



# Choo Choo Chatter



**Volume 19, Issue 9**

The Official Publication of the Greater Chattanooga Area Chapter

**June 2005**

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## NEXT STOP – Chattanooga

**Come to our FUN end of the year  
Awards Dinner & Auction  
June 21  
5:30 pm**

**Partnership for Families, Children & Adults  
300 East 8th Strret**

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### MENU

Grilled Chicken or Prime Rib.

Please RSVP with Jacki Craig at 755-2749 or email her at [jcraig@partnershipfca.com](mailto:jcraig@partnershipfca.com) by June 10th.



ARMA members need to bring one item for the auction. Board Members need to bring 2 items for the auction. These items will be numbered, placed on display and a printout will be given before the auction begins. You can bid on the items using your ARMA points you have collected throughout the year.

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**Persons with reservations who do not cancel 24 hours in advance or who do not attend will be invoiced by the chapter.**

**Have cash or check payable to ARMA Greater Chattanooga Area ready upon arrival**

**COMMITTEE CHAIRPERSONS**

- Awards –Phyllis Beene
- Education – Vacant
- Historian – Pat Ingrahm
- Hospitality – Jacki Craig
- ISG Liaison – Phyllis Beene
- ICRM Liaison – Gregg Long, CRM
- Newsletter – Norma Parris
- Publicity – Phyllis Beene
- Telephone –Jacki Craig, Carmen Tate



The Greater Chattanooga Chapter promotes and recognizes the importance of participation by awarding points to those who support ARMA activities at both the local and the international level. Points are earned by attending meetings, bringing guests, and by serving the Chapter as an officer or committee member. At the June meeting accumulated points are used to bid on donated auction items. The more you participate, the more points you can earn!

<u>Support the Chapter</u>	<u>Points</u>
Attend Workshops	100
Attend Luncheon Meetings	200
Attend Dinner Meeting	300
Bring a Guest	100
Attend Regional Conf.	400
Perfect Attendance (Sept-May)	500
<u>Support ARMA International</u>	
Attend Annual Conference	200
<u>Get Creative</u>	
Submit article for newsletter (excludes routine notices, etc.)	200
<u>Get Involved Locally</u>	
Be a Board Member	200
Be a Committee Chair	150
Be a Committee Member	100
Attend a Board Meeting (excludes board members)	100
<u>Promote ARMA</u>	
Sponsor a new member	400
Give Presentation to a group Regarding Records Mgmt.	300

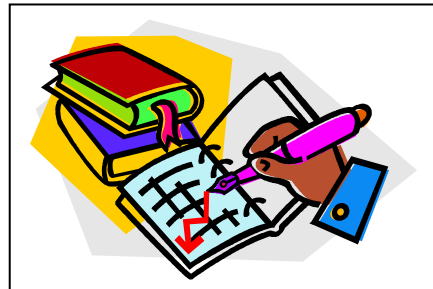
**IF THERE ARE ERRORS IN YOUR POINTS PLEASE LET ME KNOW ASAP SO CHANGES CAN BE MADE BEFORE NEXT MONTH.**

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## Members Points

**You will receive a separate mailing/email for the members points prior to the auction.**



**NEWSLETTER ADVERTISING RATES**

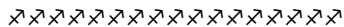
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

Choo Choo Chatter is the official publication of the Greater Chattanooga Chapter of ARMA International and is published monthly in Chattanooga, Tennessee for its members and other Records and Information Professionals.

Norma Parris  
Editor

The Information contained in this newsletter does not necessarily reflect the views of the editor, the Chapter membership or the Association of Information Management Professionals and is offered solely as a source of information. Please direct any inquiries or comments to:

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ARMA Greater Chattanooga Area Chapter  
P. O. Box 341  
Chattanooga, TN 37401-0341



Contributions or gifts to ARMA are **NOT** tax deductible as charitable contributions for U.S. Federal Income Tax purposes.



**NEW MEETING & LUNCHEON RATES**

Luncheon (members & 1 <sup>st</sup> time visitors)	\$15.00
Luncheon (visitors)	\$16.00
Workshop	\$20.00
Site Visit	\$25.00

# A Thankful Goodbye To Cindy Stone, Chapter President



We would like to thank Cindy for all her many efforts this past year. She stepped in and filled the role of President and provided programs for our calendar year.

Cindy announced at the last board meeting that she has accepted a new position with another company. She will no longer be working in the records field so she will be ending her membership with ARMA. We wish her great success in her new career.



## Training Depot



### Privacy

The protection of personally identifiable information is one of the biggest challenges facing businesses everywhere - regardless of location, size, or ownership. Businesses seek to know and understand increasingly more about their customers and clients. The more information they gather, however, the more stringent measures they must undertake to protect that information.

Although privacy is often viewed as a legal or IT issue, records and information management professionals have a intrinsic responsibility in controlling access to information makes them the most logical organizational resources to provide structure to this continuing area of concern.

### ARMA – 2004/2005 Programs

June 21, 5:30 p.m. – End of year awards dinner & auction

### *Upcoming Regional Events:*

[www.armase.org](http://www.armase.org)

The 2005 Southeast Leadership conference will take place July 14-16 in Chattanooga, TN at the Chattanooga Choo Choo.

