



Boise

The BOISEAN

BOISE VALLEY CHAPTER ARMA, INC.

JANUARY 2012 | VOLUME 37, ISSUE 5

www.boisearma.org

PRESIDENT'S MESSAGE

END OF WORLD WAR II

It was May 8, 1945 when the war in Europe officially ended after the unconditional surrender of Germany three days earlier. Not soon enough, the war in Asia ended with Japan's surrender on August 15, 1945. The Western Allies had won what would be called the war to end all wars. How wrong could they have been?

Our young men and women were coming home to a grateful Nation and the industrial age began. Life would never be the same for many of them, many would start new careers, families, and some would continue their service to their country.

1973 FIRE AT THE NATIONAL PERSONNEL RECORDS CENTER (NPRC)

Yes, I am getting back to the article I wrote in November where I promised to continue the story of the 1973 fire at the National Personnel Records Center (NPRC) and why such disasters are and will always be irreversible and ultimately affect our entire Nation. On that fateful day in July, disaster struck the NPRC destroying 16 – 18 million Military Personnel files, including my father's.

It is said that 80% of Army personnel records were destroyed for those military personnel that were discharged between November 1, 1912 to January 1, 1960, and the Air Force lost 75% of their military records for those individuals that were discharged from September 25, 1947 to January 1, 1964.

Unfortunately there were no steps taken prior to the fire to protect the records and no indexes were created that would indicate whose records were stored and where. There were no back-ups, no copies, no microfilm, and electronically stored documents were still in the future.

The fire broke out around midnight on July 12th, the alarm was sounded, and firefighters were on site within four minutes. The firemen battled the fire for a little over three hours, reaching the sixth floor, but unfortunately the heat of the flames forced them to depart the building and change their strategy to containment. Working from the outside of the building they poured massive amounts of water onto the building. The fire burned out of control for 22 hours and it took two days before anyone could enter the building. Four days after the fire

began, on July 16th the fire department officially called the fire out.

RECOVERY EFFORT

The recovery effort was massive, concentrating on removing vital records first and then dealing with the removal and recovery of approximately 6.5 million records. Some burned, but many water damaged due to the water used to contain and put out the fire. During this time, the fire department was still spraying water on the remains to avoid rekindling of the flames. Now, not only did the National Archives have to worry about water-damaged records, but they also had to deal with the issue of mold due to the high temperatures and humidity, commonly seen in the Midwest.

The NPRC placed the water damaged records in plastic milk cartons and utilized a vacuum drying facility at McDonnell Douglas to dry the water damaged records. The drying chambers had room to place 2,000 of the plastic milk cartons and after the drying process was completed, approximately eight pounds of water was removed. That was equal to nearly eight tons of water for each session (just about what Bruce uses for his shower in the morning). Additional drying facilities were used at the National Aeronautics and Space Administration facility in Ohio.

During the recovery effort, the NPRC established two registries to index the damaged records. A "B" registry was created for the burned and water-damaged records and an "R" registry for the record reconstruction process. Records that were not part of the "B" file were placed in separate storage from the "R" files.

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Boise Valley Chapter President David McDermott, CRM, FAI

THE BOISEAN HIGHLIGHTS

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Boise Valley ARMA Chapter Workshop and Meeting

January 12, 2012

Workshop Topic: Facilitation Skills For The Workplace

Overview:

Today's managers and employees are confronted with increasing pressure to produce more with fewer resources. In this pressure packed environment, successful managers must use the role of facilitator to help people exercise the freedom to make decisions, respond quickly to customers, work together more effectively, and produce the results needed by their organizations.

This session will:

- Describe why facilitator is an important new role for the workplace
- Explore the differences among the roles of leader, manager, and facilitator
- Provide a facilitation model that describes the role
- Identify the behaviours, beliefs, and values of effective facilitators
- Provide examples of when and how to use the skills in the workplace

Chapter Meeting Topic: I Love Working Here

Overview:

Having a super work team and a wonderful working environment is critical to success. With this year's theme being "From Policy to Practice" Rick will inspire you to make dramatic changes to your work environment. He will provide you with the three cornerstones to a motivated and committed staff. These three cornerstones are surprisingly simple yet amazingly powerful.

