

Tidal Waves

CHAPTER BOARD 2006-2007

PRESIDENT

Audrey K. Page
757.259.4024
akpage@james-city.va.us

VICE PRESIDENT

Claudia Bolitho
757.222.6000
cbolitho@hrtransit.org

SECRETARY

Charles Heishman
1.888.718.1079 ext. 80
Charles.Heishman@gprinc.net

TREASURER

Millie Machon
757.220.5325
machonm@wjcc.k12.va.us

PAST PRESIDENT

Michele Trader
757.926.1128
mtrader@nngov.com

MID-ATLANTIC REGION MANAGER & COORDINATOR

Denise Pickett, CRM
404.220.1172
dpickett@deloitte.com

Tidewater Chapter Email

armatidewater@yahoo.com

Tidewater Chapter Webpage

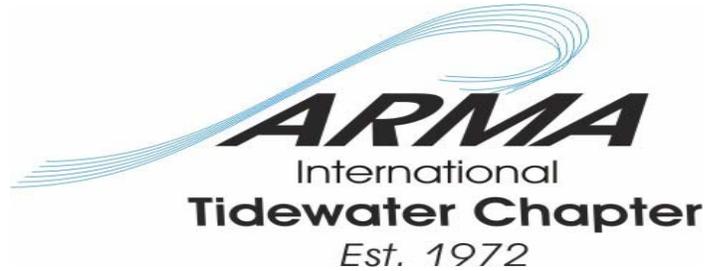
www.armamar.org/tw/

ARMA INTERNATIONAL

800-422-2762

ARMA HOME PAGE

www.arma.org



PRESERVING YESTERDAY, MANAGING TODAY, PREPARING FOR TOMORROW

Host-2007 Mid-Atlantic Region Leadership Conference By Michele Trader, Tidewater Chapter

What a great region we are part of! I'm struck by this thought every time I attend the Region Leadership Conference or read information from our region. This year, if possible I've felt even more honored to be part of the Mid-Atlantic Region because our chapter had the opportunity to help plan the conference.

Our chapter was so excited this year to be hosting the Leadership Conference. There hasn't been a Region Leadership Conference in the Tidewater area in more than 15 years and we were happy to bring the conference back (Thanks Phil Albert for the history!)

I hope all who attended the Region Leadership Conference enjoyed attending as much as we enjoyed bringing the conference to you. Hosting gives your chapter an opportunity to share a little about your area with the rest of the region and we were honored to do that. From walking the Ghost Tour Friday evening, to staying at a hotel in the heart of Colonial Williamsburg, to listening to our Saturday afternoon speaker, Roseanne Butler, we hope all of you felt like you were reliving a bit of history! The Tidewater area and chapter are both rich in history.

Tidewater is looking forward to celebrating our 35th year as a chapter this November. We have had the good fortune over the years to have many active, enthusiastic members and leaders. Receiving strong leadership training is always important for this reason.

Our region planners delivered a great program that guides all of our chapters in looking for strong new leaders. The contributions from International have given
cont. on page 8

Inside this issue:

Presidents Message- "Welcome to 2007-2008"	2
Chapter Board Minutes for July.24.2007 / August.21.2007	4 / 11
September.18.2007 Meeting Information	5
Chapter Meeting Minutes for May.15.2007 / June.19.2007	7 / 8
Tidewater Chapter Treasurer Reports: June, July, August 2007	9
Mid-Atlantic Region Treasurer Report: June 2007	13
Important 2007-2008 Budget Notice	15
Tidewater Chapter Calendar of Events	17

ARMA INTERNATIONAL

The Association for Information Management Professionals

PRESIDENTS MESSAGE...

Welcome back everyone! I trust that you all had a wonderful summer with some great vacations and travels to remember for years to come! I look forward to hearing your stories!



Audrey Kay; President

As many of you know, I will be serving as your chapter President for the 2007-2008 year and I just want to welcome you all to a new year and say that I look forward to working with each and every one of you! That being said, let me introduce your new chapter board to you for the year as well: serving as Vice President we have Ms. Claudia Bolitho— you may remember her from last year as she was our Secretary! In our Treasurer’s position we have Ms. Millie Machon— she too served last year— and we thank her for serving us again this year in the Treasurer’s position. New to the board this year is Mr. Charles Heshman, as he has agreed to serve as Secretary! Our Past President of course is Miss Michele Trader! As a seasoned board member we will look to Michele for guidance and advice this year as well! Join with me in welcoming your chapter board this year as they strive to serve you in the Tidewater Chapter the best we can to promote the RIM profession and aid you in becoming the most successful professional!

A few business related issues this month include our minutes from our last two meetings of last year— May & June— they are included here in the newsletter, so please review them so we can vote on them at the meeting this month. Also included are the board meeting minutes from July & August for your information. We also ask that you review the treasurer’s reports that are included here for you so we can vote on these as well! Thank you!

Last year as many of you know we hosted the Mid-Atlantic Region Leadership Conference in Williamsburg. We had outstanding attendance, great support from our chapter members and vendors and great representation from each chapter in our region— from Pennsylvania to South Carolina! Look for the overview and conference details in this issue and issues to come— as well as some photos!

And speaking of conferences— International Conference is just around the corner— taking place this year in Baltimore MD. So close! I hope that you are all taking advantage of this great opportunity! It is sure to be another great conference. I will be in attendance (for the first time at International!) as well as some of the other chapter members— please let me know if you plan to attend!

We have a great speaker lined up for you this month— her name is Julia Jones, from Northrop Grumman and she is speaking to us on Leadership and Communications! What a great way to start the new chapter year! Look for meeting information on page 5!

I hope to see you all at the meeting!
Don’t forget to RSVP: armatidewater@yahoo.com (see page 5)

Until then~ preserve and protect! ~Audrey Kay

Authors’ statement 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. are not deductible as charitable contributions for U.S. Federal Income Tax purposes. They may be tax deductible as ordinary and necessary business expenses ♦

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

Editor: Audrey K. Page
James City County Records
P.O.Box 8784
Williamsburg, VA 23187-8784
Voice: 757-259-4024
Fax: 757-253-6842
E-mail: akpage@james-city.va.us

\$ ADVERTISING RATES \$

Interested In Advertising With Us?
Please Let Us Know!

