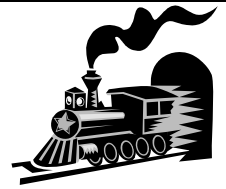




Choo Choo Chatter



Volume 21, Issue 8

The Official Publication of the Greater Chattanooga Area Chapter

April 2008

www.chattanooga-arma.org

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April Meeting

Program: SharePoint 101

Presenter: Hassan Thomas

Date: April 8, 2008, 11:30 a.m. - 1:00 p.m.

Location: UNUM, Video iROOM 1A, 500 Walnut Street,
Chattanooga, TN

Free Parking in Visitor's Lot A at the left corner of Walnut and 5th.
Video iROOM is in the West Building (on the right coming up
Walnut Street).

Registration: Regular Attendees \$16.00

Members & first time guests \$15.00

**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., April 4, 2008:

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

**Reservations not canceled by 2:00 p.m., April 11, 2008, 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.*

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COMMITTEE CHAIRPERSONS

Awards - Phyllis Beene
 Education - Shawn Harris
 Historian - Victoria Marshall
 Hospitality/Communications - Cathy Jernigan
 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	1450	Mullins, Ronald	600
Beene, Phyllis	1750	Orth, Linda	0
Bostwick, Leanne	1800	Parris, Norma	1500
Hall, Pam	0	Patterson, Gail	0
Harris, Shawn	1850	Pettway, Robert	400
Jackson, Dennis	0	Phillips, Matthew	200
Jernigan, Cathy	1150	Ramachandran, Ravinder	0
Johnson, Linda	1400	Rickleys, Ed	0
Kimbrough, Charles	1700	Scott, Glenda	1200
Kinunda, Joseph	1500	Shugart, Jeff	1000
LaFollette, Mary	1550	Stevens, Bill	0
Lay, Jack	0	Stoddard, Catherine	200
Long, Gregg	1600	Swafford, Scottie	1550
Marshall, Victoria	2150	Tisdale, Kevin	400
Miller, Lorraine	2150	Whitmire, Susan	2950
		Wood, Hunter	0

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

NEWSLETTER ADVERTISING RATES

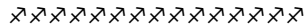
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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
423-836-4053

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



We want YOU to get Involved!

Calling all members!! Calling all members!!! This month's President's message will try to call every member to get more involved in our Chapter. Having new blood keeps a thriving chapter moving and growing toward bigger things. We have been very successful the last couple of years and we are growing stronger.

To continue our growth, we need energetic people with fresh and new ideas, who love to communicate with others and want to see the RIM profession grow. Don't be afraid, because our current board and committee leaders are willing to help and show you the ropes.

If you have any questions, please contact me or any ARMA Greater Chattanooga Board Member.

Scottie E. Swafford
President, Greater Chattanooga
Area Chapter

TRAINING DEPOT

**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.

May 13, 2008

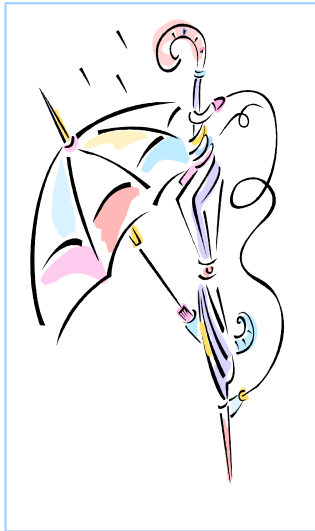
**Site Visit - BCBST Imaging Operation
and
Business Meeting**
BCBST, Miller Bldg., 629 Market St.
Chattanooga, TN
10:00 a.m. - 1:00 p.m.

June 3, 2008

**Officer Installation
and
Awards Dinner**
Location and time TBA



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,
Foundation Chapter 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 Exam Frequently Asked Questions

How do I register for exams?

Candidates can register for exams using the ICRM website. Log onto the ICRM website and click on "View Personal Details". Then click on "Exam Status". Select the exam cycle you wish to test. Then select the exams you wish to take during that cycle. You'll need to wait 24 hours for the information to be transferred to the Pearson VUE. Return to this screen. Your exam status will change to "Confirmed". Click on the current exam cycle (far left of the screen under Exam Cycle). The screen will include your ICRM ID, Pearson VUE ID and password. There will also be a direct link to the Pearson VUE ICRM landing page. You can then schedule your exam and arrange for payment directly with Pearson VUE. There is also an Exam Registration Tutorial on the ICRM website to walk you through the exam registration process

What are the current exam fees?

The current fees for Parts 1-5 are \$100 per exam within the US and Canada and \$125 for all other countries. Part 6 is \$150 for the US and Canada and \$175 for all other countries.

Do I get my exam fees refunded if I cancel my exam registration or do not show up for the exams?

You can cancel your exams up to 24 hours prior to your scheduled exam by calling Pearson VUE directly. If you fail to show up for your exam or call less than 24 hours prior to your scheduled exam, you will forfeit your fees.

If I must postpone a test session after registering for an exam, whom should I contact?

Please contact the ICRM Regent of Examination Administration. If you scheduled your exams through Pearson VUE, you will need to contact them and cancel your exam to receive your refund.

(Continued on page 6)

(Continued - ICRM Exam Frequently Asked Questions)

If I have a last minute problem with an examination site, whom should I contact?

You should contact Pearson VUE at 800-799-3372 or call the Regent of Examination Administration.

If I pass Parts 1-5 early during the exam cycle, can I sit for Part 6 during the same cycle?

You must pass Parts 1-5 before you can register for Part 6. Since registration ends prior to the exam cycle, you must wait until the next exam cycle to take Part 6.

How long do I have to pass all six exams?

Effective January 1, 2006, the period for completing all six exams is limited to five year after a candidate is approved. If all six parts are not completed within the five-year window, the candidate must pay a reactivation fee and restart taking all exams, regardless of when parts were previously passed. No new Original Application (ICRM Form #1) is necessary.

Candidates approved prior to January 1, 2006 have until January 1, 2011 to pass all six parts of the exams. If all six parts are not completed in that time frame, the candidate must pay a reactivation fee and restart taking all exams, regardless of when previously taken parts were passed. No new Original Application (ICRM Form #1) is necessary.

The above information is excerpted from the ICRM ® website.



Meeting in Review

Presenter: Steve Richards, Richards & Richards
Date: March 11, 2008
Topic: What You Should Know About Valuable Papers Protection
Written by: Mary LaFollette, Editor

Disaster comes in many forms such as fire damage, smoke damage, sprinkler malfunction, natural disasters, and everyday mishaps such as water overflowing from above and roof leaks. Our records are at risk everyday no matter where they are stored. Some things to think about regarding disasters and recovery are:

- What is your responsibility should there be a disaster at the facility where your records are stored?
- What if they are destroyed?
- What if they are wet?
- What if they are smoke damaged?

The answers to these questions could be based on the type of insurance coverage you have for your important records. Prior to a disaster, it is very important that you review your insurance policy to make sure that you are fully insured. If your records are stored in a commercial records center, here are some things to keep in mind:

- It is important that you review your contract because most contracts state that the depositor declares that the value of any stored materials, transported, received, handled, or stored hereunder or late received for the account of said depositor shall not exceed \$2.00 per cubic foot.
- Materials that are placed in storage are still at the exclusive risk of the depositor for any damage incurred through fire, leakage, heat, vermin, gradual deterioration, acts of God, or the public enemy, labor disputes, riots, or any cause beyond the direct control of the company.

If you store records on-site, it is also important that the insurance policy include recovery costs no matter what the disaster.

Valuable papers can be insured by one of these three methods:

- Attached to a commercial property policy which is common for companies with large property schedules and a multitude of locations, or
- Underwritten on a separate Commercial Inland Marine form,
- Included by an extension of coverage under a commercial Business Owner's Policy form.

In conclusion, there are four things you should do:

- Verify that you have valuable papers protection
- Check the limits
- Check the deductible
- Have your insurance agent schedule the premises of your off-



In the News...

Chapter Member of the Year Nominations

Every year, each ARMA chapter publicly recognizes one individual whose efforts have significantly contributed to the chapter accomplishments. That person is named "Chapter Member of the Year" and is recognized at the ARMA International Convention in the fall.

As we realize, a successful chapter doesn't just happen. It takes great volunteers that devote many hours to make the chapter successful in reaching their goals. This is our opportunity to recognize that **one** person in our Chapter who has gone above and beyond to help make the Greater Chattanooga Area Chapter the best.



As Chairman of the Greater Chattanooga Area Chapter, The Awards Committee is seeking nominations for the Chapter Member of the Year for 2007-2008. Nominees should be selected based on the following criteria:

- participation in chapter activities, events, and projects,
- participation in activities outside ARMA that promote the records management profession (e.g.; teaching a course in records management, attending or speaking at conferences directly related to records, information or knowledge management),
- sponsoring new members,
- bringing guests, and
- achievements within their own company or organization.

This is not an exhaustive list of requirements, but it should give you an idea of what kind of person we are seeking. Individuals are not permitted to nominate themselves, so I am depending on you to make sure that someone's dedication and hard work are rewarded.

Please submit your nomination for *Chapter Member of the Year* to Phyllis Beene via e-mail at psbeene@tva.gov, fax (423) 751-6858 or via U.S. mail (address in the Chapter Directory). Include why you feel this person is deserving of the award. It doesn't have to be a huge or formal paper, but do give some specific examples of what makes them outstanding. Nominations are due by the end of April, and if you have any questions about the award or the process, I will be glad to answer them.

Thank you for your help!

Phyllis S. Beene, Chairman of the Board
Greater Chattanooga Area Chapter

Greater Chattanooga Area Chapter ARMA Board of Directors

Board Meeting Summary

February 26, 2008

7:30 a.m. - 9:00 a.m. – Wally's Restaurant

The Greater Chattanooga Area Chapter Board of Directors February 26, 2008, meeting was held at Wally's. The Chapter Treasurer reported the 1/31/2008 balance was \$6,714.77. Chapter Membership is presently at 28 members with new members, Joan Kile, Kevin Tisdell, and Annie Powell joining the Chapter.

Next Board Meeting

March 25, 2008

7:30 a.m. - 9:00 a.m. – Wally's Restaurant



Greater Chattanooga Area Chapter Treasury Report

February 2008

Beginning Balance:	\$6,714.77
Deposits:	\$ 140.00
Expenditures:	<u>\$ 265.77</u>
Ending Balance:	\$6,589.77