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Past – President
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Mid-Atlantic Region Manager & Coordinator
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A Note from the President…

It’s seminar time and you won’t want to miss this year’s seminar and workshop. Plan now to be enlightened as Antoinette Davis comes to us with Part II of LEAN Records Management. As facilitator of this interactive seminar, Tonie will teach you how to more efficiently manage your records through the utilization of basic LEAN principles. You’ll learn not only how to map your current state process, but how to map out your future state process as well.

Registration to the seminar has been extended. Visit the chapter website for registration details, and plan now to attend. The success of our seminar depends on all of us.

Looking forward to seeing you at Crown Plaza.

Blessings!

Darlene

Authors’ statements of fact or opinion are their own and do not necessarily express the official policy of ARMA International. Contributions or gifts to the Association of Records Managers and Administrators, Inc. is not deductible as charitable contributions for U.S. Federal Income Tax purposes. They may be tax deductible as ordinary and necessary business expenses.
Submit your reminder to appear HERE

Meet Your New VICE PRESIDENT see page 9

DEADLINE for SUBMISSIONS to the JUNE NEWSLETTER: MAY 28

RAFFLE TICKETS ON SALE
See your chapter President for the opportunity to purchase tickets for 3 chances to win free registration at the 2010 Conference being held in San Francisco, California! Tickets will be on sale for $5 through April, 2010. Proceeds will benefit the AIEF Scholarship Fund

MEETING INFORMATION is available on the website at www.armamar.org/tw prior to publication in the newsletter! Check out the website for current, immediate information about the Tidewater Chapter!

MARK YOUR CALENDARS NOW FOR THE INSTALLATION OF OFFICERS ON JUNE 15 UNLIKE ANY YOU’VE ATTENDED BEFORE, THIS ONE WILL BE A NIGHT TO REMEMBER SO WEAR YOUR FINEST ATTIRE

CONGRATULATIONS !!
2010-2011 BOARD
PRESIDENT: Wadiya Saunders
VICE PRESIDENT: Kim Kindrew
SECRETARY: Jonathan Tillman
TREASURER: Angela Mitchell
New Funding Available for Electronic Medical Record Initiatives

Kathleen Sebelius, Secretary of Health and Human Services, announced that the federal government will make an additional $162 million available for electronic medical records technology. This funding is part of a $2 billion effort to provide every citizen use of an electronic medical record by 2014.

Sebelius stated that only about 20% of doctors and only 10% of hospitals today even have basic electronic health records. She says that part of the problem is the incompatibility between various electronic health records systems. David Blumenthal, M.D., national coordinator for health information technology, further stated, “The purpose of these [funds] is to give the states the resources they need to bring to the table all the relevant groups within their jurisdictions – physicians, health insurers, employers, hospitals ...to come to an agreement on a strategic and operational plan for creating a health information exchange across their jurisdiction.”

NARA Reaffirms Support of Electronic Message Preservation Act

In a March 2010 statement, Archivist of the United States David S. Ferriero reaffirmed the National Archives and Records Administration’s (NARA) support of HR 1387 the Electronic Message Preservation Act, which NARA earlier expressed in testimony to Congress in 2008.

Ferriero stated, “Effective records management, in our view, constitutes the backbone of the Administration’s Open Government Initiative. The Government cannot be open and accountable if it does not preserve – and cannot find – its records. I applaud the leadership of Chairman [Edolphus] Towns [D-NY] and Representatives [Paul] Hodes [D-NH], [Darrell] Issa [R-CA], [William] Clay [D-MO] and [Patrick] McHenry [R-NC] on this important issue of managing and protecting the records of our Government. We look forward to continued work with the Administration and the Congress to find the best solutions to the challenge of effectively managing electronic records throughout the government.”

The Electronic Message Preservation Act seeks to ensure that electronic communications that constitute records are effectively managed and accessible throughout their life cycle.

