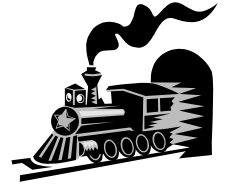




Choo Choo Chatter



Volume 21, Issue 6

The Official Publication of the Greater Chattanooga Area Chapter

February 2008

www.chattanooga-arma.org

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February Meeting

Program: "Managing your Email – by Managing Less of It!"

Presenter: Jesse Wilkins

Date: February 12, 2008, 11:30 a.m. - 1:00 p.m.

Location: UNUM, Room 151, 500 Walnut Street, Chattanooga, TN

Registration: Members & first time guests - \$15.00

Guest/Attendees after first time - \$16.00

Payment: Cash or checks are accepted, payable at the door. Make check payable to: ARMA-Greater Chattanooga Area Chapter

To RSVP, please call or email no later than 2:00 p.m., February 8, 2008, to:

- Norma Parris, (423) 238-7111 x 2659,
norma_parris@mckee.com

**Reservations not canceled by 2:00 p.m., February 8, 2008, will require payment of the registration fee.*

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COMMITTEE CHAIRPERSONS

Awards - Phyllis Beene
 Education - Shawn Harris
 Historian - Victoria Marshall
 Hospitality/Communications – Norma Parris/Susan Whitmire
 ICRM Liaison - Lorraine Miller, CRM
 Newsletter - Mary LaFollette
 Publicity - Chris Akers
 Webmaster - Chris Akers



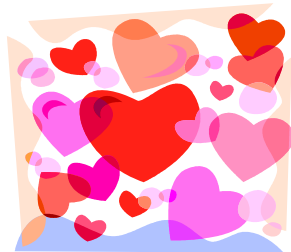
The Greater Chattanooga Chapter promotes and recognizes the importance of participation by awarding points to those who support ARMA activities at both the local and the international level. Points are earned by attending meetings, bringing guests, and by serving the Chapter as an officer or committee 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>	<u>Points</u>
Attend Annual Conference	200

<u>Get Creative</u>	<u>Points</u>
Submit article for newsletter (excludes routine notices, etc.)	200

<u>Get Involved Locally</u>	<u>Points</u>
Be a Board Member	200
Be a Committee Chair	150
Be a Committee Member	100
Attend a Board Meeting	100



PARTICIPATION STATION

Members Points

MEMBER	POINTS	MEMBER	POINTS
Akers, Chris	1050	Mullins, Ronald	200
Beene, Phyllis	1550	Orth, Linda	0
Bostwick, Leanne	1400	Parris, Norma	1300
Hall, Pam	0	Patterson, Gail	0
Harris, Shawn	1350	Phillips, Matthew	0
Jackson, Dennis	0	Ramachandran, Ravinder	0
Jernigan, Cathy	1350	Ricklefs, Ed	0
Johnson, Linda	1000	Scott, Glenda	800
Kimbrough, Charles	1400	Shugart, Jeff	1100
Kinuda, Joseph	1300	Stevens, Bill	0
LaFollette, Mary	1150	Stoddard, Catherine	0
Lay, Jack	0	Swafford, Scottie	1150
Long, Gregg	1200	Whitmire, Susan	2550
Marshall, Victoria	1850	Wood, Hunter	0
Miller, Lorraine	1750		

If your points are not reported correctly, please contact Phyllis Beene at psbeene@tva.gov.

NEWSLETTER ADVERTISING RATES

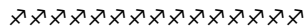
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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.

Mary LaFollette
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 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)	\$15.00
Luncheon (visitors)	\$16.00
Workshop	\$20.00
Site Visit	\$25.00

PRESIDENT'S MESSAGE

Hi, my name is Scottie.

Ok, so most of you know my name, but do you know what I do at UNUM? For that matter, do I know what you do at your place of employment? Go a step further...does your company know who you are and what you do for the company? Our badge may have our picture, name, and ID number but many times not our department name.

