membership, Dr. Gomez made more than adequate arrangements for other Parks Service staff to provide those in attendance with the outstanding record related operations the U.S. Parks Service is conducting in Santa Fe.

At 11:30 am, Dr. Walter Wait of the Anthropology Projects Staff began the tour by speaking to the group and introducing them to the Technical Services area of the International Regional Support Office, and the Technical Imaging Specialist/ Photographer (John S Hanttula) who works with him. Dr. Wait indicated that Mr. Hanttula works on digitalizing photographs for U.S. Parks projects. Furthermore, Dr. Wait indicated that this staff also supports other organizations outside of their organization, via contractual agreements, on the document scanning and conversion of photos into digitalized information that may be placed onto Computer Discs (CDs).

Mr. Hanttula then demonstrated how their staff conducted their scanning operations that were placed into two types of formats. Mr. Hantulla explained that one of the formats in which the information is a "Tagged Image File" (TIF) Image, for "Information Systems" (IS) archiving, while the other is a "Joint Photographic Experts Group (JPEG) format for day to day use.

Mr. Hanttula further explained that the U.S. Parks Service has enter into contractual agreements with other organizations like the San Juan Pueblo and the Indian School in their attempts to digitalize some of their photos, so that they could place them on CDs. This makes the information on the CDs more accessible to them, and it preserves the originals that don't need to be handled as much. He also stated that "many people think the digitalizing is hard, but once you get the hang of things, its pretty easy."

Dr. Wait then showed the group many long strips of 35 millimeter photos of birch trees that archeologists had photographed of trees that were earmarked to be cut down due to fire safety concerns. These trees contained carvings, that Dr. Wait indicated went back to the 1800s, and were scheduled to undergo this digitalization process for future study. I also noted from the photos that some of these trees contained carved images that resembled the images that exist on the petroglyphs in this area of the country. Dr. Wait then showed us some of the equipment in his office area that digitalize an entire roll of film.

Mr. Hanttula then showed the group some of the photos he was working on with the Santa Clara Pueblo. He also indicated that the photos he was digitalizing for the Pueblo ranged from the 1800s to the 1930s.

Dr. Wait indicated that the project that he worked with the Indian School was somewhat similar, as the photos ranged from the 1890s to the present. Dr. Wait also stated that the students were allowed to go into their work area, and help them work on this project, which proved to be interesting to the students, as well as academically rewarding to the students, as they acquired the digitalizing skills needed to complete the outstanding project.

Dr. Wait also stated that their section of the U.S. Parks Service divorced themselves from the Archeological Archives of their organization. The reason for this was based upon the different aspects pertaining to the technological mediums and systems that they were working upon, which are far shorter lifespan than the archeological black and white photos that they were digitalizing.

Both Dr. Wait and Mr. Hanttula provided a walk through tour of the equipment that they are using in this project. It started with some high-speed scanners that were hooked up to some old

Personal Computer (P.C.s) that contained enough speed to match the digitalizing process of the scanners. The finished product was then moved to a faster P.C. for digitalizing.

They indicated that they primarily use Adobe Acrobat, and a software called Paper Port Deluxe on an old P.C. They also informed the group that this process helps to alleviate problems that might arise out of scanning mistakes that could be made, because they could always correct the problem at the outset, prior to the work's progression to the next level of the digitalization process.

From this point on, Dr. Wait provided the group with information on the remaining segment of the tour. He showed us a finished product of some maps that their office had completed, and also showed up indexes that had been developed for table of content applications that could also be used for academic book-marking/research purposes. He also stated that they created numerous copies of their work as inexpensively as about 20 cents a CD, which could be sent to numerous people, from which research or study, such as that upon the birch tree carving could be conducted.

He also revisited the Indian School Project. He indicated that it was a two year project in which the students helped to create the database for the indexing/ table of content application, that was created in "Word."

Dr. Wait concluded his portion of the tour by showing us the work that had been done on the Chaco Canyon Project. It was at this time that he indicated to the group the important nature of organizational workflow operations of their staff, and the methodology in which the equipment is used for any project they are working upon. He further indicated the importance of Standard Operating Procedures (SOPs) on the digital operations conducted on their archival information of photos, maps, etc. are crucial to their Information Technology (IT) work.

The tour temporarily adjourned for the Business Meeting that the membership in attendance then conducted in the U.S. Parks Service Conference Room. To briefly touch upon that, the minutes of the past two meetings were read and approved with some minor amendments. Other business pertaining to the fall conference/ seminar were discussed, where Donald S. Skupsky is going to provide a presentation on legal matters pertaining to records management issues. Additionally, there was some discussion pertaining to the Annual ARMA Conference and the Governor's Conference.

After the Business Meeting was adjourned, Barbara B. Stanislawski (Museums Curator), who was in attendance at the Business Meeting as a guest, resumed the tour for the group, and indicated that the Intermountain Region (Region) of the U.S. Parks Services spans from Canada to Mexico and from Texas to California. Ms. Stanislawski also informed the group that this Region encompasses 81 National Parks, and their staff provides support to every National Resource group that needs their assistance.

