



# TIDAL WAVES

Volume 41, Issue 8

April 2014

## 2013-2014

### Board of Directors

#### President

Angela Diggs  
(757) 603-6517  
DiggsA2@wjcc.k12.va.us

#### Vice President

Kim Kindrew  
757-269-7805  
kindrew@jlab.org

#### Secretary

Lori Newell  
(757)896-8775  
lnewell@bayportcu.org

#### Treasurer

vacant

#### Past President

Jonathan Tillman  
(757) 926-1115  
jtillman@mngov.com

#### Mid-Atlantic Region Manager

Michelle VanAllen  
(843) 761-8000 x5340  
msvanall@santeecooper.com

## APRIL IS NATIONAL RIM MONTH!

Each year, in April, ARMA chapters and other RIM practitioners use the month of April to disseminate the principles and concepts of records and information management. Our profession has grown greatly in responsibility and complexity over the years. RIM Month is a good time to let your organization know your RIM accomplishments on their behalf as well as any new endeavors that you are undertaking. This month, the key topic in the ARMA Information Management Journal is information privacy and information security.

Participating in ARMA national and chapter activities throughout the year can help you recognize any gaps in your organization's RIM program and provides guidance in how to approach filling these gaps. You can also find standards and guidance on developing and maintaining "traditional" RIM principles which can help in strengthening your existing programs.

ARMA has many resources—brochures, posters, white papers, and so on—that can be used to promote RIM within your organization.

So...use April to get the RIM word out!



PRESERVING YESTERDAY,  
MANAGING TODAY,  
PREPARING FOR  
TOMORROW



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## LETTER FROM THE PRESIDENT

IT IS SPRING! I DECLARE IT! I see sunshine, and budding trees, and forsythia, and jonquils, and robins, and dust, and pollen. It is officially spring, and I am glad about it!! With the winter we've had, I am sure you are too. It feels good to state the obvious.



**Lunch & Learn:** As the seasons change, so does the outlook for Tidewater ARMA. With renewed vigor, this month we launch what I hope will be a successful initiative toward regionally accessible learning opportunities. We will pilot our Lunch-and-Learns on April 15 simultaneously in Newport News, Norfolk, and Williamsburg. Your feedback will be important to help us plan for future offerings. So, when the meeting announcement arrives, sign up quickly and plan to attend a session near you. We will follow the session with an on-line evaluation tool for your response.

**Officers:** At our last meeting, the names of individuals nominated for the 2014-15 Tidewater ARMA Board were presented for two of the officer positions: Jonathan Tillman for Vice-President and Paul Judd for Secretary. Kim Kindrew, current Vice-President, will move into the Presidency by function of our By-laws. We continue to seek a volunteer for the Treasurer position. Please contact me if you have interest in this Board position.

**Seminar:** By now, you should have received your registration materials for our full-day Spring Seminar scheduled Monday, May 19, at the Newport News Marriott. The seminar features outstanding presenters from the National Archives and Records Administration (NARA) focusing on records management assessment and compliance, an RSD Vice President addressing information governance, an award-winning recordkeeping compliance expert addressing selling your program to upper management, and an international expert on communications who will address branding your RIM program. Register early for this ***“Extreme Makeover: Records Management Edition”*** seminar. I look forward to seeing you there.

Yes, spring has sprung for Tidewater ARMA. Catch the wave!

Thank you.



Angie Diggs

## CHAPTER ELECTIONS

It's chapter election time! **Positions available for the coming chapter year are for secretary, treasurer, and vice president.** Although we welcome nominations for all of these positions, **we are in dire need of a nomination for the position of treasurer at this time.** If you are interested in serving in any of these positions, please read the by-laws and standing rules located at [www.arma-tidewater.org](http://www.arma-tidewater.org), and then contact the Nomination committee chair, Kim Kindrew, CRM at [kindrew@jlab.org](mailto:kindrew@jlab.org) to express your interest. Ballots will be sent out electronically in mid-April.

## TIDEWATER CHAPTER ANNUAL SEMINAR

**Monday, May 19, 2014**  
**8:00 a. m. – 4:00 p. m.**

*Extreme*

### MAKEOVER RECORDS MANAGEMENT EDITION

***Featured sessions:***

- Keynote Address by Paul Wester, Chief Records Officer of the United States, NARA: Defining Program Success and Program Adequacy For Government Agencies
- National Archives Records Management Oversight and Inspection Program
- Selling RIM's Day-to-Day Drudgery to Senior Management
- Defining and Validating Information Governance Policies
- Branding Your RIM Program

**Newport News Marriott at City Center**

740 Town Center Drive  
Newport News, VA 23606  
(757) 873-9299

**See chapter website for details.**

[www.arma-tidewater.org](http://www.arma-tidewater.org)



## APRIL MEETING ANNOUNCEMENT



**The Tidewater Chapter of ARMA is piloting a new FREE program, "Lunch and Learn," on Tuesday April 15, 2014.**

As an education-only program, these sessions will be presented at no charge and on a regular basis to both members and guests.

