



SOUNDINGS

February Chapter Meeting Notice

PUBLIC RECORDS POLICY AND GOVERNANCE COMMITTEES IN LOCAL GOVERNMENT

Program Description

Local government committees bring together the stakeholders to recommend policy and governance strategies for public information and records management.

These cross disciplinary committees provide expertise and resources that result in comprehensive and consistent policies. Learn about public records committee initiatives and how they can help local government.

About the Speaker

Patty Holmquist, CRM is the Records Management Program Manager, for Tacoma Public Utilities. Patty holds a degree in Business Administration and is a Certified Records Manager. Her experience in records management covers a broad spectrum of the business and public sector. She has implemented records management policy, procedures and systems for both paper and electronic records for several organizations. Patty is a member of the Puget Sound Chapter of ARMA.

Puget Sound Chapter of
ARMA International
February 8, 2012
Click [here](#) to register for this event.
Location
TPU, Tacoma, WA
(See website for address and directions)

11:00 am - 11:30 am Registration
11:00 am - 12:00 pm Lunch
11:45 am - 12:00 pm Business Meeting / Vendor of the Month
12:00 pm - 1:00 pm Program

Lunch and Program:
\$11.50 (before 02/03/12)
\$16.50 (after 02/03/12)

Main Menu: Panera Bread Boxed Lunches w/ Potato Chips and a Cookie
Alternate: N/A

Click [here](#) to register

Check out the Puget Sound Website:
www.pugetsoundarma.com

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*Chartered September 10, 1976
Celebrating 35 years of International Association*



President's Message

By now you are all warm and cozy in your offices and homes after our challenging winter storm. Our office was essentially closed for three days and our power went out at home just about the time I was going to begin telework. I spent my unexpected time at home working on organizing photos from my daughter's early years. I wish I could say I finished the project but I allowed myself to be distracted by reading and playing scrabble by candlelight with my husband. I can't help but brag that I played the 7-letter word "campaign" on a triple word score for a 98-point word? It was almost worth the cold nights!

Speaking of campaigns (nice segue, eh?), it's time for our very own nomination and election process to begin. Do you have a passion for social media? Would you like to help our chapter improve its ability to communicate through Facebook, Twitter, Linked In, etc.? Do you have an interest in learning how to use Microsoft Publisher to create our e-newsletter and/or link content to our website or an email communication tool? All of these tasks and others require dedicated volunteers, chapter members with a few hours available each

month to ensure we are able to communicate effectively with our members. This is a time for chapter members to consider serving as a member of our board so we can continue to provide great educational opportunities for our members. Please consider participating on the board next year and contact Tara Ramos, Elections Chair, at tramos@ghpud.org or call her at 360-538-6271 if you are interested. (see page 5 for more details on open positions).

This newsletter has a lot of great information about the Great Northwest Region Conference which will be held in Boise in March. For more information please see the region website at www.armagreatnorthwest.org. As noted on page 6, the region is offering carpooling scholarships for those who might like to travel to Boise together. I hope you will consider attending this event and taking advantage of this carpooling scholarship.

Hope to see you at an ARMA event soon!

Eileen Harke, CRM

Meeting Location Information

Address: 3628 S 35th St, Tacoma, WA 98409

Directions and parking lot map can be found here: <http://www.mytpu.org/files/library/tpu-location-parking.pdf> (the arrows show you where the entrances are to each lot).

If parking in Lots B2 or C the nearest entrance is the main lobby entrance. From lots A1, A2 or G there is a public entrance at the west end of the building (at the entrance of lot A1); attendees should head through both doors, straight down the hall to find the main lobby. From lots D or F, attendees can stop at the guard house (at the east end of the

building) and request admittance and directions to the Auditorium.

Regardless of which entrance attendees use, they should ask for directions to the auditorium. The locations the chapter is using for these meetings are publicly accessible.

Please Note: the directions on the map tell you to head south on Union Ave.; that's a left turn off the exit (for those of us who aren't always sure which way is north, etc.). Also, the Union Ave. exit has two lanes; you'll need to be in the left lane to take a left turn onto Union.

Message from the GNW Region Coordinator

By: Jennifer Winkler

It's Region Conference time! Or very close to it. By now the brochure for the region conference should have worked its way to your inbox or mailbox. I hope you will be able to join us in Boise, Idaho for this fantastic educational opportunity. This is also a great opportunity for networking with fellow RIM professionals. Mingle with peers at the Welcome Party, talk cloud storage at dinner on Monday night or commiserate on your SharePoint implementation during the breaks!

For more information please see the Great Northwest Region website at: www.armagreatnorthwest.org. And if the conference isn't enough reason to travel to Boise, visit www.boise.org/visitors and learn about some of the cool things to see and do in Boise (I adore zoos and aquariums so I think you'll know where to find me during our off-time!).

