

Tidal Waves

**2009-2010
Chapter Board**

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Manager & Coordinator**

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PRESERVING YESTERDAY, MANAGING TODAY, PREPARING FOR TOMORROW

Records come in many forms. Are yours protected?

NASA Loses Moon Landing Video

In a particularly embarrassing example of what can happen when data takes precedence over history, NASA had to admit that it inadvertently lost the original footage of Neil Armstrong's landing on the lunar surface just as the event's 40th anniversary neared.

According to the Associated Press, NASA began looking for the original 45 videotapes three years ago, but did not find them. The conclusion was that the tapes had been erased and reused, possibly due to a shortage of tapes in the 1970s and 80s when about 200,000 of the giant reels were erased.

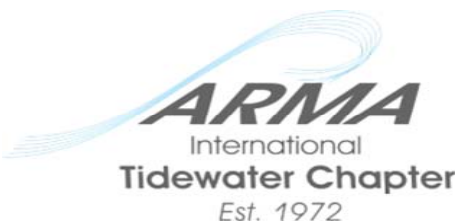
The person in charge of the recordings at the time of the Apollo missions said the tapes, each of which held about 15 minutes of video, were thought of as data. He has also said his job was to make sure the tapes worked, rather than to be concerned with preserving history. Video from other Apollo missions was not lost because it was not stored on re-usable tapes.

ARMA International IMN, July

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A Note from the President...

September 2009

Welcome back...where did the summer go? Weren't we all just at the Installation Ceremony being installed by Angie?

As outgoing Vice-President, I want to express my sincere thanks for the great support that all of you have shown to me, and to our Chapter at large. I am looking forward to serving as Chapter President this year. Mark your calendars now, as Vice – President Wadiya Saunders has prepared a very aggressive Program Calendar. We can look forward to receiving a wealth of information and knowledge on a variety of topics. And what better way to start our Chapter year than with motivational speaker, Julia Jones, from Northrop Grumman Shipbuilding.

Thanks also to all of the members who have accepted to chair or serve on the various committees. If you haven't already signed up to help, and would like to, please see Wadiya as soon as possible.

Blessings!
Darlene



TIDAL WAVES is published monthly from September through June by the Tidewater Chapter of ARMA International. Letters, comments, and articles from members are welcome!
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Any questions or comments please contact the newsletter editor.

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ARMA

bulletin board

*Congratulations
to new board
members*

*RSVP now for
monthly meeting*

*ARMA '09
CONFERENCE & EXPO
ORLANDO, FLA!
10/15 - 10/18*

*Meet your VP,
see page 7*

*Send in October
Newsletter sub-
missions no later
than 9/30*

*Submit your reminder
to appear here*



Meeting Location:

Point Plaza Suites & Conference Hotel

943 J. Clyde Morris Blvd.
Newport News, VA 23601
Phone: (757) 596-6417

Presenting

Julia Jones

with

Four Leadership Principles

Date: September 15, 2009

5:30 p.m. Networking
6:00 p.m. Dinner
7:00 p.m. Program

Menu:

Choice of:

London Broil w/Red Wine, Onion & Mushroom Sauce

Or

Breast of Chicken with Sliced Tomato, Bacon and Swiss

Includes:

House Salad,
Green Beans Almandine
Rice Medley
Chef's Choice of Cake
Rolls
Coffee & Tea

Cost:

Members: \$20
Non-members: \$25

Please specify entrée...

RSVP: armatidewater@yahoo.com

About the Speaker:

Julia Jones is a Construction Superintendent responsible for the manufacturing, inventory and storage of nuclear temporary systems and test fittings, supporting testing on carrier and submarine new construction, carrier overhauls, submarine repair, and nuclear facilities. Julie has been with Northrop Grumman Shipbuilding for 11 years and has held various positions in the shipyard, including Production Control Manager of Electrical, Sheet Metal, Pipe and Machine Shops (which included the development of the Manufacturing and Material division's strategic plan). Prior to joining the shipyard, Julia held positions as the Director of Finance and Business Development and Controller for DoD and Finance companies.

Julia has a Bachelor of Science in Finance and Accounting from Christopher Newport University, and a MBA from Averett University. She resides in Newport News with her husband and son.

DIRECTIONS:

From the East or West on I-64

Take Exit 258B (Rt.17 North/J.Clyde Morris Blvd)

At first traffic light, turn Right
(Hotel will be on the Right)

From the North via I-95

Take I-95 South to I-295 South
(Toward Williamsburg/Norfolk)
Continue on I-295 to I-64 East
Take Exit 258B (Rt.17 North/J. Clyde Morris Blvd)
At first traffic light, turn Right
(Hotel will be on the Right)

For additional information, please contact Darlene Barber, Program Chairperson, (757) 380-4340.



