



Choo Choo Chatter Presidents Message

December 2016

WELCOME!

As we wind down for the upcoming holidays, I want to say “Thank You” to everyone who has helped get this year off to a great start. We have a great group of members who always come through when needed. I also want to thank you for your vote of confidence as I’ve stepped into the President’s role. I know that I’m extremely busy with my current position, but confident I can have the time needed to lead this chapter. Several of you on the board always step up and help and it is much appreciated. I hope that in the upcoming New Year we can add some additional members and continue with our wonderful educational opportunities.



Merry Christmas and Happy New Year’s

Allison Elmore

President –GCAC of ARMA

JANUARY MEETING

Topic: Creating a Strategic Plan

Presented by Mary Haider

Date: January 10, 2017

Time: 11:30 – 1:15pm

Location: The Chattanooga Hotel & Conference Center

1201 South Broad Street, Chattanooga, TN



Merry Christmas



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2016-2017 BOARD OF DIRECTORS



Allison Elmore
Chapter President

Victoria Marshall
Treasurer

Gregg Long
Chairman of the Board

Rhonda Hazlett
Secretary

Susan Veal
V.P. Programs

Tina Campbell
Scottie Swafford

Mary Haider
V.P. Membership

Brian Joyce
Norma Parris
Board Members

A big THANK YOU to everyone who contributed to the Candlelighters organization.



Congratulations to Rhonda Hazlett being voted member of the year and Mary Haider being voted Leader of the year!! You both do so much for our chapter and deserve to be recognized.

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MEMBER OF THE MONTH



Sarah Johnson currently serves as the Records Management Trainer/Auditor for Olin Corporation. She joined Corporate Services in September of 2015. Formerly she was the Front Office Supervisor at Wellstar Kenmar Pediatrics in Acworth, Georgia where she managed the day-to-day operations of the front office and patient care. Sarah also maintained the medical records for the office. Sarah graduated from Shorter College in Rome, Georgia in May 2000 with a Bachelor of Fine Arts Degree.

In her current role, Sarah performs records training and conducts internal record audits in accordance with the Olin Records Management policy.

The GCAC would like to thank you for your help organizing this years Christmas Project and all you do for our ARMA group.

ARMA CHATTANOOGA

DECEMBER 2016 NEWSLETTER



EDUCATION CORNER BY MARY W. HAIDER, EDUCATION CHAIR

Information Governance is our theme for this year and the monthly Education Corner is discussing:

1. Who has an impact on the organization's information?
 - a. These business functions include all business operations because they each create records and information that must be managed (*see handout for 9-13-2016*)
2. What information needs to be managed?
 - a. All the business information that is created, retained and/or disposed. This process is called the ***Life Cycle Management of Information*** (*see handout for 10-11-2016*)
3. How is the business information managed?
 - a. CREATE – decisions must be made about what information to create.
 - i. What content will be included?
 - ii. How long will the information be retained?
 - iii. What key dates are required to facilitate disposal?
 - iv. How will the information be linked to the appropriate Retention Requirement?
 - v. What tools will be used to collect the content?
 - vi. What technology is best suited for the creation of the information?
 - vii. What format and media is needed to create and share the information?
 - viii. What security and privacy is required by the organization and current laws and regulations?
 - ix. What laws and regulations require compliance?
 - x. What risks must be considered when creating the information/content?
 - b. RETAIN – decisions must be made about how the information is retained and shared
 - i. How long will the information be retained?
 - ii. How will the information be stored to facilitate the identification/collection for destruction at the appropriate time?
 - iii. When will the information be disposed (precise date or within xx months)?
 - iv. Who needs to access the information throughout its retention?
 - v. Where will the information be stored?
 - vi. What security and privacy is required for the information while it is retained?
 - vii. What laws and regulations apply to the maintenance of this information?
 - viii. What risks must be considered while retaining and sharing this information?
 - ix. What are the best tools/technology/format/media to maintain this information throughout its required retention?
 - c. DISPOSE – decisions must be made about how the information is disposed
 - i. Archive
 1. Are the current retention tools/technology adequate for long term/permanent retention; what changes are required?
 2. Are the current retention format/media adequate for long term/permanent retention; what changes are required?
 3. How often will the information be accessed throughout its archival life?
 4. What security and privacy is required for this information?
 5. What risks must be considered and managed during this archival life?

ARMA CHATTANOOGA

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ii. Destroy

1. How will the information be selected/collected for destruction?
2. How will the information be effectively shredded/burned/obliterated?
3. How will the destruction of the information be documented?

The answers to these questions require the knowledge and experience of all IG participants. Sometimes this is called the Community of Information Management. Information Governance works best when all the participants collaborate to develop **one** consistent decision/answer/process to manage the full Life Cycle of the business records and information.