<u>Size</u>	<u>Per Issue</u>	<u>Per Year</u>
Full page (7.5x10)	\$25.00	\$250.00
1/2 page	\$20.00	\$200.00
1/4 page	\$15.00	\$150.00
Business card	\$10.00	\$100.00

Any questions or comments please contact the newsletter editor.

Go Electronic!
Order your Newsletter delivered right to your inbox! Send an e-mail to the *Newsletter Editor* at: akpage@james-city.va.us and get your next issue electronically! Its easy, colorful, and saves on paper & postage!
Sign up today!
The electronic newsletter is in PDF format and requires Adobe Acrobat Reader.



Hard copies of this newsletter are printed on **Recyclable** paper

We File All This Paper...



Right Here...



docSTAR™
document imaging. **Easy. Fast. Smart.**

- ✦ Easily Files and Retrieves any document instantly
- ✦ Provides Daily Workflow Processing of active and archived files or documents
 - ✦ Automatically creates backups of all files
- ✦ Dramatically Increases Document Management and Customer Service Efficiencies
- ✦ Substantially Increases Valuable Bottom Line Profits in saving of Time and Eliminating Office Space
 - ✦ Provides Bullet Proof Security for all your Documents and files
 - ✦ Patented *AuthentiDate* Image Marking



WWW.MEDIMICRO.COM

The Mid-Atlantic's Premier Document Management Solutions Provider

Baltimore ♦ Washington ♦ Richmond ♦ Williamsburg ♦ Norfolk ♦ Virginia Beach ♦ Chesapeake

1.800.731.6334

ARMA International Tidewater Chapter Board Meeting Minutes: July 24, 2007

Members Present: Michele Trader, Past President; Audrey Page, President; Claudia Bolitho, Vice-President; Millie Machon, Treasurer Absent: Aleta Gesiewski, Secretary



President, Audrey Page opened the board meeting on July 24, 2007 at 5:47 pm at Williamsburg/James City County Schools Administrative Building. President Page thanked everyone for attending and handed out information to each board member on their new position.

Business

President Page asked if the board is receiving the Chapter Connection and other publications from International. She will forward them along as she receives them. During the planning session the board was assigned to work on and bring to the next meeting a Needs Assessment, Goals for 2007-2008, Things the chapter can do to prepare in advance for the Chapter of the Year Award. The board was also assigned with the task to think of programs for the coming year, Who should be on committees and new recruitment ideas and incentives for keeping members and encouraging new members to become active. Information already available concerning folks interested in serving on committees, meeting program ideas, etc. was distributed. It was also brought up that this year is our 35th Anniversary and that we should keep that in mind as we plan our program year.

Old Business

Millie Machon, Treasurer assured us that she would have the Chapter 990 form completed and postmarked by August 1 to International. President Page announced she would forward membership rosters on to the board and membership committee as they are received. Audrey also suggested that all board members should review the Membership recruitment presentation available on the Leadership Resources Intranet pages. President Page said she wanted to get back on track this year with the awards submittals. The new Regional Board for 2007-2008 are listed on the Mid-Atlantic Region Webpage. Audrey encouraged us to visit the Region webpage. She also announced that information is now available concerning the International Conference in Baltimore and encouraged us to review that as well.

New Business

President Page announced to us that she was contacted by Aleta Gesiewski who informed her that due to personal and work influences she would not be able to serve as Secretary. Aleta does plan to remain active in the chapter but does not feel she can adequately fill the position. The board discussed who we would want to solicit to fill this position and it was thought that we want an active member that attends the meetings regularly. It was proposed that Audrey contact Johnsie, Jane, Lori, Charles, and/or Darlene about the position. The board plans to hold their next board meeting on August 21, 2007 at 5:30 at this location. Members were asked to bring all information they are to work on as requested by President Page as well as any budget requests they may have. A book budget request was distributed for review. The main agenda item at the next meeting will be the budget. The treasurer was reminded to obtain new signature cards from the bank for the board to sign at the next meeting.

Treasurer, Millie Machon passed her books on to the Audit Committee to review and complete the Audit in time for the September meeting. The transfer of information took place between the new and previous officers.

Adjournment: There being no further business, the board meeting adjourned at 6:55.

Respectfully submitted: *Michele Trader, Past President Filling in as Secretary July 2007*

INTERESTED IN MEMBERSHIP?

Questions regarding membership and member application should be addressed to the Membership Committee Chair: **Anna B. Call, Northrop Grumman Law Dept. 4101 Washington Ave. Newport News, VA 23607—757.380.7159**

Individuals seeking membership in the Tidewater Chapter and ARMA International should mail applications to: **ARMA International, PO Box 931074, Kansas City, MO 64193** (List 'Tidewater Chapter' in the Chapter Membership area of the application)

Visit: <http://www.arma.org/join/apply.cfm> to download a membership application.



~ Tidewater Chapter Contest ~

Spread the word & share the fun of the Tidewater Chapter of ARMA! The first five (5) members to bring a guest to a regular monthly meeting will receive a \$5.00 off certificate towards their next regular meeting!

\$5 SHARING ARMA \$5

So get out there and SHARE ARMA!
(excludes December and January meetings)
Make sure you when you RSVP for the meetings you mention that you have a guest attending with you! This is how the first five will be determined!

TIDEWATER CHAPTER MEETING DETAILS FOR: SEPTEMBER 18, 2007



SPEAKER: Julia M. Jones
Construction Superintendent Northrop Grumman Newport News

ABOUT JULIA: Since April 2006, Julia Jones has been responsible for manufacturing, inventory & storage of temporary nuclear systems and test fittings supporting testing on carrier and submarine new constructions, carrier overhauls, submarine repair, and nuclear facilities. Responsibilities include direct and indirect cost management, schedule performance, advance planning efforts, customer interface with various programs. Julia attended Christopher Newport University and graduated with a Bachelor's Degree in Finance and Accounting and also earned a MBA from Averett University.