ARMA has a lot going on right now; there are several webinars available at the webpage as well as whitepapers on Information Governance. If one of your New Year's resolutions was to learn more about a specific RIM topic for use at your workplace, ARMA is a great place to start researching. One of our work plan items for the City Records Management Program is to review GARP and see how our program stacks up to the principles. I'm hoping it will help show us where we should concentrate on improving services to City employees and educational opportunities for staff.

This February marks one year since I was diagnosed with breast cancer and started a fight I never thought I would be in. I'm happy to say that all recent blood work came back clear and all seems to be fine, so I'll be around in ARMA for while more! My ARMA family was a big help and support to me and my family during the past year of chemo and radiation.

From notes of support, to your donations to the Overlake Cancer Center, to the three wonderful gentlemen (Marc, Bruce and Dave) who offered up their heads to be shaved as a fundraiser, it truly meant a lot to me. I'm so glad to be a part of ARMA and a part of the greatest region: Great Northwest!

Hope to see all of you in Boise in March!

Sincerely,

Jennifer Winkler
Region Coordinator



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Information Solutions Consultant

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VENDOR OF THE MONTH - FEBRUARY, 2012

Member: Nick Naubert

Washington Archives Management

2205 51st Ave E, Suite 300
Fife, WA 98424
425-351-9340

Now more than ever, smart Puget Sound area companies have a sharp focus on document management and online file storage. Document imaging, online backup, hard-copy document storage and secure shredding services have all surfaced as critical business elements across all industries. Due to stringent privacy compliance issues and fail-proof disaster recovery needs, it's crucial to store and manage those records responsibly – using a local, easy-to-reach business partner you can trust.

That's where Washington Archives Management comes in.

Please join us at the February Membership Luncheon for an exciting announcement from Washington Archives Management.

MER Monthly Session

By: Eileen Harke, CRM

MER Session of the Month: What's the Use? Managing Records of Social Media

All organizations and individuals use social media to communicate in a variety of ways:

From... disseminating information – in an essentially Web 1.0 manner,

Through... using that information interactively – which can range from two-way communications between the sponsor and a targeted community to actually transacting business,

To... using the technology to enable new ways of doing business – and even new businesses.

Regardless of the way social media are used, using them in the conduct of affairs creates a need for identifying, preserving, and managing the records produced or acquired in connection with social media applications. Independent of the specific social media technology used, the requirements for retaining and managing records should be based on and also responsive to the business's needs and objectives.

This web seminar from the 2011 MER Conference

introduces concepts and criteria that all types of organizations (federal agencies, state and local governments, as well as businesses) can use to determine:

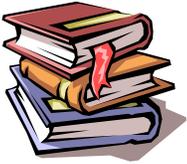
- What records need to be captured and
- How records should be managed when social media are used for organizational purposes.

This web seminar includes illustrations of how these concepts and criteria can be used to determine a records management approach in different contexts – based on an analysis of dozens of social media applications implemented by the National Archives and Records Administration.

My ARMA Information – this session from the MER Conference is brought to you through ARMA International's Session of the Month partnership. To access the webinar, find the "[my arma](#)" page on ARMA's website, sign-in, and under the "Chapter Memberships" section you will find the Session of the Month link which is only available for one month.

Chapter Library

By: Bob Dalton, CRM



Check Me Out! Really! Check Me Out

A great read for someone needing to develop a records retention schedule. Check it out.

“How to Develop a Retention Schedule”, John Montana, JD, ARMA International, 2010

“This book sets forth the process of creating a records retention schedule – from data collection to developing retention periods, drafting and structuring it, and maintaining it. Chapter topics include strategic considerations, indexing, legal research, electronic repositories, international retention, and litigation. Includes a flow chart and suggested additional readings.”

Our recent acquisitions will be at the library display table at the monthly meeting. Look them over and check them out.

An Index of our current holdings will also be available at the display table for your convenience and on the Chapter Website www.pugetsoundarma.org, then click the Members Lounge, sign in and open the Library tab.

Remember, you too can recommend books for purchase by the chapter. We only ask that the books relate to records and information management. Send your recommendations to Bob at the telephone number or email address shown below.

The records and information management publications are available for purchase through the ARMA Bookstore (www.arma.org) and maybe also be available as a PDF download through the bookstore.

To reserve a book or check out any books or articles in our chapter library please Bob Dalton, (253) 229-4555 or daltonconsulting@hotmail.com.

Happy reading...

