



TIDAL WAVES

2015-2016

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Past President

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The Newsletter Editor and the Committee Chairs (listed on page 6) also serve as members of the Board of Directors

Mid-Atlantic Region Manager

Bradlee Davis
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ARE YOU READY?

Here we are again in the high point of the Hurricane Season. We've been lucky so far this season with few storms threatening our area. However, we still have 2 1/2 months to go. Are you prepared? Do you have a response plan for both work and home?

With the best planning in the world, damage to records and information during and following a tropical weather incident can still occur. Small businesses are especially vulnerable as they generally do not have the resources to maintain large scale contingency and backup plans. Records and information recovery includes several steps:

- a) assess damage
- b) stabilize the situation
- c) begin salvage operations
- d) begin restoration procedures, and
- e) resume operations.

The easiest and quickest response plan to follow is a series of checklists for each stage or "condition" of the hurricane approach. For example, Stage 5 would be the beginning of the hurricane season with basic preparation steps listed. Subsequent checklists would cover each stage up to and including any direct hit on our area. The final check list should include all the steps necessary for recovery following a direct hit.

PRESERVING YESTERDAY, MANAGING TODAY, PREPARING FOR TOMORROW



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Inside this Issue:	
President's Message	2
2015-2016 Meeting Planning Guide	3
Education Opportunities	4
Annual Awards and Installation Meeting	5
Personal Data Retention and Destruction Plan	6
Treasurer's Report for June 2015	7
June Meeting Minutes	8
Calendar of Events	11

PRESIDENT'S MESSAGE

Hello fellow ARMA members and friends! I hope everyone had a great summer filled with adventure and all-around enjoyment. It's that time again to resume our monthly meetings and fellowship with other records managers and professionals – that's if you haven't stopped from last year...



I will be serving as your chapter President for the 2015-2016 year and I want to welcome you all to a new year. My goal during this Presidency is to foster an environment that all will feel invited and welcomed to share ideas and information with one another.

I look forward to working closely with each and every member and non-member. Your current Chapter board has been meeting all summer long working on securing topics and speakers that will resonate with the current issues that we all are currently facing and those hot topics that are brewing in the forecast.

This year I am pleased to be working with a very seasoned, knowledgeable and hardworking board.

Vice President: Darlene Barbara, CRM

Secretary: Susan Marziani

Treasure: Virginia "Ginny" Jones, CRM

Past President: Michele Trader

Remember, our monthly meetings are a great way to network and share information. Your help is needed to increase our chapter membership so, please bring a friend or co-worker to the meetings. There are still a couple of committees that need volunteers. If you are interested in volunteering for a committee please let me know. I look forward to seeing everyone at the September meeting.

Jonathan Tillman



**ARMA TIDEWATER CHAPTER
2015 – 2016 PROGRAMS
ATTENDANCE PLANNING GUIDE**

Start planning now for this years meetings. Schedule in the following dates:

Date	Topic	Speaker(s)	Venue
9/15/2015	Leadership...	Bradlee Davis Jennifer McClain	(Peninsula) Marriott at City Center
10/20/2015	Auditing the Records Management Program	Pat Noble PF Associates	(Southside) Hyatt Place Chesapeake
11/10/2015	Privacy Laws and the Commonwealth of VA	Virginia Jones, CRM, FAI	(Peninsula) Marriott at City Center
12/9/2015	Holiday Party	Darlene Barber, CRM (Host)	(Peninsula) Entrust Records Management Newport News
1/19/2016	<u>Bosses' Night</u> Records Management's Role in Strategic Planning	TBD	(Peninsula) Marriott at City Center
2/16/2016	Mergers and Acquisitions	TBD	(Southside) Hyatt Place Chesapeake
3/15/2016	Vital Records	Al Minnick Vital Records Manager Food & Drug Administration	(Southside) Hyatt Place Chesapeake
4/19/2016	Facility Tour	Josh Borum	(Southside) DOMA Technologies Virginia Beach
5/24/2016	Seminar "Orchestrating RIM" Session 1: Managing Electronic Records) (Session 2: Working Collaboratively: IT, Legal, Security and RIM)	William Saffady (Session 1) George Darnell (Session 2)	(Peninsula) Marriott at City Center Newport News
6/21/2016	Installation and Awards Ceremony	Darlene Barber, CRM (Host)	(Peninsula) Bayport CU Training Center

ARMA INTERNATIONAL WEBINARS

ARMA International's online educational offerings offer convenient and flexible online training on YOUR schedule. From information management and the Generally Accepted Recordkeeping Principles to Legal Holds and e-discovery, the online courses and web seminars allow you to keep on top of your game, at a time and place that is most convenient for you.

Many of the “Now Showing” and “On Demand” online webinars are free to ARMA members and CRMs earn maintenance hours for “attending.” A listing of the current offerings is located at :

<https://members.arma.org/eweb/browse.aspx?site=ARMASTORE&type=WebSeminar>

INTERNATIONAL DIRECTORY OF ENGLISH LANGUAGE COURSES IN RECORDS AND INFORMATION MANAGEMENT (RIM)

Welcome to the online International Directory of English Language courses in Records and Information Management.

Use this resource to find English Language RIM education at accredited colleges and universities offering programs leading to Associate, Bachelor, Masters and Ph.D degrees.

http://www.armaedfoundation.org/school_database/main.shtml

This is a living directory and user feedback will help the Foundation maintain accuracy and make the information more useful. Please email the AEIF Webmaster at admin@armaedfoundation.org with comments and corrections.

This site was created by the ARMA International Education Foundation with funding provided by the Greater Washington DC Chapter of ARMA International. The data base designer and researcher was Greg Gardner, an MLIS graduate of San Jose State University. © 2015 ARMA International Educational Foundation

TIDEWATER CHAPTER LIBRARY NEW ADDITIONS

Contact Darlene Barber at 757-380-4340 for more information

Book Title	Author
Records and Information Management	Patricia Banks
Records and Information Management: Fundamentals of Professional Practice (2 nd Edition)	William Saffady
Records Management for Dummies	Blake Richardson, CRM

Chapter Committee Chairs

Charitable Committee:
Darlene Barber, CRM

Education:
Angela Diggs

Financial & Audit:
Lori Newell

Historian:
Darlene Barber, CRM

Member Care:
Georgia McQuigg

Membership:
Georgia McQuigg

Nominating:
Jonathan Tillman

Program:
Darlene Barber

Publications/Publicity:
Virginia A Jones, CRM,
FAI

Seminar:
Darlene Barber

By-Laws:
Darlene Barber , CRM

Standing Rules:
Virginia A Jones, CRM,
FAI

Awards Committee:
Michele Trader

Webmaster:
Jonathan Tillman

Newsletter Editor:
Virginia A. Jones, CRM,
FAI

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

ANNUAL AWARDS AND INSTALLATION MEETING

It was Mardi Gras time at the June meeting when the Chapter recognized its hard working members and installed new officers.



Lovely venue at Bayport Credit Union and good food enjoyed by all.

Chapter members donned their Mardi Gras masks for the group photo.



Michele Van Allen, Mid Atlantic Region Manager installed three of our new Board members:

Vice-President Darlene Barber

Secretary Susan Marziani

Treasurer Virginia A Jones

PERSONAL DATA RETENTION AND DESTRUCTION PLAN

Privacy Rights Clearinghouse

The following material is taken from the Privacy Rights Clearinghouse Fact Sheet 12a: Personal Data Retention and Destruction Plan. There are 6 FAQs included in the fact sheet. The series of FAQs will be presented in the newsletter beginning this month and for the next 4 months.

At Privacy Rights Clearinghouse, we believe your right to privacy is about being in control of your personal information. An obvious part of that equation is keeping good personal records. Just like companies have data retention and destruction policies, so should you. This sheet includes the following FAQs:

- [1. Why should I keep records?](#)
- [2. What is a record?](#)
- [3. How should I maintain my records?](#)
- [4. Where should I keep my records?](#)
- [5. How long should records be kept?](#)
- [6. How do I destroy records I no longer need?](#)

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Privacy Rights Clearinghouse

Posted April 2011, Revised May 2015

<https://www.privacyrights.org/personal-data-retention-and-destruction-plan>

1. Why should I keep records?

For tax purposes. It will make your life easier when tax season rolls around if you have all of your financial information neatly organized.

To save time. When something comes up that requires an old receipt or document, you won't have to go digging through your junk drawer. You'll know where to find it.

In case of an emergency. If a natural disaster struck or if you suffered an accident, you'd want to make sure your documents were in order and safe.

As documentation in case of disputes. You never know when you'll need to go back and prove that so-and-so really *did* call you on such-and-such date. Keeping detailed records of all your important transactions may help you in such a situation.

As proof of ownership. This is an obvious one. If you sell an asset, you'll need to transfer over ownership, including proper title. Not to mention, if your ownership is challenged, you'll have the documentation readily available to prove it.

2. What is a record?

The first step to good recordkeeping is knowing what you should keep and what you should toss. Not everything has to be saved. In fact, keeping only the things that are necessary will make it easier for you to find something when you need it.

A record is something that provides permanent evidence about a past event. Examples include:

- Receipts
- Bills
- Bank statements
- Correspondence with companies you do business with
- Medical bills, notes from doctor visits, test results, prescription information
- Membership and account numbers, frequent flyer numbers
- Official government documents (birth certificate, marriage license, etc.)
- Important job-related documents (employment contract, performance reviews, etc.)