Speaker: Richard Weinholdt, DTM
Speaker, Trainer, Facilitator

Richard Weinholdt (Rick) is an Information Management consultant and an internationally recognized speaker and trainer.

Rick is known for his innovative and exciting training methods and for his ability to motivate people to action by providing sound techniques for creating a dynamic and effective workplace. Rick delivers stimulating presentations as a keynote speaker, trainer and facilitator.

PLEASE RSVP THROUGH THE REGISTRATION PAGE AT WWW.BOISEARMA.ORG

Reservations must be received by noon on the Monday preceding each meeting.

Board Meeting:	6:45 a.m.
Location:	IHOP on Emerald
Workshop:	2:00 p.m. - 5:00 p.m.
Cost:	Free
Dinner:	5:00 p.m. - 6:15 p.m.
Cost:	Dinner is not provided. Attendees are responsible for their own dinner.
Location:	The Ram on Park Blvd.
General Meeting:	6:15 p.m.
Cost:	Free
Location:	URS 720 Park Blvd Plaza 1 Building Boise, Idaho 83712

Disclaimer

Contributions to ARMA International, Inc. are not deductible as charitable contributions for U.S. federal income tax purposes. However they may be tax-deductible as ordinary and necessary business expenses.

General Chapter Meeting Information 2011-2012

Board Meeting and General Chapter Meeting Information

Board Meeting: 6:45 a.m.
 Location: IHOP on Emerald (NEW LOCATION)

General Meeting Meal: 6:00 p.m.
 Cost: \$10 for members
 \$15 for non-members

January Workshop: Free

General Meeting: 6:45 p.m.
 Cost: NO COST TO ATTEND MEETING WITH NO MEAL
 Location: As specified below and on page 2
 January Meeting: Free

CALENDAR OF EVENTS (Subject to Change)

DATE / TIME	MEETING INFORMATION	LOCATION
January 12, 2012	Chapter Workshop: Rick Weinholdt Facilitation Skills for the Workplace	URS 720 Park Blvd Plaza 1 Building Boise, Idaho 83712
January 12, 2012	Chapter Meeting: Rick Weinholdt I Love Working Here	URS 720 Park Blvd Plaza 1 Building Boise, Idaho 83712
March 12-13, 2012	GNW Region Conference	URS 720 Park Blvd Plaza 1 Building Boise, Idaho 83712
March 14 or 15, 2012	Chapter Meeting: Speaker from GNW Region Conference	URS
May 10, 2012	Chapter Meeting: Awards, Elections and Region Visit	IHFA

PRESIDENT'S MESSAGE

Continued from page 1

NPRC has made many changes in the procedures and processes for recovery and reconstruction of records since the fire, including the establishment of a new branch to deal with damaged records. The new branch is responsible for assisting those individuals requesting service records that were destroyed or partially damaged in the fire.

I was able to work through Congressman Minnick's office a few years ago to establish my own father's service records. Just a year prior to dad passing away we were able to establish/reconstruct his time in World War II and dad received most of his medals in a celebration at the War Hawk Museum. I continue to pursue getting his Purple Hearts and his Distinguished Service Cross (an entirely new and interesting story). I probably will never get it done, thanks to the fire in 1973.

Much of our servicemen and women's records were destroyed during that fateful two days in July 1973, but beyond that our nation lost history of the very men and women that gave us the right to have many of our freedoms. I am grateful for what we have and even more grateful for the steps and efforts the NPRC has made to prevent other catastrophes, and the lessons learned from what I consider one of the greatest losses of National History. You can learn more about the fire and NPRC's Preservation Laboratory at the U.S. National Archives and Records Administration.