Though the fate of this bill is not yet determined, it has passed in the U.S. House of Representatives and has been referred to the Senate’s Committee on Homeland Security and Governmental Affairs.
We Need Your Assistance…

The Seminar Committee is still accepting donations of raffle and door prizes to be given away at the upcoming Seminar! It can be anything from a new item you have and can’t use or a gift card. Maybe you don’t have anything but can solicit a business for their possible donation. We have found in the past many businesses are very willing to help out. If you decide to solicit a business for a donation of any type such as a free movie, free game of bowling, discount on their product, etc., you can request a business solicitation letter from Jonathan Tillman letting the business know your purpose and have something tangible to give them for their records. Donations will be accepted prior to and the day of the seminar. If you have something please contact Jane Clevinger or Mary Clinton and let us know about the item so we can recognize the donor and/or item on our sign displayed by the items at the event.

Thank you again for your effort and help!
Early Bird Registration Is Now Open!

Plan to join 300 of your colleagues on October 21st, for a full day of presentations, idea exchanges, networking, and exhibits devoted to the content, delivery and skill sets needed for today's reference & research services.

The Planning Committee is working hard to deliver a unique professional development opportunity showcasing best practices and emerging technologies. Presentations by fellow information and knowledge professionals are being planned in an array of concurrent sessions, providing the flexibility to tailor the day to your own professional interests. The keynote speaker is internationally recognized information industry leader Mary Ellen Bates, president and founder of Bates Information Services. Her energetic presentations are renown for cutting-edge insights and pragmatic advice.

We have engaged Mary Ellen to deliver a lively keynote to jumpstart the day!

**When:** Thursday, October 21

**Where:** Johns Hopkins University, Applied Physics Laboratory, Kossiakoff Center, Laurel, Maryland

**What:** A full day of presentations about the content, skill sets and delivery of reference and research services for today-- and tomorrow. Includes breaks, luncheon and "wine-down", with exhibitors, literature tables, and raffle give-aways.

To register and to find out more details about the program go to: [http://units.sla.org/chapter/cmd/xreference.htm](http://units.sla.org/chapter/cmd/xreference.htm)

General Inquiries:
ARMA International
800.422.2762
1.913.341.3808

ARMA Expo
See the industry’s emerging technologies as the ARMA Expo hosts over 200 exhibitors servicing the records and information management community. This is a one-time chance to visit with companies offering solutions for electronic content management (ECM), e-records solutions, e-mail management, compliance, and archiving solutions. The exposition is open November 7-8 and free to all attendees.

Where It’s Happening
The 2010 ARMA International Conference & Expo is located in the heart of downtown San Francisco, at Moscone Center West. The San Francisco Marriott Marquis is the headquarters hotel, with the Parc 55 as an additional hotel. Close to Union Square, you can hop on a trolley to take in the breath-taking sights on the way to Pier 39 and Alcatraz. Chinatown, historic North Beach, and the Embarcadero are just a few blocks away. There are many excellent and ethnically-diverse restaurants and cafes close by to satisfy every taste. Plan on great food, coffee, and company — in addition to polishing your professional pedigree.
Secure, On Site
Destruction Solutions for
Records Management

When your records are in your hands you know that they are safe and secure.

Shouldn’t you make sure your records are just as safe and secure when they are not in your hands?

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Making sure it’s secure™
ARMA MID-ATLANTIC REGION FINANCIAL REPORT

March 2010

<table>
<thead>
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<th></th>
<th>Beginning</th>
<th>Ending</th>
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<tbody>
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</table>

INCOME:

Sponsorship Received:
- Business Records Management ($2,000)
- Pittsburgh Chapter ($2500)
- CSRA – 2009 Sponsor ($50)

Chapter Assessments Received:
- CSRA, Greater Baltimore, Greenville ($291)

Year-to-date: $7894.00

EXPENSES:

The Church Brew Works ($200)

Year-to-date: $9265.51

INTEREST ON SAVINGS

Year-to-date: $0.80

Respectfully submitted,
Tammy Wheeler
ARMA Mid-Atlantic Region Treasurer

INTERESTED IN ADVERTISING IN THIS NEWSLETTER?
FOR MORE INFORMATION CONTACT
JANE CLEVINGER

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TIDAL WAVES

is published from September through June by the Tidewater Chapter of ARMA International. Letters, comments, and articles from members are welcome!

