



the tumbleweed Express



MIDLAND / PERMIAN BASIN CHAPTER

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CHAPTER OFFICERS 2006-2007

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Dear Chapter Members:

This is our last newsletter for this fiscal year. I would like to congratulate everyone on the contributions made this last year. This past year has been a year for changes within our chapter. Our reduced monthly meetings and our limited educational seminars have provided the board with some excellent time to prepare for a new year. We hope that, you, as a member, were able to attend these quality educational events. If you missed a meeting or the seminar, you missed the valuable information that can assist you in confronting the challenges that you face in this changing market-place. The benefit of networking and meeting people in the RM profession during these meetings, is just another part of the package-deal!

ARMA International has also pursued several new directions to make your membership count. During the last year the board approved several recommendations from task force committees in support of the local chapters to provide leadership training, professional development and personal growth. Please make an effort to make your membership work for you and take advantage of what your chapter and International can offer you.

Our member recruitment campaign is in full swing until the end of June and we are looking forward to competing with our peers to receive the \$1,000 award. In anticipation of winning this award (that is positive thinking), several ideas have already been presented to the board. Suggestions have been to update and grow our chapter records management library, to reward members by assisting with costs incurred for leadership training and for seminars presented by the Midland/Permian Basin chapter, and to promote our chapter through community efforts with public relations events and sponsorships that promote Records Management awareness. All of these wonderful ideas.... now if we just win the award!

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WHAT'S ON THE WEB?



ARMA International - www.arma.org

Update your Personal Information under the My Membership section in you're My ARMA Profile-www.arma.org/myarma.

Relive the 2006 Conference and Expo in San Antonio-
www.arma.org/podcast.

Southwest Region - www.arnasouthwest.org

Midland/Permian Basin Chapter- www.midlandarma.org

BOARD MEETINGS



The Board of Directors meetings the third Thursday of the next month in which a regular meeting is held at 5:40 p.m. at the Chevron offices. Everyone is welcome to attend. Contact: Peggy Brown, President, 432-685-5788 or email her at peggy_brown@oxy.com.

NEWSLETTER ADVERTISING RATES

Business Card Size Ad - \$5 per issue
1/4 page ad - \$10 per issue
1/2 page ad - \$15 per issue
Full page ad - \$20 per issue

Contact Lyn Miller at 432-685-7431 or
FAX 432-685-7433 or email to
lmiller@midlandtexas.gov
For Advertising Information



EDITOR'S NOTES

The Midland/Permian Basin Chapter, ARMA has some exciting events in the "planning process" at the present, so watch for additional information to come your way.

Remember, if you want to view past newsletters, go to the chapter website at www.midlandarma.org and to contribute information for the newsletter, send to lmiller@midlandtexas.gov. Thanks so much for your help this past year.

Lyn

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.

CHAPTER MISSION STATEMENT

"To provide education, research and networking opportunities to information professionals and to promote the profession of records and information management as a corporate asset."

DO YOU KNOW YOUR NUMBER????

Read this newsletter thru and thru,
For information and things to do,
And if you are lucky, your number you'll see,
And a winner you will be.



Read the newsletter and you will surely recognize the ARMA membership number if it is YOURS. Win a prize from the chapter by calling Lyn Miller at 685-7431 before **July 20, 2007** and pick up your prize at the next chapter meeting.

Articles for publication should be submitted to the Editor by the 15th of the month prior to the month of publication.

CHAPTER ACTIVITIES

Garage Sale

Butch & Peggy Brown wait for customers to arrive.



The Table Group (seated) – Kate Bushong, Michelle Osborn and Brenda Adams. Lyn Miller standing.



Colleen Michael & Cynthia Mayes discuss the placing of items for sale.

(Continued from Page 1)

Cynthia Mayes, Professional Development Chair, and Colleen Michael, our Membership Chair, again teamed up to organize another successful mini-seminar on May 10, at the Presidential Museum and Leadership Library in Odessa. Thanks for all your hard work in promoting an excellent seminar.

Our “member rewards” drawing at our May meeting/mini-seminar was won by Kate Bushong. Congratulations Kate!

