



Choo Choo Chatter



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May 2009

www.chattanooga-arma.org

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Norma Parris
McKee Food Corporations
423-238-7111 ext. 2659

Kevin Tisdell
Shaw Industries Group, Inc.
706-275-1177

June Meeting

Program: Officers Installation & Awards Dinner

Date: June 2, 2009

Location: Top of the Dock
5600 Lake Resort Terrace
Hixson, TN

Registration: Regular Attendees \$15.00
Members & first time guests \$16.00

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

NOTE: Please see meeting announcement for menu selection.

To RSVP, please call or email no later than 2:00 p.m., May 29, 2009:

- Norma Parris, (423) 238-7111 x 2659,
norma_parris@mckee.com
- Annie Powell, (423) 424-1305
anniepowell@gocarta.org

**Reservations not canceled by 2:00 p.m., May 29, 2009, 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.*

TABLE OF CONTENTS IS ON PAGE 2

Table of Contents

This Month's Meeting	Cover
<i>SIDE BAR</i> - Officers & Board Members	Cover
Table of Contents	2
Participation Station	2
<i>SIDE BAR</i> - Committee Chairpersons	2
Members Points	2
President's Message	3
<i>SIDE BAR</i> - Newsletter Advertising Rates	3
Newsletter Info	3
Training Depot	4
<i>SIDE BAR</i> - Future Conferences	4
CRM Express	5
<i>SIDE BAR</i> - ARMA Ed Foundation	5
Meeting in Review	6
In the News...	7
Board Meeting Summary	8
Treasury Report	8

COMMITTEE CHAIRPERSONS

- Awards - Phyllis Beene
- Education - Vacant
- Historian - Victoria Marshall
- Hospitality/Communications - Susan Whitmire, CRM
- ICRM Liaison - Lorraine Miller, CRM
- Newsletter - Mary LaFollette
- Publicity - Chris Akers
- Webmaster - Scottie E. Swafford



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



PARTICIPATION STATION

Members Points as of April 2009

MEMBER	POINTS	MEMBER	POINTS
Akers, Chris	800	Mullins, Ronald	800
Beene, Phyllis	1400	Orth, Linda	0
Bostwick, Leanne	1300	Parris, Norma	1400
Bullard, Gary	400	Patterson, Gail	0
Harris, Shawn	600	Pettway, Robert	1100
Hixson, Shari	600	Phillips, Matthew	0
Jackson, Dennis	0	Powell, Annie	1000
Johnson, Linda	1300	Ramachandran, Ravinder	200
Kile, Joan	900	Scott, Glenda	800
Kimbrough, Charles	1000	Shugart, Jeff	600
Kinunda, Joseph	800	Stoddard, Catherine	800
LaFollette, Mary	1500	Swafford, Scottie	1400
Long, Gregg	1700	Tisdale, Kevin	1300
Marshall, Victoria	1800	Whitmire, Susan	2100
McEvoy, Laura	200	Zengel, Rikki	200
Miller, Lorraine	1400		

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

TRAINING DEPOT

**START
PLANNING NOW
TO ATTEND A
FUTURE
CONFERENCE:**

**ARMA
INTERNATIONAL
CONFERENCES**

**October 15-18,
2009**

Orlando, FL

**September 19-
22, 2010**

San Francisco,
CA

Most of the things we deal with during the day are temporary, but our relationships can have eternal significance. Our words, our actions, and our attitudes have a tremendous impact on others, good or bad. We will never regret the investment we make in the lives of others.

Roy Lessin

Does IM content qualify as a Federal Record?

The statutory definition of records (44 U.S.C. 3301) includes all machine readable materials made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business. Agencies that allow IM traffic on their networks must recognize that such content may be a Federal record under that definition and must manage the records accordingly. The ephemeral nature of IM heightens the need for users to be aware that they may be creating records using this application, and to properly manage and preserve record content. Agency records management staff determine the record status of the IM content based on the overall records management policies and practices of their agency.

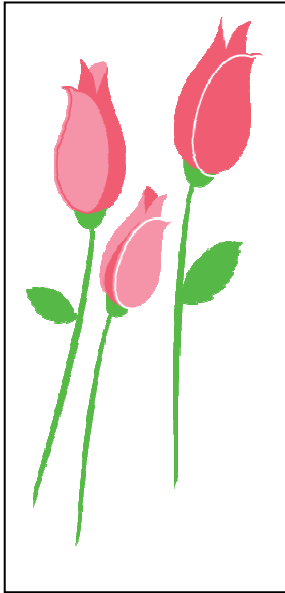
The National Archives – FAQ's

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?

