



# Choo Choo Chatter



Volume 19, Issue 13

The Official Publication of the Greater Chattanooga Area Chapter

March / April 2006

SE ARMA Region Mgr  
Scott Taylor

SE Region Coordinators  
Alice Young  
Juana Walker, Treasurer

Chairman of the Board  
Linda Newberry,  
Walker County Government  
706/638-1146

President  
Phyllis Beene  
TVA  
423/751-8746

VP Programs  
Scottie Swafford  
Unum Provident Corporation  
423/294-1529

VP Membership  
Lorraine Miller  
Olin Corporation  
423/336-4381

Secretary  
Norma Parris  
McKee Foods Corporation  
423/238-7111, Ext. 22659

Treasurer  
Jacki Craig  
Partnership for Families, Children &  
Adults  
423/755-2749

Directors:  
Glenda Scott  
Walker County Govt.  
706/638-5380

Susan Whitmire, CRM  
Unum Provident Corporation  
423/294-1015

Cynthia Howard  
U. S. Xpress  
423/510-3394

David Jabaley  
Kenco Records Management  
423/643-3559

## *Educational Program / March Seminar*



**Presenters:** Gail Ann McCreary (Keynote Speaker), Judith Kolberg & Eric Malone

**Topic:** Disaster Preparedness & Recovery Seminar-Business & Personal

**Date:** March 14, 2006, 8:30 am – 1:00 pm

**Location:** Holiday Inn 2345 Shallowford Village Drive Chattanooga, TN

**Registration:** Full seminar cost will be \$55.00 for members, \$65.00 for non-members. Cost for the Disaster session only is \$20.00 for members & non-members. For more information, call Scottie Swafford, 423-294-1529 or email at [seswafford@unumprovident.com](mailto:seswafford@unumprovident.com). Additional information may be obtained on our website at <http://chattanooga-arma.org/>.

Registrations must be received by March 7, 2006.

## *Educational Program / April Meeting Agenda*



**Presenter:** Jesse Wilkins

**Topic:** "Inventorying Your Electronic Records"

**Date:** April 11, 2006, 11:30 am - 1:00 pm

**Location:** UnumProvident Corporation, 500 Walnut Street/ Chattanooga West Building, Project Rooms D & E

**Registration:** Cost will be \$15.00 for members and first time guests. All other attendees will pay \$16.00. Lunch will be provided. \*To RSVP, please email [sbwhitmire@unumprovident.com](mailto:sbwhitmire@unumprovident.com) or call 423-294-1015, or [jcraig@partnershipfca.com](mailto:jcraig@partnershipfca.com) or call Jacki Craig at (423) 755-2749. Please make

reservations by April 7, 2006, by 2:00 P.M. \*

\*Once reservations have been made and you fail to cancel by April 7, 2006, 2:00 P.M., you will be responsible to pay the registration fee.

*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 –Linda Newberry
- Education –
- Historian –
- Hospitality – Susan Whitmire, CRM
- ISG Liaison – Phyllis Beene
- ICRM Liaison – Lorraine Miller
- Newsletter – Cynthia Howard
- Publicity –David Jabaley
- Telephone –Glenda Scott



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 rewarded. The more you participate, the more points you can earn!

<b><u>Support the Chapter</u></b>	<b><u>Points</u></b>
<i>Attend Workshops</i>	100
<i>Attend Luncheon Meetings</i>	200
<i>Attend Dinner Meeting</i>	300
<i>Bring a Guest</i>	100
<i>Attend Regional Conf.</i>	400
<i>Perfect Attendance (Sept-May)</i>	500
<b><u>Support ARMA International</u></b>	
<i>Attend Annual Conference</i>	200
<b><u>Get Creative</u></b>	
<i>Submit article for newsletter</i>	200
<i>(Excludes routine notices, etc.)</i>	
<b><u>Get Involved Locally</u></b>	
<i>Be a Board Member</i>	200
<i>Be a Committee Chair</i>	150
<i>Be a Committee Member</i>	100
<i>Attend a Board Meeting</i>	100

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## PARTICIPATION STATION

### Members Points

MEMBER	POINTS
Beene, Phyllis	2050
Craig, Jacki	1600
Harris, Shawn	300
Howard, Cynthia	900
Ingram, Patricia	1100
Jabaley, David	1300
Jackson, Dennis	300
Jarnigan, Cathy	600
Long, Gregg	1200
Marshall, Victoria	1200
Miller, Lorraine	1650
Mullins, Ronald	1300
Newberry, Linda	2000
Paris, Norma	1800
Patterson, Gail	0
Rand, Douglas	1250
Ricklets, Ed	200
Ritchie, Tammie	400
Scott, Glenda	1750
Simpson, Dena	800
Stevens, Bill	200
Stoddard, Catherine	900
Strauser, Marry-Ellyn	1200
Swafford, Scottie	1650
Whitmire, Susan	2150
Witt, Alice	600
Wood, Hunter	0

**NEWSLETTER ADVERTISING RATES**

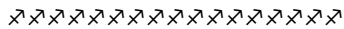
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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.