Dave McDermott, CRM, FAI
 Boise Valley Chapter President

GREAT NORTHWEST REGION CONFERENCE

MARCH 12 - 13, 2012

BOISE, IDAHO

Registration will begin February 1st. Early registration \$299 for ARMA members (late registration \$349 after 3/1). An ICRM workshop will also be presented on March 14th for a cost of \$150 (for workshop only) or an additional \$100 on the registration fee if you are attending the full conference.

CONFERENCE AGENDA MARCH 12 - FULL DAY SESSION

Speaker:	John Isaza, CRM, FAI
Topics:	<ul style="list-style-type: none">• A Trial Lawyer's Take on the Admission of Electronic Records in Court• 7 Steps for Legal Holds of ESI & Other Documents• Legal Holds & the Effect on Records Management Policies• Effects of the Dodd-Frank Act on RIM

CONFERENCE AGENDA MARCH 13 - SESSIONS

Speakers:	Debra Gearhart, CRM, FAI Juanita Skillman, CRM, FAI
Topics:	<ul style="list-style-type: none">• Reasons for Implementing Records and Information Management Programs• Records Retention• Electronic Records Retention Issues
Speaker:	David McDermott, CRM, FAI
Topic:	<ul style="list-style-type: none">• E-mail Archiving
Speaker:	John Montana, CRM, FAI
Topic:	<ul style="list-style-type: none">• Emerging Law on Social Networking
Speaker:	Galina Datskovsky, Ph.D., CRM
Topic:	<ul style="list-style-type: none">• GARP
Speaker:	Bob Dalton, CRM
Topic:	<ul style="list-style-type: none">• TBD

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PRESIDENT



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BOARD OF DIRECTOR



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BOARD OF DIRECTOR



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CHAPTER COMMITTEES

Committees are always looking for more volunteers. If you are interested in participating on a committee, please contact the committee chair.

STANDING COMMITTEES

Awards

CHAIR

Bruce Walters, CRM
 Michelle Lamm

Region Conference

Dave McDermott, CRM, FAI
 Bruce Walters, CRM

Education/Library

JR Simplot Company

Membership

Bruce Walters, CRM
 Michelle Lamm

Newsletter Editor

Amity Highley

Nominations

Bruce Walters, CRM

Programs

Brenda Fralish

Community Affairs

Dawn Yantek
 Andrea Santero

SPECIAL COMMITTEES

Photographer

Amity Highley

Web Master

Kerry McCullough

ICRM Liaison

Dave McDermott, CRM, FAI

BOISE VALLEY CHAPTER ARMA, INC. NEWSLETTER INFORMATION:

We publish 10 issues of our newsletter annually. Articles and photos are always welcome.

If you would like to contribute something to the newsletter, please contact the editor at: amity@highleygroup.com. Thanks!

PUBLISHED BY

Boise Valley Chapter, ARMA, Inc.

NEWSLETTER EDITOR

Amity Highley
 Highley Group, PLLC
amity@highleygroup.com

PRINTED BY

Idaho Housing and Finance Association

Chapter Christmas Party

ATTENDEES

Brenda Fralish

Amity and Paul Highley

Dave and Barb McDermott and their daughters

Michelle Lamm

Andrea and Randy Santero

Dawn and Jerry Yantek

Bruce and Carol Walters plus their granddaughter

Harland and Jennifer Ah You, Guests from Mana Services

Our Chapter Christmas Party was held on December 15th at Murphy's on Broadway. In lieu of our traditional gift exchange, our Chapter donated gift cards to Mana Services. Harland and Jennifer Ah You from Mana Services were invited to speak about Mana Services at our party.

Mana Services Philosophy

Mana is a Hawaiian word meaning inner-strength or power. It is also referred to as the magic from within. At Mana Services, youth and young adults develop the tools they need to be successful now and in the future while finding their own Mana.

Mana Programs

Mana Programs are designed to support youth in the transition to adulthood and address all areas of wellness.

