



**MARCH NEWSLETTER - SPECIAL EDITION**

**MARCH CHAPTER MEETING**

Due to our Great Northwest Region Conference happening this week in Boise, ID, we will not be holding a Chapter Meeting this Month. We have lined up some great programs for the remainder of this chapter year and hope you will be able to join us. For more information about these upcoming events, please click on the link below to be taken to the Puget Sound's website.

[More Details](#)

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**NEWSLETTER CONTENTS**

- President's Message
- Region Message
- Chapter Library
- Chapter Nominations
- Events & Projects

**PRESIDENT'S MESSAGE - EILEEN HARKE, CRM**

This is a very busy time of the year for the board. We met in January to discuss our budget which was not looking too good. We have lost a lot of revenue opportunities this year, canceling our auction due to lack of interest, receiving limited advertising revenue, and we experienced a reduction in chapter membership. With this in mind we took a hard look at our budget, specifically our scholarship and awards program, and decided to eliminate the monetary value of our awards this year. We will still make sure to recognize the members who contribute to the success of our chapter, but this was a decision we felt we had to make to address our budget shortfall. We will discuss how these two programs will be implemented next year and what funds will be allocated to them during our board transition meeting this summer.

We are also in the midst of our nomination and election process as you've seen from the emails from Tara. We are planning for RIM Month in April and have just finalized the contract for our annual Free Shred Event (PIP Day). It will be held in Lacey on May 19<sup>th</sup>. More information will be released as it gets closer.

As you have noticed we are not having a meeting in March. Our hope was that our members might opt to attend the Regional Conference in Boise this month. It sounds like an incredible conference and I'm sorry I will miss it. I will be in Nashville attending a 70<sup>th</sup> birthday party for my mother that I am organizing. I have been scanning many photos from my mother's childhood in England, our lives growing up on Long Island, and all the friends and family we spent our time with. My ultimate goal is to create a digital book that everyone in my family will have. This project has become especially important to me having just learned that one of my brothers has been diagnosed with Stage 4 esophageal cancer and only has about 10 months left to live. Because I had already scanned all of his photos (minus the one in the sequined outfit from when he dabbled in dancing – which he begged me to not scan!) I was able to create a four page pdf of images of him growing up which was shared with all of our family here and in England the same day we heard the news. While we are all incredibly sad by this news, I'm grateful that my brother has spent much less time working these past few years and more time having fun, traveling and skydiving, and re-connecting with our family in England and his daughter and grandson in NC.

For some much happier news there is an ARMA romance that has blossomed into a new marriage. Our very own Marc Simpson, past President of our chapter and current Region Manager, married Peggy Striefel, a very active member of the Columbia Basin Chapter, on March 3<sup>rd</sup>. We are so happy for both of them and look forward to the day that Peggy becomes an active member in our chapter.

I hope to see you at our next chapter meeting Thursday, April 12<sup>th</sup> in Olympia.

Eileen Harke, CRM

**NEWSLETTER SPOTLIGHT**

Congratulations to Marc & Peggy Simpson. Marc and Peggy were married on Saturday, March 3, 2012.



**GNW REGION MESSAGE - JENNIFER WINKLER, REGION COORDINATOR**

The Region Conference is happening now in Boise, ID. The Boise Valley Chapter has done an outstanding job organizing this conference and I hope you'll be able to join us to hear some great speakers, learn more about records and information management and meet peers (or catch up with ARMA friends you haven't seen in a while!). The deadline for early bird registration is February 29th.

In addition to the Conference, there will also be an ICRM workshop presented on March 14th. If you have been studying on your own for the CRM or have signed up to take the tests or have considered working towards the designation, but want to know more about it, this workshop will help you on that path. The CRM Examination Preparation Workshop will help candidates prepare for the six tests by identifying the core subject matter to study for each part and to review relevant resources to ensure you develop a successful test taking strategy. There is an additional charge for the workshop, details can be found on the conference website as well.

