

Choo Choo Chatter



Volume 20, Issue 2

The Official Publication of the Greater Chattanooga Area Chapter

November 2006

www.chattanooga-arma.org

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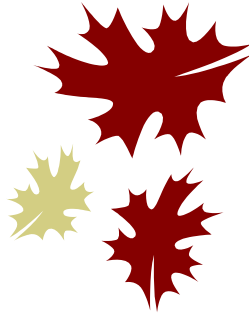
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November Meeting November Meeting

Presenter: Mike Pemberton, Information Management Associates, Inc.

Topic: ARMA's Code of Professional Responsibility

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

Location: Chattanooga - The Broad Street Grille, 12001 Broad Street ,
Chattanooga

Registration: Cost - \$15.00 for members and first time guests.

\$16.00 for all other attendees

*To RSVP, please email susan.whitmire@bcbst.com or call her at (423)
535-3328. Please make reservations by November 10, 2006 at 2:00
P.M.

**Once reservations have been made and you fail to cancel by November 10,
2006, 2:00 P.M., you will be responsible to pay the registration fee.*

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
Points Explanation	2
President's Message	3
<i>SIDE BAR</i> Newsletter Advertising Rates	3
Newsletter Info	3
Training Depot	4
<i>SIDE BAR</i> What's Your Story?	4
ARMA Resources	5
<i>SIDE BAR</i> Practice What You Preach	5
Board Meeting	5
<i>SIDE BAR</i> ARMA Ed Foundation	6
A Tale From the Vault	6

COMMITTEE CHAIRPERSONS

- Awards –Linda Newberry
- Education – Shawn Harris
- Historian –
- Hospitality/Communications – Susan Whitmire, CRM
- ISG Liaison – Phyllis Beene
- ICRM Liaison – Lorraine Miller
- Newsletter –Phyllis Beene
- Publicity –David Jabaley
- Webmasters -Gregg Long, Scottie 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>
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

PARTICIPATION STATION: Members Points

MEMBER	POINTS
Beene, Phyllis	1050
Blaylock, Carmen	400
Craig, Jacki	200
Harris, Shawn	800
Howard, Cynthia	0
Ingram, Patricia	500
Jabaley, David	1000
Jackson, Dennis	200
Jarnigan, Cathy	300
Kimbrough, Charles	500
Long, Gregg	700
Marshall, Victoria	1000
Miller, Lorraine	750
Mullins, Ronald	200
Newberry, Linda	1050
Paris, Norma	800
Patterson, Gail	0
Ramachandran, Ravinder	0
Ricklefs, Ed	0
Ritchie, Tammie	0
Scott, Glenda	700
Simpson, Dena	0
Stevens, Bill	200
Stoddard, Catherine	500
Strauser, Marry-Ellyn	400
Swafford, Scottie	850
Whitmire, Susan	2150
Witt, Alice	0

NEWSLETTER ADVERTISING RATES

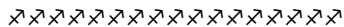
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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.

Phyllis Beene
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 st time visitors)	\$15.00
Luncheon (visitors)	\$16.00
Workshop	\$20.00
Site Visit	\$25.00

PRESIDENT'S MESSAGE

WOW!

That's the only way I can describe this year's ARMA International Awards Event at the conference in San Antonio! First, the Chapter Members of the Year were recognized, and Scottie Swafford was there to receive that well-deserved accolade. He has worked extremely hard for the chapter this past year, and that became readily apparent a little later when the Greater Chattanooga Area Chapter received their first-ever Website of the Year Award. Thank you, Webmaster Scottie Swafford! That alone was worth the price of the ticket, but the best was yet to come! Susan Whitmire, Scottie and I were all listening to the list of accomplishments of the Small Chapter of the Year, and thinking that they sounded familiar, but when they announced the Small Chapter Of The Year(COTY) was the Greater Chattanooga Area Chapter, I could still hardly believe it!

CONGRATULATIONS CHAPTER MEMBERS!

That award didn't come just because of the officers, or any one person on the board. It came because of *each and every one of you!* Every meeting you attended, every guest you brought, every time you helped out with a workshop, a service project or served on a committee, strengthened the package that got submitted to the awards committee. If you go to the chapter website, you can see our COTY submittal and see just what it was that we did so well last year. Then come to the November meeting to join the celebration! Our speaker this month is another ARMA member, Mike Pemberton. He's coming from Knoxville to talk to us about what it means to be a member of ARMA. ARMA is not just an excuse to get out of the office for a real lunch! There are some advantages for you and your company as well as some expectations, in being a member of ARMA, (and I will add, in being a member of an Award-Winning Chapter!) We will also hear highlights of some other aspects of the San Antonio conference from some of the attendees.

What else is going on? We will have the details of our Christmas Service Project at this month's meeting. We are adopting a family for the holidays, and will need everyone's help to make the season bright for folks who don't have extra money for anything except bare essentials, so come and sign up to help with that project. And oh yes! Get ready to roll up your sleeves and work for the chapter, so we can bring home more awards from the Baltimore conference in 2007!

Phyllis Beene

President, Greater Chattanooga Area Chapter ARMA



What's Your Story?

Everybody's got at least one story having to do with document, records or information management either personally or professionally. What's yours? Send me your dumbest customer tale, worst document nightmare, an identity theft story, a bizarre discovery in the records vault, your vision for a widget that will revolutionize information management widget or a funny-thing-happened-on-the-job chuckle. We'll share them (anonymously, if you like) in future issues of the newsletter. E-mail them to psbeene@tva.gov

See this month's story on page 6

TRAINING DEPOT

November 14, 2006

"ARMA's Code of Professional Responsibility"

Mike Pemberton

Chattanooga/Broad Street Grill 11:30 a.m.-1:00 p.m.