Contact Newsletter Editor:
Jane Clevinger
Northrop Grumman
4101 Washington Ave., B86-3, Legal Dept.
Newport News, VA 23607
(757) 380-7446
Jane.S.Clevinger@ngc.com

RIM FACT

According to an ARMA International survey of 1,062 information management professionals, 49% state that less than half of their electronic documents are being managed according to the company’s retention schedule. This leaves those organizations at significant risk. In a world where electronic records are ever changing in their formats and increasing exponentially in volume, it is crucial for information management professionals to create awareness of the need to implement solid retention practices for ALL record formats.

ARMA INTERNATIONAL

For
Web Seminars on Demand
go to
ARMA International
https://www arma.org
and view a listing of available web seminars that are free to members and possibly help you earn ICRM Credits!
Kim Kindrew is the Records Manager at Thomas Jefferson National Accelerator Facility, a high energy physics research laboratory in Newport News, Virginia. In addition to managing records, she also manages the research publications and document management programs, as well as serving as a webmaster.

Kim is a one-woman operation, managing records in all facets of the life-cycle, paper and otherwise. Since 2001, she has developed the fledgling records management program into a robust systematic program for managing the lab’s records. “The most difficult thing about single-handedly managing records for this facility is that staff are so busy focusing on the science that they tend to overlook the importance of records,” Kim says. “Once you can convince the scientist that it is good business practice to manage records, they are on board.”

Kim’s advice to anyone new to records management is this: “Take the mundane and make it fun. It’s hard to make records management sound fun, even for us records managers! If you have to give a training presentation, try to add some life to it. People stay awake and look forward to what’s next if you can add a little humor to the presentation.”

Kim has a B.A. in Communication Arts from CNU and is considering furthering her education to achieve an M.A. in Communications focusing on Journalism. Kim writes the Christian Living column for the Norfolk Examiner, and is active in her church in the graphic and video arts area, as well as serving as the newsletter editor.

Kim has been a member of ARMA for several years, and has been active in the chapter for the past year-and-a-half. She is currently planning to sit for the CRM exams in August 2010, and has found Saffady’s books to be most useful in her studies. She is looking forward to the new opportunities the role of Chapter Vice President will bring, and especially looks forward to getting to know the Chapter members.
Cintas Document Management is a critical partner in the information safeguarding process. For the same reason you lock your file cabinets, use secure internet servers and lock your doors at night, Cintas Document Shredding keeps your information out of the wrong hands. Cintas Document Shredding provides the utmost security by helping to protect businesses from identity theft, corporate lawsuits, fines, and government penalties associated with non-compliance.

Please contact a shredding representative in your area for a free consultation:

Cintas Richmond: 804-530-2601
Cintas Portsmouth: 757-969-2926
Please,

Take a moment and let your opinion be heard...

Make your nominations for these awards:

**Chapter Member of the Year**

To submit your nomination for Chapter Member of the Year go to:

http://www.armamar.org/tw/pdf/Chapter_Member_of_the_Year_Award.pdf

to copy/paste the form to a word document then fill in and email

**Unsung Hero**

To submit your nomination for Unsung Hero think of someone who goes above and beyond, even behind the scenes. Not because it’s their job, but because they are willing to lend a hand! Include your name, their name and a brief paragraph.

EMAIL ALL NOMINATIONS TO THE AWARDS COMMITTEE: DARLENE BARBER OR WADIYA SAUNDERS

These awards will be presented at the

Installation of Officers and Awards Event in June.

Be there to support our winners

and new Board Members!
ARMA International Tidewater Chapter Monthly Meeting Minutes: April 20, 2010

Call to Order
The April 20, 2010 Tidewater Chapter Monthly Meeting was a tour of Earl Industries in Portsmouth, Va. followed by dinner at The Flagship Restaurant also in Portsmouth. The meeting was called to order at 5:30 by the Chapter President Darlene Barber. Present at the meeting was Darlene Barber, Wadiya Saunders, Lori Gay, Mary Clinton, Leslie Luck, Jonathan Tillman, Kimberly Wilson, Jessica Meyers, Georgia Mcguigg, Jane Clevinger, Angie Mitchell, Mike Cistola and guest.