TOPIC: Leadership and Communications
"Bringing the Future to the Present"

Example based approach to identifying the purpose, strategic goals and objectives of an organization, developing a team and then acting to accomplish that purpose.

PROGRAM INFORMATION

DATE:	September 18, 2007	LOCATION:	Cheers Restaurant 615 Thimble Shoals Blvd. Newport News, VA 23606 757.873.3375
TIME:	Networking: 5:30pm Dinner: 6:00pm Speaker: 7:00pm	COST:	Members \$20.00 Non-Members \$25.00
RESERVATIONS:	RSVP no later than September 13, 2007 (4:00pm) RSVP to armatidewater@yahoo.com		

MENU

- Grilled or Blackened Tilapia Filet** – served with sautéed seasonal vegetable medley and fluffy rice pilaf
- Grilled or Blackened Aged Ribeye Steak** – served with baked potato loaded with your choice of toppings
- Smothered Chicken** – grilled boneless chicken breast topped with sautéed mushroom, onions, and a blend of Cheddar and Monterey Jack cheeses
- Caesar Salad** – plain; or add chicken, shrimp or steak

All dinners served with a fresh garden salad enhanced by our Chef's House Herbal Vinaigrette Dressing and a non-alcoholic beverage of your choice

DIRECTIONS

From I-64 Routes (East & West)

Take exit 256-A (Oyster Point Road) turn left at first traffic light onto Cannon Blvd. Follow Cannon Blvd. to your 2nd traffic light and turn right onto Middle Ground Blvd. Take 2nd left onto Fishing Point Drive. Cheers is on the right. Just before the light at Thimble Shoals and Fishing Point.



From Newport News/Williamsburg Airport

Take a left out of the airport onto Bland Blvd. Take a left at the traffic light onto Jefferson Avenue. At the 10th light take a left onto Thimble Shoals Blvd. At the 1st light take a left onto Fishing Point Drive. Cheers parking is immediately to the left on Fishing Point Drive.

Norfolk Shred-it
1001 Thomas Street
Hampton, Virginia 23669

www.shredit.com



Richmond Shred-it
1500-C Tomlynn Street
Richmond, Virginia 23230

www.shredit.com

**DOCUMENT DESTRUCTION.
DONE RIGHT. ON SITE.**

Protect yourself, your business and your clients with Shred-it on-site document destruction services.

- Why waste HOURS shredding on an office shredder the same volume of material Shred-it can destroy at your location in MINUTES?
- Why allow complete, non shredded, sensitive materials to be taken away from the security of your office?



Shred-it Provides:

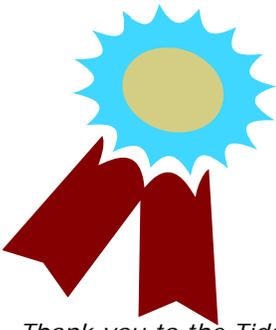
- On-Site destruction in a Secure environment
- Service from security cleared, bonded personnel
- Regularly scheduled or call-in service visits
- Regional, National and International coverage

**With increased legislation, FACTA, GLBA, HIPAA,
it's more important than ever to select the company with
a proven track record of offering a consistent,
secure destruction process.**

**DOCUMENT DESTRUCTION.
DONE RIGHT. ON SITE.**

Call for information:
757-727-0177 or 800-697-SHRED (800-697-4733).

Mention this Tidewater Chapter ARMA AD when calling from the Eastern Virginia area.



FROM: Thomas D. Killam, Member Services ARMA International
RE: Recruitment Contest

Member Recruitment Campaign

Goal: to increase membership and help your chapter recruit new members.

Announcing: The Tidewater Chapter won the prize for most new members for the small chapters and will receive \$1,000!

Thank you to the Tidewater Chapter for excellence in membership recruitment for 2006-2007! A special Thank You especially to our Membership Committee Chair, Ms. Anna Call and those on the membership committee for all their efforts and hard work to make this possibility a reality! This is a big deal and something for the whole chapter to be very proud of-recognition from International and an award of this magnitude is something very special!

ARMA International Tidewater Chapter Regular Monthly Meeting Minutes: May 15, 2007



The Chapter meeting was hosted by member Darlene Barber and Northrop Grumman. At 5:30 p.m. a tour of the Northrop Grumman Records Center commenced, followed by a Guided Bus Tour of the Yard and a tour of the Image Management and Reproduction areas of Northrop Grumman. A catered dinner was followed.

Call to Order

The meeting was called to order at 8:30 p.m. by President Michele Trader. Members present were Darlene Barber, Anna Call, Jane Clevinger, Lori Gay, Aleta Gesiewski, Virginia Jones, Dan Longo, Millie Machon, Angela Mitchell, Lois Reeves, Mark Simmons, Johnsie Spruiel, and Michele Trader. Guests in attendance included Shirley Blackwell, Kristen Erpeling, Donald Harper, Theresa Oswald, and Julia Jones, speaker for the evening.

Program

Due to the lateness of the hour, the speaker was introduced prior to the business meeting. Ms. Julia Jones, Construction Superintendent of the Reactor Storeroom at Northrop Grumman, addressed the topic: Are You a Star at Work? Her comments addressing productivity, networking, leadership, and teamwork were well received. Her PowerPoint presentation will be made available on the Chapter website.

Chapter Business

By-laws Committee – President Trader reported that the amendments to the By-laws required by International have been drafted and distributed to members for review and comment. Angela Mitchell moved to accept the amendments as presented. Ginny Jones seconded the motion which was unanimously approved. The By-laws will be forwarded to International for review and approval.

Election Results – Election Teller Betty Stewart was thanked for managing the election balloting for Chapter officers for 2007-08. Elected were: President – Audrey Page; Vice-President – Claudia Bolitho; Treasurer – Millie Machon; Secretary – Aleta Gesiewski. Officers will be installed at the Awards and Installation Meeting on June 19 at Legacy Hall in Williamsburg.

Seminar Update – President Trader discussed the evaluations for the Seminar and noted that some concerns continue to be addressed with the hotel as we prepare to host the Leadership Conference there. On evaluation results, 64 respondents indicated that the seminar met their expectations while only one indicated that the seminar did not meet expectations. Eleven individuals expressed interest in joining ARMA. The full evaluation report is available from the President.

