



# Record Times

Frankfort/Bluegrass Chapter  
2004-2005 Small Chapter of the  
Year



January, 2006

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Do you have any ideas for articles or columns? Have any pictures that you'd like the chapter to see?

Contact Newsletter editor, Mark Myers at: [mark.myers@ky.gov](mailto:mark.myers@ky.gov)

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## From the President

Colleagues:

The chapter's year is rolling along. We got 2006 off to a great start. At January's meeting, Woody Simmons, of Capital City Toastmasters, spoke on the finer points of public speaking. (See the article below for details.)

I would like to call your

attention to the Orville F. Boes Scholarship application, found below on pages 8-9. The chapter always encourages budding records managers. We also want established records managers to further their professional training. One way we do is to provide financial assistance to individuals, whether novices or veterans, who would like to expand their records management expertise. If you or anyone you know is interested in pursuing records management education, please apply.

Established in 2004, the

scholarship is named for founding chapter member Orville F. Boes. The chapter awarded its first scholarship to member Samantha Lofton in 2005.

Formal educational programs in records management are rare in the United States, though a professional certification program does exist, (Visit <http://www.icrm.org/>.) and Kentucky's Southeast Community College offers classes in RIM. <http://www.secc.kctcs.edu/AppalachianCenter/archives/HIM/>.

Jim

## January Meeting Recap

January's speaker was Woodrow "Woody" Simmons, of the Kentucky Transportation Cabinet and Capital City Toastmasters (whose picture is at the right). Woody addressed the chapter on the finer points of public speaking, which, as he reminded us, is anything more than one-

on-one.

Woody emphasized the need to know your subject matter, to know your audience, to know your venue, and to know your strengths and weaknesses as a speaker. He also gave some more specific recommendations, particularly that one should *not*

picture one's audience naked

Toastmasters International is an organization that allows members to gain practice in public speaking at weekly meetings. There are chapters in Lexington and in Frankfort. For more information, visit their website: [www.toaststmasters.org/](http://www.toaststmasters.org/).



## April Seminar Scheduled

The chapter's April meeting will be a half-day seminar featuring Tim Hughes of Madison Gas and Electric (MGE) and titled "Writing a Business Resumption Plan: Move it to the Front Burner."

Events such as 9/11 and Hurricane Katrina demonstrate the need for having a business resumption plan in place. The fragility of business technology underlines that need. MGE recently com-

pleted a business resumption plan and Tim will discuss both resumption plans in general and MGE's plan.

For further information, see page 5. for registration materials, see page 6.

# Meet your Board

This month begins a new series of articles that will profile various board members of the Frankfort/Bluegrass Chapter.

Over the next several issues of "Record Times" there will be a short article about one or two board members in an effort to let all members of the chapter get to know each other and their chapter officers.

This series will coincide with another, longer series, that spotlights individual members of the chapter. (see the "Member Spotlight" article on page 4)

The chapter has had several new members join in the last couple years and some of them are now serving on the board. We hope this series will help us all get to know each other a little better.

This month's profile will be on two board members who joined the chapter in 2004. Both work at the Kentucky Department for Libraries and Archives (KDLA). They are current chapter president, Jim Cundy, and board member, and newsletter editor, Mark Myers.



## Board Member, Mark Myers

Mark Myers has been an electronic records specialist with the Technology Analysis and Support Branch of the Public Records Division of KDLA since August of 2001. Mark assists state and local agencies in managing their electronic records

according to the guidelines and procedures set out by KDLA.

Mark spent two years as a state records analyst with the Alabama Department of Archives and History before moving back to KY in 2001. Mark says that he first got into archival management while working on a history degree at Auburn University to help in his hobby of genealogy, but because of his interest in computers and electronic re-

ords he has become more of a records manager.

In his role at KDLA, Mark helped form the Electronic Records Working Group, an interagency body that develops policies and guidance on electronic records issues. Mark, whose undergraduate degree is in education, says that the

*(continued on page 11)*

## Chapter President, Jim Cundy

Jim Cundy has been with the Public Records Division at KDLA since August 2000. He started as a Regional Administrator in the Local Records Branch. He has managed the State Records Branch since December 2004. Jim assists state government officials with all manner of records management issues.