Cynthia Howard  
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:

Newsletter Editor  
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

## PRESIDENT'S MESSAGE

It's been 4 years since our chapter has hosted a seminar like the Disaster Recovery Planning Seminar that we are holding this month, and the planning committee has been working very hard since last fall to make it happen. I trust you have already signed up and encouraged at least 1 other non-member to sign up too! If that's not the case, WHY NOT? These days, training dollars are at a premium, and the price for this one-day event is very affordable.

Somebody told me recently that they weren't involved in disaster recovery efforts at their company, so the seminar has little interest for them. Again, I say WHY NOT? You may not be in charge, nor even be consulted on your company's disaster recovery or business continuity planning, but what about your own job? In case of a disaster that kept you from getting back to your desk, what would you need to be able to do your job from somewhere else? Are your own files organized so that you could describe a file and its location to someone else for retrieval? Do you have an updated list of your frequent contacts? Do you know the sources for any special equipment or supplies? Where is your "real" calendar-the one with all the meetings and upcoming deadlines on it? How often is it printed? Is there a backup copy? You see, you are involved in disaster recovery planning-you just didn't know it! Better find out how to do it right!

In April, come back for our web-enabled session on inventorying electronic records. If you have dealt with electronic records at all, you know that process is not as easy as inventorying the contents of your desk drawers. Electronic records are so intertwined with process in the company; it's hard to know where to start. Your first problem is often getting people to agree on what constitutes an electronic record!!

One of the other benefits that you get when you come to ARMA meetings is the chance to talk to others who are facing the same issues you are! It's great to realize that your company is not the only one struggling with budgets, political fallout and limited staffing while you are trying to implement enterprise-wide file management principles. Come to ARMA, where you're in good company, and people will actually understand what you are talking about when you say words like "retention period" and "records schedule"! I look forward to seeing you at the next meetings!

*Phyllis Beene*

President, Greater Chattanooga Area Chapter ARMA

## 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 an intrinsic responsibility in controlling access to information makes them the most logical organizational resources to provide structure to this continuing area of concern.

### ARMA – 2006 Programs

#### *Upcoming Local Chapter Events:*

#### **Disaster Recovery Seminar**

**March 14, 2006**, Holiday Inn: Shallowford Village Drive

**\*See Page 6 For Additional Details**

## ARMA INTERNATIONAL *Education Update*



### ICRM® Examination Schedule:

Spring 2006

Original Application Due: Postmarked By January 1, 2006

Examination Application Due: Postmarked By March 1, 2006

Examination dates: May 4-5, 2006

### ICRM® Application Fee:

Effective January 1, 2006, the application fee increases from \$60 to \$100. This is the first increase since the mid -1980s.

Fall 2006

Original Application Due: Postmarked by July 1, 2006

Examination Application Due: Postmarked by September 1, 2006

Examination Dates: November 2-3, 2006

*Extracted from ICRM® ProfessioNotes, Winter 2006 Newsletter*

### New Rule for ICRM® Exam Completion:

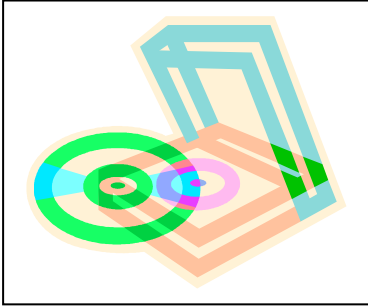
The ICRM® Board of Regents has revised the policy regarding the five-year completion window for all exam parts as follows:

Effective January 1, 2006, all new candidates will have five years from the effective date of candidate approval to pass all six parts of the exams.

All existing candidates as of January 1, 2006 will have five years from the effective date of this policy change to pass all six parts of the exam (by January 1, 2011).

The information provided above was obtained from articles in the Summer2005 and Fall2005 issues of **ICRM's ProfessioNotes newsletter**.

