Our November meeting will be a joint meeting with the ARMA Richmond Chapter and Old Dominion AIIM. As in previous years, we will be collecting canned goods and other non-perishable foods for the local Food banks. Don’t forget to bring your food donations (or cash contribution) to the meeting so that we can help our communities.

And speaking of helping our communities, November begins our Angel Tree project. Empty gift bags for each of the selected children will be available at the meeting. Be sure to pick up a gift bag (or bags) and join me in making a child’s Christmas merry.

This month’s program features our own Ginny Jones who will enlighten us on GARP (Generally Accepted Recordkeeping Principles). This is a great topic and can be applied to all of our organizations.

Plan now to attend the November meeting and join me as I welcome and network with our neighboring chapter.

Thanks to all of our volunteers – those new to the experience and those who remain faithful in volunteerism. Check out page 2 to see if any of the volunteer opportunities are a good fit for you!

Live, Love, Laugh,

Wadiya

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.
The Tidewater Chapter is starting the new chapter year out with a bang! Just a reminder, there are still a few positions that need to be filled on the following committees! A little time volunteered is a big service to your chapter! Here are some details! See how you can offer support...

**Membership Committee Chair:**

a. Solicit and investigate applications for membership and recommend to the Board whether they be accepted or declined in accordance with the By-Laws.

b. Prepare, publish, and distribute a prospective membership packet to those individuals identified by a chapter member or requesting information concerning the chapter.

c. Prepare, publish, and distribute a membership packet that contains information useful to new members. Information should include but is not limited to copies of current by-laws, current standing rules, chapter library holdings, current membership roster, and information about chapter committees.

d. Prepare, publish and distribute a membership roster regularly to the entire Chapter throughout the chapter year.

e. Encourage member retention by contacting all members who allow their membership to lapse and remind them it’s time for them to renew and contact members that do not attend meetings regularly to determine the cause.

**Awards Committee Member:**

Shall consist of the immediate past president as chairperson and at least two members in good standing appointed by the President and approved by a majority of the Board. This committee shall recommend candidates to the Board for annual and special awards and honors. Categories of awards shall include Member of the Year, Perfect Attendance, Unsung Hero and Exemplary Service. This committee shall solicit suggestions for awards from the President and Chapter membership. This committee, subject to the approval of the Board, shall also determine the amount, type, kind, or style of gifts or presentations.

**Nominating Committee Member:**

The Nominating Committee shall prepare a slate of at least one nominee for each elective office to be filled and the presiding officer shall present such slate to the Board and general membership no later than the regular March Tidewater Chapter meeting. At the Tidewater Chapter meeting in March, the presiding officer shall call for any additional nominations from the floor. In order to appear on the ballot, the individuals named must be contacted and be willing to serve, if elected.

**Financial & Audit Chair and Committee Member:**

a. Perform an annual examination of the Treasurer’s books within 60 days of the close of his/her term and submit a written report to the Board and the Membership at the first business meeting of the new fiscal year.

b. Examine fiscal policy periodically at the discretion of the Board of Directors.

c. Advise the President and Board of Directors on financial matters concerning the Chapter.
We’ll be welcoming AIIM Members and the ARMA Richmond Chapter at the joint meeting in November in Williamsburg! There is lots happening, you won’t want to miss it!

**Deadline for submissions to the November Newsletter is November 30**

**RAFFLE TICKETS ON SALE**

Time is almost up...See Kim Kindrew to purchase tickets for 3 chances to win free registration at the 2011 Conference being held in Washington, DC. Winners will be selected at the Conference in November! Proceeds will benefit the AIEF Scholarship Fund

**November 9**

is the deadline for members to nominate a child in need so that the Tidewater ARMA Charitable Committee can begin preparing for another year of blessings! Please forward your nominations to anyone on the Charitable committee. See page 2 for the list of members!

Congratulations!
To Angie and Larry on your October 23rd Wedding!
Best Wishes from your ARMA friends!

**DON’T FORGET...**

**RSVP NOW**

**FOR THE 11/16 MEETING**

armatidewater@yahoo.com
WHAT’S HAPPENING IN YOUR CHAPTER...

Last Month in October...

Records Management hit home at the Chapter meeting. On October 19, we welcomed speaker Guy Manchester who presented "Organizing Your Family Filing System: What to keep, what to throw away."

Manchester, a Chartered Financial Consultant (ChFC) and Certified Advisor for Senior Living (CASL), made it clear that if there is a chance we might find ourselves caring for family members who cannot care for themselves, we must become familiar with their filing systems in order to ensure bills get paid, tax returns are filed properly, and legal documents are executed. Manchester gained firsthand experience in the "what not to do scenario," so he now shares his insight regularly when requested.

Manchester stressed that important records not stored in a safe deposit box should be compact enough to easily carry in the event of impending weather or other disaster.

Thanks to Guy for this and much more beneficial information!

Guy Manchester is with Financial Security Management Inc., and can be contacted at 757-873-4991.