Information was taken from Mana Services' website:
<http://www.manajobs.com/>



Harland Ah You speaking about Mana Services



Jennifer and Harland Ah You



Party Attendees



Party Attendees

A Message From The Great Northwest Region

2012 A Year of Changes

A new year has arrived. While it is a nice time to reflect back on last year, this year I am looking forward in anticipation of things to come. One thing is certain, 2012 will bring changes. I used to hate change,

but as I've grown older, I've learned to embrace it. For many years I was a pilot and a flight instructor. I owned an airplane, flew aerobatics and even did an airshow or two. I was also a professional printer for over twenty years. And once upon a time I was a big collector of baseball cards. But life changed and one by one all of those phases of my life came to an end. Sometimes leaving things behind is difficult. Over time, I have come to realize that had they not, I may never have discovered my passion for genealogy and history. I also would not have become a records manager, discovered ARMA, and made so many wonderful friends. Change is good.

January signals future changes in ARMA. It is time to elect the officers and directors of the Board for 2012-2013. On or about January 9th, notification of e-voting will be sent to all members in good standing. Please take the time to read the candidate's bios and positions on the questions put forth by the Elections Management Task Force. You might also want to watch the video of the Candidate's Forum that was held at the Conference in Washington D.C. back in October. The link to that is <http://www.arma.org/myarma/governance/election.cfm>.

I learned this year that the process just to become a candidate on the ballot is not an easy one. It requires a great deal of thought and not a small effort. Only serious candidates would run that gauntlet. One of my friends and I agreed that sitting on that stage in the Candidate's Forum felt a bit like sitting before a firing squad. I can assure you the candidates this year are all seriously dedicated to our association and would greatly appreciate you taking the time to vote. So let your voice be heard! Vote!

The deadline for returned ballots is January 27th.

We can't remind you all of this enough. If you haven't already, write this on your calendar! The 2012 Conference of the Great Northwest Region will be March 12-13 in The City of Trees, Boise, Idaho. I have attended many region conferences in my years in ARMA, and I have to say this one will be our best ever. For more details, visit our website at www.armagreatnorthwest.org.

I'm getting excited for the 2012 Leadership Conference! This year the Columbia Basin Chapter will be our hosts. The venue has been chosen and it is spectacular. Can you say river view? Start making plans to join us in Richland June 8-9th now!

Calling all Ye Pirates! Avast Ye Mateys! We are once again applying for entry into the Portland Rose Festival's Starlight Parade scheduled for June 2, 2012 in Portland. Sponsored in 2011 by the Oregon Chapter, our participation was not only a great promotion for ARMA, but it also earned Project of the Year honors for the Oregon Chapter in Washington D.C. This year our merry band of scallywags (which last year included pirates from ARMA's Board and HQ, the GNW Region, the Oregon, Bellevue/Eastside and Columbia Basin Chapters, and Iron Mountain) is looking to grow! So keep yer ears open for the scuttlebutt.

Another change that is coming to the Great Northwest Region is a change in the Region Leadership. This is my last year as Region Manager. This is not an elected position, but one that is appointed. For more information on the required qualifications, duties, and application process go to <http://www.arma.org/myarma/forms/committees/applicationRegion.cfm?ID=Reg>.

2012 will certainly bring change and, personally, I am excited to see all of the good things to come. I hope that the new year will bring each of you all the best.