Furthermore, Ms. Stanislawski indicated that much of their work is going online, and their information is being sought by more and more libraries. Their staff is also willing to meet with the public by appointment in the old Civilian Conservation Corps (CCC) structure, that was built in 1937, on the Old Santa Fe Trail), from 8 am until 4:30 pm from Mondays to Fridays.

Ms. Stanislawski, introduced us to several staff members who are cataloging the items for the museum, and showed up the Anthropology Archives/Laboratory work area. Heather Young, who is part of their IT, staff provided the group with a demonstration on how their cataloging information was being placed onto the database system for the entire National Parks Service system. Ms. Young explained that at the minimum cataloging information was being placed into the database system, and that additional information was being input into the system via the computerized digital information that is also being input into the system.

Ms. Young indicated to the group that the information is being input into two directories, consisting of the Cultural and Regional directories, and the information they are inputting is only comprised of the information that is within the building. Ms. Young also showed the group how accession were viewed, by looking at a few items, and indicated their staff is planning to go onto the web with their information.

Ms. Stanislawski concluded the tour at about 1:45 pm, by providing the group with a tour of the U.S. Parks Service Library in that building. She indicated that people do go to their library to

conduct research, and further stated that dependent upon the availability of their materials, that the public could check out some of their materials out for research.

Sally Hoffman, Special Events Coordinator for Los Alamos Mesa Public Library, with Vivian Medina, Los Alamos Mesa Public Library and Liddie Martinez, Program chair

Barb Ricci, Chapter President Congratulates Karen Kruetzer for Chapter Member of the year.

You go Girl!

"What we can easily see is only a small percentage of what is possible. Imagination is having the vision to see what is just below the surface; to picture that which is essential, but invisible to the eye." Author - Unknown

Playing the Number Game
By Karen S. Kreutzer

Many of you may be wondering what is the number game, and how do you play it?

Well before I explain, let me give some background. When I was growing up, and someone brought up the topic of numbers I would normally think about addition, subtraction, multiplication and division. Years later when I was a teenager, and someone brought up the topic of numbers, I automatically thought about money. Now when someone brings up the subject of numbers, I think about the numerous sequences of numbers that I need to know to function in life.

- Telephone numbers are the first group of important numbers. Now this is an area of numbers gone wild. I have memorized my home telephone number, in addition to:
    - my office telephone number,
    - my husband's office telephone number,
    - my cellular telephone number,
    - my husband's cellular telephone number,
    - my husband's pager number,
    - my home fax machine number
    - my office fax machine number
    - my mother's telephone number,
    - my sister's home telephone number,
    - my sister's office telephone number and my two brother's home telephone numbers

    In addition to these numbers I have also memorized

    - my children's medical doctor's telephone number and the Family Dentist's telephone number.

    Other telephone numbers of importance to me, I keep written down for reference only.

I'm reminded of the many sequences of numbers I need to remember when my daughter Amanda wakes up on a school day with a fever. I take her temperature and the thermometer reads 102 degrees, which is a high fever for my 3 year old son Ryan, but not for my 9 year old daughter. If I decide to keep her home I must call the doctor to make an appointment for her, call the school to inform them that she will not be in for the day, call her after school provider to tell them she would not be in for the day and depending on the day, either the basketball or soccer coach, to inform them of her absence, then I must call my office to tell them I will not be in for the day. Obviously I do not look forward to her sick days.

Another sequence of important numbers are dates.

- Birth dates

I remember my birth date, my husband's birth date and the birth dates of both my children. I also remember my mother's, sister's and brother's birth dates. I feel pretty good about remembering all of these dates, until Amanda or Ryan ask me to remember the dog's birth date. This is where I draw the line.

- Anniversary dates are another area where I only remember my husband's and my anniversary date, however I have been known to forget it. My husband sympathizes with me and even jokes about it by saying, "Are we going to celebrate our anniversary this year?"

- How many of you remember your social security number? I have always remembered my Social Security Number. It is an easy to remember 9 digit sequence of numbers right? But now I'm often asked the Social Security number of my husband and to go one step further the social security numbers of each of my two children. These numbers I do not and will not memorize, I have them written down for reference.

Another set of numbers that are important to remember are bank numbers.

- In order to conduct any type of banking business I must know my Checking account number or my Savings Account number. Then there's the interesting Personal Identification Numbers or PIN numbers. How many of you have gone to an ATM machine only to temporarily blank out when prompted for your PIN number.

Then there's
- Credit Card Numbers
- License plate numbers
- Insurance Membership numbers
- Customer Account Numbers
- Zip Codes

Every where you look there's numbers…and every once in a while I don't want to think of numbers, which is difficult for me since my husband among other things is a Certified Public Accountant.

So, now you understand the number game, how good are you at playing it?