Sure people know my name and face, but they really don't know what I do for the company. They know that Scottie has "something" to do with records, but that's all they know. They really do not understand that one function of my job is to help prevent potential litigation by protecting our company's information through education and communication. When employees in your company have questions about "records" or "information," do they know to contact you or your department? Our work associates are faced with questions pertaining to records and information everyday and knowing where to go for those answers is important. What does that mean for us?

Well, it means that we have to invent creative ways to introduce ourselves to our work associates. Some of the ways that we can introduce ourselves is by participating in the new hire orientation, going to departmental staff meetings, and meeting one-on-one with work associates when they have RIM questions. Let them know who you are, what your responsibilities are as a RIM professional, and what you do to help protect the company. If you have business cards, pass them out where ever you go.

Remember, we are more than "gatekeepers" of boxes and when you communicate your importance to people, they will have a better understanding of what we do and that we are always available to answer their questions.

Do people in our local ARMA chapter know what you do in your jobs to help promote and foster RIM? I encourage all members and guests to introduce yourselves and explain what you do to help promote our great profession. After all, communication is the key to success in any organization!!

Scottie E. Swafford
President, Greater Chattanooga Area Chapter



START PLANNING NOW
TO ATTEND A FUTURE
CONFERENCE:

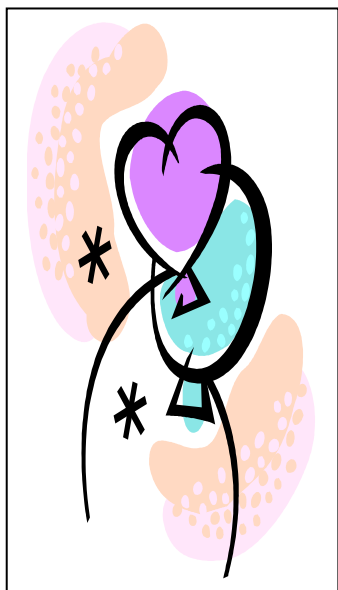
**ARMA
INTERNATIONAL
CONFERENCES**

October 20-23, 2008
Las Vegas, NV

October 15-18, 2009
Orlando, FL

September 19-22, 2010
San Francisco, CA

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



TRAINING DEPOT

March 11, 2008

**Valuable Papers Protection: "What you should know
about Coverage for your Records"**

Steve Richards, Richards & Richards

Wally's Restaurant – East Ridge, 11:30 a.m. - 1:00 p.m.

April 8, 2008

Share Point 101

Russ Stalters

Web Meeting: UNUM Room 151, 11:30 a.m. - 1:00 p.m.

May 13, 2008

**Site Visit - BCBST Imaging Operation
and**

Annual Business Meeting

BCBST, 10:00 a.m. - 1:00 p.m.

June 3, 2008

Officer Installation

and

Awards Dinner

Location and time TBA

**Florida Gulf Coast ARMA
Chapter**

Seminar Invitation

April 3 - 4, 2008

Register Now for the April Seminar!!!!

www.fgcarma.org

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

www.armaedfoundation.org

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

Send their name, address and e-mail to susan.whitmire@bcbst.com



CRM Express

Institute of Certified Records Managers



ICRM® Applicant Process



*Martha W. Adcox, CRM
 Regent—Certification Standards*

During the Spring ICRM Board Meeting some changes were made to the ICRM application process. These changes are:

Applicants who hold a graduate degree from an accredited college/ university will need to show 2 years of professional records management experience. The table that the Certification Standards Committee uses to determine how many years of professional records management experience needed has been revised to reflect this change:

Education	Professional Experience
Graduate Degree	2 years
4 years (BA degree)	3 years
3 years	5 years
2 years	7 years
1 year	9 years
High School Graduate	11 years

(Continued on page 6)

ICRM® Applicant Process



For applicants that have a partial year of college:

- CEUs obtained and documented in the 12 month period prior to applying to take the CRM exam can be used to add to an official documented college/university transcript which shows partial year education credit to allow the applicant to have a full year of college credit. An example is:
 - An applicant has 20 college credits and needs 24 to have a full year of college. By attending continuing education classes, he has obtained 4 CEU's within the 12 month period prior to submitting his CRM application. When he submits his CRM application, along with his official college transcript he includes the paper work documenting the CEUs. Now, instead of documenting 10 years of professional records management experience, he would have to provide documentation of 9 years.