Jim's work at State

Records involves mainly records retention scheduling for state agencies. He and his staff of two Records Analysts (see p. 4) work with state agency personnel to update records retention schedules, which are ultimately approved by the State Archives and Records Commission. Jim also has responsibility for operations at the State Records Center. Along with Records Cen-

ter Supervisor Steve Shackelford



and his staff, Jim oversees the accessioning, storage, and retrieval of the more than 172,000 cubic feet of records currently stored at the state's two Records Center facilities.

*(continued on page 11)*

Jim Cundy  
Kentucky Department for Libraries & Archives

Pat Ballard  
Kentucky American Water

Valerie Green  
East Kentucky Power Cooperative

Mike Lagermann  
Iron Mountain

Mark Myers  
Kentucky Department for Libraries & Archives

Ann Norris  
Frost, Brown & Todd

Donna Phillips  
Kentucky Housing Corporation

# Splinters From the Board

Frankfort/Bluegrass Chapter

ARMA International

Board of Directors Meeting

August 23, 2005

A regular meeting of the Board of Directors of the Frankfort/Bluegrass Chapter of the Association of Records Managers and Administrators was held at the Lafayette Club at 11:30 a.m.

Those present and constituting a quorum of the board was: Lisa Wilson, Immediate Past President; Valerie Green, Board Member; Mike Lagermann, Board Member; Pat Ballard, Vice President; Jim Cundy, President; and Ann Norris, Secretary.

Meeting started at 11:50 a.m.

On a motion duly made, seconded and carried, the minutes of the Feb. 24, 2005 Board of Directors Meeting were approved and accepted.

In lieu of the Treasurer's report, which was not available for distribution, President, Jim Cundy read the balances from the bank statements:

CD	\$2,727.67
Checking acct.	\$2,941.27
Savings acct.	\$ <u>658.64</u>
Total	\$6,327.58

Unfinished Business:

Committees: Mark Myers will be on the Newsletter Committee. Pat Ballard will head up the Public Relations Committee and Mike Lagermann will co-chair. Jim Cundy will head up the Spring Seminar Committee. He has been speaking with John Adams with the Cincinnati Chapter regarding this seminar. Valerie Green agreed to help Donna Phillips on the Charity Committee. Larry LaFollette, Director of Southeast Community College's Historic Information Management Program, has agreed to distribute scholarship applications among his students. Lisa Wilson of the Scholarship Committee will email all board members a copy of the scholarship application for review.

New Business

- Gillian Hill from ARMA has agreed to speak at our October meeting
- For our September meeting, Jerry Carlton, Manager of the Local Records Branch at the Kentucky Department for Libraries and Archives will discuss the creation of the LFUCG's Records Retention Schedule and their new records center. Of particular note, Jerry will be discussing how the current Urban-County Government administration has been involved, from the Mayor to the Council Clerk, and how things changed once that involvement began. Urban-County Council Clerk Liz Damrell will also be in attendance..
- Jim Cundy announced that he is asking Deirdre Scaggs from the University of Kentucky to be a speaker at our November meeting. She works with photographic preservation.

Administrative Items: On a motion made, seconded and carried, the Chapter will reimburse Jim Cundy \$175.38 for attending the Leadership Conference. Motion made, seconded and carried to reimburse the \$700 registration fee for Lisa Wilson and Jim Cundy for the ARMA International 50<sup>th</sup> Annual Conference in Chicago scheduled for September 18th thru 21st

Meeting was adjourned at 1:30 p.m.

\_\_\_\_\_  
Ann Norris, Secretary

\_\_\_\_\_  
Jim Cundy, President

# Member Spotlight

## Frankfort/Bluegrass Chapter Meeting Information

The Frankfort/Bluegrass Chapter meets on the third Thursday of the month between September and June. (No meetings in July or August.)

The meetings begin at 11:30 AM at the Lafayette Club, located on the 15<sup>th</sup> floor of the Chase Bank building in downtown Lexington, KY.

**The Lafayette Club**  
201 East Main Street, 15th Floor  
Lexington, KY 40504

The cost is :  
\$17.00 for members;  
\$20.00 for non-members

Contact meeting coordinator, **Valerie Green** at (859) 744-4864 ext. 465 or email Valerie at Valerie.Green@ekpc.coop, for information or reservations.

**Next meeting announcement on page 4.**

Beginning with this issue of *Record Times* this page will profile one or more members of the Frankfort/Bluegrass Chapter.