Minutes/Treasurer's Report - The March meeting minutes and Treasurer's Report, both published in the April newsletter, were presented for question, correction, or comment. Hearing none, the President declared the minutes and Treasurer's Report accepted as written. There was no business meeting in April due to the Annual Seminar. The April Treasurer's Report required correction and will be resubmitted for consideration in June.

Leadership Conference – On behalf of Program Chair Audrey Page, President Trader presented an update on the June 8-9 Mid-Atlantic Region Leadership Conference to be hosted by the Tidewater Chapter. She encouraged participation of all members and reported that the registration deadline is very soon. She announced that a planning meeting for the conference is scheduled May 21 at 5:30 p.m. and urged members to volunteer to assist with the conference.

Adjournment

The meeting was adjourned at 9:20 p.m.

Minutes submitted by Angela L. Mitchell, Substitute Secretary

ARMA International Tidewater Chapter Regular Monthly Meeting Minutes: June 19 , 2007

The Tidewater Chapter of ARMA met at Legacy Hall at New Town in Williamsburg on Tuesday, June 19, 2007, at 5:30 p.m. for its annual meeting for awards and installation of officers. In addition to President Michele Trader, chapter members present included Marie Allen, Darlene Barber, Anna Call, Brenda Grow, Millie Machon, Angela Mitchell, Audrey Page, and Johnsie Spruiel. Elizabeth Garrett and Lynn Harper attended as guests. Also present was Tammy Wheeler, Mid-Atlantic Region Manager/Coordinator.

The meeting was called to order and following invocation by Angela Mitchell, the meeting was recessed for the dinner meal provided by K & K Catering.

LEADERSHIP CONFERENCE

The President presented a brief report on the Mid-Atlantic Leadership Conference which was hosted by the Tidewater Chapter on June 8-9, 2007, at the Williamsburg Hospitality House.

MINUTES/TREASURER'S REPORTS

The May 2007 meeting minutes were not available for consideration. The Treasurer's Report for April and May, as published in the June newsletter, were accepted as written.

AWARDS PRESENTATIONS

Certificates of Appreciation were awarded to Darlene Barber, Anna Call, Brenda Grow, Ginny Jones, and Angela Mitchell. Johnsie Spruiel was honored as the Chapter's Unsung Hero for 2006-07, and Jane Clevinger was designated the Chapter Member of the Year. The President also presented gifts of appreciation to her Board for their partnership throughout the year. Past President Angela Mitchell presented an appreciation award to President Michele Trader recognizing her leadership.

INSTALLATION OF OFFICERS

Tammy Wheeler, Mid-Atlantic Region Manager/Coordinator, presided over the installation of officers and administered the oaths of office. Installed were:

Audrey Page as President
Millie Machon as Treasurer

Vice President-Elect Claudia Bolitho and Secretary-Elect Aleta Gesiewski were unable to attend and will be installed at the September meeting.

ADJOURNMENT

The meeting was adjourned at 7:18 p.m.

Minutes submitted by Angela L. Mitchell, Substitute Secretary

Host-2007 cont. from cover page

all of us a better sense of where ARMA International is headed in the future as well as training us to become future leaders, possibly even at an international level.

Some comments from this year's Leadership Conference attendees were:

"The Conference energizes me to apply ideas learned."

"I thought the topics; presentations etc. were very informative especially for my first time at this conference. This has given me very good insight to use for my upcoming year on the board as my position in 07-08 is program."

"Topics were great-very informational from International standpoint that was great and helpful."

"Meeting was very beneficial. Got lots of ideas to take home."

They've taken the words right out of my mouth! Thank you to the Region Leadership for organizing a great program. With the tools from the conference everyone should have a productive summer of planning and a great new chapter year ahead!

Tidewater Chapter, ARMA International Treasurer's Activity Report June 1 through June 30, 2007

- Checking Account -

Previous Account Balance:		\$ 11,033.97
Receipts:		
Bank Interest through May 31		.48
Bank Interest through June 30		.43
Chapter Member Dues (Escrow) for May		40.00
Chapter Member Dues (Escrow) for June		40.00
Total Receipts:	+	\$ 80.91
Disbursements:		
MAR Leadership Conference Host Expenses		610.80
June Monthly Member Meal Expenses	437.05	
Member Recruiting (Postage)		3.63
Total Disbursements:	-	\$ 1,051.48
Account Balance as of June 30:		\$ 10,063.40

- Savings Account -

Previous Account Balance:		\$ 4,043.62
Bank Interest through June 30		+ \$ 1.95
Account Balance as of June 30:		\$ 4,045.57

Total Account Balances: \$ 14,108.97

Submitted by Millie C. Machon, Treasurer

Tidewater Chapter, ARMA International Treasurer's Activity Report July 1 through July 31, 2007
(Note: For New 2007-08 Budget)

Checking Account -



Previous Account Balance:		\$ 10,004.70
Receipts:		
June Monthly Non-Member Meal Fees		50.00
MAR Leadership Conf. Member Travel Unused Cash Advance		548.40
MAR Chapter Host Refund		100.00
Transfer from Savings to Checking for Scholarship		65.00*
Total Receipts:	+	\$ 763.40
Disbursements:		
Total Disbursements:	-	\$ 00.00
Account Balance as of July 31:		\$ 10,768.10

- Savings Account -

Previous Account Balance:		\$ 4,045.57
Transfer to Checking from Savings for Scholarship		- \$ 65.00*
Account Balance as of July 31:		\$ 3,980.57

Total Account Balances: \$ 14,748.67

Prepared on July 18, 2007 by Millie C. Machon, Treasurer

Tidewater Chapter, ARMA International Treasurer's Activity Report August 1 through August 31, 2007
(Note: For New 2007-08 Budget)

- Checking Account -

Previous Account Balance:		\$ 10,768.10
Receipts:		
Chapter Member Fee		70.00
Bank Interest thru 07/31		.36
Mid-Atlantic Region Conference Host Refund		400.00
Spring Seminar Late Registration Fee		125.00
Total Receipts:	+	\$ 595.36
Disbursements:		
ARMA Intl. Conference Member Travel Expenses		- \$ 1,750.00
Account Balance as of August 31:		\$ 9,613.46

- Savings Account -

Account Balance as of August 31: **\$ 3,980.57**

Total Account Balances: \$ 13,594.03

Prepared on August 28, 2007 by Millie C. Machon, Treasurer



Monster Waited 5 Days to Disclose Loss

Breach resulted in theft of confidential information for 1.3 million



monster.com *Reuters*

BOSTON— Monster.com waited five days to tell users its system had been hacked, in a security breach that resulted in the theft of confidential information for more than a million users, a company executive told Reuters Thursday.