Welcome
The Chapter President, Darlene Barber, welcomed members and guests to the meeting, and started introductions.

Old Business

Approval of Minutes: The Chapter President Darlene Barber, called for any changes to the minutes, there were no changes. The minutes were approved for the newsletter.

Approval of Treasurer’s Report: The Chapter President, Darlene Barber, called for any changes to the Treasurer’s Report; there were no changes. It was approved and published in the newsletter.

New Business:
Committee Reports

Seminar Committee: The Chapter President, Darlene Barber, reminded everyone of the Seminar that will be held on May 18, 2010, at the Crowne Plaza in Williamsburg, Va. Another request for any door prizes and raffle prizes would be greatly appreciated.

Education Committee: The Chapter Education Committee Chairman, Angie Mitchell, reported that there were four applicants for the essay contest from Thomas Nelson Community College. Two of the applicants were awarded into the program, Kelly Young, and Carl Louise.

Board Members: The new board members were voted on and they are as followed: President, Wadiya Saunders, Vice President, Kim Kindrew, Secretary, Jonathan Tillman, and Treasurer, Angie Mitchell.

Program: The Chapter Vice President Wadiya Saunders took the Chapter on a tour of her job at Earl Industries, followed by dinner at The Flagship Restaurant.

The RIM Professional of the Year: The RIM Professional of the year was announced at our meeting and the RIM Professional was Lori Gay our Treasurer, from Bayport Credit Union. Congratulations to Lori Gay.

Next Meeting Date: The next meeting will actually be the Seminar on May 18, 2010 at Crowne Plaza in Williamsburg.

Raffle: The evening was capped off with the 50/50 raffle. George Mcguigg purchased the winning ticket entitling her to the $15.00 of the total $30.00 collected for the raffle.

Adjournment: The Chapter Vice President, Wadiya Saunders, presented our tour guide from Earl Industries with a gift card for thanks for the very educational tour that was provided to the Chapter. The meeting was adjourned by the Chapter President, Darlene Barber, at 8:15 p.m.

Minutes submitted by Leslie Luck, Tidewater Chapter Secretary
Tidewater Chapter of ARMA  
Treasurer’s Report  
April 1 – April 30

**Receipts:**

**Beginning Balance**

- **Checking Account**
  
  - Chapter Member Dues (Escrow)
  - Bank Interest
  - Deposits

**Disbursements:**

- Maintenance fee

**Ending bank statement balance**

**Uncleared transactions**

**Ending Balance as of April 30**

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<th>Amount</th>
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<td>Bank Interest</td>
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<td>Deposits</td>
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<td>Maintenance fee</td>
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<td>Ending Balance as of April 30</td>
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**Savings Account**

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<tr>
<td>Deposit</td>
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<td>Bank Interest</td>
<td></td>
</tr>
<tr>
<td>Transfer to checking</td>
<td>-0.00</td>
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**Ending Balance as of April 30**

<table>
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<th>Description</th>
<th>Amount</th>
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<tbody>
<tr>
<td>Checking + Savings Account</td>
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</table>

Submitted by: Lori Gay, Chapter Treasurer

**Congratulations!**

to

**Lori Gay**

for being selected as

**RIM Professional of the Year**
Records Management & LEAN: Understanding the Value Stream

featuring

Antoinette Davis

presented by

The Tidewater Chapter of ARMA International
to be held at

Crowne Plaza Williamsburg
at
Fort Magruder
Williamsburg, VA

on

May 18, 2010
(8:00 a.m. – 4:30 p.m.)

About our Speaker

Antoinette L. Davis (Tonie) has been a trainer, consultant, and process improvement specialist for over fifteen years. She is currently a Process Improvement Analyst in the Quality and Process Excellence division with NGSB. Tonie has been with the company for more than six and half years. Besides her function at NGSB, Tonie is an adjunct professor for Thomas Nelson Community College, teaching in the Leadership Program for NGSB.

Tonie holds a Bachelor’s degree in Business Communication and a Master of Science degree in Professional Leadership, both from Carlow College in Pittsburgh, Pennsylvania.