This month in November...

OutReach Opportunities

The November meeting will be a joint meeting with the Richmond Chapter. With this meeting comes two opportunities to help our communities-in-need.

Jointly, non-perishable foods and cash contributions will be collected for donation to the local Food Banks. Suggested food items include:
- Canned vegetables
- Canned meats
- Pasta/Rice
- Infant products
- Cereal
- Peanut Butter

As a Chapter, Tidewater begins its annual Angel Tree project. Empty gift bags for the selected children will be available at this meeting.

Next month in December...

Angel Tree

The Holiday Season is fast approaching and plans are underway to bring Holiday Cheer to our Angel Tree children. You can help ensure that their needs are met. Empty gift bags, identifying the needs of the children, will be available for pickup at the November meeting. Gifts will be collected at the December meeting for delivery to the families. Additionally, the annual holiday raffle will be conducted, with its proceeds being used to purchase additional gifts. More details on that to follow.
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Mergers and Acquisitions: Change the Threat to Opportunity

Mergers, acquisitions, and divestitures present significant challenges for the records and information management (RIM) professional. Although these types of organizational changes may appear threatening at first, they should be regarded as opportunities to demonstrate how a records management program can contribute to the success of the newly formed entity. This web seminar provides the tools needed for program assessment, the development of a transition strategy, and integration planning.

Learning Objectives

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

1. Define the types of reorganizations and restructurings, as well as the effect of each on records and information management.
2. Assess RIM policies, procedures, staffing, and RIM program components of all entities involved in order to define and develop the program requirements needed to guide the organization through the transition and beyond.
3. Participate proactively in integration team initiatives through development of a detailed RIM transition plan.

Estimated time of completion: 1.0 hours / ICRM Mainenance Credits: 1.0 / Available: November 15-23, 2010

GARP® Principle of Retention

The Principle of Retention states that an organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements. Retention policies are critical to the management of information, and if properly created and adhered to will reduce costs and risks to your organization. Retention policies are the foundational component of a records management program and provide for a defendable disposition program for your organization's information, the seventh component of the GARP® principles.

Facilitator: Dave McDermott
ICRM Credits: 00
Members $00.00
Non-Members $35.00
ARMA Tidewater Chapter Monthly Meeting Minutes:  
October 19, 2010

Call to Order:
The October 19, 2010 Tidewater Chapter Monthly Dinner Meeting was held at 700 Town Center Drive (Fountain Plaza 2 – James Meeting room) in Newport News, VA. The Dinner Meeting was catered by Manhattans Catering of Newport News, VA. The meeting was called to order at 6:26 PM by Chapter President, Wadiya Saunders. Present at the meeting were the following members and guests: Guy Manchester (Speaker), Kim Kindrew, Mary Clinton, Lori Gay, Alexis Vest, Wadiya Saunders, Melynie Needam, Georgia McQuigg, Claudia Bolitho, Josef Hashemi, Michele Trader, Jonathan Tillman, Angie Mitchell, Darlene Barber, Cassie Turner, Gail Langevin, and Vivian Washington and Barbara Vinson Ratliff.

Welcome:
Chapter President, Wadiya Saunders, welcomed all members, guests and the speaker for the evening to the Chapters’ Monthly Dinner Meeting.

New Business:

**MARLC (Mid-Atlantic Regional Leadership Conference):** Mary Clinton announced that the Tidewater Chapter will be hosting the MARLC for 2011. Mary will be chair for the MARLC committee and Kim Wilson will be co-chair. Mary will set up the first committee meeting in the upcoming days.

**Website Report:** Jonathan discussed the new features that will be coming to the Tidewater Chapter’s website in the summer of 2011. One of the new features will be a “spot light” on vendors that currently have ads already in the Tidewater Chapter’s Newsletter, Tidal Waves.

**Treasurer’s report:** Angie Mitchell asked if there were any questions and or comments about the budget proposal that was submitted last month. There being no questions or comments the Treasurer’s report was approved.

**Program Committee:** President Wadiya Saunders asked for any volunteers for any of the committees. We are still in need of help for a few.

**Program:** Vice President Kim Kindrew introduced the program for the evening and our speaker, Mr. Guy Manchester, ChFC, CASL, Financial Security Management, Inc. The topic for tonight’s program was, “Organizing Your Family Filing System – What to Keep and What to Throw Away!”

**Raffle:** The evening was capped off with the 50/50 raffle drawing. Ms. Barbara Vinson had purchased the winning ticket, entitling her to $20.00 of the total of $40.00 that had been collected for the raffle.

**Adjourned:** The meeting was adjourned with Vice President Kim Kindrew giving the speaker Guy Manchester a gift card for coming to speak with us. The next meeting will be held at the Lexington George Washington Inn, Williamsburg VA, on November 16, 2010. This will be a joint meeting with the Richmond ARMA Chapter and Old Dominion AIIM. The Topic will be on the topic GARP (Generally Accepted Recordkeeping Principles) and will be presented by our very own, Virginia “Ginny” Jones, CRM, FAI. President Wadiya Saunders adjourned the night’s meeting at 7:48 PM.