TIDEWATER CHAPTER OF ARMA INTERNATIONAL
Awards and Installation Ceremony
Meeting Minutes – June 23, 2009



The final meeting of the 2008-2009 Chapter Year was held on June 23, 2009, at the Point Plaza Hotel in Newport News, Virginia. The meeting was called to order at 6:50 p.m. by Vice-President Darlene Barber. Members attending were Darlene Barber, Anna Call, Jane Clevinger, Mary Clinton, Lori Gay, Kim Kindrew, Leslie Luck, Millie Machon, Georgia McQuigg, Angela Mitchell, Wadiya Saunders, Johnsie Spruiel, and Jonathan Tillman. Guests Yvette Williams and Jodie Studley also attended. Region Manager Denise Pickett could not attend.

Treasurer's Report: The Treasurer's Report for May, as published in the *Tidal Waves* newsletter, was received without comment and was accepted as published.

Member Care Committee Report: Committee Chair Johnsie Spruiel reported that a Barnes and Noble gift card will be sent to President Ginny Jones. Ms. Jones will be out of work for sometime due to back trouble.

Leadership Conference: Wadiya Saunders reported on her attendance of the Region Leadership Conference held in Raleigh, North Carolina. She noted that as a new member she found the conference go be an excellent opportunity for networking and learning about Chapter leadership. Presentations included a focus on strategic planning which she found to be both professionally and personally helpful. She also had the opportunity to sit in on a live discussion with a radio host, and as another highlight she won a \$50 gift card. She expressed appreciation to the Chapter leadership for allowing her to attend this Conference.

Service Awards: Angela Mitchell, a Past President, presented service awards and ARMA Leadership pins to Vice-President Darlene Barber and Treasurer Lori Gay in appreciation for their service to the Chapter during 2008-2009. Service Appreciation Awards and pins will be delivered to the other officers who were not able to attend: President Virginia Jones, Past President Michele Trader, and Secretary Charles Heisman.

Longevity Pins: Vice-President Barber recognized the following longevity achievements: 20-Year Pin to Virginia Jones; 15-Year Pin to Lois Dalton-Ritger; and 5-Year Pins to Millie Machon, Johnsie Spruiel, Cyndi Jimenez, Debra Rudolph, and Audrey Page.

Certificates of Appreciation were awarded to Jane Clevinger and Jonathan Tillman for accepting the positions of Newsletter Editor and Webmaster, respectively, as of April 2009.

Unsung Hero Award: Jonathan Tillman was selected for the Unsung Hero Award in recognition of his diligent efforts behind-the-scenes to ensure that Chapter endeavors run smoothly, such as with the Chapter-sponsored Shred-Day, photographic record of activities, and the maintenance of the website.

Chapter Member of the Year: Lori Gay was selected as the Member of the Year in recognition of her achievements and contributions, most notably the organization and execution of the Chapter-sponsored Shred Day.

Installation of Officers: Angela Mitchell administered the oath of office to the incoming officers for 2009-2010: President – Darlene Barber; Vice-President – Wadiya Saunders; Treasurer – Lori Gay; and Secretary – Leslie Luck.

Announcements: The September and October meetings will be held at Point Plaza, and the November meeting will be a joint session held in Williamsburg.

Adjournment: The meeting was adjourned at 7:10 p.m.

Respectfully submitted by Angela Mitchell on behalf of Charles Heishman, Secretary.

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SILHOUETTE OF AN ARMA MEMBER

WADIYA SAUNDERS TIDEWATER CHAPTER VICE PRESIDENT



Would you like to share any personal information about yourself? *I believe that spending quality time with family is vital. I love traveling, fishing, watching movies; anything that requires us being together and just spending quality time together.*

What is your business or place of employment? *Earl Industries, LLC*

What is your title or area of responsibility? *HR Records Manager*

What is your specific responsibility concerning Records Management? *I oversee and manage all employees' electronic records which include personnel, confidential records, pay history and much more.*

How long have you served in this capacity? *I have been employed with Earl for 10 years and have served as records Manager for 8 years.*

What advice would you give someone new to this environment? *Research what is out there to help make your job run smoother and that will also help your Company to prosper. Network with others to see what programs have worked and which ones have not worked for them. Last but not least, [gain as much information] as possible on Records so that when you're trying to propose an idea to upper management you have knowledge of what you are proposing to them.*

What inspired you to join ARMA and immediately venture into such an active roll in the Chapter? *I wanted to be able to do my job smarter and learn more, so I researched what was out there and decided that ARMA was the most beneficial for what I was looking for. I immediately ventured into such an active role, with a push of course, because I like challenges. This role will also help me get out of my comfort zone in every area of my life.*

Is there a specific area you find most challenging concerning Records management? *We just "went" electronic on all of our HR Records recently, so I'm still in the learning stage. In my job I not only manage records, but have several other job duties to perform daily. It can get challenging at times, when I haven't spent as much time as needed on Records that day!*

Are there any resources or websites, aside from ARMA, that you find helpful in fulfilling your Records responsibilities that you'd like to share with our members? *I use Laserfiche website a lot because we just recently converted to that for our electronic records.*



ARMA International Industry Intelligence Web Seminars

These vendor-sponsored, vendor presented sessions answer the most grueling and intricate questions you have about information and records management. You'll get straight answers from top vendors in the industry about current and future trends. These sessions are live and interactive, giving you the opportunity to get to the heart of the issue and hear the answers to your most pressing questions, right from the source.

Current Seminars:

Keys to Effective Business Communication

Registration Deadline: Friday, 9/18/2009

Web Seminar: Monday 9/21/2009 – Tuesday, 9/29/2009

Live Teleconference: 12:00 p.m. (CT), Tuesday 9/29/2009



Seven Questions Guide Records Management Strategy and Implementation

Registration Deadline: Friday, 9/25//2009

Web Seminar: Monday, 9/28/2009 – Tuesday, 10/6/2009

Live Teleconference: 12:00 p.m. (CT), Tuesday, 10/6//2009



For Web Seminars on Demand

go to **ARMA International** and view a listing of available web seminars that are free to members and help you earn ICRM Credits!

Register Now!

www.arma.org/learningcenter/IndustryIntel/index.cfm

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



-Checking Account-

Receipts:	
Beginning Balance	\$8877.34
Chapter Member Dues (Escrow)	60.00
Bank Interest	.28
Deposits	\$667.00
Disbursements:	
Withdrawals/Checks	-2038.76
Ending bank statement balance	\$7940.86
Uncleared transactions	\$65.62
Ending Balance as of May 31	\$7875.24

-Savings Account-

	Previous Balance	\$4390.79
Receipts:		
Deposit		0.00
Bank Interest		1.26
Transfer to checking		-250.00
Ending Balance as of May 30		\$4142.05
Checking + Savings Account Balances		\$ 12017.29

Submitted by: Lori Gay, Chapter Treasurer

ATTENTION MEMBERS:

LOOK for the new listing of your elected officers on page 1. Thank you to the new board for your willingness to serve and...



CONGRATULATIONS!

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ARMA TIDEWATER CHAPTER

2008-2009 BUDGET EXPENDITURE SUMMARY REPORT

END OF THE REPORT

RECEIPTS:

Annual Chapter Membership Dues:
 Monthly Meetings Member Meal Fees:
 Spring Seminar
 Attendance Fees:
 Exhibitors' Fees:
 Advertising in Chapter Newsletter:
 Checking & Savings Accounts Interests:
 Raffle for Educational Fund Account:
 Angel Tree/Food Bank Fund:

TOTAL RECEIPTS

DISBURSEMENTS:

General Administrative:
 Monthly Meetings
 Monthly meeting/Meal expenses
 Chapter Awards:
 Speakers Expenses:

Spring Seminar

 Advertising/Printing:
 Postage:
 Meal Expenses:
 Room & Equipment Fees:
 Speakers Expenses:
 Supplies:

Gifts for Bosses and Speakers:
 Chapter Newsletter

 Supplies:
 Postage:

ARMA Intl. Educational Foundation Fund:

Angel Tree:

Scholarships:

Chapter Library:

Mid-Atlantic Region Annual Meeting

 Member Travel Expenses:

Chapter Project

ARMA Intl. Conference - Member Travel Expenses:

Annual Region Fund Assessment:

Virginia Incorporation Filing Fee:

Chapter Website Software:

Member Care:

TOTAL DISBURSEMENTS

Line	Approved	Actual	Approved	Actual
Item	Checking	Checking	Savings	Savings
2008-09	2008-09	2008-09	2008-09	2008-09
<1>	\$ 470.00	310.00		
<2>	\$ 2,540.00	1,871.00		
<3>	\$ 11,250.00	5,175.00		
<4>	\$ 1,250.00	1,405.00		
<5>	\$ 950.00	1,465.00		
<6>	\$ 6.00	3.12	12.00	7.48
<7>			600.00	324.65
<8>			200.00	161.00
	\$ 16,466.00	10,229.12	812.00	493.13
<9>	\$ 400.00	0.00		
<10>	\$ 3,190.00	2,971.80		
<11>	\$ 300.00	450.04		
<12>	\$ 650.00	453.24		
<13>	Ø	0.00		
<14>	\$ 840.00	840.00		
<15>	\$ 6,500.00	2,575.62		
<16>	\$ 1,000.00	535.00		
<17>	\$ 2,500.00	500.00		
<18>	\$ 500.00	44.57		
<19>	\$ 460.00	113.15		
<20>	\$ 50.00	18.36		
<21>	\$ 100.00	70.80		
<22>			150.00	137.96
<23>			200.00	161.00
<24>			2,000.00	620.00
<25>			350.00	0.00
<26>	\$ 1,200.00	943.90		
<27>	\$ 500.00	250.00		
<28>	\$ 1,750.00	1,647.26		
<29>	\$ 150.00	138.00		
<30>	\$ 25.00	25.00		
<31>	\$ 150.00	0.00		
<32>	\$ 200.00	159.24		
	\$ 20,465.00	11,735.98	\$ 2,700.00	918.96

Drowning In Data?



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INTERESTED IN MEMBERSHIP?

Questions regarding membership and member application should be addressed to the Membership Committee Chair: Angela Mitchell via e-mail: MitchellA@wjcc.k12.va.us or phone: 757.220.5350



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.

Call for Members to Update their Profile

We want to make sure each of you are getting your membership benefits! Please take a moment to log in to My ARMA (go to www.arma.org drop down the My ARMA menu and select the member login link) and check your profile.

Update any information that needs updating. If you have any problems you can contact member services at 1.800.422.2762 or email: member@arma.org

NASA Loses Moon Landing Video

...Continued from page 1

NASA has contracted with Lowry Digital to restore lunar landing videos obtained from other sources, including CBS News, kinescopes from the National Archives, a video from Australia that received the original transmission, and camera shots taken of a TV monitor.

Lowry, which famously restored the movie classic *Casablanca*, has said that the video is the lowest quality it has ever worked with. Much of the loss occurred when the original video was converted from one format to another for transmission. In 1969, the video format used on the moon was slow scan, which had to be converted to a different format so it could be played on TVs on earth. The conversion is estimated to have caused a 40% loss in picture quality.

The video restoration project will cost \$230,000 and will take a month to complete. Those who have seen the digitally restored footage say there are improvements. However, the re-mastering company is purposely being conservative with digital enhancements. Those involved acknowledge that the restoration project might encourage theorists who believe the landing was faked. The restoration project does not involve sound improvements.

ARMA International IMN, July

ARMA INTERNATIONAL EDUCATIONAL 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

Member support of the 5/100 Legacy Campaign will help ensure the success of these initiatives and the growth of the profession.



TIDEWATER CHAPTER COMMITTEE MEMBERS

Awards:

Charitable Activities:

Darlene Barber, Johnsie Spruiel,
Wadiya Saunders, Mary Clinton

Education:

Angela Mitchell

Financial & Audit:

Member Care:

Johnsie Spruiel, Anna Call

Membership:

Angela Mitchell

Newsletter Editor:

Jane Clevinger

Nominating Committee:

Program Committee:

Mary Clinton

Publications & Publicity:

Seminar Committee:

Johnsie Spruiel, Jane Clevinger, Lori
Gay, Leslie Luck



There are
still
volunteer
opportunities
available for
you.

It takes many hands and all of us
working together to make this chapter
a success. To volunteer for a
committee or help in any capacity
please contact a board member.

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

2009-2010 Tidewater ARMA Chapter Calendar of Events

Please Note—Asterisks denote a different Tuesday meeting date – Please Note

<p>SEPTEMBER 15</p> <p>Julia Jones Four Leadership Principles Point Plaza Hotel, NN</p>	<p>OCTOBER 20</p> <p>Identity Theft Point Plaza Hotel, NN</p>	<p>NOVEMBER 17</p> <p>Joint Meeting w/ Richmond Williamsburg Location TBA</p>	<p>***DECEMBER 8***</p> <p>Holiday Party Entrust Records Management Newport News</p>
<p>JANUARY 19</p> <p>Bosses Night Point Plaza Hotel, NN</p>	<p>FEBRUARY 16</p> <p>Six Sigma Southside Location TBA</p>	<p>MARCH 16</p> <p>TBA</p>	<p>APRIL 20</p> <p>TOUR (Earl Industries) Dinner: The Flagship Restaurant Portsmouth</p>
<p>MAY 18</p> <p>Seminar Records Management & Lean (Part II) Location TBA</p>	<p>JUNE 15</p> <p>Installation of Officers Location TBA</p>	<p>JULY</p> <p>ENJOY YOUR SUMMER Board and Committee Meetings TBA</p>	<p>AUGUST</p> <p>ENJOY YOUR SUMMER Board and Committee Meetings TBA</p>

