



# Choo Choo Chatter



Volume 19, Issue 11

The Official Publication of the Greater Chattanooga Area Chapter

December 2005

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## December Meeting Agenda



**Presenter:** Goodwill Industries - Annual Service Project

**Topic:** Christmas Program 2005

**Date:** December 13, 2005

**Time:** 11:30 am through 1:00 pm

**Location:** 212 Market Street (Across from Aquarium) 212 Market St, Chattanooga, TN.

**Annual Service Project:** The ARMA Greater Chattanooga Area Chapter members are encouraged to donate to Goodwill Industries. Donations will include; adult diapers (x-large size), adult pull-ups (x-large size), adult wipes or cash. Please make checks payable to **Chattanooga Goodwill HELPS Program.**

**Registration:** Cost will be \$15.00 for members and first time guests. All other attendees will pay \$16.00. Lunch will be provided.

\*To RSVP, please email [jcraig@partnershipfca.com](mailto:jcraig@partnershipfca.com) or call Jacki Craig at (423) 755-2749. Please make reservations by December 9, 2005 by 2:00 P.M.

\*Once reservations have been made and you fail to cancel by December 9, 2005, 2:00 P.M., you will be responsible to pay the registration fee.

*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 – Doug Rand  
 Historian –  
 Hospitality – Susan Whitmire, CRM  
 ISG Liaison – Phyllis Beene  
 ICRM Liaison – Susan Whitmire, CRM  
 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!

<b><u>Support the Chapter</u></b>	<b><u>Points</u></b>
Attend Workshops	100
Attend Luncheon Meetings	200
Attend Dinner Meeting	300
Bring a Guest	100
Attend Regional Conf.	400
Perfect Attendance (Sept-May)	500
<b><u>Support ARMA International</u></b>	
Attend Annual Conference	200
<b><u>Get Creative</u></b>	
Submit article for newsletter (excludes routine notices, etc.)	200
<b><u>Get Involved Locally</u></b>	
Be a Board Member	200
Be a Committee Chair	150
Be a Committee Member	100
Attend a Board Meeting	100

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## PARTICIPATION STATION

### Members Points

MEMBER	POINTS
Beene, Phyllis	1650
Craig, Jacki	1200
Harris, Shawn	300
Howard, Cynthia	700
Ingram, Patricia	700
Jabaley, David	900
Jackson, Dennis	300
Long, Gregg	800
Marshall, Victoria	1000
Miller, Lorraine	1200
Mullins, Ronald	900
Newberry, Linda	1450
Paris, Norma	1400
Patterson, Gail	0
Rand, Douglas	1250
Ricklefs, Ed	0
Scott, Glenda	1350
Simpson, Dena	800
Stevens, Bill	0
Stoddard, Katherine	500
Strauser, Marry-Ellyn	500
Swafford, Scottie	1250
Whitmire, Susan	1550
Witt, Alice	400
Wood, Hunter	0

**NEWSLETTER ADVERTISING RATES**

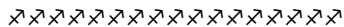
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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:

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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 <sup>st</sup> time visitors)	\$15.00
Luncheon (visitors)	\$16.00
Workshop	\$20.00
Site Visit	\$25.00

**PRESIDENT'S MESSAGE**

December has a way of taking on a life of its own, with social occasions, holiday events and end-of-year activities at the office, and then there are family dinners and gatherings too. If your “must-do” list looks anything like mine, you’ve started to wonder how you can ever get everything done, unless Santa is loaning out his elves this year! Wouldn’t that be a nice present to get? Actually, once I realize that Christmas will come whether my list is done or not, you know- I find that I can start to relax and enjoy the season! I recommend that strategy as a stress reliever for you too.

One item that will get my full attention is our December meeting at 212 Market. Our service project this year is Goodwill Industries, and they are very excited that we are helping them, as they rarely get such offers! Our website ([www.chattanooga-arma.org](http://www.chattanooga-arma.org)) has details of what to bring with you, and a speaker from Goodwill will join us at the meeting to talk about their programs and services. Some of what Goodwill does may surprise you!