Instead of having to document a minimum of 4 out of 8 categories over the required number of years based on your education, an applicant will need to document a minimum of 3 out of 8 categories. As a reminder, these eight categories are:

- Management of a Records Management Program. Full responsibility for an organization's records management program; supervision of a records management staff; or development and issuance of all directives for an organization's records management program.
- Records Creation and Use. Design and implementation of a forms management program; responsibility for a directives programs in a large organization; or management of a large word processing center.
- Active Records Systems. Design and implementation of a standardized file system for an organization or a major unit thereof; full responsibility for management of a large central files system; or development of large scale retrieval systems.
- Inactive Records Systems. Management of a large records center (in-house or commercial); studies and surveys leading to the implementation of major records center system; or design and implementation of a records center facility.
- Records Appraisal, Retention and Disposition. Planning and supervising a major records inventory; full responsibility for developing and issuing an organization's records schedules; or managing a large organization's disposition program.
- Records Protection. Conduct studies, surveys, or audits of vital records programs; full responsibility for protection and preservation of archival collections; or preparation and monitoring major disaster recovery plans.

(Continued on page 7)

(ICRM® Applicant Process)

- Records and Information Management Technology. Studies, designs and implements a conversion from a manual to an automated system; or manages an organization's imaging program (either film or electronic); or develops software for records management applications.
- Records Management Training, Education, and Awareness. Designs, develops or presents records management training courses for an organization; conducts periodic internal or external records management training or awareness sessions, seminars or workshops that educate employees or other individuals on various records management principles, processes, procedures or techniques.

(Reprinted with permission from the Summer 2007 Issue of ICRM's ProfessioNotes newsletter.)

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

<u>Chapter CRM Candidates</u>	
Phyllis Beene	Charles Kimbrough
Linda Johnson	Catherine Stoddard
Victoria Marshall	Scottie Swafford

Schedule for the Next Exams

**Upcoming Exam: Parts 1-5 February 4 - 8, 2008
Part 6 - February 7, 2008**

[Original Applications](#)
[Examination Registration](#) (November 15, 2007 to January 31, 2008)

NOTE: The Winter 2008 Edition of the ICRM quarterly newsletter, ProfessioNotes, is now available at the ICRM website. Go to www.icrm.org and select the link on the right side of the homepage. Happy Reading!



Greater Chattanooga Area Chapter Treasury Report
December 2007

Beginning Balance: \$6635.28
Deposits: \$ 688.00
Expenditures: \$ 647.57
Ending Balance: \$6675.71

Meeting in Review

Presenter: Susan Whitmire, CRM
Date: January 8, 2008
Topic: Your Foundation for the Future
Written by: Mary LaFollette

The ARMA International Educational Foundation was founded in 1997 when they spun off from ARMA International's scholarship fund. Since that time, ARMA International Educational Foundation's mission has been to provide funding for research, education, and scholarships. Research on critical issues, providing education grants to enhance knowledge and skills all work towards developing the future of RIM professionals.

Since 2003, ARMA International Educational Foundation has funded the following research projects:

- 2003 - Legal Obstacles to E-mail Message Destruction – John Montana
- 2004 – Legal Holds & Spoliation – John Isaza
Access Rights to Business Data on Personally Owned Computers – John Montana
- 2005 – Factors Leading to the Establishment & Support of RIM Programs – Richard Cox
RIM Checklist for Mergers, Acquisitions, Divestitures and Closings – John Phillips
- 2006 – Proving the Integrity of a Digital Document Introduced as Evidence – Stephen Mason
Freedom of Information – History, Experience and RIM Implications – USA, Canada, and the United Kingdom – Duncan Simpson & Sarah Holsen
- 2007 - Techniques for Identifying and Classifying Personal and Organizational Messaging as Records – Jesse Wilkins
Legal Holds for “Anticipated” Litigation: New Case Development to Determine Triggering Events – John Issa

The Foundation has also funds the scholarship program available to students in a two-year graduate RIM related program. These details can be found on the ARMA International Educational Foundation website.

The ARMA International Educational Foundation funds these two programs by means of contributions which can be made by individuals, employer matching gifts, individual legacy contributions, planned giving by means of insurance beneficiary, lump sum estate donations or transfer of investments. Regions and/or Chapters can also contribute by means of presenting speaker recognition gifts, special service gift, or starting a scholarship fund that is contributed to the Endowment program. For more ways to contribute to the Foundation, please go their website listed below.

Yes, the Foundation is our means of advancing our profession and by contributing either individually or starting a Chapter scholarship program we can encourage others to seek a career in RIM.

ARMA International Educational Foundation website: www.armaedfoundation.org

In the News...

Disaster Planning: Important Papers and Documents

Josephine Turner

University of Florida, Institute of Food and Agricultural Sciences (UF/IFAS)

Overview

Disasters are a part of life. Whether the disaster is a hurricane, tornado or a terrorist attack preparation is the key to survival and to clean up after the event. Knowing where your family's records and valuable documents are and being able to pick them up and take them with you, if you must evacuate, can save valuable time. For your "on the go" papers you will want to purchase a packet, folder, brief case or other carrying case for your documents. Place documents in this case in a secure but easily accessed location in your home. Then if you need to evacuate, important documents that need to go with you are in one place.

If you have access to a scanner, you may want to scan your papers, documents, and photographs to a computer disk and keep the copy in the carrying case and leave the original in the recommended storage place. You may also want to videotape the contents of your home to supplement your household inventory. If you use a software package to keep track of your finances keep a back-up copy with your "on the go" papers and monthly update the back-up disk. Because of the constant changes in technology, it is recommended that you update your disk at least every three years.

"On the go" Important Papers and Documents Checklist

Important papers are papers or documents that you will need sometime during your lifetime for a variety of reasons, such as a birth certificate is used for proof of age and or citizenship to obtain a drivers license or to go on a cruise. Other important papers include adoption, marriage and death certificates, passports, deeds, leases, insurance policies, social security records, contracts, wills, trusts titles and other ownership papers.

Why Should You Be Concerned About Important Papers?

In case of a disaster, it would be difficult to remember or identify exactly what you lost. Valuable time and money could be lost while you try to remember what possessions you owned or replace lost documents. Therefore it is much better to protect valuable papers than to replace them.

Papers to keep on your person (wallet or purse):

- Personal identification: name, address, telephone number and name, address and telephone number of a relative or close friend.
- Credit Cards
- Medical Information: blood type, diseases (diabetes, heart disease, epilepsy, etc.)
- Doctor's name, address and telephone number
- Ready cash for emergencies
- Driver's License

"On the go papers" Filed in Special Packet

- Disk of family records including the following or a copy of the following:
 - Checking Account numbers and bank
 - List of savings and investments including CDs, stocks, bonds, and mutual funds
 - Credit card safety record
 - Household inventory - videotape, paper copy, and or disk
 - List of Insurance policies with name of company, type of policy and policy number

(Continued on page 10)

(Disaster Planning: Important Papers and Documents)

- Copy of will and trust documents, living will
- Titles (house, car, other property)
- Certificates or a copy of them: birth, marriage, divorce, death, and adoption
- Passports
- List of family advisors: accountant, attorney, banker, doctors, dentist, employer, financial adviser, Insurance agents, religious leader, banker.
- Bank account numbers
- Educational records
- Investment record
- Military records
- Debt Instruments
- Other special papers that would be difficult or impossible to replace if lost.

* * * * *

We often worry about our records at work but how many times do we think about the types of records we should maintain for ourselves in order to recover from disasters that can happen at home?

Mary LaFollette
Editor

Greater Chattanooga Area Chapter ARMA Board of Directors

Board Meeting Summary

The Greater Chattanooga Area Chapter Board of Directors did not meet during the month of December 2007. The Board Meeting Summary for January 29, 2008, will be in the March newsletter.

Next Board Meeting
February 26, 2008
7:30 a.m. - 9:00 a.m. – Wally's Restaurant