

# Choo Choo Chatter



Volume 19, Issue 12

The Official Publication of the Greater Chattanooga Area Chapter January / February 2006

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## *Educational Program / January Meeting Agenda*



**Presenter:** *Marry-Ellyn Strauser, CRM, ARMA International Director*  
**Topic:** *What's on ARMA International Radar Screen/ Southeast Region Update*

**Date:** *January 10, 2006, 11:30 am - 1:00 pm*

**Location:** *The Chattanooga/ Broad Street Grille*

**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 January 6, 2006, by 2:00 P.M.*

*\*Once reservations have been made and you fail to cancel by January 6,, 2006, 2:00 P.M., you will be responsible to pay the registration fee.*

## *Educational Program / February Meeting Agenda*



**Presenter:** *John Isaza*

**Topic:** *"Discovery, Spoliation & Legal Holds: Know When to Hold 'Em, When to Destroy 'Em"*

**Date:** *February 14, 2006, 11:30 am - 1:00 pm*

**Location:** *UnumProvident Corporation ,500 Walnut Street/ Chattanooga East Building, Room 151*

**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 February 10, 2006, by 2:00 P.M. \* \*Once reservations have been made and you fail to cancel by February 10, 2006, 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 –
- 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!

<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>	
Attend Annual Conference	200
<u>Get Creative</u>	
Submit article for newsletter (excludes routine notices, etc.)	200
<u>Get Involved Locally</u>	
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	1850
Craig, Jacki	1400
Harris, Shawn	300
Howard, Cynthia	900
Ingram, Patricia	700
Jabaley, David	1100
Jackson, Dennis	300
Jarnigan, Cathy	400
Long, Gregg	1000
Marshall, Victoria	1000
Miller, Lorraine	1200
Mullins, Ronald	1100
Newberry, Linda	1650
Paris, Norma	1600
Patterson, Gail	0
Rand, Douglas	1250
Rickleets, Ed	200
Scott, Glenda	1550
Simpson, Dena	800
Stevens, Bill	200
Stoddard, Catherine	700
Strauser, Marry-Ellyn	700
Swafford, Scottie	1450
Whitmire, Susan	1750
Witt, Alice	600
Wood, Hunter	0

**NEWSLETTER ADVERTISING RATES**

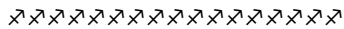
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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

# PRESIDENT'S MESSAGE

Happy New Year! Time for changes and new resolutions! I mentioned to you in an earlier President's Message that we would see changes this year in the chapter, and you are looking at the latest of those. We are going to try a bi-monthly newsletter instead of a monthly one. There are a couple of factors influencing this move. One is that Cynthia, our newsletter editor, like everyone else, is juggling a full plate at work and home, and this relieves a little pressure off of her. Another factor is that with our website up and running, and virtually all the membership on e-mail, we have more options to get information to you all quickly! So bookmark the website [chattanooga-arma.org](http://chattanooga-arma.org) if you haven't already done so, and keep a close eye on your e-mail and regular mail box to make sure you stay up to date.

In the short term, we're certainly looking forward to the January and February meetings, and you'll find details about them elsewhere, but I really want to emphasize our March workshop on Disaster Recovery. The planning committee is working as you read this to get it all together, and we want you to help carry the message to everyone you know, that this is a "must-do" item for their calendars! We are excited to have this timely event, and if you start talking it up among your business associates, we can have a full house for this one!

While you're getting ready for all of that, and as you are putting together your tax return (ugh!), don't forget to practice what we preach about records management. Pitch out old receipts, papers and publications that are not relevant, shred old statements and tax returns beyond those that are necessary, and take some time this month to clean out the files on your computer, and back up the system. Then weed through old files in your desk and see how much space you can find. If you get started now, by the time Records Information Management Month (RIMM) rolls around in the spring, we will all be shining examples to our coworkers!

Just be sure you take time to come to the meetings and we can swap stories about what interesting "artifacts" we uncovered while we were cleaning! See you there!

