



Choo Choo Chatter



Volume 19, Issue 14

The Official Publication of the Greater Chattanooga Area Chapter

May / June 2006

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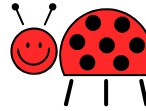
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Educational Program / May Site Visit



Presenter: *Allan Congrave, Iron Mountain*

Topic: "Compliant Records Management and the 6 critical stages:
Organize, Assess, Develop, Implement, Manage and Audit"

Date: May 09, 2006

Time: 10:30 am through 1:00 pm

Location: Iron Mountain, **6300 Enterprise Park Drive Chattanooga, TN**

Registration: Cost will be \$20.00 for members and guests. Lunch will be provided.

*To RSVP, please email or call **Susan B. Whitmire, CRM** at (423) 294-1015 or **Jacki Craig** at (423) 755-2749. Please make reservations by May 05, 2006 by 2:00 P.M.

*Once reservations have been made and you fail to cancel on May 05, 2006 by 2:00 P.M., you will be responsible to pay the registration fee.

May Board Meeting: **Tuesday, May 23, 7:30 AM, Wally's Restaurant (Moved up one week from original date)**

Officer Installation & Awards: June



Date: June 6, 2006, 6:30 PM

Location: Chattanooga Riverboat

Chapter members and guests will enjoy dinner and music on the Southern Belle Riverboat. This will be a fun gathering and spouses/guests are welcome to enjoy this river cruise. Payment is required in advance for this event, due by May 23, 2006, and the cost is \$25.00 per person.

Reservations and payment will be accepted at the May meeting.

*See Ballot on Page 6

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!

<u>Support the Chapter</u>	<u>Points</u>
<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
<u>Support ARMA International</u>	
<i>Attend Annual Conference</i>	200
<u>Get Creative</u>	
<i>Submit article for newsletter</i>	200
<i>(Excludes routine notices, etc.)</i>	
<u>Get Involved Locally</u>	
<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

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

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PARTICIPATION STATION

Members Points

MEMBER	POINTS
Beene, Phyllis	2550
Craig, Jacki	2300
Harris, Shawn	900
Howard, Cynthia	900
Ingram, Patricia	1800
Jabaley, David	2000
Jackson, Dennis	300
Jarnigan, Cathy	600
Long, Gregg	1800
Marshall, Victoria	1400
Miller, Lorraine	2250
Mullins, Ronald	1700
Newberry, Linda	2700
Paris, Norma	2000
Patterson, Gail	0
Rand, Douglas	1250
Ricklefs, Ed	200
Ritchie, Tammie	600
Scott, Glenda	2550
Simpson, Dena	1200
Stevens, Bill	600
Stoddard, Catherine	1500
Strauser, Marry-Ellyn	1400
Swafford, Scottie	2350
Whitmire, Susan	2750
Witt, Alice	80
Wood, Hunter	0

NEWSLETTER ADVERTISING RATES

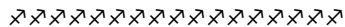
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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 st time visitors)	\$15.00
Luncheon (visitors)	\$16.00
Workshop	\$20.00
Site Visit	\$25.00

PRESIDENT'S MESSAGE

As we get near the end of our ARMA year, I always wonder how it goes so quickly when some weeks seem to last forever. This year, I think part of it is we had so many new things going on. We tried out new meeting sites and formats, we've added an active website, changed both frequency and distribution of our newsletter, had new topics presented and old ideas challenged. We've been so busy, the time has just flown! We still have a couple of months in our program, so don't just forget about ARMA till fall!

Our May meeting is full of activity and information! This is a site visit to Iron Mountain, a strong supporter of ARMA both locally and at ARMA International level. We are excited about this special event, and the opportunity to see their operation! While we are there, you'll get to hear about all of the things that the chapter has been doing-both the visible things, and the behind-the-scenes activities. The board has been an extremely active group this year, despite the fact that we are all feeling the pinch of more work at the office and reduced staffing levels to support it. Committee chairs will be reporting their results at this annual business meeting, and I hope you will make it a point to tell them how much you appreciate all of the effort they have put into this year's work! They have just been terrific! One extremely important event that also will happen at this meeting is the election of officers for the 2006-2007 year. Bring your completed ballot with you to the meeting, and be sure to write in your choice for Chapter Member of the Year!