## ARMA INTERNATIONAL *Education Update*

### *ARMA '05 Conference/Expo Focuses on the Business, Technology of Managing Records and Information*

Who should plan to attend ARMA '05 in Chicago, September 18-21? Anyone involved in setting policies, implementing technologies, and other aspects of managing records and information.

ARMA 2005 is ARMA International's 50th Annual Conference and Expo. It will feature sessions on such issues as:

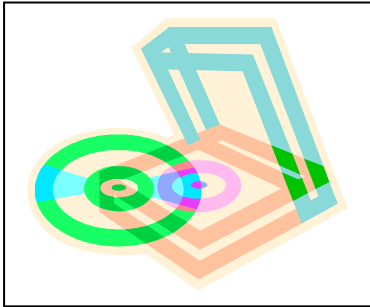
- Managing e-mail, instant messages, and electronic records in general
- Purchasing and implementing document management, enterprise content management, and other technologies
- Legal and compliance issues related to managing records and information
- Managing Web-based content and records
- Current standards and best practices in the management of records and information

The 80+ educational sessions fall into four tracks: Electronic Records Management; The Business of RIM; Legal, Regulatory & Compliance; and Career Development. In addition there are four pre-conference program tracks on electronic records management, RIM in the legal environment, fundamentals of RIM, and RIM in healthcare.

On the Expo floor, 200-plus of the leading information industry vendors will be on hand displaying the latest and greatest technology and RIM solutions.

### **Get all the details...**

Program descriptions, registration details, and everything else you need to know about ARMA '05: Chicago is available at [www.arma.org/conference](http://www.arma.org/conference). Register securely online today!



## Electronic Records

It's estimated that more than 90% of the records being created today are electronic. Coupled with the overwhelming growth of electronic messages - most notably e-mail and instant messaging - the management of electronic records has become a critical business issue. How that information is managed has significant business, legal, and technology ramifications. Ultimately, it doesn't matter what medium is used to create, deliver, or store information when determining if content is a record and should be managed accordingly.

## *Getting Ahead in Your Career: ARMA Education Can Help!*

No matter your skill level, ARMA has a learning opportunity for you. Besides our free Web seminars, ARMA also offers courses to help you get ahead in your career. From the fundamentals of records management to advanced practice levels, there is something for everyone.

### Basics:

- **RIM 101: Fundamentals of Professional Practice**, our newest offering, provides a thorough introduction to the field of records and information management (RIM).  
[www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=26](http://www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=26)
- **The 1-2-3 Guide to Organizing Files & Records** develops the participants' knowledge and skills in basic records management successfully using ARMA standards.  
[www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=13](http://www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=13)
- **Records and Information Management: The Basic Elements** provides an overview of RIM, highlighting the principles and practices that have made RIM a significant management tool for the proper creation and use of information.  
[www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=5](http://www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=5)

### Intermediate:

- **Issues and Approaches in Archiving Electronic Records** examines the strengths and weaknesses of various approaches to electronic records archiving, including the associated file formats, applications, and storage media. The course also offers recommendations for electronic archival processes and systems.  
[www.aria.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=23](http://www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=23)
- **Vital Records: Preparing for the Unexpected** provides the information you need to develop and implement a vital records program in your organization. Types of vital records, reasons for managing vital records, and specific steps to help you set up your own vital records program will be presented.  
[www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=7](http://www.arma.org/learningcenter/onlinecourses/courselisting.cfm?CourseID=7)

### Advanced:

- **Advanced Records and Information Management – A Home Study Course** is designed to provide high-level knowledge of the theory and practice of RIM as well as the technical knowledge and management principles necessary to manage the document-based information systems of a public or private enterprise at a sophisticated level.  
[www.arma.org/bookstore/productdetail.cfm?ProductID=1005](http://www.arma.org/bookstore/productdetail.cfm?ProductID=1005)

### Certified Records Managers:

- Need CRM credits? Successful completion of our online courses and select Web seminars earns CRM credits. In addition, check out our **Read and Learns** for no cost or low-cost courses to assist you in maintaining your CRM status.  
[www.arma.org/learningcenter/onlinecourses/courselisting.cfm](http://www.arma.org/learningcenter/onlinecourses/courselisting.cfm)

ARMA International

Greater Chattanooga Area  
Chapter

P O Box 341

Chattanooga TN 37401-0341

Want to invest in the future of  
your profession?

Make a contribution.

As an ARMA member.

As a Vendor to the profession.

As an ARMA chapter.

See Susan Whitmire, our  
Foundation Chapter Champion,  
for more details or log on to

[www.armaedfoundaiton.org](http://www.armaedfoundaiton.org)

Do you know someone who  
would benefit from receiving the  
newsletter?

Send their name, address and e-  
mail to Norma Parris at

Norma\_parris@mckee.com

### ***Did You Miss a Web Seminar?***

Members of ARMA International are able to view past Web seminars and listen to the recordings of the “Ask the Expert” Teleconference following the events. Presentations included are: A Blueprint for an Effective Records Retention Program

- E-mail Archiving, Retention, and Active Policy Management
- ISO 15489: Paving the Road to Success
- Legal Admissibility of Electronic Records
- The Challenges and Opportunities of Web-based Records

Access the information by logging in with your member ID and password at:

<http://www.arma.org/learningcenter/webseminars/archive.cfm>