December 12, 2006

Service Project

(The Chop House 2011 Gunbarrel Road 11:30 a.m.-1:00 p.m.)

January 09, 2007

"Privacy and Compliance" in a Records Management Program

Ashley B. Rowe, Hunton & Williams LLP-New York City

February 13, 2007

"An ISO 15489 Audit in the Real World"

Gregg Long, CRM, UnumProvident

Chattanooga/Broad Street Grille 11:30-1:00 p.m.

March 13, 2007

"E-Discovery"

Doug Baker, VP Complex Litigation & Broad Discovery, UnumProvident Corporation

Chattanooga/Broad Street Grille 11:30-1:00 p.m.

April 10, 2007

Web meeting TBA

May 08, 2007

Walker County Records Department

Site Visit

June 6, 2007

Awards Dinner

Southern Belle Riverboat Cruise

PRACTICE WHAT YOU PREACH!

It's a Pop Quiz! Get out your pencils and put on your thinking caps:

A wildfire is threatening the neighborhood, & the fireman has just come to the door and told your family to get out in 10 minutes. He isn't sure when you can return.

List the critical pieces of information that you need to take with you. Quickly now! Can you do it without a great deal of thought? For bonus points, list where they are-EXACT locations-"in the file cabinet" or "on the desk" is not sufficient. What drawer is it in? How is the folder labeled?

Did you include important phone numbers that may not be in the local telephone directory? (Out of town family, insurance adjuster, etc.) How about medical data like immunizations and current prescriptions, and a valid identification for all members of the family?

Hurry! Every second counts! You only have 10 minutes to find all this, plus grab a few clothes. Can you do it? Can anyone else in your family?

Managing personal information is a lot more than just safeguarding private data. In a crisis, it could quite literally be a life-and-death issue. If you didn't pass the test, have a family meeting now to safeguard your future and theirs!

ARMA Resources

If we missed you in San Antonio, don't think you have missed the only educational event going. There are a number of other opportunities to gain new knowledge through ARMA.

Like the chance to network while you learn?

There's no law that says you can't attend another chapter's meeting if the topic is relevant to you, and in the spring, the Southeast Region will hold a conference in Florida.

Southeastern Region Educational Conference

April 2 - 3, 2007 at Safety Harbor Resort & Spa just outside of Tampa.

Nashville Chapter meets on the 3rd Thursday of the month, email sales@securityarchives.com for details

Atlanta Chapter meets on the 3rd Tuesday of the month, contact Don Schewe (dschewe@mindspring.com) for details

Need to bone up fast on a specific topic?

At www.arma.org under "Online Learning" you will find reasonably priced courses on e-mail, e-discovery, basic records management, and more. You will also find free reprints of articles from past issues Information Management Journal on archived here.

Ask one of the officers if someone in the chapter has expertise in the area you need. Another member might have a been-there-done-that experience to share that would help.

Want to attend a local workshop on a relevant topic?

Let the officers know of your interest so we can plan something that meets your needs. If there is a subject that you need, chances are that others need it too, they just aren't brave enough to mention it!

NOTICE TO MEMBERSHIP

BOARD MEETINGS ARE NOT SECRET!

Any chapter member is allowed attend the board of directors meeting held monthly at "Wally's on McCallie" (1600 McCallie Avenue) from 7:30 a.m. to 9:00 a.m. Here's the schedule for the remainder of the 2006-2007 year:

November 28, 2006

No December Board Meeting

January 30, 2007

February 27, 2007

March 27, 2007

April 24, 2007

May 22, 2007

ARMA International

Greater Chattanooga Area
Chapter

P O Box 341

Chattanooga TN 37401-0341



Here's a good Halloween "leftover"!

A Tale from the Vault

from Linda Newberry, Walker County Government

I received a phone call one morning advising me that the Georgia Bureau of Investigation (GBI) was on their way with records from the Tri State Crematory investigation and trial for storage. I was not aware that I was supposed to receive these files, but when they said they were instructed to give them to Linda Newberry (they had my name), I figured they knew what they were talking about.

I questioned the caller about how many boxes there were and he said they were in file cabinets and that the cabinets would be shipped "as is". I acknowledged that I understood what he said and told him I would inventory the files and pack them in boxes for storage. He understood. The conversation ended and I prepared to accept files from the GBI.

Later that day, close to quitting time, they came rolling in and I had them place the file cabinets in the hallway for the time being until I could inventory the files and rebox. They left and on my way out the door I thought I would check to see about how many boxes I would need. I opened the drawer in one of the cabinets and there were containers inside in plastic zip lock bags. I thought that was going to be too much to deal with that afternoon so I pushed the drawer shut. As the drawer slowly closed, I glanced down to see the word "cremains". I jerked the drawer back open, slammed it shut again and headed out the door. I drove straight to the commissioner's office and found her still there. After a serious conversation about our record's department being responsible for cremains in a major trial and that we didn't need to have these because we didn't have a place to store them that was secure enough, we made a few phone calls until we found someone to remove them the next morning. They had been delivered to the wrong department. They were supposed to go the storage area for evidence not the record center.

Editor's note: Now that's a Scary Disposition!

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

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

Send their name, address and e-
mail to

susan.whitmire@bcbst.com