*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 Local Chapter Events:*

#### **Educational Program / February Meeting:**

“Discovery, Spoliation & Legal Holds: Know When to Hold ‘Em, When to Destroy ‘Em”

**February 14, 2006**, UnumProvident Corporation  
500 Walnut Street/ Chattanooga East Building, Room 151

#### **Disaster Recovery Seminar**

**March 14, 2006**, Holiday Inn: Shallowford Village Drive  
*\*See Page 6 For Additional Details*

#### *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:

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:

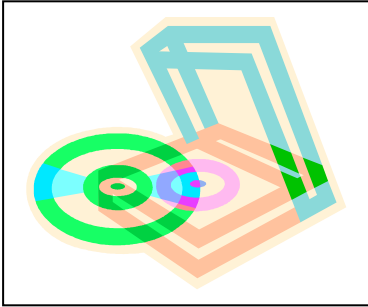
Effective January 1, 2006, the application fee increases from \$60 to \$100. This is the first increase since the mid -1980s.

#### 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 ProfessoNotes 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.

## ARMA Resources

ARMA International provides instructions for the Records & Information Management Listserv for members to use. The Listserv is a source of information and perspectives from records management professionals world-wide.

To access the Listserv, follow these instructions:

**NOTE:** *This service is neither provided nor maintained by ARMA International. The instructions contained on this page are provided solely as a convenience; and not as an endorsement by ARMA International of the users of or content contained upon the listserv. ARMA International has no control over listserv users or the content of messages that they may post.*

1. Begin an e-mail to [LISTSERV@LISTSERV.ALBANY.EDU](mailto:LISTSERV@LISTSERV.ALBANY.EDU)
2. Do not type anything into the subject line
3. In the text area, type: sub ERECS-L [Your Name]  
*Example: sub ERECS-L [John Smith] would subscribe someone named John Smith.*
4. Send the e-mail. Within minutes, you will receive an e-mail from the listserv containing directions on how to proceed

## 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](mailto: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?

ARMA International  
 Greater Chattanooga Area  
 Chapter  
 P O Box 341  
 Chattanooga TN 37401-0341

Disaster Preparedness and Recovery Seminar – Business and Personal

**When: Tuesday, March 14, 2006 – 8:00 am to 1:00 pm**

**Where: Holiday Inn, 2345 Shallowford Village Drive (I-75 & Shallowford Road across from the Cracker Barrel)**

**Cost: \$55 ARMA members; \$65 non-members (includes Personal Disaster session)  
 \$20 1-hour session only on Personal Disaster Preparedness**

**Registration Deadline: Tuesday, February 28, 2006; payment also required except for 1-hour session which can be paid upon arrival**

**Sponsored by the Greater Chattanooga Area Chapter of ARMA International**

Visit [www.chattanooga-arma.org](http://www.chattanooga-arma.org) for more information

The keynote speaker will be Gail Ann McCreary from Mississippi Power and Light who will share lessons learned following Katrina. We will also have a representative from Munters to discuss restoration activities. From 12 noon to 1 pm, Judith Kolberg, will discuss personal disaster preparedness and what documents and items you and your family should have safeguarded for protection in a disaster. Individuals can attend the 12-1 pm only for \$20 so if you have family, friends or other business associates interested in the personal aspects of disaster preparedness, let them know.

This seminar will be in place of our regular monthly chapter meeting however it will not include a luncheon but rather an expanded morning break.

Registration	8:00 AM	8:30 AM	
Welcome and Introductions	8:30 AM	8:45 AM	Chapter President
Keynote Speaker, Gail Ann McCreary, Mississippi Power & Light, Gulfport, MS	8:45 AM	10:40 AM	Introduction by Scottie Swafford
Break	10:40 AM	11:00 AM	
Speaker, Munters Corporation*	11:00 AM	11:50 AM	Introduction by Scottie Swafford
Break	11:50 AM	12:00 Noon	
Judith Kolberg, Speaker, Personal Disaster Recovery	12:00 Noon	1:00 PM	Registration available for this portion only - \$20

\* **Disaster Restoration/Temporary Climate Control (MCS):** North America's largest water damage restoration/temporary humidity control company. Whether the problem is restoration after a flood, concrete drying or document / media recovery, MCS has a cost effective solution.

*ARMA International is a not-for-profit association and the leading authority on managing records and information – paper and electronic. Information is at the center of everything an organization does: strategy management, research and development, compliance. How the organization manages that information and its corporate records can directly affect its ability to compete, comply with regulations, recover from disaster – in other words operate efficiently.*

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 [mgscott@hotmail.com](mailto:mgscott@hotmail.com)