This series, like the "Meet Your Board Members" series (see page 2) is attempt to

let members get to know one another. Several new members have joined the chapter in last couple of years and this series will allow both old and new members to put both names to faces and find out a little more about each other. All members will receive

a questionnaire that all are encouraged to fill out and return. These questions will provide the basis for this series of articles. It is hoped that over the course of the year, all members in the chapter will be profiled in the "Member Spotlight."



## Spotlight On: Tom Getman

Tom Getman is one of two newly hired records analysts in the State Re-

records Branch of the Public Records Division of the Kentucky Department for Libraries and Archives, beginning in August of 2005. Prior to KDLA, Tom worked for the city of Louisville on a variety of grant funded programs. Some of the more memorable projects involved the development of a database reporting system for a U. S. Dept. of Education Welfare to Work grant focused on disabilities. Tom also chaired an inter-agency workgroup which helped

retool an existing data system and retrain staff to improve the performance of a \$28 million dollar U. S. Dept. of Labor grant.

Tom's computer background, and being a "highly detail oriented" person, often resulted in him working with data and information systems management. These attributes help him deal with the records management duties in his present job. Tom says that he is intrigued by seeing how the functions and organization charts of agencies relate to the specific records and record systems they create.

Tom has been an ARMA member for the last six months and he is thankful for the expo-

sure to the varied landscape of the records management field the chapter provides. He says that the chapter has been very helpful and interesting as he has transitioned from the arena of grant management to records management.

Tom, his wife, and daughter, like to pretend they live out in the country in their 1910 vintage home in Louisville. His hobbies include hiking, working out in the yard, "watching my wife repaint our house," and playing tennis with his daughter.

## Spotlight On: Pam Burris

Pam Burris is the other new records analyst in State Records Branch at KDLA, having also begun in August of 2005. Pam was trained as paralegal and first became aware of records management while working for the state in the District/Circuit Court system in 1978.

Pam is involved with helping state agencies update their records retention schedules and providing records management training. She says that preserving history and helping to provide access to public documents are what intrigues her the most about her job.

Pam is also one of the newest

members of the Frankfort/Bluegrass Chapter, joining in September of 2005. She says that she is learning from the other members of the chapter and is enjoying the fellowship and networking that comes from meeting with people with the same interests and tackling a similar set of problems.

Pam has two daughters, Shannon and Shayla, and two "wonderful, beautiful" granddaughters, Kennedy, age 5 and Kaylee, age 1 (Pictures available upon request!)

Pam's hobbies include playing with the grandchildren, read-

ing, old movies, music (all types), crafts, exercising, hiking, camping, gardening, traveling and cooking. Her favorite pastime is reading on the deck in the summer in the early morning hours before everyone else is up!







**Frankfort – Bluegrass ARMA Chapter  
Monthly Meeting**

**Thursday, February 16, 2006**

**“The Arrangement and Preservation of Photographs”**

Deirdre Scaggs, of Special Collections and Digital Programs at the University of Kentucky will be our featured speaker this month. Records managers often find themselves having to arrange, describe or preserve photographs as part of an organization’s collection of records. Deirdre, who is both an experienced photographer and an archivist, will discuss best practices for storing and care of photographs.

**LOCATION:** The Lafayette Club\*

201 East Main Street, 15th Floor

Lexington, KY 40504

**COST:** \$17.00 for members;

\$20.00 for non-members

**TIME:** 11:30 a.m.

**Please RSVP before 3:00 p.m. on Tuesday, February 14, 2006**

**Call our meeting coordinator, Valerie Green at (859) 744-4864 ext. 465 or email Valerie at [Valerie.Green@ekpc.coop](mailto:Valerie.Green@ekpc.coop), for reservations.**

Please remember that a reservation made is a reservation paid. If you reserve and are not able to attend the meeting, please call to cancel. Otherwise, you will be invoiced for the cost of the lunch. Thank you.

**\*NOTE: Park in the Chase Parking Garage and the Lafayette Club will validate your parking ticket.**



BIOGRAPHY

FRANKFORT-BLUEGRASS  
ARMA CHAPTER'S  
SPRING WORKSHOP



TIM HUGHES, CRM is the Manager of the Records Management Department with Madison Gas and Electric Company in Madison, Wisconsin.

He earned a Bachelor of Arts degree from Carthage College in Kenosha, Wisconsin in History and German and went on to earn his Master of Arts degree in history with a minor in Archives Administration from the University of Wisconsin—Madison. He earned his Certified Records Manager (CRM) certification in 1988.