In June, we will wrap up our year in high style! For as long as we can remember, the June meeting agenda has been Auction and Awards. This year, we decided to do something different instead: we're having dinner, awards and installing officers on the Southern Belle! Tickets for this must be paid in advance, so Jacki will be accepting your paid reservations at the May meeting. That way, all you have to do is to mark your calendar for June 6 and come prepared for cruising down the river! What a great way to finish a great year, so plan to join us in celebrating our accomplishments together and we look forward to even greater ones next year!

Let me take this opportunity to thank each member and visitor who has talked to me at meetings or telephoned or e-mailed me with feedback on our programs, processes, and facilities. Your input is extremely helpful to me and to the rest of the board, and I hope that we continue to hear from you. I also sincerely hope that you see results from letting your voice be heard. This chapter is not supposed to be a reflection of what I want, or what any other individual wants; if it is to provide any lasting value to its members and its community, it is a reflection of what we **all** want collectively. Whenever you pass on an idea or suggestion for change, you are adding to that pool of interests, and help shape this organization for better and for the future. Please continue that work-we're not done yet-just taking a break over the summer!!

Phyllis

Chapter President,
Greater Chattanooga Area Chapter ARMA



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.

Resources

If you aren't already utilizing the Greater Chattanooga Area Chapter's website, what are you waiting for? The website offers a wealth of information. The website address is <http://chattanooga-arma.org/>.

Here you can find information regarding future programs and educational opportunities, board minutes, local chapter members, job opportunities, committee membership information and links to ARMA International.

There are also links to local Chattanooga websites such as the City of Chattanooga, Chattanooga Area Chamber of Commerce, Chattanooga Metropolitan Airport, Chattanooga Times Free Press as well as numerous tourist attractions.

So the next time you want information regarding the Greater Chattanooga Area Chapter, visit the website. Remember, it's only a click away!

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

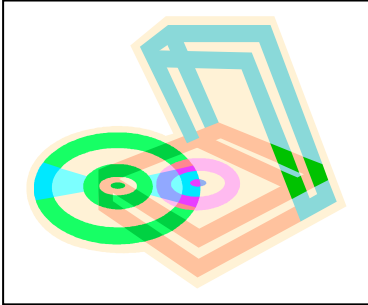
Extracted from ICRM® ProfessioNotes, Winter 2006 Newsletter

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.

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.armaedfoundation.org

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 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 know as soon as possible. Things are happening in our chapter now and they need to be recorded. Won't you please help?

GREATER CHATTANOOGA AREA CHAPTER ARMA

BALLOT FOR 2006-2007 OFFICERS

Please cast your ballot for the chapter officers for the new year and return them to Linda Newberry. You can bring your ballot to the May 9 meeting or e-mail or fax to:

lnewberry47@hotmail.com

Fax:(706) 638-9406

President	Phyllis Beene _____ Write in _____
VP Membership	Victoria Marshall _____ Write in _____
Treasurer	David Jabaley _____ Write in _____
Director (2 years)	Shawn Harris _____ Susan Whitmire, CRM _____ Write in _____

The following positions are not on the ballot for 2006:

Chairman of the Board - Linda Newberry This position is held by the previous president, it is not an elected position.

VP Programs-Scottie Swafford-completing a 2 year term

Secretary – Norma Parris – completing a 2 year term

Director – Cynthia Howard-completing a 2 year term

Director – Jacki Craig –replacing David Jabaley and completing his 2 year term

Also please indicate your choice for Chapter Member of the Year. The person you select for this award should be the individual who had the highest level of contribution to the chapter's activities and best supported and promoted ARMA International objectives.

Greater Chattanooga Area Member of the Year _____

Thank You! Your participation is appreciated!