



ARMAWAUKEE

Association of Records Managers & Administrators, Inc
Milwaukee Chapter Newsletter

February/March 2003



Presidents Message...

Our January program was extra special this year because our speaker was one of our own members. Sharon MacDonald, CRM provided insights to all in attendance on “Managing Legacy Paper in an Electronic World.” Her glimpses into the pitfalls and problems to watch for were invaluable. So a special thank you goes to Sharon for her terrific presentation.

The January meeting also provided the opportunity to meet several new members and do a little networking. I will probably not have an opportunity to get to know all of our members but the networking and dining conversations can certainly provide additional insights into workplace situations. These contacts are priceless so, if you aren't coming out to the meetings you're missing the opportunity to meet colleagues that are working through many of the same issues. Sharing the trials, pitfalls and successes of dealing with Records often lead to solid solutions. Adding to that a palate pleasing lunch or dinner is simply an extra perk.

Thanks to all of you who traveled to Waukegan, IL for the tour of Abbott Labs' New Record Center, hosted by Abbott Labs and the ARMA Des Plaines River Valley Chapter, I understand from others that the facility is very nice and that the event was a success. Keep an eye out for upcoming emails about our March Chapter Meeting, an upcoming Tri-Chapter Meeting and please mark your calendars now for our Spring Seminar (April 2, 2003) information will be in the mail very soon. Our Spring Seminar “Electronic Records Management – Today and Tomorrow”, featuring guest speaker John T. Phillips CRM, CDIA, FAI, an event you do not want to miss. Mark your calendars!

If you are looking for additional educational opportunities, I encourage you to visit ARMA International website (www.arma.org) there are frequent posting of educational programs, webinars, etc., that may be of interest. While at the website, check out the chapter connections page to see what is going on in other chapters.

The Milwaukee ARMA Board of Directors are always available to answer any questions, listen to your ideas for the chapter, address any complaints or concerns so please feel free to contact any one of us. If you have been thinking about becoming more involved in the chapter, volunteering to become a board member or whatever, let us know of you interest. See you at our next Chapter meeting.

Patricia Hardy



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Treasurer's Report

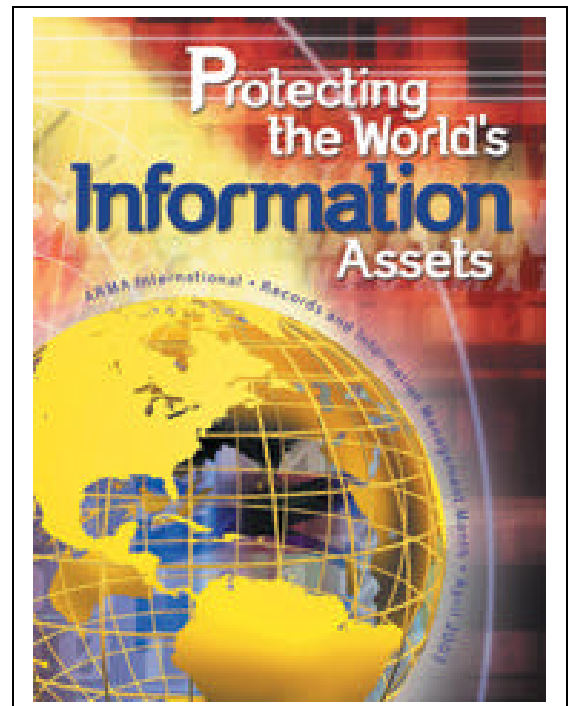
Balances as of December 10, 2002

Money Market	\$8,925.73
Checking	\$1,314.45

**APRIL IS RECORDS
MANAGEMENT MONTH**



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Contributions or gifts to the Association of Records Management and Administration, Inc. are not deductible as a charitable contribution for U.S. Federal Income Tax purposes.
c.ARMAWAUKEE 2002

ARMAWAUKEE February/March 2003
ARMA MILWAUKEE
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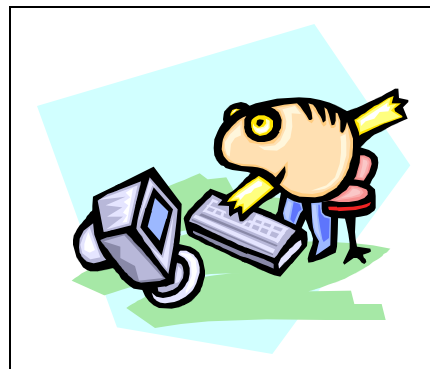
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Mark your calendars.....

**Fox Valley, Madison, & Milwaukee
Tri-Chapter ARMA Meeting
March Program Announcement**

DATE: Thursday, March 20, 2003

PROGRAM: Implementing Email Management: An Information Technology and Information Management Case Study

SPEAKER: Patrick Cunningham, CRM

LOCATION: Holiday Inn, 625 W. Rolling Meadows Drive
Fond Du Lac, WI

DIRECTIONS: From Hwy 41 exit on US-151 S toward Waupun. Merge onto US-151/S Military Rd.