Tim Served as President of the ARMA-Madison Chapter from 1987—1989, numerous committees over the years, and is currently the chapter Treasurer. On the ARMA International level, Tim served on two Program Committees for International Conferences, served as Chairman of the Industry Action Committee (now known as the Industry Specific Program), Great Lakes Region Director from 1996 –2000, and the Award Committee for the past two years.

WHY SHOULD YOU ATTEND?

Writing a Business  
Resumption Plan:  
Move It To The Front  
Burner!

In today's technological environment, Records and Information Managers face many challenges. The sessions for this workshop will explain these challenges in light of the implementation of a Business Resumption Plan. How an organization prepares for disruption to its business determines how well, or if, it survives. Tim will also discuss a case study on how Madison Gas & Electric created their Business Resumption Plan, and how they keep it updated and pertinent in today's business climate.

Tim Hughes, CRM

Thursday, April 2006

Lafayette Club  
Lexington, KY

11:30 a.m. — 4:00 p.m.

AGENDA

11:00—11:30	Registration	2:00—3:15	Vital Records Protection
11:30—12:30	Lunch/Lafayette Club	3:15—3:25	Break
12:30—1:50	Writing a Business Resumption Plan	3:25—4:00	BRP Software Presentation/ Questions and Answers Session
1:50—2:00	Break Refreshments		



**Registration Information**

Seminar Date: Thursday, April 20, 2006  
 Time: 11:30 a.m. – 4:00 p.m.  
 Location: The Lafayette Club  
 201 East Main Street, 15<sup>th</sup> Floor  
 Lexington, Kentucky 40507

Make checks payable to: Frankfort – Bluegrass ARMA Chapter  
 Mail to:  
 Kentucky Department of Libraries and Archives  
 P. O. Box 537  
 Frankfort, Kentucky 40602-0537  
 ATTN: James Cundy

For further information contact James Cundy, President,  
 Frankfort – Bluegrass ARMA Chapter at (502) 564-8300 ext. 237

**Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip Code:** \_\_\_\_\_

**E-mail Address:** \_\_\_\_\_

**Position:** \_\_\_\_\_

- \_\_\_\_\_ ARMA Member \$65
- \_\_\_\_\_ Non-ARMA Member \$75
- \_\_\_\_\_ Please send ARMA Membership Information

- Workshop fee includes lunch and refreshments.
- Advance registration is recommended to ensure seat availability; however, space permitting, registration will be accepted at the door.
- Cancellations can be obtained if made in writing by April 15 (postmark date); there will be a \$15.00 processing charge. No cancellations accepted after April 17, although substitutions are encouraged.

Contribution or gifts to the Association for Information Management Professionals are not deductible as charitable contributions for federal tax purposes.

# The Water Cooler

News and Events in the World of Records Management



## SAA Training Workshop in KY

The Kentucky State Historical Records Advisory Board (SHRAB) received \$10,000 yearly grants from the National Historical Publications and Records Commission (NHPRC) in 2004 and 2005, to assist in the work of the SHRAB and to bring continuing education workshops for practicing archivists to Kentucky venues. Once again the SHRAB has received a \$10,000 grant from the NHPRC for 2006, and will again bring two workshops to Kentucky during this calendar year.

The first continuing education workshop will be held on the campus of the University of Kentucky on Thursday May 11, 2006, the day prior to the Kentucky Council on Archives spring meeting. The workshop is offered by the Society of American Archivists, in cooperation with the Kentucky SHRAB and the University of Kentucky. It will provide an introduction to the new archival description standard, DACS. Thanks to Lisa Carter and UK for hosting this workshop for

the SHRAB.

If you are an archivist living or working in Kentucky, the SHRAB will pay a portion (\$115) of your registration fee. Lunch will also be provided by the SHRAB, to help keep your costs low. For more information on registering, the SHRAB scholarship, or to read more about the workshop "Describing Archives: A Content Standard (DACS)" see the Society of American Archivists' webpage at:

<http://www.archivists.org/prof-education/workshop-detail.asp?id=1673>

The second workshop is still planned and will be announced soon.

## More Training Opportunities

The Kentucky Department for Libraries and Archives offers training opportunities for state and local government officials.

Chapter member Mark Myers has been working with the Local Records Branch to provide RIM training to local officials. Mark does an hour-and-a-half presentation, "Basic Electronic Records Management," as part of a joint presentation for local school districts. Mark has also

talked about email management, managing web records, and records destruction.