Ideally, these questions will be answered for each category/record series before the time of creation. Making decisions about RETENTION and DISPOSITION before the information is created will ensure a smooth Life Cycle Management process where everyone knows what to expect. When we focus on the CREATION of the information with a strategic plan for the RETENTION and DISPOSITION, the RECORDS AND INFORMATION LIFE CYCLE will function effectively and efficiently.

...because kids can't fight cancer alone!



Candlelighters[™]
For Children With Cancer

I want to take a moment to send out a special thank you to all those who donated gifts and monetary donations to our Candlelighters family. This year we had two children Izaiah, 8 and Cezar, 3 and through your generous gifts and donations we were able to deliver most of the items on the boys list as well as \$175 to cover the items that we were not able to get and have some money left to donate to the organization itself. Tommie Erwin from Candlelighters came to our December meeting to collect gifts and tell us her personal story of getting involved with Candlelighters due to a daughter diagnosed with Hodgkin's Lymphoma. This is a great organization dedicated to helping families that have a child that has been stricken with cancer. I am so thankful that I was a part of this project this year and again am so thankful for this Chattanooga ARMA chapter and your generosity.

Sarah Johnson

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!

Support the Chapter Points

- Attend Workshops 100
- Attend Luncheon Meetings 200
- Attend Dinner Meeting 300
- Bring a Guest 100
- Attend Regional Conf. 400
- Perfect Attendance (Sept-May) 500

Support ARMA International

- Attend Annual Conference 200

Get Creative

- Submit article for newsletter 200
(excludes routine notices, etc.)
- Teach a pre-meeting Education Session 200

Get Involved Locally

- Be a Committee Chair 150
- Be a Committee Member 100
- Attend a Board Meeting 100

COMMITTEE CHAIRPERSONS

- Chapter Foundation Champion – Susan Whitmire, CRM, FAI
- Communications – Rhonda Hazlett
- Education – Mary Haider, CRM
- Hospitality – Rhonda Hazlett
- ICRM Liaison – Leanne Bostwick
- Newsletter – Kela Wright
- Publicity – Scottie Swafford
- Webmaster – Victoria Marshall
- Yearbook/Historian – Shari Hooks

2016 POINTS TOTALS

Beene, CRM	Phyllis	800
Bostwick	Leanne	200
Campbell	Tina	450
Christain	Ashley	200
Culver	Amy	
Elmore	Allison	2150
Gray	Sue	600
Haider	Mary	1250
Hazlett	Rhonda	1250
Hooks	Shari	
Jackson	Dennis	
Johnson	Linda	
Johnson	Sarah	1050
Joyce	Brian	1100
Kimbrough	Charles	200
Kologek	Ian	
Leonard	Glenn	200
Long, CRM	Gregg	1250
Marshall	Deborah	
Marshall	Victoria	850
Miller, CRM	Lorraine	
Parris	Norma	700
Patterson	Gail	
Pettway	Robert	
Scroggins	Kelly	
Shirley	Heather	300
Stoddard, CRM	Catherine	
Swafford	Scottie	750
Tisdell	Kevin	700
Veal	Susan	1250
Whitmire, CRM	Susan	600
Wright	Kela	1000

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, TN, for its members and other Records and Information Professionals.

Kela Wright, Editor

kwright@olin.com

The Information contained in this newsletter does not necessarily reflect the views of the editor, the Chapter membership or ARMA and is offered solely as a source of information.

Please direct any inquiries or comments to:

Newsletter Editor

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Contributions or gifts to the Greater Chattanooga Area Chapter are NOT deductible contributions for U.S. Federal tax purposes. Membership dues and other payments may be deductible as ordinary business expenses.

Contributions or gifts to ARMA are NOT tax deductible as charitable contributions for U.S. Federal Income Tax purposes.

MEETING & LUNCHEON RATES

Luncheon Price is \$20.00

Webinar Price is \$10.00



TREASURES REPORT



ARMA - Greater Chattanooga Area Chapter - Treasurer's Report
September 2016

9/30/2016				
Money Market		0.10		\$1,987.01
Savings				\$25.19
Checking				\$861.29
				\$2,873.49
				\$2,858.49
Transfer from MM to Checking				
MM Fee		\$15.00		
Money Market balance less fee				\$1,972.11
Beginning Checking Balance				\$782.42
Deposits:				
9/19/2016	ARMA Int		\$105.00	
9/23/2016	Meeting		\$160.00	
09/26/16	Paypal		\$114.72	
Total Deposits				\$379.72
Disbursements:				
	CK - 663 US Web Site Design and Hosting			
9/23/2016			\$214.85	
9/23/2016	USPS - Post office box		\$86.00	
Total Disbursements				\$300.85
Balance				\$861.29
	Library fund balance \$219.00			

Respectfully Submitted,
 Victoria Marshall, Treasurer