Marc J. Simpson, Manager
Great Northwest Region
ARMA International

Great Northwest Region Contact Information

Region Manager

Marc Simpson
Pierce County Public Works
msimpso@co.pierce.wa.us
253-798-3563

Region Coordinator

Jennifer Winkler
City of Seattle
jennifer.winkler@seattle.gov
206-684-8154

Region Treasurer

Timothy Hunt, CRM
City of Portland
tim.hunt@portlandoregon.gov
503-823-4565

Region Marketing and Membership

Peggy Striefel
Key Technology, Inc.
strdau@yahoo.com
509-200-6430

Region Communications

Denise Simons
Haystack Associates
dsimons@haystackassociates.com
253-631-1509

Links and Resources

ARMA ORGANIZATIONS

ARMA International
www.arma.org

ARMA International Educational Foundation
www.armaedfoundation.org

Great Northwest Region of ARMA
www.armagreatnorthwest.org

Bellevue Eastside Chapter
www.armabellevue.org

Columbia Basin Chapter
www.armagreatnorthwest.org/CBC-home.htm

Greater Anchorage Chapter
www.anchoragearma.org

Greater Seattle Chapter
www.armaseattle.org

Oregon Chapter
www.oregonarma.org

Puget Sound Chapter
www.pugetsoundarma.org

Vancouver BC Chapter
www.armavancouver.org

LINKS OF INTEREST

National Archives and Records Administration (NARA)
www.archives.gov

State of Idaho Department of Administration
adm.idaho.gov

Idaho State Historical Society
history.idaho.gov

Council of State Archivists
www.statearchivists.org

Institute of Certified Records Managers (ICRM)
www.icrm.org

National Association of Government Archives and Records Administration (NAGARA)
www.nagara.org

AIIM
www.aiim.org

PRISM
www.prismintl.org

Information Consulting / Information News
www.informationconsulting.biz/information-news

IS IT REALLY 2012 ALREADY?

I'm pretty sure I'm not the only one wondering, "Is it really 2012 already? What the heck happened to 2011?" But I guess that's what everyone does when the Christmas holidays roll around. Most of us look back at the previous year and try to recall our accomplishments and successes and then try to make plans to ensure that this year is better than the last one.

We try to spend time with family and friends, sometimes traveling great distances, reminiscing about past good times and filling everyone in on all of the things that happened that they didn't know about. Some folks even reach out to people that they've lost touch with years ago just because that person was an important part of their life at some point in the past. It's always fun to remember good times we've had (even if the stories do change a little from year to year!).

But as the holiday season rolls on (and we've pretty much exhausted talk about old times) we start to look to next year, to the future, and make plans about things that we'd like to do and things we'd like to accomplish. New Year's resolutions – we all make 'em and we all break 'em. Even those who refuse to admit publicly that they make resolutions probably do make them internally, afraid to tell anyone because then they would appear weak-willed when they (almost inevitably) do break them. But that's OK because it's better to have goals and ambitions to help plan our future actions than to just stumble through life aimlessly.



Boise Valley Chapter Treasurer
Jerry Yantek

So now that it's a new year and we all basically have a chance for a fresh start, I hope we all plow forward with the fresh energy and the good intentions that this time of year always instills in us – even if, like me, the energy and determination only lasts for a few weeks or a few months.

HAPPY NEW YEAR!

CHAPTER COMMUNITY SERVICE PROJECT



POP TAB PROGRAM - Ronald McDonald House

Our Chapter is collecting Pop Tabs for the Ronald McDonald House.

How it Works:

Save the tab when you pop a can

Take the tabs to any of our designated recycling centers and ask them to put it on the Ronald McDonald House account.

Boise Area Designated Recycling Center

Boise Recycling
4725 Glenwood
Boise, ID 83714

For more information, please contact Dawn Yantek.



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3 Months	\$108.00	\$68.00	\$48.00	\$32.00	\$32.00	\$38.00
6 Months	\$190.00	\$105.00	\$80.00	\$53.00	\$57.00	\$67.00
10 Months	\$250.00	\$150.00	\$115.00	\$90.00	\$75.00	\$88.00

Classified ads are billed at a business card rate and are limited to 50 words. Additional words are billed at \$0.05 each. Ads for records management positions run free of charge. Advertisements should be supplied ready to publish. (PDF file format is preferred but MS Word, gif, jpg, or tiff file formats will also be accepted). Any ad production will be billed at a minimum of \$10.00 in addition to the run rate.

All advertising will be paid in full in advance of publication. Invoices will be supplied only on request. Statements of payments will be issued on receipt of payment. Inquiries can be made at 208.322.6665. The editor must receive ads and applicable payments by the 15th of each month to be included in the upcoming issues. Additional ad copy for multiple runs should be submitted to the newsletter editor.