Directions:

From I-64 take Exit 242A (VA 199 W toward Williamsburg/Jamestown)

Take Exit US-60 W toward Williamsburg

Turn LEFT onto Pocahontas Trail/York St/US-60 W

(Hotel will be on the LEFT)

Please remit a copy of this form with check payable to:

TIDEWATER CHAPTER ARMA

Mail check to:

Lori Gay
Bayport Credit Union
2300 Cunningham Drive
Hampton, VA 23666

Federal ID # 23-7358105

On-line registration is available at the ARMA Tidewater Website using PAYPAL, http://www.armamar.org/tw/
EARN ICRM CREDITS WITH THIS ‘SEMINAR ON DEMAND’:
Go to www.arma.org

The Benefits of TransParent Records Management

Organizations often have difficulty balancing the risk management requirements of records management with line-of-business goals. As a critical part of electronic records management infrastructure, records management should be transparent to the business units. Transparent records management (TRM) is a holistic enterprise content management (ECM)-based philosophy that allows the practitioner to fulfill compliance requirements with business needs. Join us for this web seminar to learn this unique approach.

Learning Objectives

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

1. Explore the unique challenges of records management in an enterprise content management environment
2. Examine the needs of general ECM users who require access to electronically stored content under the control of a records manager
3. Identify the policies and tools used to develop a comprehensive system that can accommodate the needs of general ECM users and records managers through TRM
4. Develop tools for a comprehensive risk management strategy through the collaboration of records managers and line-of-business managers

Estimated time of completion: 1.0 hour
ICRM Maintenance Credits: 1.5
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Munters is an ISO 9000 Registered Company.
How does your RIM story end?


Taking a look back at detrimental recordkeeping practices:

The Enron scandal, revealed in October 2001, eventually led to the bankruptcy of the Enron Corporation, an American energy company based in Houston, Texas, and the dissolution of Arthur Andersen, which was one of the five largest audit and accountancy partnerships in the world. In addition to being the largest bankruptcy reorganization in American history at that time, Enron undoubtedly is the biggest audit failure.

Enron was formed in 1985 by Kenneth Lay after merging Houston Natural Gas and InterNorth. Several years later, when Jeffrey Skilling was hired, he developed a staff of executives that, through the use of accounting loopholes, special purpose entities, and poor financial reporting, were able to hide billions in debt from failed deals and projects. Chief Financial Officer Andrew Fastow and other executives were able to mislead Enron's board of directors and audit committee of high-risk accounting issues as well as pressure Andersen to ignore the issues.

Enron's stock price, which hit a high of US$90 per share in mid-2000, caused shareholders to lose nearly $11 billion when it plummeted to less than $1 by the end of November 2001. The U.S. Securities and Exchange Commission (SEC) began an investigation, and Dynegy offered to purchase the company at a fire sale price. When the deal fell through, Enron filed for bankruptcy on December 2, 2001 under Chapter 11 of the United States Bankruptcy Code, and with assets of $63.4 billion, it was the largest corporate bankruptcy in U.S. history until WorldCom's 2002 bankruptcy.

Many executives at Enron were indicted for a variety of charges and were later sentenced to prison. Enron's auditor, Arthur Andersen, was found guilty in a United States District Court, but by the time the ruling was overturned at the U.S. Supreme Court, the firm had lost the majority of its customers and had shut down (see Arthur Andersen LLP v. United States). Employees and shareholders received limited returns in lawsuits, despite losing billions in pensions and stock prices. As a consequence of the scandal, new regulations and legislation were enacted to expand the reliability of financial reporting for public companies. One piece of legislation, the Sarbanes-Oxley Act, expanded repercussions for destroying, altering, or fabricating records in federal investigations or for attempting to defraud shareholders. The act also increased the accountability of auditing firms to remain objective and independent of their clients.

✔ NIGHTMARE

☐ HAPPY ENDING
If you've experienced any accidents, near misses, or a “Lesson Learned” stemming from an incident, that relates to Records Management please email your story to Jane.S.Clevinger@ngc.com for inclusion in the TIDAL WAVES feature “RIM Stories”. By sharing your story, possibly we can all learn from it!