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Preparing for Winter!

Squirrels are collecting their acorns and storing them safely for winter so that they are retrievable and maintained in good condition.

We can all learn something from squirrels!

Now is the time...

Now is the time to check your records to ensure that they are ready for the storms of winter.

Here are some ideas for a quick site audit to make sure your records are safe:

- You should make sure your boxes are up off the floor. If you don't have shelving available, you might want to lay 2X4 boards on the floor and put your boxes of files up at least that high.
- You should have a roll of plastic stored behind or close to every file cabinet in case of leaks from above.
- You should check the nooks and crannies for mould or mildew and deal with it now *before* the damp seeps in. This is the time to have your air conditioning/heating unit serviced too to deal with any moulds or mildews in the air ducts.
- You should identify your critical records and make sure they are in the top drawers of your file cabinets so that they will be the least affected in the case of a flood.

Your Executive Team

Elections at the Annual General Meeting in June resulted in a great new Executive Team.

President

Ken Oldenburger
KO Consulting
koconsult@shaw.ca

President Elect

Catherine Wayne
CDI Colleges
catherine.wayne@telus.net

Secretary

Bonnie Walsh
Cowichan Valley Regional District
bwalsh@cvrld.bc.ca

Treasurer

Jim Phillips
Matthews Store Fixtures & Shelving
jrphillips@matthewsdisplay.com

Members at Large

- **Randy Jacobson**
- **Deb McClintick**
- **John Stewart**
- **Jack Choules**
- **Anne Cummings**

2006-2007 ARMA VI Goals

The AGM was a great opportunity to meet and greet. Your association provided delicious appys and with the wine flowing, conversation got very lively.

As a result of a great brainstorming session, the following goals were set for the coming year.

- To support the Records and Information Management Professionals by offering at least four “events” that will provide support and ideas for our members and associates.
- To expand ARMA VI by focusing on gaining new memberships from Nanaimo and the North Island communities.
- To ensure that Records and Information Management Professionals in the private sector feel welcome to attend our events.
- To extend our membership in the private sector.

EVENT #1

Our first event is scheduled and we want to see you there!

Date: **Wednesday, October 4, 2006**
Time: 11:00 to 1:00
Place: Ambrosia
638 Fisgard Street
Victoria, BC
(Parking is available in the City of Victoria Parking Lot just down from Fisgard and Douglas. Ambrosia is across the street from the parking lot)
Topic: Legal Implications of RIM
Speaker: Stuart Rennie
Cost: Members \$30.00
Non-Members \$35.00
Registration:

https://www.sporg.com/registration?form_id=57013

About the Speaker

STUART RENNIE

Stuart Rennie, Barrister & Solicitor, is a practising lawyer, librarian and records management consultant.

He is a recognized expert in B.C. law and legislation. Since 1997, he has provided ongoing consulting and legal advice to the Canadian Bar Association (British Columbia Branch) (CBABC) on a wide variety of legal matters. He also provides legal advice and acts as a liaison with the lawyers of B.C. and the Government of B.C. on law reform matters, including regular consultations on proposed legislative changes affecting the: *Freedom of Information and Protection of Privacy Act* and the *Personal Information Protection Act (PIPA)*. He was a member of the CBABC committee involved in the public consultations in the development of *PIPA*.

In 2006, **Stuart Rennie** completed a comprehensive review of the applicable law affecting the legal records retention requirements for all records series contained in the Local Government Management Association of British Columbia (LGMA)'s Retention Schedule. Working with Alexandra (Sandie) Bradley, CRM, of Harwood Information Associates Ltd. on this project, Stuart and Sandie also updated and revised the LGMA records manual, emphasizing standards for records management and incorporating best practices for managing electronic records.

Stuart Rennie is a member of ARMA International, the Canadian Bar Association and the Law Society of British Columbia.