



Choo Choo Chatter



Volume 20, Issue 1

The Official Publication of the Greater Chattanooga Area Chapter

September 2006

www.chattanooga-arma.org

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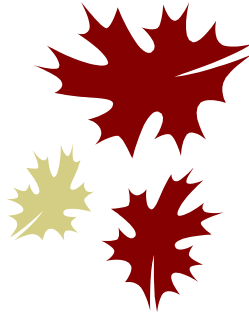
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Presenter: Representative from Guidance Software (enCase Forensic Tool)

Topic: "What is Computer Forensics?" Solving Enterprise Investigation

Issues

Date: September 12, 2006, 11:30 am - 1:00 pm

Location: The Chattanooga/ Broad Street Grille

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

\$16.00.

*To RSVP, please email susan.whitmire@bcbst.com or call her at (423) 535-3328. Please make reservations by September 8, 2006 at 2:00 P.M.

*Once reservations have been made and you fail to cancel by September 8, 2006, 2:00 P.M., you will be responsible to pay the registration fee.

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COMMITTEE CHAIRPERSONS

Awards –Linda Newberry
 Education –
 Historian –
 Hospitality/Communications – Susan Whitmire, CRM
 ISG Liaison – Phyllis Beene
 ICRM Liaison – Lorraine Miller
 Newsletter – vacant
 Publicity –David Jabaley



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
Beene, Phyllis	650
Blaylock, Carmen	400
Craig, Jacki	200
Harris, Shawn	600
Howard, Cynthia	0
Ingram, Patricia	0
Jabaley, David	600
Jackson, Dennis	0
Jarnigan, Cathy	0
Long, Gregg	300
Marshall, Victoria	600
Miller, Lorraine	550
Mullins, Ronald	0
Newberry, Linda	650
Paris, Norma	600
Patterson, Gail	0
Rand, Douglas	0
Ricklefs, Ed	0
Scott, Glenda	300
Simpson, Dena	0
Stevens, Bill	0
Stoddard, Catherine	0
Strauser, Marry-Ellyn	400
Swafford, Scottie	500
Whitmire, Susan	750
Witt, Alice	0
Wood, Hunter	0

NEWSLETTER ADVERTISING RATES

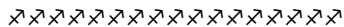
Business Card Size	\$ 5.00
Quarter Page	\$10.00
Half Page	\$20.00
Full Page	\$40.00

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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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

HELLO AND WELCOME (OR WELCOME BACK) TO ARMA!

We mark the official end of summer this weekend, and as schools open their doors and football schedules get posted, we begin a new year in our ARMA chapter. Like the schools and teams, we have lots of things to anticipate this year, starting with our programs! For all you "CSI" fans, this month is for you: our topic is "Computer Forensics." This is one of those topics that everyone finds fascinating, so be sure you bring someone else! You don't have to be an ARMA member to attend or benefit from our educational programs. This is just the first of many programs we have planned this year, so check out the schedule is on page 4 of this newsletter, and mark your calendars now to join us for "Privacy & Compliance", "ISO Audit", our site visit, and all the other meetings .this year.

Last year, our Board of Directors, recognizing the need to adapt to the changing environment and business economies, made some changes, tried some new things and evaluated the results of those at our May meeting. In planning for this year, we incorporated what we learned. We will again make use of web conferencing to allow us greater accessibility to speakers while reducing costs to the chapter. We will also continue to use e-mail as a primary means of communication to allow us to get messages out quickly, and reduce postage costs. We are also committed to keeping our website updated with schedules, meeting notices, and directions for convenient 24/7 access by the membership. We will go back to the monthly newsletter this year, even though the bi-monthly format we tried last year meant less work for the editor. The board felt it was more important that the information be current, so you will see our newsletter each month along with e-mail and phone call reminders to make your meeting reservations.

One of the other things we are always doing is looking for new members. Do you know someone else involved in information management? Of course you do! We have a wealth of information to share, but many folks are not even aware that a local chapter of ARMA exists, and if we don't tell them, they may never find out about us and our resources. So do a friend, a colleague or your manager a favor by sharing the chapter website and program info and inviting them to meetings. They will be benefiting the chapter as well as themselves, because everybody has at least one records/information management story to tell, and sharing those stories is what expands our collective knowledge.
See you at the meetings!

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

TRAINING DEPOT

September 12, 2006

"What is Computer Forensics?" Solving Enterprise Investigation issues

Speaker from Guidance Software
Chattanooga/Broad Street Grill 11:30-1:00 p.m.

October 10, 2006

Topic to Be Announced

Scott Ward
Web meeting: UnumProvident/Home Office 11:30-1:00 pm

November 14, 2006

"ARMA's Code of Professional Responsibility"

Mike Pemberton
Chattanooga/Broad Street Grill 11:30-1:00 pm

December 12, 2006

Service Project

(Specific Agency and Location to Be Announced)

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

MOBILE RISKS

How attached are you to your PDA and your cell phone? How much risk are you exposed to when you use them? With Bluetooth available on the current generation of mobile devices, it is more imperative than ever that users take precautions to protect their devices and the data residing in them. From a recent magazine article, here are two examples.



If your PDA isn't locked down, someone can walk by, connect to your PDA, and read all of your files.

Here's another scary thought: Have you ever let someone borrow your cell phone to make a quick call? According to one FBI agent, a single phone call made on your cell phone can download a program which would make the phone controllable, so it can be turned on remotely to transmit conversations going on around you to whoever is controlling the phone. The moral of this story? Never let anyone you don't know use your phone.

Mitchell, Robert L. "Making a Federal Case" Computerworld July 31, 2006: 21-24.

ARMA Resources

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

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
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

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 Avenue. We meet the last Tuesday of the month over a Dutch treat breakfast from 7:30-9:00 a.m. to discuss the business of the chapter. We do get a lot done, but we also enjoy the laughter and conversation, and there is always room for one more. Ask any board member if you have questions, and feel free to join us for the next scheduled meeting on September 26th.

ARMA International

Greater Chattanooga Area
Chapter

P O Box 341

Chattanooga TN 37401-0341

WHAT ARE YOU DOING THIS FALL?



*It's not too late!
Plan to attend
ARMA
International's
51st annual
conference in
San Antonio,
Texas!*

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

If you haven't signed up to attend this year's conference, you have till **September 8th to get in at the early bird price**. The conference itself is Sunday through Wednesday, but if you come in early or stay an extra day, there's a lot of places to visit and things to do. If you've been to these conferences before, you know how much you learn-both in and out of sessions.

If you've never been to one, this is a good year to go! The breakout sessions are great, the expo is overwhelming, but the thing that will impress you the most is the people you meet. Folks from all over the world, struggling with some of the same issues you face, and like you, trying to learn enough jargon of the new technology to be able to participate in conversations back at the office.

If you still need convincing, talk to some of our members who have gone in the past about what they got out of the conference, then go to the website arma.org/conference for all the details about the sessions, speakers and expo at this year's event, then make your reservation to soak up all the latest information about your profession.

P.S. If you just can't make it this year, start planning now for the next one: October 7-10, 2007 is in Baltimore, MD!