By the time the U.S. job-matching Web site shut down the illegal operation, run from two server computers at a Web-hosting company in Ukraine, the names and confidential contact information of some 1.3 million job seekers had been stolen, Patrick Manzo, vice president of compliance and fraud prevention for Monster Worldwide Inc, said in a phone interview.

Monster first learned of the problem on Aug. 17, when investigators with Internet security company Symantec Corp. told Monster that it was under attack, Manzo said. "In terms of figuring out what the issue was, that was a relatively quick process," he said. "the other issue is you want to make sure exactly what you are dealing with."

His security team spent the weekend investigating, located the rogue servers, and got the Web-hosting company to shut them down some time either late in the evening on Aug. 20, or early in the morning of Aug. 21, he said.

Monster first told its customers about the data loss on Aug. 22 in a notice posted in its home page, www.monster.com

It warned them that their contact data might have been stolen and that the thieves had already sent spam to some Monster users asking for personal financial information and trying to get them to download malicious software.

Monster then announced on Thursday that names and contact information of some 1.3 million job seekers had been stolen.

New Director of Archives for Colonial Williamsburg: Rosanne Butler

For those of you that may not know, an article was done over the summer in the Daily Press announcing the new Director of Archives for Colonial Williamsburg— Rosanne Butler! Rosanne is a member of the Tidewater Chapter of ARMA and she also spoke this past June at the Mid-Atlantic Region Leadership Conference! Congratulations Rosanne!

WILLIAMSBURG - Colonial Williamsburg's new director of archives and records knows a bit about important documents. For 26 years, Rosanne Butler worked for the U.S. National Archives and Records Administration in Washington D.C.

Butler's new responsibilities focus on the CW's archival collection (including 3,000 cubic feet of paper records, 900,000 electronic document images and 2,000 rolls of microfilm); managing the records center (10,000 cubic feet of records) at a warehouse on Route 60; and supervising the oral history program that involves interviewing past employees and associates about their experiences at CW for permanent recording.

Butler began her association with Colonial Williamsburg as a volunteer in archives and records in 1999 and subsequently became a part-time employee.

Daily Press, July 27, 2007

ARMA INTERNATIONAL EDUCATION FOUNDATION

The Vision

To maximize the value of information management and to make a positive contribution to the global perception of the information management profession.

The Mission

To advance knowledge in the field of information management through funding of research and education.

The Strategic Goals

To support research to address critical issues in information management. To provide education development grants to enhance knowledge, skills and abilities of practitioners in the field. To foster educational initiatives that develop information management skills and programs.

Contribute

- 5/100 Legacy Program
- Memorial & Special Gifts
- Planned Giving
- Friends of the Foundation
- AURA Chapter Foundation Champion



Contact the Foundation at: www.armaedfoundation.org

ARMA International Tidewater Chapter Board Meeting Minutes: August 21, 2007

Members Present: Michele Trader, Past President; Audrey Page, President; Claudia Bolitho, Vice=President; Millie Machon, Treasurer Absent: Secretary

President, Audrey Page opened the board meeting on August 21, 2007 at 5:35 pm at Williamsburg/James City County Schools Administrative Building.

Old Business

President Page asked us to review the minutes from the July 24th meeting. There was one grammatical error identified to be corrected otherwise the minutes were approved.

The next order of business was to discuss chapter planning for 2007-2008. Three goals for 2007-2008 were established. The goals identified include: 1) To continue soliciting new members; 2) Find ways to invite members to be more active; and 3) To organize our chapter records.

It was discussed that the chapter should create a profile questionnaire for members that would be used to create an introduction to members in the newsletter. It was also discussed that the chapter should design a simple survey (possibly electronic) to offer to membership to find out what they expect from the chapter, & ways we can provide incentives to increase chapter activeness.

Also, it was suggested and the board agreed that we should offer a Leadership workshop to current chapter leaders and anyone interested in becoming a chapter leader. Finally it was discussed that we need to review what records the chapter currently has in storage. Millie agreed to coordinate a meeting with Lion-Heart.

Claudia Bolitho, Program Committee Chair and Chapter Vice-President submitted an initial proposal of themes. The committee is expected to meet in the near future to review contacts and submit a proposed program calendar after contact with speakers.

We continued discussion on a possible 35th Anniversary celebration since November 2007 will mark the 35th year of our chapter's existence. It is our hope to include as many past presidents and members as we can in this celebration. Information will be distributed to members to ask for assistance with this project.

The audit process has begun and hopefully the final review can be completed with a report presented at the September meeting. We will wait for more information from the Audit Committee concerning this.

New Business

President Page turned the floor over to Millie Machon, Chapter Treasurer for discussion concerning the 2007-2008 budget. Ms. Machon presented last years amount budgeted along with the actuals for these budgeted items.

The line items were reviewed by the board and there were a few suggested changes, deletions, and additions. Ms. Machon agreed to take the information from our discussion and present a budget to the membership in time for the September meeting.

Administrative Items

President Page reminded us of the deadlines for the various awards for the program year. Ms. Page also updated us on additional chapter members recruited since the last member roster was received.

The board discussed the International Conference. We have at least 6 members attending this year – Virginia, Brenda, Angie, Darlene, Michele, and Audrey. If anyone has any ideas about a silent auction donation or if they can volunteer to assist with the silent auction they should let Audrey know as soon as possible.

We are still looking for a secretary. Several of our original suggested list have been unable to fill the position. We await response from an additional candidate. If anyone has any other suggestions please let Audrey or Michele know as soon as possible.

