

The Palmetto Record

*Monthly publication of The Association of
Records Managers & Administrators,
Charleston, South Carolina Chapter*

Upcoming Lunch and Learn Events:

- September 19, 2007
ARMA Chapter Meeting
Daniel Island Company
Mount Pleasant, SC
- October 17, 2007
Writing Retention Schedules
Private/Government/Public



Code of Professional Responsibility

By Sherry Villeponteaux

As I was searching for information for my first newsletter, I referred to the ARMA Website for a front page story and came across the ARMA Code of Responsibility. I had read it before, but thought it would be a great reminder of our work ethic as Records Professionals. I hope it will be as helpful to you as it is to me.

Purposes of the Code

The Code communicates our professional values to new practitioners, stakeholders, and the public. The Code is a guide to reflection, decision making, and action in two broad areas of ethical concern: society and the profession.

I: The Social Principles

Because of their responsibilities to society, records and information managers:

- ◆ Support the creation, maintenance, and use of authentic, reliable, usable information and support the development and use of information systems that place a high priority on accuracy and integrity, which requires that records be complete and unaltered (ISO 15489-1 Records Management).
- ◆ Affirm the legal, ethical, and moral use of information.
- ◆ Affirm that the collection, maintenance, distribution, and use of information about individuals is a privilege in trust: the right to privacy of all individuals must be both promoted and upheld.
- ◆ Support the free flow of publicly available information as a necessary condition for an informed and educated society.

II: The Professional Principles

- ◆ Because of their responsibilities to their employers or clients as well as to their profession, records and information managers:
- ◆ Strive to serve the client or employer at the highest level of their professional competence.
- ◆ Recognize illegal or unethical RIM-related actions and inform the client or employer of possible adverse consequences.
- ◆ Avoid conflict of interest or improper gain at the expense of clients, employers, or co-workers.
- ◆ Maintain the confidentiality of privileged information.

(See Code on page 3)

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MEETING DATE	LOCATION	TOPIC
September 19, 2007	Daniel Island Real Estate	Disaster Preparedness
October 17, 2007	Santee Cooper Auditorium	Writing Retention Schedules Private/Public/Government
November 14, 2007	Charleston County Records	Disaster Recovery
December 19, 2007	Partridge Creek Gun Club	Round Table Business Meeting
January meeting	TO BE ANNOUNCED	
February 20, 2008	Nelson Mullins Law Firm	Managing Your Time/Getting Organized
March 19, 2008	Sommerset, Pinopolis	IT vs RIM
April 16, 2008	Daniel Island Company	Computer and Internet Crimes
May 21, 2008	Nelson Mullins, Columbia	Site Tour
June 6, 2008	Awards Banquet	Cypress Gardens

JOB OPPORTUNITY

Santee Cooper, an electric and water utility company in Moncks Corner, near Charleston, South Carolina is hiring a Records and Procedures Analyst.

Responsibilities of the position include being a resource to the Records Management Supervisor in implementing records management throughout the organization. This includes analyzing records retention policies, updating records procedures and conducting compliance audits. This position is also responsible for developing, revising, and maintaining corporate policies and manuals. This includes researching, development and managing approvals.

A bachelors degree and two years experience in a business or legal environment are required. Analytical and problem solving skills, legal research skills, attention to detail, strong oral and written communication, and interpersonal skills with ability to work with all levels of Santee Cooper are required. Experience in records management and procedures management is preferred.

Santee Cooper offers a competitive salary and full benefits. To apply or obtain more information, go to www.santeecooper.com.



II: The Professional Principles (continued)

- ◆ Recognize the need for careful action to assure appropriate access to information without violation of the intellectual property rights of the owners of that information.
- ◆ Pursue an appropriate program of ongoing education for the professional practice, which may include certification.
- ◆ Accurately represent their education, competencies, certifications, and experience to superiors, clients, co-workers and colleagues in the profession.
- ◆ Enrich the profession by endorsing the sharing of knowledge, experience, and research; encourage public discussion of the profession's values, services, and competencies.
- ◆ Are actively committed to recruiting individuals to the profession on the basis of competence and educational qualifications without discrimination.
- ◆ Embrace and practice an attitude of cooperation and mutual respect for the contributions of other RIM professionals and attempt to create an atmosphere in the best interests of clients or employers.

2007-08 Charleston Chapter

Board of Directors

Chairman of the Board/Immediate Past President—Palmer Gaillard-Palmer is one of our Vendor Members and represents VRC—Vital Records Control, a repository for records storage. Palmer is an ARMA veteran who is a good resource for records storage solutions.

President—Patty Walton—Patty is employed by Summerville CPW and is excited about leading our ARMA Chapter this year.

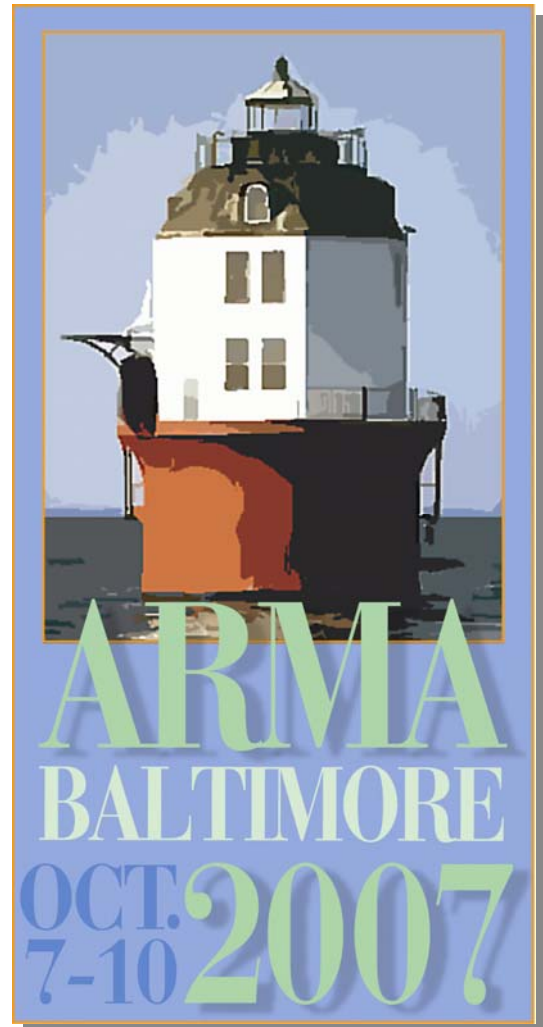
Vice President—Terresa Carlson. Terresa is employed by Charleston County Government as their Records Manager.