Next month, we’ll move back to the Chattanooga, and hear from ARMA Regional and International leaders (including our own Marry-Ellen Strauser) about what’s going on at those levels of ARMA and what’s ahead. Two things that are ahead locally, I want to highlight for you now: One is a Disaster Recovery Planning Seminar March 14, and the other is a change in our end-of-the-year celebration. We have had the Auction and Awards dinner format for as many years as I can remember. This year, we’re trying something different. We’re going to board the Southern Belle for dinner and cruising down the river. I know that June seems very far away, but mark your calendars now, because we’ll have to make reservations much earlier than normal, and we want to see everyone there!

I need to go work on my list, but I’ll be looking for you at the December meeting. And if you happen to talk to Santa in the meantime, tell him I’ll take 2 elves!

*Phyllis Beene*

President, Greater Chattanooga Area Chapter ARMA

## Training Depot



### 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.

### ARMA - 2005/2006 Programs

#### *Upcoming Regional Events:*

**SE Region Educational Conference  
April 20 & 21, 2006 in Jacksonville**

[www.armase.org](http://www.armase.org)

## ARMA INTERNATIONAL *Education Update*



#### ICRM® Examination Schedule:

Fall 2005

Examination Dates: November 3-4, 2005

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:

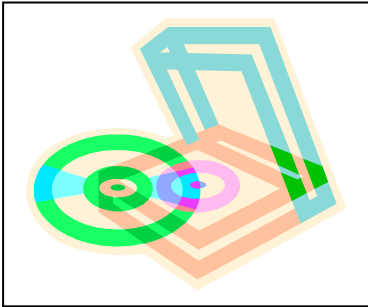
Effective January 1, 2006, the application fee increases from \$60 to \$100. This is the first increase since the mid -1980s.

#### 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 ProfessionNotes newsletter. Submitted by L. Miller/October 2005



## 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.

## In The News

Chattanooga Times Free Press  
November 19, 2005

# Off-site data storage hailed

Recent hurricane losses highlight value of disaster recovery

By JASON M. REYNOLDS  
STAFF WRITER

An important but easy way businesses can prepare for disaster — from flooding to fire — is to keep documents away from their premises, records management experts say.

Disaster recovery has become a major focus for records management professionals recently, said Scottie E. Swafford, vice president of programs for the local chapter of the Association for Information Management Professionals. "With recent disasters like Hurricanes Katrina, Rita and Wilma, businesses are focusing a lot of time and money on disaster recovery of their information and records," Mr. Swafford said.



David Jabaley

Phyllis S. Beene, chapter president.

Ms. Beene said protecting data is as simple as keeping the files in two locations, a point which was made when her father, a milk delivery man, lost some of his data in a home office fire. Her father was able to deliver the milk the following day, however, because he kept most of his records in the freezer.

"That was his disaster recovery plan," she said.



STAFF PHOTO BY LINDO VIZZUTTI  
Clyde Bingham pulls records from boxes for customers Friday at Kenco Records Management on 31st Street. Many businesses store their records off site to protect them from damage.

ery plan," she said.

Kenco Records Management specializes in providing extra storage for businesses which don't have the space for massive amounts of data, as well as companies concerned about protecting their vital documents from disasters, said division manager David Jabaley.

Kenco has 20,000 square feet of warehouse space that it rents for document storage, charging companies by the box or by linear feet of storage, he said.

Kenco's storage services

### ON THE WEB

<http://chattanooga-arma.org>

have helped several clients whose businesses burned, Mr. Jabaley said. Storing documents off site has helped companies recover from disasters, he said.

In addition to storing records off site and keeping multiple copies, businesses should consider having additional equipment such as phones and com-

puters on hand as replacements for assets lost in catastrophes, Ms. Beene said.

Communications and employee housing are other concerns as well.

Because disaster recovery is a growing concern for businesses, the information management association will host a seminar on the topic next spring, she said.

"You don't realize what it takes to get your company back in business," she said.

E-mail Jason M. Reynolds at [jreynolds@timesfreepress.com](mailto:jreynolds@timesfreepress.com)

ARMA International

Greater Chattanooga Area  
Chapter

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Chattanooga TN 37401-0341

## 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 [lnewberry47@aol.com](mailto:lnewberry47@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?

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](http://www.armaedfoundation.org)

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

Send their name, address and e-  
mail to Glenda Scott at  
[mjscott@hotmail.com](mailto:mjscott@hotmail.com)