Our first meeting will be held, Tuesday, September 18th at 5:30 pm at Cheers in Newport News.

There being no further business, the board meeting adjourned at 7:45.



Meet your new best friend.

As the world's trusted leader in protecting, storing and managing business records, Iron Mountain offers an unrivaled choice of solutions that let you instantly access and retrieve records right from your desktop. Iron Mountain Connect™ is an innovative web-based tool that can reduce costs, increase control, and ensure ongoing compliance of your records management program. **To learn more about our wide range of products and services, call us at (800) 899-IRON or contact your Iron Mountain representative.**



www.ironmountain.com

RECORDS MANAGEMENT / SECURE SHREDDING / DIGITAL SERVICES / CONSULTING

TIDEWATER CHAPTER COMMITTEE MEMBERS

Membership:

Chair: Anna Call
Members: Audrey Page, Michele Trader

Program:

Chair: Claudia Bolitho
Members: Michele Trader

Financial: Audit

Chair: Anna Call
Members: Ginny Jones, CRM

Seminar:

Chair: Claudia Bolitho
Members: Program Committee, Chapter Board
(Audrey Page, Claudia Bolitho, Millie Machon,
Charles Heishman, Michele Trader), Jane Clevinger,
Brenda Grow, Johnsie Spruiel, Darlene Barber, CRM

Member Care:

Chair: Johnsie Spruiel
Members: Anna Call, Darlene Barber, CRM

Publicity: Audrey Page

Nominating:

Chair: Michele Trader
Members: Claudia Bolitho

Education:

Chair: NEEDS TO BE FILLED
Members: Darlene Barber, CRM, Aleta Gesiewski,
Virginia Jones, CRM, Angela Mitchell, Donna Cooke,
Betty Stewart

Historian: Darlene Barber, CRM

Charitable:

Chair: Darlene Barber, CRM
Members: Jane Clevinger, Johnsie Spruiel

Awards:

Chair: Michele Trader
Members: Brenda Grow

~ CALLING ALL VOLUNTEERS ~

Are you a member of the Tidewater Chapter of ARMA? Are you interested in the hands on approach of enriching your professional career through the organization? Then you may be interested in serving on a committee!



Check out what *your* chapter is doing and how to help do it! We are always looking for volunteers for our committees— listed to the left— check it out and let a board member know what you are interested in!

ARMA Mid-Atlantic Region Financial Report For June 2007

	Beginning	Ending
Checking	\$7,675.08	\$2,772.75
Savings	<u>\$3,697.10</u>	<u>\$3,701.66</u>
TOTAL	\$11,372.18	\$6,474.41

INCOME:

-Registration Received	
D. Bailey	\$100.00
M. Paxton	\$100.00
D. Barber	\$100.00
P. Casey +1	\$140.00
L. Davis	\$100.00
D. Young	\$100.00
B. Grow	\$100.00
T. Donaldson +1	\$140.00
R. Davis	\$100.00
P. Albert	\$100.00
-Chapter Sponsorship	
NOVA	\$300.00
Richmond	\$300.00
-Vendor Sponsorship Received	
DIS	\$500.00
Richmond Com. Svcs.	\$500.00
GPR Consulting	<u>\$600.00</u>
Total Deposits:	\$3,280.00
Year-to-date =	\$8,914.95

EXPENSES:

-Seasons Restaurant (Fri.)	\$2,001.41
-Registration Refund (Balt.)	\$100.00
-Ghost Tour (Fri.)	\$320.00
-Blue Moon Graphics (Award)	\$ 74.90
-Williamsburg Hosp. House	\$5,186.02
-Reimbursement to Liberty Bell Chapter for Late receipt of 2006 Vendor Sponsorship	<u>\$500.00</u>
TOTAL Expenses:	\$8,182.33
Year-to-date =	\$8,182.33

INTEREST ON SAVINGS:

	\$ 4.56
Year-to-date =	\$ 55.07

Respectfully Submitted,

Denise L. Pickett, CRM, ARMA Mid-Atlantic Region Treasurer

Visit Your ARMA Mid-Atlantic Region Web Site
www.armamar.org



The Mid-Atlantic Region web site contains current events, news and information about your region and the 15 ARMA chapters that are involved in your region. It is a great resource for support and services for information management profession world wide.

Get to know your region!

Visit: www.armamar.org

Want to Find a Treasure? It's Silent Auction Time!!



Mark your calendar. Make plans to attend.

It's time for the 2nd Annual ARMA International Educational Foundation Silent Auction to be held on October 7 thru 9, 2007 during the ARMA International Expo and Conference in Baltimore, Maryland!

This is your chance to combine a little bit of fun shopping and support of your profession. All proceeds from the auction will go to the research and development arm of the RIM profession – the Educational Foundation. Plan to attend. Bring a friend. And bring your cash or checkbook! Sorry, we will not be able to process credit cards.



We are collecting items for the auction now!!! If you or your company would like to contribute a tax-deductible item to this very worthwhile event, please contact: Donna Rose, CRM, Auction Chair, by calling 713- 296-7204 or e-mailing donna.rose@apachecorp.com

Have You Visited MY ARMA Lately?

<http://www.arma.org/myarma>

Be sure and visit the My ARMA area of the ARMA International website to manage your personal information and membership details. You will also find news of interest to you as a member as well as details about ARMA's strategic plan, the results of board meetings, and an interactive forum where you can find answers to your records and information management dilemmas.

Visit Your ARMA Mid-Atlantic Region Web Site

Do you know your region? Do you know how many chapters are in your region? The Mid-Atlantic Region web site contains current events, news and information about your region. It is a great resource for support and services for information management professionals world wide! So check it out and get involved not just locally but regionally too!

Get to know your region!

Visit: www.armamar.org

Bill to Protect SSNs Moves Forward

ARMA International Washington policy Brief, August 2007

On July 18, the house Ways and means Committee approved bipartisan legislation designed to enhance protection of Social Security Numbers (SSNs) in an effort to thwart identity thieves. The Social Security Number Privacy and Identity Theft Prevention Act of 2007 (H.R. 3046), introduced by Social Security Subcommittee Chairman Michael McNulty (D-N.Y.), would prohibit federal, state, and local governments from posting SSNs in public or using the numbers on identification cards or driver's licenses. It would also prohibit governments from selling the information and private companies from buying and selling SSNs.