And last, but not least..... Congratulations! to our new officers that were voted in at the May meeting. Your new board members that will be installed in June, are as follows:

Lyn Miller, President; Rusty Freeman, Vice President; Cynthia Mayes, Treasurer, Colleen Grandmaison, Secretary; Brenda Corn Adams, Professional Development Chair; Kate Bushong, Public Relations Chair.

Remember to check our website, www.midlandarma.org, for all our latest and updated information about your chapter.

On behalf of the Board members, thank you for a successful year in the promotion of Records Management, both educationally and professionally. We hope that you will play an active role in your chapter next year. The benefit is yours...don't let it go to waste.

Peggy Brown, President
Midland/Permian Basin Chapter, ARMA

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ARMA NEWS

TEXAS MUNICIPAL CLERKS ASSOCIATION ANNOUNCES...

The **Municipal Code Corporation Innovations (MCCi) Records Management Scholarship Scholarship** is a \$500.00 scholarship to be awarded in each of three categories annually. The purpose of the scholarship is to recognize City Secretaries/Municipal Clerks who have established outstanding systems for records management or who have improved existing systems. Scholarship award funds shall be used only for continued or advanced education in a TMCCP program or a TMCA, Inc., approved records management program, i.e. ARMA, Texas State Library, Council of Governments. Learn more about the scholarship and download the application form here:

<http://www.unt.edu/municlerks/mccischolarship.pdf>

The submission deadline is **June 15**.



Betty Fleming, Kate Bushong, Peggy Brown, Cynthia Mayes and Brenda Corn Adams in the living room of the Bush's home.



The George H.W. Bush home.



Colleen Michael, Annette Rankin, Cindy Logan and Mitzi Wohleking, all from Midland County, enjoy the seminar.

CALENDAR OF EVENTS

May 24, 2007 - Board Meeting - Midland/Permian Basin Chapter, ARMA International Board Meeting at 5:40 p.m. at the Chevron offices. Everyone is welcome to attend. Contact: Peggy Brown, President, 432-685-5788 or at peggy_brown@oxy.com

June 13, 2007- Regular Meeting - Midland/Permian Basin Chapter, ARMA International Regular Meeting at the ClayDesta Building, #6 Desta Drive, 6th Floor. Use East Entrance. Please RSVP to Colleen Michael at 432-688-1061 or colleen_michael@co.midland.tx.us

July, 2007 – TBA – July Social

July 19-23, 2007 – ARMA Southwest Region Region Leadership Conference – Seminar at Sea. Contact Gayle Page, 713-688-0400, gpage@pacotech.com or Peggy Brown, 432-685-5788, peggy_brown@oxy.com.

October 7-10, 2007 – ARMA International's 52nd Annual Conference and Expo – Baltimore, Maryland. Contact: www.arma.org/conference

CHAPTER ACTIVITIES

(continued from Page 3)

GARAGE SALE BRINGS IN THE DOUGH!!!



Chapter members gathered and sorted an enormous amount of items to be (hopefully) sold at the Garage Sale on Saturday, April 21, 2007, at the home of Cynthia Mayes, Chapter Professional Development Chair.

On the BIG day, the weather cooperated (for a change) and the Garage Sale took off with a boom with customers arriving as early as 7:30 a.m. (The doors were to open at 8:00 a.m.) The Chapter was fortunate in obtaining donations of several large items to sell, as couches, microwaves, a dining table and chairs, desk, refrigerator, etc., all of which brought in a "pretty penny" for the chapter fund raiser. **Thanks to all who worked so diligently that day.**

(See photos-Page 3.)

THE MEETING PLACE



MEETING UPDATES



PRESERVATION OF RECORDS: CONSIDER WHAT WE HAVE AND HOW WE MANAGE IT!

By Annette Rankin, Guest Seminar Attendee

Hosted by the Midland/Permian Basin Chapter, ARMA, on May 10, 2007 at The Presidential Museum and Leadership Library in Odessa, the keynote speaker was Michael Bainbridge of the U.S. National Archives and Records Administration (NARA) of the Southwest Region in Fort Worth.

Mr. Bainbridge's presentation included "Conditions for storage of permanent records". He discussed the following points:

Control - hard copies need to be on acid free paper and stored in acid free folders and boxes.

Not all permanent records are Vital Records, but may become vital if they are necessary for running the business at hand even at a later date many years from now.

Environment Control is needed for long term storage – chemicals, temperature, humidity, pests and dust are all very detrimental to records whether on paper or discs.

