



ARMA International
San Antonio Chapter

Collaborator

July 2008

*Collaboration...people working together
to solve the puzzle...*

Monthly Meeting and Luncheon

To Be Continued in September!

**Embassy Suites
7750 Briaridge
San Antonio, TX 78230**

**Reservations Requested
Call Linda or Gloria at 210-498-3222**

**RSVP via email to:
armasa@armasanantonio.org**

Many thanks to all our speakers and attendees for an educational and thought-provoking year. Special thanks to the Program Committee and all those who volunteered their time to make sure our meetings went smoothly. See y'all again in September!



Message From the President

Greetings my fellow San Antonio ARMA International and Chapter members,

Well it's summer time and you know what that means. It's time to get back into shape. I have started cycling again with the Valero bike team and have decided to look for a healthy diet plan. It's important that I maintain my six-pack.

I came across a diet that looked like it would be great for me. I was called the "Bacon Diet". Wow, a diet that tells you to eat bacon. Well it turns out it's not the kind of diet I was looking for.

The "Bacn Diet" is for reducing the volume of e-mail. Bacn refers to e-mail that the recipient has subscribed to or agreed to receive, so it's not spam but it is e-mail that may not be read quickly or not at all. Types of Bacn that could be cut from the diet include vendor newsletters (excluding ARMA of course), listserv subscriptions, and informal distribution lists for jokes and chain letters.

I thought it was strange that a diet plan would make its way into the ARMA International, Hottopic magazine.

It just goes to show, you can't get away from Records Management. Let's just accept the fact that it's time to eat, sleep, and diet records management.

Of course, this means I am still in search of a good diet plan that will help me maintain my fighting weight. The search continues.

Well it's the end of another ARMA San Antonio Chapter year. I know that you can sometimes put in a long day and wonder if anyone has really noticed.

Today, I want to reassure you: we do notice, we do appreciate what you do, we do value it, and we are grateful.

So thank you for your dedication, thank you for your imagination, and thank you for delivering another successful year.

I want to acknowledge this year's 2007-2008 Board of Directors and Committee Members. Thank you and your company for the many hours you spent volunteering, attending important board and committee meetings.

Ben Cantu
President
ARMA San Antonio Chapter



ARMA San Antonio 2007-2008 Awards Luncheon

On Tuesday, June 17th, ARMA San Antonio held its award luncheon in honor of all those members who have participated in ARMA activities throughout the 2007-2008 year. The luncheon was held at The Club of Sonterra and the highlight of the afternoon was the presentation of the Manager of the Year and Member of the Year.

Dora Martinez, CRM was awarded Manager of the Year for her outstanding achievement of completely revamping the records management process at Tesoro Companies, Inc. and establishing strict controls consistent throughout the corporation's seven locations including Alaska and Hawaii. As with most records project, there was no budget provided so Dora worked closely with Tesoro's general counsel and information technology department personnel and set up the system that did the job. The project also included the training of approximately 350 people. Awesome work and congratulations to Dora!



Anne Kelley also for Tesoro Companies, Inc. was awarded ARMA Member of the Year. Anne is no stranger to our chapter. She has served on the Board of Directors for several years and has been described as the "driving force" behind several very successful ARMA events this year. In addition to attending chapter meetings, seminars and special events, Anne orchestrated a wonderful and festive holiday event, helped pull together loose ends at our annual seminar and was the key reason our Awards Ceremony went so well. While small in stature, Anne is a barrel of dynamite. Congratulations Anne, our member of the year!

ARMA member were also presented with Certificates of Recognition for their participation in activities such as General Administration, Newsletter, Webpage, and Librarian. A special "Getting to Know You" introduced two of our new members Edward Barba from Northside ISD and Pam Climer from Housing and Community Services.

Additional recognition was given to all of our new 38 members as well as those who participated in such events as programs, professional development, the scholarship committee, vendor committee and ICRM.

Terry Mergele, CRM was recognized as a 2008 CRM Recipient as well as Gilbert Barrera, CRM who was recognized at our May meeting. They join the ranks with other Certified Records Managers De Be Wantzloeben, CRM; Dora Martinez, CRM and Jenny Barker, CRM. Congratulations to Terry and Gilbert for a job well done!

Another very special group of ARMA members received recognition for their volunteer work with our public relations – community outreach events. Those events included the 6th Annual Shred Day, ARMA's 5th Annual Swing and "Bear" It golf tournament, the Care Bear Program and those who coordinated gathering donations for the Battered Women's Shelter and members who participated in the RIM Proclamation.

Recognition was also given to members of the Nominating, Legislative, and Audit Committees. A special thanks was given to those individuals who helped with the "Write Stuff" seminar, the Christmas Program and of course the Awards Committee.

Of course, none of our events could take place without our vendor partners and members and a special thank and grateful recognition went to each and every vendor who helped support ARMA 2007-2008.

We also had three very special guests at the luncheon. Our first guest was Lt. Imelda Muro from the San Antonio Police Department. Lt. Muro is in charge of the SAPD Sex Crimes and Family Violence Prevention Division. Each year, ARMA holds a golf tournament, Swing and "Bear" It and one-half of the proceeds go the SAPD for stuffed animals or equipment that the police officers use in their line of work. This year, ARMA will be purchasing a projector, printer, and several hand recording units. Lt. Muro was overwhelmed by the generosity of ARMA San Antonio.

Also, Pamela Taylor from San Antonio Dress for Success joined in our annual celebration. Pamela was given a check in the amount of \$4,856.26 which represented donations ARMA collected at our 6th Annual Shred Day.