The simultaneous sessions will present timely educational material in convenient locations throughout Hampton Roads. And because attendees are encouraged to bring their own lunch, the sessions are also a cost effective way to network while gaining valuable information about the RIM profession.

*The sessions will begin promptly at noon and should end no later than 1:15. Presentations will be generally one- hour long.*

### PROGRAM

Advancing from Records Management to Information Governance presented by Monica Crocker, CRM

Abstract: The Federal Rules of Civil Procedure apply to information. Managing information is an even bigger job than managing records. At Land O'Lakes, all information is managed,

policies apply to all information, the retention schedule lists all forms of information, all information is inventoried, records management is aligned with other information management disciplines, and all staff are affected. Learn how you, too, can make the shift from records management to information governance.

Upon completion of this web seminar, participants will be able to:

- Describe why records managers need to govern information
- Start the transition from records management to information governance
- Have the motivation to make the leap
- Deliver specific communications to move your organization toward information

### LOCATIONS

If you are interested in attending April's Lunch and Learn, please choose your preferred location from the list below, and [RSVP your intention to attend](#) (with the location you will be attending) to [tidewater.arma@gmail.com](mailto:tidewater.arma@gmail.com) no later than COB [Friday, April 11, 2014](#).



RSVPs are highly encouraged because attendees will be provided with relevant facility information and phone numbers to call in the unlikely event they can't find the location or simply get lost.

- Bayport Credit Union, 9308 Warwick Blvd., Newport News, VA 23607
- Quarterpath Recreation Center, 202 Quarterpath Road, Williamsburg VA 23185
- Southside location TBA

## GENERAL MEETING MINUTES

### TIDEWATER ARMA MEETING MINUTES

March 18, 2014 – **Crowne Plaza Hampton Marina**

#### **Call to order**

The meeting was called to order at 7:00 pm by Vice President Kim Kindrew at Crowne Plaza in Hampton, VA. Present at the meeting were Angela Diggs, Kim Kindrew, Lori Newell, Ginny Jones, Darlene Barber, Lisa Morse, Alexis Vest, Cheryl Carey, Georgia McQuigg, Adam Darland, Debbie Rudolf, Mark Moore, Paul Judd, and Sarah Quisnberry.

#### **Program**

Vice President Kim Kindrew introduced the speaker, Ginny Jones, CRM. The program topic was Y B A CRM?

#### **Minutes**

The February minutes that were published in the March newsletter were accepted.

#### **Treasurer's Report**

The Treasurer's report that was published in the newsletter was accepted.

#### **Committee Reports**

Georgia McQuigg reported that 2 members, Brenda Grow and Debra Rudolf, were sent cards. Membership reported that we had 1 new member which brings our membership count to 47. Kim Kindrew handed out seminar brochures to everyone and reported that they are ready to go to printing and will be mailed out soon. May 19 is the seminar.

#### **Other Business**

Angie sent out communication to 5 local colleges about the essay for scholarships this year. Nominations for the Board are President Kim Kindrew, Vice President Jonathan Tillman, Secretary Paul Judd. No nominee for Treasurer yet. Ballots will be going out in April.

#### **New Business**

Next month's meeting will be our first lunch and learn web seminar that will be held at three locations. A program will be selected that is timely and last 50 minutes to an hour. Locations will be Newport News, Norfolk, and Williamsburg.

#### **Announcements**

Newsletter deadline is March 26. BayPort will be hosting a community shred event at Foxhill in Hampton and on Old Taylor Road in Chesapeake. April is RIM Month. Mark Moore won the 50/50 raffle and donated his \$24 winnings back.

#### **Adjournment**

The meeting was adjourned by Angie Diggs at 8:20pm.

Respectfully Submitted,  
Lori Newell  
Chapter Secretary

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## SHREDDING EVENTS!

### NEWPORT NEWS SHERIFF'S OFFICE and STEALTH SHREDDING SHRED DAY!

FREE and Open to the Public

Destroy Sensitive Financial and Personal Records

Protect Yourself from Identity Theft

Saturday, April 19, 2014 from 11:00 a.m. to 2:00 p.m.