Katrina disaster – thousands of records were lost. Photos were shown of discs that acidic fluids had destroyed.

Proper packing of records – do not under or over pack a box or stack to the point of destroying the lower boxes and/or files within. In under packed boxes, records will start to curl or fold, which is especially true of maps or plats.

Long or short term storage – do not spend excessive funds on short term storage of records. The terminology of long or short term storage may mean as little as 30 days to permanent, depending on the value of the record.

"Yellow" or "Pink" highlighters – do not use these highlighters on any permanent records as over time the color will redact those words or phrases. It is okay to use the light green and blue highlighters.

Electronic records – businesses are moving toward electronic records and should stay closely involved with their IT department to coordinate and cooperate on what is needed to maintain those permanent records, as well as how the records may be accessed years from now due to the fast paced changes in technology.

Disc formats – different formats were discussed, as well as the fact that the discs are not as permanent as first believed. The environment can eat away at the disc.

National disaster – in case of such a disaster, FEMA and NARA have to be mission assigned before they can help us restore any records.

Mold – contact the American Institute for Conservations

Helpful websites are:

www.archives.gov

www.archivist.org (Society of American Archivist)

www.webopedia.com (a non-techy term site)

For assistance regarding storage of valuable records, contact Mr. Baimbridge at NARA, phone 817-334-5851 Ext. 255, Cell 832-229-4635 or

MICHAEL.BAIMBRIDGE@NARA.gov.

Following the presentation, a tour of the museum was conducted for the attendees.

(See related pictures on page 4.)



Michael P. Baimbridge

EDUCATION CORNER

ASSOCIATION OF RECORDS MANAGERS AND ADMINISTRATORS (ARMA) INTERNATIONAL, SOUTHWEST REGION CRM CONFERENCE OF MARCH 1 - 2, 2007 (Part Two)



by Martin Leiker, Midland/Permian Basin Chapter Member

This article continues my report of the CRM Conference I attended. The conference's candidate track covered, in general, those six parts applicable to the CRM exam; those being: (I) Management Principles and the Records and Information (RIM) Program, (II) Records Creation and Use, (III) Records Systems, Storage and Retrieval, (IV) Records Appraisal, Retention, Production and Disposition, (V) Equipment, Supplies and Technology and (VI) Case Studies. Each part covers 100 multiple choice questions.

Currently, the specific knowledge areas within part (I) Management Principles and the Records and Information (RIM) Program include:

- a. Principles of Management
- b. Human Resources/Staffing
- c. Financial Considerations in a RIM Program
- d. Development of a RIM Program
- e. Planning a RIM Program
- f. Organizing a RIM Program
- g. Directing and Controlling a RIM Program
- h. Implementing a RIM Program
- i. Legal Considerations of a RIM Program
- j. Ethical Responsibilities
- k. Global Concerns of a RIM Program

Currently, the specific knowledge areas within part (II) Records Creation and Use include:

- a. Records Creation
- b. Documentation of Business Transactions
- c. Correspondence Management
- d. Documentation of Policies and Procedures
- e. Forms Management
- f. Mail Management and Facilities
- g. Electronic Communications
- h. Reprographics Management

Currently, the specific knowledge areas within part (III) Records Systems, Storage and Retrieval include:

- a. Basic Concepts
- b. Filing Systems
- c. Information Retrieval
- d. Active File Systems
- e. Active File Facilities
- f. Active Files Operations
- g. Records Centers Operated by the Organization
- h. Commercial Records Centers
- i. Specific Storage Requirements
- j. File Conversions

Currently, the specific knowledge areas within part (IV) Records Appraisal, Retention, Production and Disposition include:

- a. Basic Concepts
- b. Records Inventory
- c. Records Appraisal
- d. Retention Schedules
- e. Vital Records Program
- f. Business Continuity
- g. Archives

Currently, the specific knowledge areas within part (V) Equipment, Supplies and Technology include:

- a. Micrographics
- b. Reprographics
- c. Imaging Systems
- d. Systems
- e. Records Creation
- f. Data Management
- g. Data/system Disposition
- h. Preservation, Recovery and Destruction Techniques



The number is 95391.
See Page 3 for instructions.

(See the next Newsletter for Part Three)



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