SEND PAYMENTS TO:

Boise Valley Chapter of
ARMA
attn: Treasurer
P.O. Box 190177
Boise, ID 83719

SEND AD COPY TO:

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p: 208.322.6665
e: amity@highleygroup.com

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ARMA International Chapter Connections

December 2011

ARMA BOARD OF DIRECTORS ELECTION UPDATE

Candidates for President Elect and Association Director participated in the Candidate Forum during the annual conference in Washington D.C. You can view the Candidate Forum and listen to the Q&A at <http://www.arma.org/myarma/governance/election.cfm>. If you have questions for the candidates or want to view their responses to posed questions you can do so via <http://iconference.arma.org/forum>.

SEEKING NOMINATIONS/CANDIDATES FOR TWO OUTSIDE DIRECTORS OF THE ARMA INTERNATIONAL BOARD

ARMA International's Board of Directors will have two open positions for outside director beginning July 1, 2012. The Outside Director Search Task Force is currently seeking candidates who meet the following criteria:

Required Criteria

- Strategic planning experience
- Financial experience at an executive level
- Ability to engage and influence others (i.e. profession and professionals)
- Demonstrated ability to aid current (GARP®) and future initiatives with skills including:
 - New product/technology product development
 - Social Marketing experience
 - E-commerce experience
 - The art of governance (thinking at the level of building programs and workable business models)
 - Global experience

Desired Skills Criteria

- General understanding of the RIM Profession
- Legal and IT Professionals are preferred
 - CIO or similar level experience
 - internal or external counsel experience
- Executive level Risk evaluation
- Corporate Compliance
- Privacy governance experience
- "C" Level/Executive Experience

Outside Directors are extended the same consideration as the elected board members including reimbursement of expenses while traveling on ARMA business per the travel policy guidelines.
POL3-020 Travel Expense

To view the nomination and appointment process for outside directors go to POL1-009 Governance and POL1-009Pr

The duties and responsibilities of the ARMA International Board of Directors are outlined in POL1-001 Pr Governance

Do you know someone who meets the criteria above and would make an excellent addition to the ARMA International Board of Directors? Send their name, email address, and phone number along with a statement of why you think they would be a good fit to: outside.director@armaintl.org by no later than December 20.

To Apply: Download the Application. Submit the application using the email icon at the top of the form. Send to: outside.director@armaintl.org no later than December 31, 2011 along with a current resume.

Electronic voting will begin on January 9 and end on January 27. Results will be announced to the membership shortly thereafter. In the meantime, read the candidate bios and watch the Candidate Forum video on the website. Watch for your e-mail invitation to vote from Votenet Solutions January 9 that will include your random user name and password needed to log in to cast your ballot.

Make sure to encourage your chapter members to complete their ballots as well!

REGION MANAGER AND REGION COORDINATORS NEEDED!

It's that time of year again – that is, time to apply for region manager and coordinator positions. Some manager and/or coordinator positions will be vacant effective July 1, 2012, in each of ARMA's regions. The online application, as well as more information about the qualifications and duties for these positions, can be found here. The application deadline is Sunday, January 15th, 2012. Please note the following before applying:

- **Region Managers** – must be a current or recent (past 2 years) Region Coordinator to apply for this position.
- **Region Coordinators** – not all coordinator positions are available at this time. Please check with your current Region Manager to find out what openings are available before applying. A listing of region leaders can be found by clicking here.

Current region leaders: If your 1st two-year term is up on June 30, 2012, you must reapply if you want to serve another two-year term. If you have any questions on when your term is up, contact your region manager.

**Newsletter Deadlines
2011-2012**

ISSUE	DEADLINE
February 2012	January 20, 2012
March 2012	February 17, 2012
April 2012	March 16, 2012
May 2012	April 20, 2012
Summer 2012	July 20, 2012

Newsletter submissions or ideas for the newsletter can be sent to Amity @ amity@highleygroup.com.

Word documents, PDFs and JPEGs are acceptable file types.

Boise Valley Chapter – ARMA, Inc.
The Information Management Professionals
PO Box 190177
Boise, ID 83719-0177

To valued ARMA members and friends: