



Choo Choo Chatter



Volume 25, Issue 1

The Official Publication of the Greater Chattanooga Area Chapter

October 2011

www.chattanooga-arma.org

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October Meeting

Program: Network Meeting

Date: October 11, 2011

Location: The Chattanooga
1201 South Broad Street
Chattanooga, TN

Time: 11:30 – 1:00pm

Registration:	Members	\$18.00
	Guests	\$20.00

To RSVP, please call or email no later than 2:00 p.m., October 7, 2011:

- Allison Elmore, (423-336-4616)
maelmore@olin.com
- Lorraine Miller, (423-336-4381)
LMMiller@olin.com

**Reservations not canceled by 2:00 p.m. October 11, 2011, will require payment of the registration fee. Contributions or gifts to our organization are not deductible as charitable contributions for U.S. federal income tax purposes. Membership dues and other payments may be deductible as ordinary necessary business expenses.*

COMMITTEE CHAIRPERSONS

- Awards – Scotty Swafford
- Chapter Foundation Champion – Susan Whitmire, CRM, FAI
- Communications – Annie Powell
- Education – Ian Kologek
- Hospitality – Laura McEvoy
- ICRM Liaison – Gregg Long, CRM
- Newsletter – Leanne Bostwick
- Publicity – Ron Mullins
- Webmaster - Kevin Tisdel
- Yearbook/Historian – Victoria Marshall



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!

Support the Chapter Points

<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

Support ARMA International

<i>Attend Annual Conference</i>	200
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Get Creative

<i>Submit article for newsletter (excludes routine notices, etc.)</i>	200
<i>Teach a pre-meeting Education session</i>	200

Get Involved Locally

<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

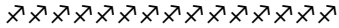
Members Points

MEMBER	POINTS	MEMBER	POINTS
Beene, Phyllis	0	Pettway, Robert	0
Bostwick, Leanne	0	Powell, Annie	0
Elmore, Alison	0	Ragland, Mary	0
Hixson, Shari	0	Ramachandran, Ravinder	0
Jackson, Dennis	0	Scott, Glenda	0
Johnson, Linda	0	Shugart, Jeff	0
Kimbrough, Charles	0	Stoddard, Catherine	0
Kologek, Ian	0	Swafford, Scottie	0
LaFollette, Mary	0	Teske, Jim	0
Long, Gregg	0	Tisdel, Kevin	0
Marshall, Victoria	0	Webb, Aaron	0
McEvoy, Laura	0	Whitmire, Susan	0
Miller, Lorraine	0	Zengel, Rikki	0
Mullins, Ronald	0		
Parris, Norma	0		
Patterson, Gail	0		

If your points are not reported correctly, please contact Phyllis Beene.

NEWSLETTER ADVERTISING RATES

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

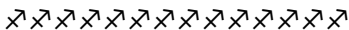


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Leanne Bostwick, Editor
423-535-7247

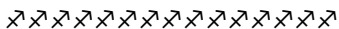
The Information contained in this newsletter does not necessarily reflect the views of the editor, the Chapter membership or ARMA and is offered solely as a source of information. Please direct any inquiries or comments to:

Newsletter Editor
ARMA Greater Chattanooga Area Chapter
PO Box 341
Chattanooga, TN 37401-0341



Contributions or gifts to the Greater Chattanooga Area Chapter are **NOT** deductible contributions for U.S. Federal tax purposes. Membership dues and other payments may be deductible as ordinary business expenses.

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



MEETING & LUNCHEON RATES

Luncheon (members & 1 st time visitors)	\$18.00
Luncheon (visitors)	\$20.00
Workshop	\$25.00
Site Visit	\$20.00

PRESIDENT'S MESSAGE

It's a New Year!

Welcome to a new year for the Greater Chattanooga Area ARMA Chapter. Our board has established three goals for the coming year; 1) increase the value of chapter membership so that more members participate, 2) reach out to other related professional organizations to help diversify our networking experience, and 3) host the Southeast Leadership Conference to offer more educational opportunities.

The following are our first steps to increase our Chapter's value to you;

1. Chapter members will receive an email with instructions on how to access free monthly online records management training. ARMA International has developed a partnership with RIM On-Demand to offer online education that is recorded from the MER conference to individuals at a small cost. The monthly sessions are provided to you FREE, in addition to our current in-person monthly programming, as an extended benefit of your Chapter membership.
2. In order to increase networking and leadership opportunities for our members, we are tying the point system to a year-end raffle. The points you earn by participating in Chapter events and committees will be used to earn raffle tickets for purchase of different prizes at the end of the year. The grand prize will be a tablet computer. The raffle will be conducted during the last meeting of the year.

Please let me know if you have any ideas for future topics for Chapter programs or ideas that will help us meet our goals for the coming year. Thank you for your continued membership and support of the Greater Chattanooga Area ARMA Chapter.

*Kevin Tisdell, President
Greater Chattanooga Area Chapter*



**START PLANNING NOW
TO ATTEND A FUTURE
CONFERENCE:**

**ARMA
INTERNATIONAL
CONFERENCES**

October 16-19, 2011
Washington, D. C.

September 23-26, 2012
Chicago, IL

Member of the Month

Ravinder Ramachandran

After working several years with Enterprise Data Warehouse on projects and technologies that deal with structured content, I joined the Enterprise Content Management team. Now I have the opportunity to work on Enterprise Content Management (ECM) projects and with tools and technologies that deal with managing unstructured content. In this role I also support the Enterprise Records and Information Management (ERIM) department at BCBST.

TRAINING DEPOT

October 22, 2011

Best Practices for Records Management - "Putting the Pieces Together"

November 8, 2011

Electronic Content Management Technologies

December 13, 2011

2010 Christmas Program

January 10, 2012

How to Apply/ Manage Hold Orders

February 14, 2012

TBD

March 13, 2012

Web Meeting

April 10, 2012

Business Meeting

May 10, 2011

Officer Installation & Awards Dinner



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

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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, CRM, FAI, Foundation Chapter Champion, for more details or log on to:

www.armaedfoundation.org

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

Send their name, address and e-mail to:

Leanne_Bostwick@bcbst.com

“It's not what you look at that matters, it's what you see.”

Henry David Thoreau

CRM Express

Institute of Certified Records Managers



The Greater Chattanooga Chapter recognizes and supports its candidates in their efforts to achieve the Certified Records Manager (CRM) designation.

Other Chapter members who continue their studies toward CRM certification include:

Phyllis Beene
Charles Kimbrough
Victoria Marshall
Scottie Swafford

ICRM 2011 Exam Schedule

Fall Registration

August 19, 2011 – November 3, 2011

Parts 1-5, Nov. 7-11, 2011

Part 6, Nov. 17, 2011

(CRM continued)

What Makes Nuclear Information and Records Management Different?

Steve Adams, CRM/NS, Senior Records Analyst, NARA

What makes nuclear information and records management different from other organizations? Is it the fact that the nuclear records have to be maintained for long periods of time? Is it the fact that the records may be critical for protecting life? Or is it that the nuclear industry is one of the most closely regulated in the country? "It is, in fact," all of these. That is not to say that other organizations or industries are also closely regulated, or that their records may need to be retained for extended periods of time, or that the records may be vital for protecting life.

What makes nuclear records so important and as a result have an organization – the Nuclear Information and Records Management Association (NIRMA) – devoted solely to providing guidance for the management of these records, is that nuclear materials are some of the most dangerous materials in the world. The nuclear materials managed properly; and the records and information used to control their use, track their locations, and ensure their proper handling must also be created, maintained to ensure that we know where the nuclear materials are and how they are being used.

For 35 years NIRMA has made this their mission. It has developed and provided technical guidance to the nuclear industry to help ensure the safe management of the industry and the nuclear materials.

At present NIRMA has an ANSI/NIRMA standard (ANSI/NIRMA CM 1.0 - 2007), 15 Technical Guidelines, three Position Papers on Configuration Management, and three White Papers all designed to assist the nuclear industry in managing their records and information to be in compliance with the Nuclear Regulatory Commission (NRC) and the International Atomic Energy Agency (IAEA).

One of the important aspects of the work that NIRMA does in developing guidelines and related documents is that we do not work alone. We collaborate with other entities in the nuclear field. NIRMA works with organizations such as the Nuclear Energy Institute (NEI), American Nuclear Society (ANS), American Society of Mechanical Engineers (ASME), the NRC and IAEA.