Mark has also been speaking privately for Lorman Educational Services, conducting all-day seminars titled "Document Retention and Destruction." He has conducted these seminars in KY, IN, TN, and OH.

Mark promotes ARMA International and the Frankfort/

Bluegrass Chapter as much as possible. Chapter president Jim Cundy has assisted Mark in some of the seminars for Lorman.

The State Records Branch of KDLA, including chapter members Jim Cundy, Pam Burris, and  
(Continued on page 11)



## Legislative Update

The Kentucky General Assembly has begun its 60-day session. Over the next few months, "The Water Cooler," will profile and follow legislation that has some type of impact on records or records management. This column is not intended to stir political debate over the need for such legislation. It is only designed to inform readers

of particular legislation of records-related interest.

(Editor)

### Identity Theft

There are currently at least 3 bills (HB 4, HB 14 and HB 54) working their way through the legislature dealing with identity theft. All call for allowing consumers to place a "credit freeze" on their accounts to prevent

third parties from opening accounts in their name. The credit freeze also forces agencies to handle and protect data in "frozen" accounts differently. All of the bills offer stricter penalties for businesses that fail to protect frozen data.

The most extensive bill (HB 4) outlines the use of Social Security Numbers (SSN) and

places more restrictions on the handling of SSN's. It also requires business to handle and dispose of personal data in a secure manner.

### Electronic Real-Property Transactions

SB 85 calls for the adoption of provisions of  
(continued on page 11)



*Applicant must be a full-time student (minimum of 12 credit hours) who is actively pursuing a degree in the records and/or information management field who has maintained a 3.0 or higher grade point average.*

**INSTRUCTIONS**

1. Complete the entire application in typewritten form or print in ink. Awarding of the scholarship will be judged partly on the completeness and the appearance (neatness) of the application.
2. Submit three letters of recommendation from an instructor, employer, or individuals qualified to attest to the applicant’s character; and an official transcript from the applicant’s current educational institution.
3. Submit completed application, letters of recommendation (3), and official transcript to the following address by October 31 or March 31 of a fall or spring semester:

Frankfort – Bluegrass ARMA Chapter  
P. O. Box 12661  
Lexington, KY 40583-2661  
ATTN: Scholarship Committee

*Information submitted will be used only in connection with your application for this scholarship.*

**PERSONAL INFORMATION**

1. Name \_\_\_\_\_
2. Current Mailing Address \_\_\_\_\_  

*Street and Number or Post Office Box*

\_\_\_\_\_

*City State Zip Code*
3. Permanent Address (If different from above) \_\_\_\_\_  

*Street and Number or Post Office Box*

\_\_\_\_\_

*City State Zip Code*
4. Current Telephone \_\_\_\_\_

**EDUCATION**

1. Major course of study \_\_\_\_\_
2. Cumulative grade point average as of January 1, current year \_\_\_\_\_
3. On a separate sheet, provide a brief statement (in typewritten format, double-spaced) of your future occupational and educational goals. Please limit your statement to 250 or less words.

**ACTIVITIES AND WORK EXPERIENCE**

List activities in which you have participated in high school and/or college. Please attach additional sheets, as necessary.

Activity	Offices Held	Awards/Honors	Dates

List employment (including part-time and summer employment) you have held in the past four years. Please attach additional sheets, as necessary.

Employer and Location	Position	Major Duties	Dates

Name of Agency or Organization	Kind of Activity	Awards/Honors	Dates

List community activities and public service activities in which you have participated in the past four years. Please attach additional sheets, as necessary.

Yes, you have my permission to use my name in any public announcement associated with my attainment of an Orville F. Boes Educational Scholarship.

In submitting this application and attachments, I certify that the information provided is complete and accurate to the best of my knowledge. I understand that falsification may result in the revoking of any scholarship granted.

\_\_\_\_\_ *Signature*

\_\_\_\_\_ *Date*

### Myers Spotlight (continued from page 2)

favorite part of his job is training officials through workshops and presentations. "I like teaching people new things, and making them aware of the bigger issues."

Mark was an ARMA member for 2 years in Alabama then dropped out upon moving back to KY in 2001. He has been a member of the Frankfort/Bluegrass chapter since 2004. Mark says that he enjoys the fellowship of the meetings and the chance to learn from other people in different business sectors.