"Identity theft ruins individuals' good names and destroys their credit ratings," said McNulty. "Identity thieves have stolen the homes of elderly retirees and have caused innocent persons to be arrested when crimes are committed under a falsified identity. It is time to place some common-sense limits on the use of Social Security numbers by government and businesses in order to reduce their easy availability and ensure the privacy of this sensitive information."

"By some counts, more than 150 million Americans' private information may have been compromised in some way over the past two years alone," said Social Security Subcommittee Ranking Member Sam Johnson (R-Texas). "The best way to stop Social Security numbers from being compromised is to limit their availability in the first place, and that is what this bill does."

Advocacy organizations, such as the Consumers Union, support the McNulty measure, but other organizations, such as the Consumer Data industry Association, the U.S. Chamber of Commerce, the Direct Marketing Association, and the National Retail Federation, have informed lawmakers of their concerns about the bill.

"We believe that it is critical to balance the important goals of limiting the Social Security number with the need to preserve important tools and practices that help businesses and protect consumers," said Steven K. Berry of the Direct Marketing Association. "We are concerned that H.R. 3046 goes too far in its restrictions in a manner that will limit these important tools. We believe that these limitations could hurt our members' ability to combat fraud and to authenticate customers. This could, in turn, ultimately hurt consumers—clearly not the intent of the legislation.

Other measures designed to curb identity theft have also been introduced. Rep. Elton Gallegly (R-Calif.) introduced Credit Agencies Identity Theft Responsibilities Act of 2007 (H.R. 2568) June 5, which would require consumer reporting agencies suspecting identity theft to report their suspicions to law enforcement authorities. The bill has been referred to the house Financial services Committee. The Federal Agency Data Breach Protection Act (S. 1558) was introduced by Sen. Norm Coleman (R-Minn.) on June 6. The legislation would require individuals to be notified if their sensitive personal information has been subject to a security breach. The Social Security Number Online Protection Act of 2007 (S. 1691), introduced on June 25 by Sen. Charles Schumer (D-N.Y.), would prevent the public display of SSNs on the internet. The Notification of Risk to Personal Data Act of 2007 (S. 239), introduced by Sen. Dianne Feinstein (D-Calif.) and passed by the Senate Judiciary Committee May 31, would require federal agencies to notify individuals if their personal data has been compromised.

**ATTENTION
TIDEWATER CHAPTER MEMBERS
IMPORTANT BUDGET INFORMATION**

Please be on the lookout for the **Tidewater Chapter Proposed Budget for 2007-2008**. It is imperative that all members review and comment on this process so we can get our budget underway! Your comments count and set the tone for a successful year!

The proposed budget will be emailed to all members in the coming days for review in preparation for discussion and vote at the October meeting. Watch your inbox!



Do you have articles you would like to share with fellow chapter members? Are you an expert in your area and want to share information with fellow RM professionals?

Tidal Waves is looking for fresh articles from it's chapter members for publication! So if you have a piece you would like to submit or know of someone who does please contact the editor at: akpage@james-city.va.us for submittal and review!
~ We want to hear from you soon!

52ND ANNUAL CONFERENCE & EXPO • BALTIMORE CONVENTION CENTER • BALTIMORE, MARYLAND



**ARMA
BALTIMORE 2007**

Where the Business and Technology of Records and Information Management Come Together

Educational Opportunities from ARMA International

Online Courses: *Open 24 hours a day, 7 days a week, 365 days a year ARMA International's online courses are your gateway to convenient and flexible online training!*

Available at: www.arma.org/learningcenter/onlinecourses/index.cfm

**APPROVED FOR
1.5 CRM CREDITS!**

Records Management Responsibility in Litigation Support

Facilitated by Samantha Lofton

Samantha Lofton is the Firmwide RIM Manager for Greenebaum Doll & McDonald PLLC, directing the RIM program, budgeting, and personnel in seven locations. Lofton has served as the chair of ARMA's standards task force that developed Records Management Responsibility in Litigation Support. She is the program committee co-chair for ARMA's 2007 Annual Conference & Expo and program committee chair for next year's conference.

Pre-Recorded Web Seminar: Monday, September 10, 2007-Tuesday, September 18, 2007

Live Teleconference: 12:00p.m. (CT), Tuesday, September 18, 2007

Overview: This seminar will help RIM professionals identify their role in the litigation process. Both law firm and corporate records will be examined. By providing an overview and explanation of concepts and best practices found in RM Responsibility in Litigation Support, it will serve as a helpful resource for RIM professionals across many lines of business.

Objectives: 1. Identify both the corporate and law firm records managers' role in the typical litigation process based on the U.S. judicial system. 2. Identify relevant steps and resources to develop a checklist for RIM responsibility in litigation support for the organization. 3. Define the RIM managers' purpose, key role, and value to the litigation support process.





NARA Opens Nixon Presidential Library

ARMA International Washington Policy Brief, August 2007

An agreement between the private Richard Nixon Library & Birthplace Foundation and the National Archives and Records Administration (NARA) transferred control over the bulk of the facilities of the private Richard Nixon Library & Birthplace to the federal government for use by the new library on July 11. In addition, the transfer agreement gave to the federal government presidential materials previously returned to president Nixon and his estate in the 1980's and 1990's. As a result, NARA is marking the establishment of the new library by releasing approximately 78,000 pages of previously restricted documents focusing on the political activities of Richard Nixon and

the Nixon administration. The National Archives is also opening 11 1/2 hours of tape-recorded conversations revealing his thoughts on the 1972 presidential and congressional elections and his plans for the reorganization of his administration during its second term. These papers and many of the taped conversations are available because of a deed of gift from the private Nixon Foundation to the National Archives. The new Nixon Library also unveiled its website, www.nixonlibrary.gov. "This long awaited milestone in presidential library history," said Archivist of the United States Allen Weinstein. "historians, researchers, and the general public will eventually be able to come to this library and find all of President Nixon's materials under one roof."