TREASURER'S REPORT—JUNE 2015



TREASURER'S ACTIVITY REPORT JUNE 2015

CHECKING/OPERATING ACCOUNT

Beginning Balance June 1, 2015 \$6,750.58

Receipts:

6/15	ARMA Escrow-Membership	40.00
6/30	Transfer from Savings, Library Books	164.65
6/30	Dividend	<u>1.57</u>
<i>Total Operating Receipts</i>		+ 206.22

Disbursements:

6/04	#1022 Patrick Cunningham Parking/Meals	74.08
6/05	#1023 SCC for Certificate/Articles	10.50
6/10	#1019 The Oyster Pointer Sem. Ad	300.00
6/15	DC: Hi-Tech Engraving, Install. Awards	402.80
6/16	DC: Party City, Install. Gift Wrap/Bags	10.49
6/17	DC: Manhattans, Install. Meal	320.86
6/19	#1024 Barber: Installation Meeting	81.34
6/25	DC: State Corporation Commission Fee	36.95
6/29	#1025 Tillman: Regional Conference Fee	150.00
6/30	Transfer to Savings: Seminar Raffle	<u>213.00</u>
<i>TIDEWATER ARMA NET WORTH:</i>		<i>\$8,258.02</i>

*Respectfully Submitted,
Angela L. Diggs, Treasurer
July 10, 2015*

**TIDEWATER ARMA ANNUAL INSTALLATION OF OFFICERS AND AWARDS GALA
MEETING MINUTES
June 16, 2015**

Attendance: Kim Edwards, Angie Diggs, Virginia Jones, Darlene Barber, Georgia McQuigg, Susan Marziani,

Guest: Michelle Van Allen, Mid-Atlantic Regional Manager

Members and guests enjoyed dinner beginning at 6pm.

1. Call to Order

Outgoing President Kim Edwards called the meeting to order at 6:45pm

Angie Diggs presented the final chapter budget, which was approved.

2. Installation of Officers

Michelle Van Allen, ARMA Mid-Atlantic Regional Manager, presided over the installation of officers. The following members were newly installed:

President, Jonathan Tillman (absent)

Vice-President, Darlene Barber

Treasurer, Ginny Jones

Secretary, Susan Marziani

3. Awards Presentation

Kim Wilson was presented with Member of the Year Award by President Kim Edwards

President Edwards closed the meeting at 7:50pm.

Respectfully submitted,

Paul Judd

Secretary





INSTITUTE OF CERTIFIED RECORDS MANAGERS®

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

Institute of Certified Records Managers®
1450 Western Avenue, Suite 101
Albany, New York 12203

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 are as follows:

Fall 2015: Parts I-VI, Nov 2-13, 2015

Registration Open: Aug 21 – Oct 29, 2015

Spring 2016 : Parts I-VI, May 2-13, 2016

Registration Open: Feb 19, 2015 – Apr 28, 2016

Winter 2016 : Parts I-VI, Feb 1-12, 2016

Registration Open: Nov 20, 2015 – Jan 28, 2016

Summer 2016: Parts 1-6, August 1-12, 2016

Registration Open: May 20-July 28, 2016

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

www.icrm.org

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 record-keeping 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.



Tidewater ARMA Chapter Calendar of Events

2015-2016

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

<p>September 15</p> <p>(Peninsula) Marriott at City Center</p> <p>Speakers: Bradlee Davis Jennifer McClain</p> <p>Program: Leadership...</p>	<p>October 20</p> <p>(Southside) Hyatt Place Chesapeake</p> <p>Speaker: Pat Noble PF Associates</p> <p>Program: .Auditing the Records Management Program</p>	<p>November 10</p> <p>(Peninsula) Marriott at City Center</p> <p>Speaker: Virginia Jones, CRM</p> <p>Program: Privacy Laws in the Commonwealth of VA</p> <p>FOOD BANK DONATIONS</p>	<p>December 9</p> <p>HOLIDAY PARTY</p> <p>(Peninsula) Entrust Records Management Newport News Darlene Barber, CRM (Host)</p> <p>Bring your favorite side dish or dessert, and your raffle items!</p> <p>ANGEL TREE BAGS</p>
<p>January 19, 2016</p> <p>ANNUAL BOSS'S NIGHT</p> <p>(Peninsula) Marriott at City Center</p> <p>Speaker: TBD</p> <p>Program: Records Management's Role in Strategic Planning</p>	<p>February 16</p> <p>(Southside) Hyatt Place Chesapeake</p> <p>Speaker: TBD</p> <p>Program: Mergers and Acquisitions</p>	<p>March 15</p> <p>(Southside) Hyatt Place Chesapeake</p> <p>Speaker: Al Minnick, Vital Records Manager, Food & Drug Administration</p> <p>Program: Vital Records</p>	<p>April 19</p> <p>Time TBD</p> <p>FACILITY TOUR: (Southside) DOMA Technologies Virginia Beach</p> <p>Host: Josh Borum</p>
<p>May 24</p> <p>SPRING SEMINAR</p> <p>"Orchestrating RIM" (Session 1: Managing Electronic Records) (Session 2: Working Collaboratively: IT, Legal, Security and RIM)</p> <p>Speakers: William Saffady (Session 1) George Darnell (Session 2)</p> <p>(Peninsula) Marriott at City Center Newport News</p>	<p>June 21</p> <p>Annual Awards & Installation Event</p> <p>(Peninsula) Bayport CU Training Center</p> <p>Host: Darlene Barber, CRM</p>	<p>July</p>	<p>August</p>