*Submitted by L. Miller/February 2006*



## 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.

## Checked Your Membership Information Lately?

If you've checked your profile recently and noticed a strange join date, let us know. A 1996 data conversion did not include some of the history for many of our members. Most notably, it dropped off some join dates. If your join date is shown as 1/15/05, that's why - your original join date was not converted back in 1996.

If your join date is incorrect but is not shown as 1/15/05, it may be because you changed jobs and were assigned a new member ID. (This practice was changed a few years ago, and today your member ID number stays with you regardless of where you work.) But because your history was not converted, all we have is the date you changed jobs.

In either case, if your join date is incorrect, please send an e-mail to [member@arma.org](mailto:member@arma.org) with your correct join date, and we will update your information accordingly.

Why didn't you notice the discrepancy before? Because you never saw your join date; it was not part of the profile visible on the website, nor was it printed on your renewal notice. One of the advantages of the new customer relationship management system ARMA International recently installed is that it provides you access to more information in your membership record.

The implementation of this new database system has affected all aspects of our operation, including the integration of the website with the back office. We appreciate your patience as we've worked through some of the challenges associated with a project of this magnitude. We have had some challenges pop up with where the website is pulling some of its information, specifically the chapter affiliation. This situation is being remedied as quickly as possible.

*Date Updated: 01/18/2006 from ARMA website*

## HELP WANTED

### HISTORIAN for Greater Chattanooga Area Chapter

The responsibility of the Historian is to recruit a committee to keep an accurate history and yearbook of chapter activities by securing as much material as may be needed to develop and maintain the history of the chapter. The yearbook should include newsletters, program literature, photographs and local media coverage.

This position is not difficult as everything can be obtained from other sources. Newsletters can be printed out from your e-mailed copy, photographs and media coverage information come from publicity chair and program literature from programs chair. The history can be found in the minutes of the board meetings with information on chapter activities highlighted. Special projects can be given special attention. This position has full board support.

Please, think about this position and if it is something you'd like to do, let Linda Newberry at 706/638-1146 or [newberry47@aol.com](mailto:newberry47@aol.com) know as soon as possible. Things are happening in our chapter now and they need to be recorded. Won't you please help?

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

Disaster Preparedness and Recovery Seminar – Business and Personal

**When: Tuesday, March 14, 2006 – 8:00 am to 1:00 pm**

**Where: Holiday Inn, 2345 Shallowford Village Drive (I-75 & Shallowford Road - across from the Cracker Barrel)**

**Cost: \$55 ARMA members; \$65 non-members (includes Personal Disaster session)  
 \$20 1-hour session only on Personal Disaster Preparedness**

**Registration Deadline: Tuesday, March 7, 2006; payment also required except for 1-hour session which can be paid upon arrival**

**Sponsored by the Greater Chattanooga Area Chapter of ARMA International**

Visit [www.chattanooga-arma.org](http://www.chattanooga-arma.org) for more information

The keynote speaker will be Gail Ann McCreary from Mississippi Power Company who will share lessons learned following Katrina. We will also have a representative from Munters to discuss restoration activities. From 12 noon to 1 pm, Judith Kolberg, will discuss personal disaster preparedness and what documents and items you and your family should have safeguarded for protection in a disaster. Individuals can attend the 12-1 pm only for \$20 so if you have family, friends or other business associates interested in the personal aspects of disaster preparedness, let them know.

This seminar will be in place of our regular monthly chapter meeting however it will not include a luncheon but rather an expanded morning break.

Registration & Coffee	8:00 AM	8:30 AM
Welcome and Introductions	8:30 AM	8:45 AM
Keynote Speaker, Gail Ann McCreary, CRM Mississippi Power Company	8:45 AM	10:40 AM
Refreshment Break	10:40 AM	11:00 AM
Eric Malone, CMR Munters Incorporated*	11:00 AM	11:50 AM
Break	11:50 AM	12:00 Noon
Judith Kolberg, National Association of Professional Organizers	12:00 Noon	1:00 PM

\* **Disaster Restoration/Temporary Climate Control (MCS):** North America's largest water damage restoration/temporary humidity control company. Whether the problem is restoration after a flood, concrete drying or document / media recovery, MCS has a cost effective solution.

*ARMA International is a not-for-profit association and the leading authority on managing records and information – paper and electronic. Information is at the center of everything an organization does: strategy management, research and development, compliance. How the organization manages that information and its corporate records can directly affect its ability to compete, comply with regulations, recover from disaster – in other words operate efficiently.*

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.armaedfoundation.org](http://www.armaedfoundation.org)

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

Send their name, address and e-mail to Glenda Scott at [mgscott@hotmail.com](mailto:mgscott@hotmail.com)