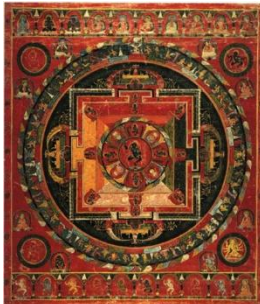
NIRMA members worked closely with the IAEA on developing guidance on the long term management of decommissioning records for nuclear facilities, and we worked with NRC staff in revising the four above mentioned TGs.

Is records management in the nuclear industry different from other types of records and information management?

When we consider the work that NIRMA does to support the records and information management in nuclear field, it appears that yes, this is a different breed. I have been involved with nuclear information and records for more than 12 years, and it has truly been a challenging and exciting field. I had ten years of experience in records and information management before I got involved with nuclear records and I had my CRM, so I thought I knew something about records. From the beginning of my relationship with NIRMA, I have learned so much more when it comes to the information and records management field.

Reprinted from spring 2011 ICRM Newsletter – not reprinted in its entirety.

EDUCATION CORNER



**It is always in season for old men to learn.
Aeschylus**

As we continue to navigate our respective paths toward a sensible model for the management of electronic records, it will be necessary to reinvent wheels that need reinventing. In the perfectly simple words of Jackson Pollock, “new needs need new techniques”. That said, the only way we can know what has not yet been done, is to have a keen understanding of what has.

Here is a resource made available by the National Archives. It is a list of toolkits (both NARA created and otherwise) in use around the world for managing electronic records. The list includes links and represents a broad range of noteworthy organizations. After all, we are only as wise as we are discerning of the information we choose to ingest.

<http://www.archives.gov/records-mgmt/toolkit/pdf/all-nara-non-nara-tools.pdf>

In the News . . .

Voicemail – Transitory or Liability Risk

Voicemail is another method of communicating but is often overlooked as a liability risk. Voicemail is no longer stored on magnetic tapes that were overwritten by new messages but instead they can be sent to email Inboxes or stored on servers. We can delete the voicemail but many times the computer space is not overwritten, merely renamed as available space on the drive – so it still exists. This is where voicemail presents the same liabilities risk as email. Voicemail while not intended to be used to conduct business or make business decisions does sometimes become a “smoking gun” because of the content.

Yes, if this information is not overwritten or completely deleted – it is discoverable. This stored information can become a prime source of evidence. Just imagine receiving a subpoena or a discovery request for this information which can then be turned into the “smoking gun” before a jury.

If voicemail is not treated as transitory in nature and is not permanently deleted off the system, you may need to listen to all those stored voicemail if it is not stored in an email format because most voicemail systems do not have a built-in search capability. Stored voicemail does not have metadata such as the subject, creator, or sender. Listening to voicemail in answer to e-discovery would be time consuming and very costly.

Now is the time to review your company’s view on voicemail. What is your company’s policy on voicemail? Are your voicemail messages stored on the same server as email? What type of retention are you applying to voicemail?

Mary LaFollette
Consultant, BCBST

Greater Chattanooga Area Chapter ARMA Board of Directors

August 2011 Board Meeting

The Greater Chattanooga Area Chapter Board of Directors met on August 30, 2011, at Wally's Restaurant.

Attendees: Ron Mullins, Victoria Marshall, Kevin Tisdell, Annie Powell, Ian Kologek, Laura McEvoy, Rhonda Hazlett, Shari Hixson, Gregg Long, Scottie Swafford

Summary:

Reports:

- Treasury has a net balance of \$6,887.46 as of 7/31/11
- Membership is currently at 29 members
- Notification of all booked programs was sent out to the Board and will be posted to the web
- The Chattanooga made an increase from \$9.50 to \$10.00 per person on reservations
- ICRM has reduced the hours of testing and the required number of experienced hours when applying for the exam

Action Items:

- Attend and report on ALA, Chattanooga Chamber, and other community meetings where ARMA could be of service
- Develop and plan community service project to assist other chapters to re-form

Respectfully submitted,

Shari Hixson
Secretary

Greater Chattanooga Area Chapter Treasury Report

July 2011

Treasurer's Report:

- Money Market \$5,143.11
- Savings \$ 25.19
- Checking \$ 1,718.31
- Net Assets \$6,887.46

Respectfully submitted,

Rhonda Hazlett
Treasurer