Weinstein said the transfer of the facility makes possible the eventual consolidation of Richard Nixon's pre-presidential and post-presidential materials, which have been housed in the private facility since 1990, with the official records of his administration that are currently at a National Archives facility in College Park, Maryland. "President Nixon's administration is the best-documented presidency in American history," Weinstein added. "It will be an important destination for anyone interested in the Cold War, U.S. relations with China and the Soviet Union, the Vietnam War and its impact at home, dramatic changes in the nation's economy, the history of the Watergate scandal, and the history of the presidency." "The new Nixon Library will be a nonpartisan facility that will provide an interactive, 360-degree view of the employees who report o the National Archives.

In 2006, Weinstein designated presidential historian Timothy Naftali as the first director of the new Federal Nixon Library. Naftali emphasized that the new library will be a major resource for everyone interested in modern American history. "The new library belongs to the people of the United States," Naftali said. "It will be a center of discussion, debate and scholarly exploration. Its mission is to inspire a love of history and critical thinking." Materials related to the Nixon Presidency are governed by the presidential Recordings and Materials preservation Act of 1974. The act stipulates that those materials relevant to the understanding of Abuse of Governmental power and Watergate are to be processed and released to the public prior to the release of all other materials. The official records of presidents and vice presidents created or received after January 20, 1981, are governed by the Presidential Records Act of 1978 (PRA). The PRA changed the legal ownership of the official records of the president from private to public and established a new statutory structure under which president must manage their records.



**2007 Seminar Raffle Winner:
Congratulations to Paula Bean!**

Paula won the Tidewater Chapter's Annual Seminar Raffle granting her free attendance for next year's Annual Seminar!

Phishing For Job Hunters

The Salary sounds fantastic. You spoke with the online recruiter by phone, and he offers to fly you overseas for an interview. You faxed a copy of your passport so he could get you a ticket. Now, the phone and fax are disconnected, and the company has never heard of him...

A far fetched identity theft scheme? Monster.com and Cyveillance warn this scenario is happening with greater frequency. "Sometimes crooks settle for personal information such as Social Security number, but some go as far as an initial phone interview" Says Terry Gudaitis, director of cybersecurity at Cyveillance, "A photocopy of a passport is pretty valuable- in most countries, you can go to an embassy and get a new passport if you have a copy of the old one."

-Tim Wilson, Darkreading.com

2007-2008 Tidewater ARMA Chapter Calendar of Events

Subject to change for current events please visit: www.armamar.org/tw/

<p>September 18</p> <p><i>"Bringing the Future to the Present: Example Based Goal Setting and Leadership"</i></p> <p>Ms. Julia M. Jones</p> <p><i>Cheers, Newport News</i></p>	<p>October 16</p> <p><i>"Records Management Audits and Assessments"</i></p> <p>Mr. Michael Glass</p> <p><i>Location TBA</i></p>	<p>November 13</p> <p>Joint Meeting with Richmond ARMA And Old Dominion AIIM Tidewater Chapter 35th Anniversary Celebration!</p> <p>Mr. Lee Webster <i>1st Tidewater Chapter President (1974)</i></p> <p><i>Williamsburg</i></p>	<p>December 11</p> <p>Holiday Charitable Fundraiser & Meeting</p> <p>Hostess: Ms. Darlene Barber, CRM</p> <p><i>Location TBA</i></p>
<p>January 15</p> <p>Annual Bosses Appreciation Night <i>"Personal Privacy Legislation"</i></p> <p>Ms. Virginia Jones, CRM</p> <p><i>Location TBA</i></p>	<p>February 19</p> <p><i>Look for Great RM Training Sessions at our Monthly Meetings!</i></p> <p><i>Location TBA</i></p>	<p>March 18</p> <p><i>Tour</i> <i>Special Collections Research Center, Earl Gregg Swem Library, William & Mary</i></p> <p>Dr. Bea Hardy</p> <p><i>Williamsburg</i></p>	<p>April 15</p> <p>Records & Information Management Month</p> <p><i>Look for Great RM Training Sessions at our Monthly Meetings!</i></p> <p><i>Location TBA</i></p>
<p>May 20</p> <p>SEMINAR! Tidewater Chapter Annual Seminar</p> <p><i>Location TBA</i></p>	<p>June 17</p> <p>Installation of Officers & Awards Banquet <i>"State of the Region"</i></p> <p>Ms. Denise Pickett, CRM <i>Mid- Atlantic Region Manager</i> <i>Location TBA</i></p>	<p>July</p> <p>ENJOY YOUR SUMMER</p> <p>Board/Committee Meetings</p> <p><i>Location TBA</i></p>	<p>August</p> <p>ENJOY YOUR SUMMER</p> <p>Board/Committee Meetings</p> <p><i>Location TBA</i></p>



INSTITUTE OF CERTIFIED RECORDS MANAGERS®

The CRM examinations are given twice each year in May and November in locations at which a qualified proctor may be found to administer the test. For informational materials describing the certification process, including the qualifications required and the examination form, write or call:

Institute of Certified Records Managers®
403 East Taft Road
North Syracuse, NY 13212
www.icrm.org

Tidewater Chapter ICRM® Liaisons:
 Virginia A. Jones, CRM, FAI; Newport News Waterworks
 Darlene Barber, CRM; Northrop Grumman Shipbuilding

Phone: 1-877-244-3128 (USA and Canada)
Staffed from 9am 4:30pm Eastern
 Alternate: 315-234-1904
 Fax: 315-474-1784

CRM EXAMINATION SCHEDULE

LATER SUMMER 2007

Parts 1-5 August 6-10, 2007
 Part 6 August 9, 2007

Exam Registration begins May 16, 2007

Fall 2007

Parts 1-5 November 5-9, 2007
 Part 6 November 8, 2007

Exam Registration begins August 15, 2007

Original Applications:

Summer and Fall 2007: **Due July 1, 2007**
 Winter and Spring 2008: **Due January 1, 2008**

Note: *Original applications are those submitted for the first time for review of credentials. Supplementary applications are those submitted in order to take additional parts of the exam, subsequent to approval of the original application.*