A lot is going on at ARMA as well. ARMA has recently released a GARP® Certificate. The new "Essentials of GARP® Certificate" combines a wealth of real-world insights and expertise into one valuable package! The program consists of materials that show how the eight Generally Accepted Recordkeeping Principles® (GARP®) represent years and years of accepted best practices. Learn how to apply GARP® to identify and address gaps in your information governance program and to

prepare it for virtually any legal challenge. The program is designed for RIM beginners and veterans alike. The Essentials of GARP® Certificate is also a great "next step" for those individuals who've completed the Essentials of RIM Certificate. RIM professionals who hold both certificates will be able to claim knowledge in the fundamentals of records management and in the best practices that should inform all information governance. The Essentials of GARP® Certificate program and its final exam will take approximately 12 hours to complete. There are no eligibility requirements for the certificate. To become an Essentials of GARP® Certificate Holder, participants must successfully complete all program requisites and the online final exam. You have 24 months from the date of registration to complete the certificate. Details about the program can be found via <http://www.arma.org/garp/essentialsofgarpcertificate.cfm>

I hope you'll be able to join us at the GNW Region Conference. Looking forward to see you there!

Jennifer Winkler  
Region Coordinator




Nick Naubert  
Information Solutions Consultant

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**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? The positions below are available as nominations for the Puget Sound Chapter's 2012-2013 Board of Directors are now underway, and will be accepted until Friday, March 16th. 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 [tamos@ghpud.org](mailto:tamos@ghpud.org) or call her at 360-538-6271.

## CHAPTER LIBRARY - BOB DALTON, CRM

The use of the Chapter Library is one of the benefits of being a member of the Puget Sound Chapter of ARMA. Whether your old timer or just new to the profession you will find some of the latest information in the books we purchase from the ARMA bookstore. You can check out a book at the monthly meeting and/or we can make arrangements for you to pick up the book. Check out period is 30 days or return the book at the next chapter meeting.

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](http://www.pugetsoundarma.org), then click the Members Lounge, sign-in and open the Library tab.

Here's a great read for someone contemplating developing a records center. Check it out.

"Records Center Operations, 3rd Edition - ARMA TR 01-2011", ARMA, 2011"

*This technical report will assist organizations with selecting an appropriate records center site and designing, equipping, staffing, operating, and managing a records center. Additional sections discuss vaults, security, records center software, and commercial records storage facilities.*

*It is useful to records and information management practitioners and educators, archivists, consultants, information technology*

*professionals, and records center vendors. Although it also may be useful to archivists, it is not inclusive of the specific needs of an archival records center, which requires a more stringent look at temperature/humidity controls, storage supplies, and equipment needed for long-term storage of records and/or objects.*

*This technical report was prepared by ARMA International and registered with ANSI September 11, 2011.*

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

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 (<http://www.arma.org/bookstore/Search.cfm>) 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](mailto:daltonconsulting@hotmail.com).

Happy reading...

## JOB BLOG

NW Region ARMA Job Blog -  
Job Opportunities!

Check out the latest employment opportunities on ARMA Jobs NW web page at [armajobsnw.blogspot.com](http://armajobsnw.blogspot.com).

If you are aware of a RIM job opportunity, please contact Bob Dalton at [daltonconsulting@hotmail.com](mailto: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.

## EVENTS & PROJECTS

### Events -

*PIP Day:* This year's Personal Information Protection (PIP) day and Shred Event will be Saturday, May 19, 2012 in Lacey, WA. Watch for more information.

### Projects -

*Toner Recycling:* Did you know that your used toner cartridges could mean \$\$ for the Puget Sound Chapter? Just bring your cartridges for recycling to any chapter meeting and look for the toner recycling box. If you have any questions please contact Bob Dalton at [daltonconsulting@hotmail.com](mailto:daltonconsulting@hotmail.com)

*Box Tops for Education:* Board member, Laurie Ulrich, is still collecting the Box Tops and Campbell's soup labels on a monthly basis. They are being given to an Elementary School within the Tacoma School District referred by TONE. To see a complete listing of products that participate in these programs, you can go to [www.boxtops4education.com](http://www.boxtops4education.com) and [www.labelsforeducation.com](http://www.labelsforeducation.com). Please contact Laurie Ulrich with any questions.

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