Farmers Market; Newport News, VA

(corner of Jefferson and 29th)

For more information, contact: (757) 926-7017 or  
egaffney@nngov.com



### BAYPORT CREDIT UNION AND SHRED-IT

Come to the Community Shred day on SATURDAY, April 12 and have your personal documents shredded for free. Shred-it trucks will be on site at the following location(s) from 8:00 AM to 12:00PM:

BAYPORT CREDIT UNION  
199 Fox Hill Road, Hampton  
and

2445 Old Taylor Road, Chesapeake

Got papers? Confidential Documents? Bills? Maybe even old embarrassing love letters?

Bring up to four boxes to the Community Shred and watch as we destroy them for good in our mobile shredding trucks. \*Please bring a bag of canned food to donate or a monetary donation for each box of documents. All food donations will benefit the Peninsula and Southside Foodbanks.

*\*Note: Box size is limited to a standard banker's box, approximately 10x12x15 inches.*



### Chapter Committee tee Chairs

Charitable Committee:  
Darlene Barber, CRM

Education:  
Angela Diggs

Financial & Audit:  
Lori Newell

Historian:  
Darlene Barber, CRM

Member Care:  
Georgia McQuigg  
(interim)

Membership:  
Georgia McQuigg

Nominating:  
Kim Kindrew, CRM

Program:  
Kim Kindrew, CRM

Publications/Publicity:  
Kim Kindrew, CRM

Seminar:  
Darlene Barber, CRM

By-Laws:  
Darlene Barber, CRM

Standing Rules:  
Virginia A Jones, CRM,  
FAI

Awards Committee:  
Jonathan Tillman

Webmaster:  
Jonathan Tillman

Newsletter Editor:  
Virginia A. Jones, CRM  
700 Town Center Dr  
#400  
Newport News, VA  
23606  
vjones@nngov.com

Tidewater ARMA Chapter members are expected to serve on at least one committee. Please review the list above and contact the committee chairperson to

## TREASURER'S REPORT—MARCH 2014



### TREASURER'S ACTIVITY REPORT MARCH 2014

#### CHECKING/OPERATING ACCOUNT

Beginning Balance March 1, 2014		\$1,790.64
Receipts:		
3/17 ARMA Escrow Payment	60.00	
3/21 March Meeting Fee Deposit	345.00	
3/5 February Meeting Fee Deposit	200.00	
Total Operating Receipts		+ 605.00
Disbursements:		
3/3 February Meeting Expense	250.05	
3/3 March Meeting Deposit	250.05	
Total Operating Disbursements		-500.10
Ending Balance as of March 25, 2014		\$1,895.54

#### SAVINGS/SCHOLARSHIP ACCOUNT

Beginning Balance March 1, 2014		\$2,905.75
3/21 Raffle Proceeds		+48.00
Ending Balance as of March 25, 2014		\$2,953.75

**TIDEWATER ARMA NET WORTH: \$4,849.29**

*Respectfully Submitted,  
Angela L. Diggs*





## INSTITUTE OF CERTIFIED RECORDS MANAGERS®

The CRM examinations are given four times per year at Pearson VUE locations throughout the world. Upcoming exam cycles and registration for the CRM Examination is as follows:

**Winter 2014:** Parts I-V, Feb 3-7 | Part VI, Feb 1  
**Registration Open:** Nov 22 – Jan 30

**Spring 2014:** Parts I-V, May 5-9 | Part VI, May 15  
**Registration Open:** Feb 21 – May 1

**Summer 2014:** Parts I-V, Aug 4-8 | Part VI, Aug 14  
**Registration Open:** May 23 – Jul 31

Staffed from  
9am to 4:30pm EST  
Phone:  
1-877-244-3128

[www.icrm.org](http://www.icrm.org)

For informational materials describing the certification process, including the qualifications required and the examination form, go to [www.icrm.org](http://www.icrm.org) or write or call:

**Institute of Certified Records Managers®**

**1450 Western Avenue, Suite 101**

**Albany, New York 12203**

**PLEASE NOTE NEW ADDRESS FOR ICRM!**

### ABOUT THE INSTITUTE OF CERTIFIED RECORDS MANAGERS AND THE CRM CREDENTIAL

The Institute of Certified Records Managers (ICRM), an international certifying body of and for professional records managers, began the process of issuing the CRM designation in 1975. The organization and the credential continues to be a valuable part of the Records and Information Management (RIM) community; an expanding interdisciplinary, global and diverse constituency. The ICRM serves as the official certifying body for both ARMA International and the Nuclear Information and Records Management Association (NIRMA).

The CRM credential provides a strong foundation of core skills and competencies for the RIM professional. It covers everything from general management principles, all aspects of recordkeeping from creation, management, control, storage and disposition, through in-depth areas of recordkeeping technologies. In addition, CRM Candidates are required to put together the subject matter knowledge they gain through preparation for the exams, by writing two business case studies that demonstrate their ability to apply and convey their knowledge to upper management, clients and other constituents.