In addition to genealogical research, Mark enjoys reading, baseball (Go Cubbies!), football and basketball but says that most of his free time these days is taken up with trying to keep up with his two wonderful children, Keziah, who is 2 years old and, Joe, who is 9 months.

He lives in Montgomery County with 2 cats, 3 dogs, 3 goats, and about 30 sheep. Mark's wife, Eden, is a veterinarian (the reason they moved to Alabama.)

### Cundy Spotlight (continued from page 2)

Jim entered records management because he wanted to be an archivist. He worked at the University Archives at the University of Massachusetts, while pursuing a PhD in Political Science. Jim interned at KDLA from May 1999 until he was hired there in August 2000. He came into records management through his position in the Local Records Branch, where he helped officials not only with permanently valuable records, but also with records of shorter retention.

Jim has been a member of the Frankfort/Bluegrass Chapter of ARMA since 2004, and enjoys drawing on the knowledge of his colleagues. He was the chapter's Vice President in 2004-2005, and will serve as president until 2007.

Jim lives in Lexington with his wife Kate, a medical office practice manager, and his three-year-old daughter McKenna. His greatest moments come from his family, especially watching his daughter grow. Otherwise, he enjoys reading, music, movies and follows the Red Sox.

### Training Opportunities (continued from page 8)

Tom Getman, are planning to offer training for state officials over the next year. Jim has given a training session for the Kentucky Association of Collegiate Registrars and Admissions Officers, and plans to schedule more sessions as time and demand permit.

KDLA is also looking for ways to extend training opportunities using the World Wide Web. Under consideration are things like online presentations,

"canned presentations" that a records officer could download and give to their agency, and other types of resources for government officials

Mark Myers

### Legislative Report (Continued from page 8)

Uniform Real Property Electronic Recording Act. This bill grants legal validity to real property transactions conducted electronically and allows for electronic signatures as well. This bill follows KRS 369, the Uniform Electronic Transaction Act (UETA), that was passed by the General Assembly in 2000. That act spe-

cifically exempted real property transactions.

For those wishing for more information regarding these bills and other work in General Assembly, go to the "bill watch" section of the state's web portal, kentucky.gov.

Mark Myers

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## What's your RIM IQ?

**Take this quiz and find out how much you know about records and information management (RIM). What you don't know could be putting you – and your organization – at financial and legal risk. Answers on page 8.**

1. An employee's application, correspondence with a client, and board minutes are all examples of records.

True  False

2. All e-mail messages should either be saved indefinitely or deleted after a few months.

True  False

3. Electronic records have a different retention cycle than their paper counterparts.

True  False

4. A vital record is any record that the leadership of the organization deems important.

True  False

5. If a record is not listed on the records retention schedule then, it is acceptable to destroy it.

True  False

6. Only records approved for long-term storage in accordance with the organization's records management policies should be sent to the records center for storage.

True  False

7. There are industry standards for managing electronic messages, setting retention schedules, managing vital records, and filing records.

True  False

8. The best legal defense is to keep all records forever.

True  False

9. When starting a new records retention program, it is best to assign 7 years to all record series and then adjust as needed.

True  False

10. "Records management" and "archives" are synonymous.

True  False

## What's Your RIM IQ? Answers

### How did you do?

1. **(True)** The definition of a record is information created, received, and maintained as evidence and information by an organization or person in pursuance of legal obligations or in the transaction of business.
2. **(False)** Some e-mail messages contain business-related information and should be kept based on their content. E-mails are just like any other record and should be assigned appropriate retention periods in accordance with the corporate retention schedule.
3. **(False)** An information retention program categorizes records, defines their value against established criteria, assigns a period of time during which the information is maintained, and specifies procedures for its final disposition through the destruction or permanent retention. Evaluation criteria relate to records content and use and not to technical issues of media or format.
4. **(False)** Each organization must analyze its own operation and records to determine what information is vital to its continued existence. This must be fully aligned with the business recovery objectives and priorities from the business impact analysis and is assisted by defining operational, legal, and regulatory recordkeeping requirements and answering qualifying questions.
5. **(False)** New records types may be introduced. A retention schedule should be monitored and updated to ensure that the retention needs of the organization are being met.
6. **(True.)** The records center will only accept records identified on the retention schedule or approved by the organization's policies. Check with the records and information management department if you have a question about preparing or sending records to storage.
7. **(True)** These standards have been developed by ARMA International, the global authority on managing records and information, and approved by ANSI (American National Standards Institute). They are available at the ARMA bookstore.
8. **(False)** Records are retained because of their content. But not all content is useful forever. By hanging on to all of your records forever, you not only drive up costs associated with records management, but it is more challenging to locate what you need when you need it most.