Minutes submitted by Jonathan Tillman, Tidewater Chapter Secretary
Ginny will be speaking on GARP. Records and recordkeeping are inextricably linked with any organized activity. It is only through the information an organization records in the normal course of business that it can know what it has done and effectively plan what it will do in the future. As a key resource in the operation of any organization, records must be created, organized, secured, maintained, and used in a way that effectively supports the activity of that organization. These needs can be fulfilled only if recordkeeping is an objective activity, fully insulated from individual and organizational influence or bias. To achieve this transparency, organizations must adhere to objective records and information management standards and principles, regardless of the type of organization, type of activity, or the type, format, or media of the records themselves. Without adherence to these standards and principles, organizations will have poorly run operations, legal compliance failures, and – potentially – a mask for improper or illegal activities. ARMA International published these eight Generally Accepted Recordkeeping Principles® (GARP) to foster general awareness of recordkeeping standards and principles and to assist organizations in developing records systems that comply with them. The objectivity of the principles, combined with a reasonable approach to applying them, will yield sound results for any organization: a responsive, effective, and legally compliant recordkeeping system.
Would you be willing to share any personal information about yourself?
I am divorced with one daughter who lives in Florida. I have lived in several states over my 44 years in the RM profession including Connecticut, Louisiana, New Mexico, and Virginia. I have worked in most aspects of the profession – from microfilm camera operator to analyst to consultant. I’ve written over 500 magazine and journal articles and authored or coauthored at least 5 books. I am also currently an adjunct professor of RM at Wayne State University – teaching an online course as part of the graduate certificate in Records Management. I’ve worked so long in this profession that it has become my life.

What is your business or place of employment?
Newport News Dept. of Public Utilities (Waterworks)

What is your title or area of responsibility?
I am the Records Manager for the utility

What is your specific responsibility concerning Records Management?
I am responsible for the entire RM program within the utility, including acting as the departmental FOIA officer and as the departmental designated Records Officer with the Library of Virginia.

How long have you served in this capacity?
17 years

What advice would you give someone new to this environment?
Don’t be afraid to ask questions and remember all of us are always learning. Our professional responsibilities in RM are constantly changing so we all need to continue to learn.

Is there a specific area you find most challenging concerning Records management in your daily routine?
Keeping up with FOIA and Privacy laws and other compliance issues for our utility. When a law or regulation is enacted or is revised, it means we have to adjust our policies and procedures to be in compliance.

What are some of the ways you’ve volunteered within the organization and have you found any one more fulfilling than another?
I have served on the Chapter Board of two chapters – Tidewater Chapter and Northern New Mexico Chapter. I originally joined ARMA as a member of the Rio Grande Chapter in 1976. I have served as the newsletter editor for Tidewater Chapter and have served on several seminar committees over the years. At the national level, I have served as project leader for three ARMA standards. I have to say all the activities have been fulfilling. Early in my career, serving on a chapter Board or committee helped me learn team skills and leadership skills and certainly gave me a feeling of accomplishment. As time goes by, I still feel Board or committee work helps build comradeship and contacts within the profession.

Are there any resources and/or websites, aside from ARMA, that you find helpful in fulfilling your Records responsibilities that you’d like to share with our readers?
Definitely, the Records Management listserv is a big resource. It’s where I learn what’s new and what’s an issue. With over 1500 members worldwide, it is a great resource for all things RM. I also believe my membership in AIIM and my standards activities in both AIIM and ISO contributes to my knowledge and education in our profession.
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**Tidewater ARMA Chapter Calendar of Events**  
**2010-2011**  
*Subject to change-for current events please visit: www.armamar.org/tw*

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<td>Point Plaza</td>
<td>Guy Manchester</td>
<td>Joint Meeting w/AIIM Richmond Chapter Featuring Virginia Jones, CRM, FAI On GARP</td>
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<td>Newport News</td>
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<td>James Room/Waterworks</td>
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<td>Speaker</td>
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<td>Lexington George Washington Inn</td>
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<td>Lynn Harper</td>
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<td><em>There’s no I In TEAM</em></td>
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<tr>
<td>Bosses Night</td>
<td>Mike Cistola</td>
<td>Incorporating Project Management Concepts with RIM</td>
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<td>Featuring Con Healy, AMERIGROUP</td>
<td>Munters Corp. Document Disaster Recovery</td>
<td>Featuring Sarina Arcari, AMERIGROUP</td>
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<td>Leadership Behind Building a New RIM Program</td>
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<td>Southside Location: TBD</td>
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<td>Installation Of Officers &amp; Awards Ceremony</td>
<td><em>Enjoy your summer!</em> Board and Committee Meetings TBA</td>
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**TIDAL WAVES**  
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