The Information Governance Professional (IGP) knows the ins and outs of his/her organization and its expectations. Said professional knows when to drive out excess cost, mitigate risk according to tolerance level and when to actively use information for its business value. This is a highly touted and respected person in the organization.

The mission of the IGP Certification Program is to provide an information governance credential within an ethical and professional framework to support individuals to deliver organizational value and reduce risk.

### **Why you Should Become an IGP**

Ability to receive credentials to officially showcase your expertise

Possible career growth

Recognition within your network and/or organization

Access to new educational resources

Honor of carrying a prestigious certification within your industry

Further build your network by meeting other IGP certification recipients

If you're interested in a unique way to grow your areas of expertise and become more prominent within your network, check out what you need to know to become IGP certified at <http://www.arma.org/r2/igp-certification>. All details, including why you should become an IGP and future exam dates, are listed on the IGP website.

If you think you already may have acquired the knowledge and skills to be an IGP, take the next step toward joining this prestigious group--sign up for the IGP certification exam.

For questions, e-mail [CertificationStaff@armaintl.org](mailto:CertificationStaff@armaintl.org).



### **WEB SEMINARS**

Many ARMA Web seminars are free for ARMA professional members. Some of the currently available free web seminars include:

[HOT TOPIC Series - Big Data – Strategic Asset or Corporate Risk & Burden?](#)

[A Step-By-Step Guide to Records Assessment](#)

[Accountability and Transparency: What They Mean to You and the Courts - The Principles: On the Front Page Series](#)

[Advanced Records Management with SharePoint](#)




[Backups: Records Management Program's Greatest Vulnerability?](#)

Complete list of seminars and descriptions at [https://members.arma.org/eweb/WebSeminars.aspx?webcode=web-seminars&site=ARMASTORE&evt\\_key=](https://members.arma.org/eweb/WebSeminars.aspx?webcode=web-seminars&site=ARMASTORE&evt_key=)

# Tidewater ARMA Chapter Calendar of Events

## 2013-2014

Subject to change. For current events please visit: <http://arma-tidewater.org/>

<p><b>September 17</b></p> <p>Bensi Restaurant Peninsula Town Center 5101 Kilgore Ave Hampton, VA 23666</p> <p>Speaker: Kim Kindrew, CRM</p> <p>Program: Marketing Your RIM Program</p>	<p><b>October 15</b></p> <p>Bensi Restaurant Peninsula Town Center 5101 Kilgore Ave Hampton, VA 23666</p> <p>Speaker: Bruce White, CRM</p> <p>Program: Project Management for Records Managers</p>	<p><b>November 19</b></p> <p>FORT MAGRUDER HOTEL, WILLIAMSBURG</p> <p>Joint Meeting—Richmond ARMA &amp; AIIM</p> <p>Speaker: Angela Costello, Angela Costello Group</p> <p>Program: Lightning and the 3 C's</p>	<p><b>December 17</b></p> <p>Holiday Party Entrust Records Management, Newport News</p> <p>Cost \$10 members/guests</p> <p>Bring your favorite side dish or dessert, and your raffle items!</p> 
<p><b>January 21, 2014</b></p> <p>Hilton Garden Inn 1999 Power Plant Pkwy Hampton, VA 23666</p> <p>Speaker: Bradlee Davis, Mid-Atlantic Region Coordinator, ARMA Int'l</p> <p>Program: Bosses' Night - Spotlight on ARMA International</p>	<p><b>February 18</b></p> <p>Bensi Restaurant Peninsula Town Center 5101 Kilgore Ave Hampton, VA 23666</p> <p>Speaker: Angela Diggs</p> <p>Program: Information Management and the Power of Positive Destruction</p>	<p><b>March 18</b></p> <p>Crown Plaza Hampton Marina 700 Settlers Landing Road Hampton, VA 23669</p> <p>Speaker: Virginia A Jones, CRM</p> <p>Program: YBACRM?</p>	<p><b>April 15</b></p> <p>LUNCH N LEARN</p> <p>Speaker: ARMA Webinar</p> <p>Simultaneous—Southside, Peninsula, and Williamsburg.</p>
<p><b>May 19</b></p> <p><b>Spring Seminar</b> <b>Newport News Marriott</b></p> <p><b>Extreme Makeover—Records Management Edition</b></p>	<p><b>June 17</b></p> <p><b>BAYPORT CREDIT UNION</b> <b>Annual Awards &amp; Installation Event</b></p> <p>AWARDS: Jonathan Tillman INSTALLATION: Angela Diggs</p> 	<p><b>July</b></p>  <p>Enjoy your summer!</p>	<p><b>August</b></p> 