Additionally Laura Franzalio from the Family Violence Prevention Services, Inc. and the Battered Women's and Children Shelter also spoke about the needs of the shelter and how grateful they were for ARMA's continued support throughout the years. Members of ARMA brought items for the shelter's wish list and a commitment was made to the shelter to support them in the coming year.

Finally, our exiting Board of Directors were recognized for their outstanding year of dedication to the chapter. Those not returning to the board next year are Bill Newton, Mary Castillo and De Be Wantzloeben, CRM. They will be deeply missed. However, we have a new incoming board and they were inducted by Cindy Casey. Our 2008-2009 Board of Directors are Ben Cantu, President; Isabel Carreon, Vice President; Wallace Carroll, Vice President of Membership; Colleen Munds, Vice President of Professional Development; Lisa Pichardo, Vice President of Programs; Don Cortez, Treasurer; Rose Williams, Secretary; Chris Jacobs, Chairman, and DuWayne Headrick, Dora Martinez, CRM, Jenny Barker, CRM and Anne Kelley Directors.

Thanks to everyone for a very successful, profitable and educational year.

Have a safe and blessed summer. See you in September!

Chris Jacobs

Chairman of the Board



Our care bear donations continue to rise and so do the funds we have available to purchase bears. Thanks to all who made donations to this very worthy cause.

Records and Archives in the News

The Records Management email listserv, hosted on University of Florida servers, is a collection of global professionals sharing their knowledge, experience, and – with varying levels of vehemence – opinions. No doubt many of us are familiar with this resource; some of us may even be members.

One of the interesting features of this listserv is a periodic collection of news articles that feature current events in the records management or archives fields. Company news, press releases, court cases, biographies, lost records and found artifacts, opinions and business education, all are provided via links in a weekly email collated and posted by Peter Kurilecz, CRM.

This is a great way to keep abreast of current events and to see just how RM is influencing the business world today – and the consequences when it is ignored. Consider subscribing to this listserv if for no other reason than to read Mr. Kurilecz's contribution. See this page for instructions on joining: <http://www.arma.org/rim/listserv.cfm>

Some of the interesting articles appearing recently:

Labor agency reports losing unemployment files
Newsday - Long Island, NY, USA

State labor officials say records with confidential information on about 2100 people have been lost and might have been mistakenly shredded.

http://www.newsday.com/news/local/wire/connecticut/ny-bc-ct--lostlaborrecords0602jun02_0,7864495.story

Vital documents eaten up by termites

The Daily Star - Dhaka, Bangladesh

Advocate Rezaur then showed Halim the file and later submitted it to the judge. Taking a look at the damaged document, Judge Firoz asked Halim if they use ...

<http://www.thedailystar.net/story.php?nid=38874>

Justice toughens requirements for FOIA reports

FCW.com - Falls Church, VA, USA

By Ben Bain

The Justice Department is requiring that agencies provide greater detail on how Freedom of Information Act requests are processed and the ...

<http://www.fcw.com/online/news/152671-1.html>

Open records lawyer wants Perry to stop e-mail shredding

San Antonio Collaborator

Houston Chronicle - United States
By APRIL CASTRO AP AUSTIN —

An open records attorney has asked the Texas attorney general to take legal action against Gov. Rick Perry's office to stop his ...

<http://www.chron.com/disp/story.mpl/politics/5808506.html>

Effective Document Retention Starts with Smart Policy
IT Business Edge - Louisville, KY, USA

When Sarbanes-Oxley was enacted in 2002, it woke people up to the importance of document retention and management programs. In the years since then, ...

<http://www.itbusinessedge.com/blogs/ssg/?p=327>



The only weekly talk show dedicated to the promotion and education of Records Management

Ray Davis

Talk Show Host

Inside The Records Room

WNJC 1360 AM

Studio Line#1 – (856) 227-1360

Studio Line# 2 – (856) 232-7077

www.insidetherecordsroom.com

rdavis@insidetherecordsroom.com



Stay tuned!



**ARMA San Antonio 2008-2009
Board of Directors**

Name	Title	e-Mail
Chris Jacobs	Chairman of the Board	CJacobs@SACU.com
Ben Cantu	President	Ben.Cantu@Valero.com
Isabel Carreon	Vice President	Isabel.Carreon@Valero.com
Wallace Carroll	Vice President – Membership	Wallace.Carroll@SAWS.org
Colleen Munds	Vice President – Professional Development	CMunds@SanAntonio.gov
Lisa Pichardo	Vice President – Programs	Lisa.Pichardo@PortSanAntonio.us
Don Cortez	Treasurer	DonCortez@SACU.com
Rose Williams	Secretary	RWilliams@Fulbright.com
Dora Martinez, CRM	Director	DSMartinez@TSOCorp.com
Jenny Barker, CRM	Director	BarkerCRM@CS.com
Duwayne Headrick	Director	DuWayne.Headrick@NISD.net
Anne Kelley	Director	AKelley@TSOCorp.com

San Antonio Chapter
ARMA International
P.O. Box 830660
San Antonio TX 78283-0660
<http://www.armsasanantonio.org/>

This newsletter is a publication of the
San Antonio Chapter of the Association of Records Managers and Administrators, Inc.

For information regarding this publication, contact the editor:

Mike Logan
Valero Energy Corporation
One Valero Way
San Antonio TX 78249
Telephone: (210) 345-3770
mike.logan@valero.com

Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes