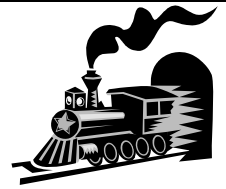




Choo Choo Chatter



Volume 21, Issue 9

The Official Publication of the Greater Chattanooga Area Chapter

May 2008

www.chattanooga-arma.org

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May Meeting

Program: Site visit – BlueCross BlueShield of TN Imaging Operations & Annual Business Meeting

Presenter: Robert Pettway, BCBST
Scottie Swafford, Chapter President

Date: May 13, 2008

Location: 629 Market Street, Chattanooga, TN 37402; located on the west side of Market Street near 7th Street, entrance has a blue awning

Parking & Security: Self parking is available in Republic Parking at 5th Street and Broad or Chestnut Street between 6th and 7th Streets. The Electric Shuttle, which runs from Choo Choo parking area, also stops at this building on Broad Street side (walk up 7th Street to Market Street to enter the building)

Registration: Regular Attendees \$20.00

Members & first time guests \$20.00

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

To RSVP, please call or email no later than 2:00 p.m., May 9, 2008:

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

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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	800
Beene, Phyllis	1950	Orth, Linda	0
Bostwick, Leanne	2000	Parris, Norma	1500
Hall, Pam	0	Patterson, Gail	0
Harris, Shawn	2050	Pettway, Robert	400
Jackson, Dennis	0	Powell, Annie	200
Jernigan, Cathy	1150	Phillips, Matthew	200
Johnson, Linda	1600	Ramachandran, Ravinder	200
Kimbrough, Charles	2100	Ricklefs, Ed	0
Kinunda, Joseph	1700	Scott, Glenda	1400
LaFollette, Mary	1850	Shugart, Jeff	1000
Lay, Jack	0	Stevens, Bill	0
Long, Gregg	1800	Stoddard, Catherine	400
Marshall, Victoria	2350	Swafford, Scottie	1750
Miller, Lorraine	2350	Tisdale, Kevin	400
		Whitmire, Susan	3150
		Wood, Hunter	0

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

NEWSLETTER ADVERTISING RATES

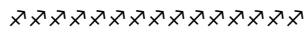
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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



PRESIDENT'S MESSAGE

Networking and Sharing Information

Networking is a great way to meet new people and to share information. Wikipedia, the free encyclopedia, describes networking in this way:

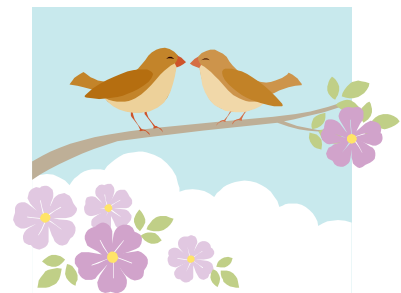
*In general, the term **network** can refer to any interconnected group or system. More specifically, a network is any method of sharing information between two systems (human or mechanical).*

The ARMA Greater Chattanooga Area Chapter is a great place to not only network but also share information. Our Chapter is made up of Information and Records Management professionals from different entities, such as governmental agencies, insurance companies, and public industries. By networking, we share information about projects dealing with retention, software applications and the vendors, and a multitude of RIM issues that confront us on a day-to-day basis. By networking and sharing information, it allows our Chapter to become a storehouse of information and as we share this information we grow in the RIM profession.

I encourage all members to reach out to others who are not members of our Chapter but are interested in "Networking" because sharing information is what we do best. By growing our knowledge base, our Chapter also grows.

Thanks,

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.

June 3, 2008

Officer Installation & Awards Dinner

When: Tuesday, June 3, 2008
Time: 5:30pm – 8:00pm
Where: Mount Vernon Restaurant
*Topic: 2008-2009 Officers & Directors Installation
Awards
Chinese Auction*



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



The following information is excerpted from the ICRM ® website:

Examination Parts 1 to 5 -- Major Subjects

This outline is provided as a study guide for Parts 1 through 5 of the CRM examination. The outline is not exhaustive nor will all topics in the outline be included in each exam cycle. Technology infrastructure is covered in Part 5. The application of technology to manage records and information is covered in Parts 1 through 4.

Part 1: Management Principles and the Records Management Program

- A. Principles of Management
- B. Human Resources/Staffing
- C. Financial Considerations in a Records Management Program
- D. Development of Records Management
- E. Planning a Records Management Program
- F. Organizing a Records Management Program
- G. Directing and Controlling a Records Management Program
- H. Program Implementation Cycle
- I. Legal Considerations
- J. Ethics and Ethical Responsibilities
- K. Global Concerns

Part 2: Records Creation and Use

- A. Records Creation
- B. Documentation of Business Transactions
- C. Correspondence Management
- D. Documentation of Policies and Procedures
- F. Mail Management
- G. Reports Management
- H. Reprographics Management
- I. Document Control
- J. Legal Compliance

(Continued on page 6)

(Examination Parts 1 to 5 -- Major Subjects – continued)

Part 3: Records Systems, Storage, and Retrieval

- A. Basic Concepts
- B. Filing Systems
- C. Information Retrieval
- D. Active File Systems
- E. Active Files Operations
- F. Records Centers Owned and Operated by the Organization
- G. Commercial Records Centers
- H. Special Storage Requirements
- I. File Conversions

Part 4: Records Appraisal, Retention, Protection, and Disposition

- A. Basic Concepts
- B. Records Inventory
- C. Records Appraisal
- D. Retention Schedules
- E. Schedule Implementation and Administration
- F. Vital Records Program
- G. Business Contingency Planning
- H. Disposition
- I. Archives

Part 5: Technology, Equipment & Supplies

- A. Micrographics
- B. Reprographics
- C. Imaging Systems
- D. Systems
- E. Records Creation
- F. Data Management
- G. Data/Systems Disposition
- H. Preservation, Recovery and Destruction Techniques



Meeting in Review

Presenter: Hassan Thomas
Date: April 8, 2008
Topic: Share Point 101/Records Management
Written by: Mary LaFollette, Editor

SharePoint sounds like a wonderful tool to have and use. SharePoint can be used as an enterprise information portal to run both intranet, extranet, and Internet sites. It also a great tool to use for collaborating with team members. SharePoint is designed for use by individuals, teams, and projects within a medium to large company.

SharePoint features the ability to integrate Outlook, integrate document management, and web content management with policies and workflow. Within document management, SharePoint contains document libraries, lists, sites, and site collections for the storing of different types of content assets. SharePoint also manages spreadsheets by utilizing document library support for storing Office Excel 2007 and Office Data Connection files.

Another great feature is that SharePoint allows for the management of content in various formats such picture library, forms library, lists that link to web pages or other resources that you want to share.

Well, what about records management. How do we apply retention to the documents? SharePoint provides the ability to declare and classify items as records and also manage life-spans for collaborative non-record content. You can also apply Hold Orders to documents; it provides audit trails, and reporting capabilities. If you need help in meeting regulatory requirements and want to reduce litigation risk for your organization, SharePoint provides a records repository site that provides archiving support.

You might be thinking that it would take a lot of time to manage all these types of documents but it is as easy as drag and drop and, if a function is not available straight out of the box, your specific functions can be developed.

One thing to remember is, if you can use the web, you can use SharePoint because it uses web parts.



In the News...

CHAPTER MEMBER OF THE YEAR

The highest ARMA award that an individual at the chapter level can obtain is to be named Chapter Member of the Year. Each year our Chapter members nominate one person who has been instrumental in the success of the Chapter and also in promoting ARMA and/or the profession of records and information management. It is always very exciting to hear them announce the winner of this award at the ARMA International Conference Awards Dinner and to have everybody know that the winner has gone above and beyond in assisting their chapter achieve a very successful year.

The Greater Chattanooga Area Chapter wants to recognize one of our members as the Member of the Year. Here is where we need your help! While we know that many of our members contribute to our Chapter in various ways, there can only be one Member of the Year. To help in selecting the Member of the Year, we need to know who you think contributed the *most* to our Chapter and/or profession during the 2007-2008 Chapter year.

Remember, the person you nominate should be an active member who regularly participates in Chapter activities by attending meetings, bringing guests, sponsoring new members, or perhaps serving on committees. They may be helpful in a less public way, by seeking out and talking to new members and guests, assisting with setting up for meetings, or other behind the scenes activities. It could be that they are active at the regional or international level where they serve on boards or committees. Perhaps they have made significant contributions on the job, promoting records and information management practices, increasing awareness of ARMA, or speaking on various good practices and issues related to records and information management. These are just some examples of how each member can contribute to both the Chapter and to the RIM profession.

Please take time to see what contributions your fellow members have made and nominate someone you feel deserves to be in the limelight for their work. Nominating someone is simple. You don't have to write a long formal petition to nominate a member. Call, e-mail, or talk to a member of the Awards Committee (Phyllis Beene, Leanne Bostwick, or Linda Johnson) and give a name and why you think this member is deserving of recognition.

Our Chapter would not be what it is without our members. Please take this opportunity to reward someone for their efforts!

Thanks,

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



Greater Chattanooga Area Chapter ARMA Board of Directors

Board Meeting Summary

March 25, 2008

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

The Greater Chattanooga Area Chapter Board of Directors March 25, 2008, meeting was held at Wally's. The Chapter Treasurer reported the 1/31/2008 balance was \$6,589.00. Chapter Membership is presently at 30 members.

Next Board Meeting

April 29, 2008

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



Greater Chattanooga Area Chapter Treasury Report

Respectfully submitted by Shawn Harris, Treasurer

March 2008

Beginning Balance:	\$6,589.00
Deposits:	\$ 848.00
Expenditures:	<u>\$ 5,228.00*</u>
Ending Balance:	\$2,208.76

*\$5,000 transferred to a Money Market account to earn interest.