## New Additions to the Chapter Library



The new books for the library are:

Dollar, Charles M. *Authentic Electronic Records: Strategies for Long-Term Access*. Chicago: Cohasset Associates, 2002.

Nakano, Russell. *Web Content Management: A Collaborative Approach*. Boston: Addison-Wesley, 2002.

Saffady, William. *Managing Electronic Records*, 3<sup>rd</sup> ed. Lenexa, KS: ARMA International, 2002.

----- *Electronic Document Imaging: Technology, Applications, Implementation*. Prairie Village, KS: ARMA International, 2001.

The library contains materials, which are available to Frankfort – Bluegrass Chapter members, for check out. There is no charge for use of the materials.

Donation or Loan of books/articles to the library is greatly appreciated. If you need additional information, please contact

Cathy Naliwko,  
Librarian, at (859)  
858-4988.

## What's Your RIM IQ? Answers continued

9. **(False)** A retention schedule is built by inventorying records and interviewing appropriate RIM representatives from various departments within the organization. Retention combines the business use, legal requirements and any historical value a record may have.

10. **(False)** The term "archives" is often used loosely to refer to older records, but archival administration is a specialized field of information management with methods and objectives that are related to or different from records management. Records management is principally concerned with the usefulness of recorded information for an organization's ongoing business operations. A records manager's

clients are the employees who need information to do their jobs. Archivists, by contrast, seek to preserve information of enduring value for cultural, scholarly, or other research purposes. Their clientele includes historians, sociologists, public policy analysts, and genealogists, among others.

If you answered **8-10** questions correctly, congratulations! You have the beginnings of a basic understanding of RIM, which could help reduce your organization's risk and increase its ability to compete.

If you answered **4-8** questions correctly, you need to learn more about RIM. Ask your Records and Information Management

Department for assistance in identifying the areas in which you need more information.

If you answered **fewer than 4** questions correctly, you could be putting your organization at risk financially and legally. Contact your Records and Information Management Department today for guidance on how to manage your records and information effectively.





# Record Times

January, 2006

## FRANKFORT/BLEUGRASS CHAPTER 2004-2005 Small Chapter of the Year

### Primary Contact

**Jim Cundy, Chapter President**

**Manager, State Records Branch, Public  
Records Division**

**Kentucky Department for Libraries and  
Archives**

**P.O. Box 537**

**Frankfort, KY 40602-  
0537**

**502-564-8300, x-237**

**FAX: 502-564-5773**

**jim.cundy@ky.gov**

### Newsletter Editor

**Mark Myers**

**Electronic Records Manager, Public  
Records Division**

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### *The Records and Information Management Professionals Benefits of Membership in ARMA International*

- Educational Programming on regional, national, and global levels.
- Receive quarterly newsmagazines that give you the latest updates relating to information management.
- Industry Specific Groups focusing on your industry's issues.
- Annual conference with dozens of educational sessions, plus it's a great networking tool.
- Electronic access to members and information through ARMA listservs and website.
- Professional development at every stage of your career through Certified Records Manager (CRM) study groups, Home-Study Courses, Salary and Compensation Survey and Career Link Placement Services.

## On the Horizon

### Schedule of upcoming Events

<b>February 16/06</b>	Deidre Scaggs, UK, Management and Preservation of Photographs
<b>March 16/06</b>	TBA
<b>April 20/06</b>	1/2 Day Seminar - Tim Hughes CRM, Madison Gas and Electric, "Business Resumption Planning: Move it to the Front Burner"
<b>May 11/06</b>	Society of American Archivists workshop, "Describing Archives: A Content Standard" - W.T. Young Library gallery, University of Kentucky (see article on page 8)
<b>May 12/06</b>	Kentucky Council on Archives Spring meeting - Kentucky Educational Television, Lexington, KY.
<b>May 18/06</b>	TBA
<b>June 15/06</b>	End of Year Meeting: Officer Installation, Awards Presentation
<b>October 22-25/06</b>	ARMA International 51st Annual Conference and Expo - San Antonio, TX



**Stay tuned to upcoming issues of "Record Times"  
for news of upcoming meetings and events!!!**