SCHEDULE: Registration 5:00 - 5:30 p.m.
Dinner 5:30 - 6:30 p.m.
Program 6:30 - 7:30 p.m.

COST: ARMA Dinner & Program
Non-members \$17.00
Members \$15.00

RESERVATIONS AND CANCELLATIONS:

Mail your reservation to: PATRICIA JACOBSON
% THRIVENT FINANCIAL FOR LUTHERANS
4321 NORTH BALLARD ROAD
APPLETON WI 54919-0001

Your reservation must arrive no later than **Monday, March 17, 2003**. Please make your check payable to ARMA. If you know your reservation will not reach Pat on time, please call at 920/628-6395, e-mail, pat.jacobson@thrivent.com or FAX to 920/628-6004, and pay at the meeting. To cancel and avoid being billed, please notify Pat no later than Wednesday, March 19, 2003.

NOTE: NO SHOWS WILL BE BILLED

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ARMA has also established another award for members, 'The Service Project Award.'

The purpose of the Service Project Award is to establish an annual award for the best RIM focused service project completed by a chapter or individual. This award is presented to the chapter or individual that most effectively conducted a service project and advanced the public's awareness of records and information management. It's open to all ARMA chartered chapters or individual members. Visit the website for additional information or contact me.

Pat

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2003 Spring Seminar & Vendor Technology Showcase

*presented by the
ARMA Milwaukee &
ARMA Des Plaines River Valley
Chapters*



Electronic Records Management - Today and Tomorrow

featuring guest speaker

John T. Phillips,

CRM, CDIA, FAI

Wednesday, April 2

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

Radisson Hotel Milwaukee West

2303 North Mayfair Road

Milwaukee, Wisconsin

(at Highway 100 & North Avenue)

2003 Spring Seminar Schedule

8:00 - 8:30 am

Registration & Continental Breakfast

8:30 - 10:00 am

Electronic Records - Overview:

Review the creation, utilization, management, storage, destruction, and continual growth of electronic records in the workplace.

10:00 - 10:15 am — Morning Break

10:15 - 11:30 am

Managing Electronic Records:

Review the similarities and differences between electronic records management, document management, and e-mail management systems.

11:30 am - 1:00 pm — Mid-Day Break

Buffet Lunch &

Vendor Technology Showcase

1:00 - 2:15 pm

Strategies to Manage Electronic Records:

Discussion of the strategies and processes records management professionals can develop to manage electronic records.

2:15 - 2:30 pm — Afternoon Break

2:30 - 4:00 pm

Electronic Records Management Solutions:

Overview of the software and hardware used to manage electronic records, and the future relevance of physical records.

Positions Available

ASSISTANT RECORDS MANAGER

A growing Michigan-based general contractor/construction management company is seeking an assistant records manager who will oversee all activities pertaining to records processing and central filing, both within the department and within the entire organization. The individual must be knowledgeable in records retention, forms management, records management software, Internet research, records retrieval, communication and staff management.

The successful candidate will have five years' record management experience and two year's supervisory experience. Prior history in the A/E/C industry is a bonus. This position requires a person with effective oral and written communication skills, the ability to work independently, the ability to plan and organize work and materials, and a strong customer service orientation. Flexibility and experience with organizational change are plusses. A bachelor's degree with specialized course work in records management, business law, administrative management, and computer technology is required. Certified Records Manager or CRM-eligible is highly desirable. Please send your resume to the following address:

Human Resources Department
P.O. Box 44020
Detroit, MI 48244-0020

MANAGER, SECRETARY'S OFFICE

Experience Requirements:

Knowledge of and experience in the professional principles and best practices in records and information

management, administrative processes and systems; Minimum 5 years experience designing, organizing and implementing an enterprise-wide records program with national, multi-office or multi-national entities;

- Thorough understanding of legal implications of corporate records management;
- Knowledge of applicable human resources regulations;
- Strong communication, analytical, management and leadership skills, including experience in presenting to and influencing senior management;
- Four-year degree or equivalent course work in library science or records information management preferred;
- Certification in records management (CRM) is preferred;
- Active member of the Association of Records and Information Managers Association (ARMA) and the Association of Information and Image Management (AIIM) preferred;
- Supervisory experience planning, organizing and directing work of subordinates;
- Thorough knowledge and understanding of software and databases utilized in or related to records information management.

Company Contact:

Bert Bell, Associate General Counsel
The Goodyear Tire & Rubber Company
1144 E. Market Street, Akron, OH 44203
Phone: (330) 796-1818
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hq@arma.org • www.arma.org

The Information Management Professionals

January 8, 2002

Dear Colleagues:

In honor of the New Year, I'd like to take this opportunity to thank you for being a leader in ARMA International. As such, you are a role model for your colleagues in records and information management. Now is the perfect time for you to share the rewards of membership.