2012-2013 Open Board Positions

Ever wanted to be called Mister or Madame President? Do you like to reach out to possible new members and keep in touch with current ones? Have a knack with numbers or an interest in designing a newsletter or website? These options and more are available as nominations for the Puget Sound Chapter’s 2012-2013 Board of Directors are now underway. The open positions for 2012-2013 are:

- President (1-yr term)
- Vice President (1-yr term)
- Secretary (1-yr term)
- Treasurer (1-yr term)
- Program Director (1-yr term)
- 2 Director positions (2-yr term)

If you would like more information on these positions or on how you can volunteer your time, please contact Chairman of the Board, and Elections Chair, Tara Ramos at tramos@ghpud.org or call her at 360-538-6271.

Job Blog

By: Robert Dalton, CRM

NW Region ARMA Job Blog - Job Opportunities!

Check out the latest employment opportunities on ARMA Jobs NW web page at <http://armajobsnw.blogspot.com>.

If you are aware of a RIM job opportunity, please contact Bob Dalton at daltonconsulting@hotmail.com or telephone 253-229-4555. Please provide a copy of the job opportunity advertisement and/or a web site where the document can be copied.

This blog is maintained in conjunction with other Great NW Region Chapters and is a great way to keep up on open positions within the RIM community. The job blog can also be set up as a RSS feed that will alert you of any new positions available in the NW region.

Great Northwest Region Conference

By: Peggy Striefel

Great Northwest Region Alaska, Idaho, Oregon, Washington



URS Office Complex -
Washington Group Plaza
400 S. Broadway Ave.
Boise, ID

Click [here](#) to view the GNW Region Conference website.

Early Bird (Prior to 2/29/12)	Late:
ARMA Member \$299	\$349
Non-ARMA member \$349	\$399
One Day Conference \$175	\$175

ICRM Post Conference 3/14/12:
CRM Examination Preparation for Parts 1-6
If attending Region Conference \$100
If **not** attending Region Conference \$150

Hotel Reservation Information

Courtyard by Marriott
222 S. Broadway Avenue
Boise, ID

Phone: 208.331.2700

Room Rate: \$92.00 per night

Mention the Great Northwest Region of ARMA Conference for stated pricing.

Courtesy airport shuttle provided

Reservation price good through February 19th.

We are gearing up for the Region Conference that is scheduled to take place in Boise in March (only 6 weeks from now). Everyone should have received the conference flyer via email earlier this week.

As part of the effort to make sure the very most people get to attend, the Region would like to offer five (5) - \$100 car pool scholarships when 3 or more people travel together to the conference. If you are interested, please fill out an application (located [here](#)) and submit it to Marc Simpson, GNW Region Manager.

The ICRM Workshop is going to be the icing on the cake at the conference. There are many experienced and talented people scheduled to attend and teach at the conference. The caliber of presenters and attendees will be a great opportunity for people to network and get questions answered.

The most common question I get from chapter members historically has been a request for written justification to get authorization to attend. If we look at the GARP outline for Records Management, the presentations score 100% on many of the Principles. If you need assistance writing a justification to attend this conference, please contact Eileen Harke at eileen_harke@fws.gov or 360-753-9567 so that she can contact someone on the Region Team to assist you. In this time of budget cuts and job reductions, keeping the professional skills at their peak for the ARMA members is our top priority.

Peggy Striefel

Conference Presenters:

- ⇒ John Isaza, CRM, FAI
- ⇒ Deb Gearhart, CRM, FAI
- ⇒ Juanita Skillman, CRM, FAI
- ⇒ Dave McDermott, CRM, FAI
- ⇒ John Montana, CRM, FAI
- ⇒ Robert Dalton, CRM
- ⇒ Galina Datskovsky, Ph.D., CRM and ARMA International President



Puget Sound Chapter of ARMA

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Tacoma, WA 98401-1842
www.pugetsoundarma.org

Toner Recycling

Did you know that your used toner cartridges could mean \$\$ for the Puget Sound Chapter?

The Puget Sound Chapter is once again offering chapter members a way to recycle used toner cartridges which helps the environment and the chapter.

Just bring your cartridges for recycling to any chapter meeting and look for the toner recycling box.

Granted this little project will not make our chapter rich but it does go a long way to helping our environment. If you have any questions please contact Bob Dalton at daltonconsulting@hotmail.com.



Box Tops for Education

Chapter Member and Board Member, Laurie Ulrich has stepped up to chair our chapter's efforts to support students in our local area who need our assistance to get them ready for school. We will still collect school supplies at our meetings, but there is another way we can support our local school districts.

We are asking as you are out shopping for your family dinners, to consider purchasing products that contain a Box Tops for Education coupon or Labels for Education UPC. The Box Tops have a monetary value and the Labels for Education have a point value.

Laurie will be collecting these Box Tops and Campbell's soup labels on a monthly basis. To see a complete listing of products that participate in this program, you can go to www.boxtops4education.com and www.labelsforeducation.com.

Every little bit helps these children in need. Please contact Laurie Ulrich with any questions.

2011-2012 OFFICERS

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