CRM Express

Institute of Certified Records Managers



The Greater Chattanooga Chapter recognizes and supports its candidates in their efforts to achieve the Certified Records Manager (CRM) designation. Other Chapter members who continue their studies toward CRM certification include:

Phyllis Beene
Linda Johnson
Charles Kimbrough
Victoria Marshall
Scottie Swafford
Rikki Zengel

ICRM Exam Schedule 2009

Parts 1- 5:

August 3 - 7, 2009

Part 6:

August 6, 2009

Exam Registration:

May 20, 2009 to July 30, 2009

Meeting in Review

Presenter: Helen Streck, Records Management Consultant, Shook, Hardy & Bacon LLP
Date: April 16, 2009
Topic: Working the IT/RIM Relationship
Written by: Rikki Zengel, ERIM – BlueCross BlueShield of TN

Helen Streck, a RIM veteran with 23 years experience, presented to the Chattanooga ARMA on a subject she is well versed in, fostering a relationship with IT. After years of developing processes for electronic records management, Helen passed on a truth that promises to remain constant as we move into the future, RIM and IT need one another.

The IT/RIM relationship can often feel like an arranged marriage between partners who do not even share a common language, however, neither party is as strong alone as they are together. The vast majority of records and non records organizations create are electronic. The sheer volume of data an organization generates can be baffling.

An organization's information must be managed and dealing with the terabytes and terabytes of data falls squarely on the shoulders of IT and RIM. IT and RIM must work together in:

Constructing Governance:

- Policies, Procedures, Standards
- Records Retention Schedules
- Glossaries and Document Hierarchy Structure
- Distinguishing Records Management Repositories from Backups

Developing Workflows and Processes:

- Information Workflows
- Processes for managing electronic records
- Sun-setting Systems
- E-discovery processes
- Training/Education Staff

Applying Rules and Requirements to Technology:

- Designing/Acquiring systems that apply retention rules
- Designing/Implementing records management systems
- Systematically and appropriately applying processes across the organization

Participating on Teams:

- Discovery teams (Legal, IT & RIM)
- Technology Implementation (Business Unit, IT & RIM)
- Developing RFPs and evaluating vendors
- Applying requirements to existing systems/processes.



In the News . . .

Vital Records Program

No matter how small or large your organization is, it is important to have a vital records program to ensure the continuity of business. The continuity of business is also referred to as an “emergency preparedness and recovery plan” and “disaster response and recovery plan.”

There are several things that the vital records program should include to not only ensure continuity of business operations but also protect assets, protect legal and financial status, preserve rights and obligations of employees, customers, stockholders, and citizens. There should also be policies and procedures to protect the records and permit effective use of these vital records in an emergency.

The vital records program must include the following:

- ❖ Risk Management process which looks at how much it will cost to protect or reconstructing vital records weighed against the value of the information to the organization.
- ❖ Vital Records identification to ensure that we have what we need to continue business without interruption.
- ❖ Protection methods based on record media type, available resources, environmental, and security requirements.
- ❖ Vital Records schedule which identifies the vital record, where they are located, and how we protect them.
- ❖ Vital Records manual which communicates in writing the requirements of the vital records program so that all employees are well informed.

To continue in business we must know how much of a loss we can suffer without having a negative impact to the company and our customers. If you do not have an established vital records program, now is the time to start developing it before disaster strikes. Whether a minor or major disaster, we do not want to wait until the moment strikes to try to figure out which records we need to continue business.

Mary LaFollette
Editor



Greater Chattanooga Area Chapter ARMA Board of Directors

Board Meeting Summary

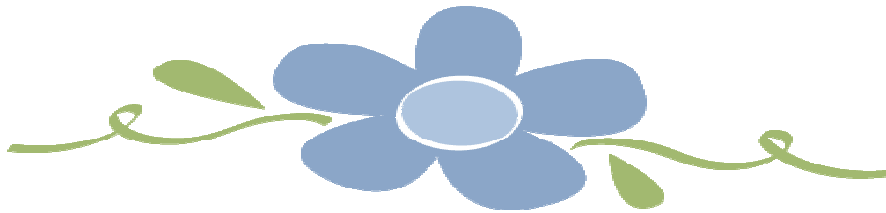
March 31, 2009

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

The Greater Chattanooga Area Chapter Board of Directors March 31, 2009, meeting was held at Wally’s on McCallie Street.

Decisions by the Board –

- The Guideline on Chapter Sponsorship for Conference Attendance will be updated to reflect the inclusion of Directors and Chapter Members, not just Chapter Officers.
- Effective 2009-10, the Chapter will provide new member orientation and mentors for new members.
- The Board opted not to consider hosting the 2010 SE Region Educational Conference due to logistics in getting to Chattanooga, the economy and the number of volunteers needed for this type of event.



Greater Chattanooga Area Chapter Treasury Report

March 31, 2009

Treasurer’s Report: Balance as of February 28:

- Money Market \$5085.27
- Savings \$25.18
- Checking \$3199.81