As you know, ARMA is conducting the MemberFest member-get-a-member campaign. This important campaign encourages all our members to actively share the benefits of membership with their colleagues. As a result, they will reap the rewards of a stronger profession and association, and they may be eligible for great prizes!

This is your chance, as a leader of the association, to set an example for the members in your region. That's why I'm issuing ***The Great ARMA Leadership Challenge***: to personally recruit *at least* one new member by April 1 and become a member of ARMA's CORE (Connecting Others through Recruitment and Encouragement) Club. I am a member and encourage you to support ARMA by sponsoring at least one new member through MemberFest.

Think about the value you get from your ARMA membership – the relationships

you have built, the knowledge you have gained, and the sense of belonging to a profession. Think about the skills you have developed as an ARMA leader. Now share those thoughts with your colleagues who have not yet discovered the power of belonging to our profession's association. Ask them what areas they want to develop in and show them how ARMA can help them grow. It's as simple as putting your member number on the MemberFest application and handing it to them.

I would like to see all of our leaders recognized as active recruiters and members of ARMA's CORE Club. All the information you need, including a printable application form, is available on ARMA's Web site at www.arma.org/memberfest. You may also request printed MemberFest application forms from Melissa Ebert at mebert@arma.org or 800.422.2762 x6016.

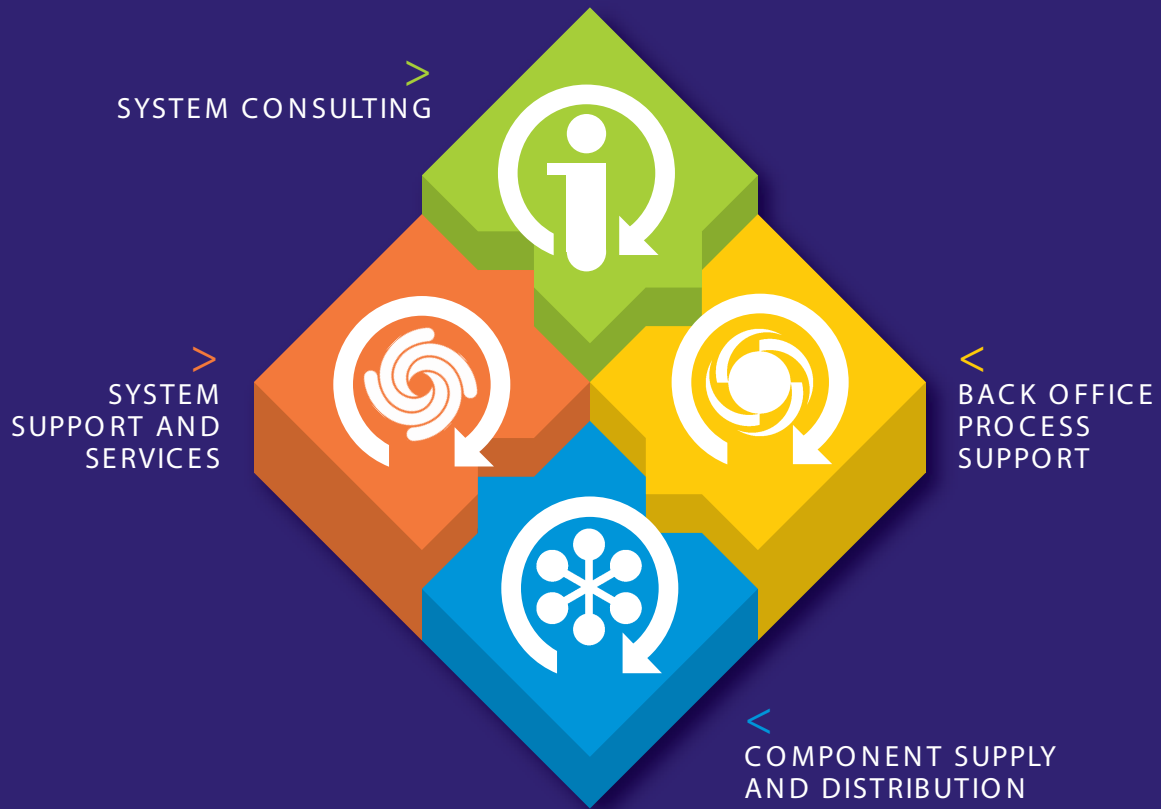
Share the Experience. Feel the Power. Reap the Rewards! The success of MemberFest begins with us, the leaders of ARMA International.

A handwritten signature in cursive script that reads "Juanita Skillman".

Best regards,
Juanita M. Skillman, CRM, FAI
President, ARMA International

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