

# Choo Choo Chatter



Volume 19, Issue 10

The Official Publication of the Greater Chattanooga Area Chapter

November 2005

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## November Meeting Agenda



**Presenter:** Rae Cogar, JD, Cogar Consulting

**Topic:** "What is the difference between Information and Records?"

**Date:** November 8, 2005, 11:30 AM- 1:00 PM

**Location:** Unum Provident Corporation/West Building, iRoom 1A  
/ WebEx Meeting

500 Walnut Street, Chattanooga, Tennessee

**Registration:** Lunch will be \$15.00 for members and first time guests.

**\*To RSVP, please email [jcraig@partnershipfca.com](mailto:jcraig@partnershipfca.com) or call Jacki Craig at (423) 755-2749. Please make reservations by November 4, 2005 by 2:00 P.M.**

*\*Once reservations have been made and you fail to cancel by November 4, 2005, 2:00 P.M., you will be responsible to pay the registration fee.*

### Rae Cogar, Esq.

Rae N. Cogar, Esq., a consultant with Cohasset Associates, specializes in the management of corporate records, including privacy, policy, regulatory compliance, security, retention, and destruction, with a special focus on electronic documents and electronic signature technologies. With 20 years in records and information systems management, Cogar has provided records management consulting services to the various government agencies and was an original member of the digital signature working group to develop department of energy agency policy for digital signatures.

Ms. Cogar began her legal career as an Assistant Attorney General with the Territory of Guam and became Project Manager for the development of the child support enforcement software program for the Territory. Ms. Cogar has provided records management consulting services to the Department of Energy and was an original member of the digital signature-working group to develop DOE agency policy for digital signatures. Ms. Cogar served as a consultant for ECLIPS (Electronic Commerce, Law and Information Policy Strategies), a program of the Ohio Supercomputer Center of the Ohio State University and provided consulting services to the State of Ohio, Department of Administrative Services, the Public Utilities Commission of Ohio and was a member of the State of Ohio, Archives and Records Division, Electronic Records Committee. As Senior Staff Attorney for a technology start-up company, in Baltimore, Maryland, Ms. Cogar provided records management guidance to the software development team.

Ms. Cogar holds a juris doctor from Capital Law School in Columbus, Ohio; and a B.A./Business, Records and Information Systems Management from Notre Dame College, in Cleveland, Ohio.

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 – Doug Rand
- Historian –
- Hospitality – Susan Whitmire, CRM
- ISG Liaison – Phyllis Beene
- ICRM Liaison – Susan Whitmire, CRM
- 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!

<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	100

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## PARTICIPATION STATION

### Members Points

MEMBER	POINTS
Beene, Phyllis	1450
Craig, Jacki	1200
Harris, Shawn	300
Howard, Cynthia	700
Ingram, Patricia	300
Jabaley, David	700
Jackson, Dennis	300
Long, Gregg	600
Marshall, Victoria	600
Miller, Lorraine	1200
Mullins, Ronald	700
Newberry, Linda	1250
Paris, Norma	1000
Patterson, Gail	0
Rand, Douglas	1250
Ricklefs, Ed	0
Scott, Glenda	1150
Simpson, Dena	800
Stevens, Bill	0
Stoddard, Katherine	300
Strauser, Marry-Ellyn	300
Swafford, Scottie	1050
Whitmire, Susan	1350
Witt, Alice	200
Wood Hunter	0

**NEWSLETTER ADVERTISING RATES**

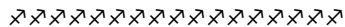
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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:

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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

**PRESIDENT'S MESSAGE**

**It's Time for Change!**

The clocks have just changed, the season is changing, and the Greater Chattanooga Area Chapter is changing too-we've moved our meetings! For those of you who thought there was nothing wrong with the way things were, I'm sorry I can't offer much in the way of consolation. We truly can't go back, even if we wanted to, since our old meeting location is being demolished to make way for a new drugstore!

We will adapt to this change as we have adapted before, and the new board has some other changes up their collective sleeves as well. Some of these will roll out as though they were destined to be this way all along, and other changes will take some tweaking and practice before they are as effective as we want.

I will admit that I get very comfortable with the way things are, and unless I am just forced into it, I may not be inclined to induce change myself. But after I have lived with a new situation for a bit, I find it often leads to other changes that wouldn't have happened otherwise, and I end up thinking that change is a good thing after all!

Some of the newest changes this year are good things too! We've had two meetings at a new location, and this month we move again to Unum Provident and try out some new technology to bring us our program. We have a new website, thanks to Scottie Swafford & Ron Mullins, and have reactivated the Telephone committee, chaired by Glenda Scott, and we have a new editor (Cynthia Howard) for our newsletter! Thank you all for agreeing to take on these important jobs that are critical to getting the word out to others about our chapter and programs.

There will be other changes throughout the year, so pay close attention or you might miss something! And if you don't like one of the changes, you could just wait patiently for it to change again. But I have a better idea: if you don't like it, get involved, and help steer the next changes, because I guarantee you, more are coming!

*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 – 2005/2006 Programs

#### *Upcoming Regional Events:*

SE Region Educational Conference  
April 20 & 21, 2006 in Jacksonville

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

## ARMA INTERNATIONAL *Education Update*



#### ICRM® Examination Schedule:

Fall 2005

Examination Dates: November 3-4, 2005

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.

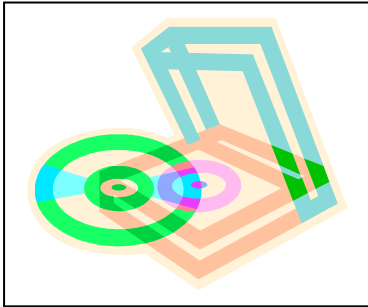
#### New Rule for ICRM® Exam Completion:

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 ProfessionNotes newsletter. Submitted by L. Miller/October 2005



## 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.

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 Glenda Scott at  
[mgscott@hotmail.com](mailto:mgscott@hotmail.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 & password at: <http://www.arma.org/learningcenter/webseminars/archive.cfm>

### **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 [lnewberry47@aol.com](mailto:lnewberry47@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?