Secretary/Treasurer—Robin Schumacher. Robin is employed by Berkeley County Government in Records Management/Administrative Services.

Hospitality—Melissa Stewart. Melissa is employed by Nelson, Mullins, Riley and Scarborough Law Firm in Charleston, SC.

Newsletter—Sherry Villeponteaux. Sherry is employed by Berkeley County Government in Records Management.

Web Master—Michelle Van Allen. Michelle is the Supervisor of Records and Administrative Services at Santee Cooper. She is also one of the Regional Coordinators for ARMA International.



A word from your Board.....

The Charleston Chapter of ARMA Board of Directors has worked collaboratively to bring new ideas for meetings, speakers and topics to you each month. Our goal is to educate and help make a difference in your vocation skills and work ethic as a records professional.

We are open to any concerns or suggestions you may have about speakers and subject matter, so let us hear from you.

Thank you for your continued support to our Chapter!



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Editor's Note

NEW EDITOR ON BOARD!

It is an honor for me to have the opportunity to fill the position of editor of our local chapter newsletter in 2007-08. Michelle Van Allen has done a superb job of keeping us abreast of what is happening in the world of Records Management and I hope to do as well. Feel free to email me with any news such as celebrations, condolences or information regarding records management. My email address:

svilleponteaux@co.berkeley.sc.us

I hope to see each of you at our "Lunch and Learn" meetings this year!

Sherry Villeponteaux, Editor

Sherry is the Records Manager for Berkeley County Government and has been in her position for 10 years. She is a graduate of Trident Technical College with an Associates Degree in Secretarial/Data Processing. Sherry is active in ARMA and is currently the Secretary to the Board of Directors of the South Carolina Public Records Association where she serves as Exhibitor Coordinator for the annual conference. She and her husband, Gene, reside in Pinopolis, SC. They have two married daughters and four grandchildren who call her "MIMI". Her hobbies include collecting and refinishing antiques, canning, walking and spending time with her family. Her favorite food is chocolate!

The information contained in this newsletter does not necessarily reflect the views of the membership or editor, but is offered as a source of information.

Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not tax deductible as charitable contributions for federal income tax purposes.

The mission of ARMA International is to provide education, research and networking opportunities to information professionals, to enable them to use their skills and experience to leverage the value of records, information and knowledge as corporate assets and as contributors to organizational success.

For more information re:

ARMA International:

Phone: (800)422-2762, Email: hq@arma.org

Fax: (913)341-3742, <http://www.arma.org>

Newsletter Editor:

Sherry Villeponteaux

Records Management/ Administrative Services

Berkeley County Government

Chapter Website:

<http://www.armamar.org/ch/>



TIME IS RUNNING OUT....GET PREPARED!

Join the Charleston Chapter of ARMA for "Lunch and Learn" on Wednesday, September 19 with Marie Ferrara, CRM, Head of Special Collections at the College of Charleston Library. Marie will give a presentation on Disaster Preparedness at the Daniel Island Company beginning at noon.

Marie Brings with her years of experience in the area of Records Management and has incorporated an Emergency Preparedness Plan into her presentation.

Don't miss this opportunity to "Get Prepared" for the next disaster that could impact you as a records professional.

Register online at <http://www.arma/mar> (see details on page 6)

Please make your reservation for an upcoming event before noon on the day before the meeting.

Fee Schedule:

Lunch and Learn, Workshop & Boss's Day Meeting \$10 Member \$12 Non Member

Seminar \$20 Member \$25 Non Member

Awards Members Free \$12 Non Member

(All of the above events include lunch) ****Site Tour is free****



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C/O Berkeley County Government
Post Office Box 6122
Moncks Corner, SC 29461

Email: svilleponteaux@co.berkeley.sc.us

WWW.ARMA.ORG

Daniel Island Company Real Estate Office Meeting Facility 101 River Landing Drive, Daniel Island, SC

DRIVING DIRECTIONS:

From Mt. Pleasant on 526-W: Take the Daniel Island exit (#24). Exit ramp takes you under 526 and turns into Seven Farms Drive. Go to the first stop light and take a left (River Landing Drive). Proceed down River Landing Drive to the end of the road and the Sales and Information Center will be on your right. You may park either on the side or in front of the building.

From I-26E: Take I-526-E to the Daniel Island exit (#24). Exit 24 turns into River Landing Drive. Proceed down River Landing (through the stop light) to the end of the road and the Daniel Island Sales and Information Center will be on your right. You may park either on the side or in front of the building.

From Airport: Take 526-E (to Mt. Pleasant) to the Daniel Island exit (#24). Exit 24 turns into River Landing Drive. Proceed down River Landing (through the stop light) to the end of the road and the Daniel Island Sales and Information Center will be on your right. You may park either on the side or in front of the building.

To RSVP, complete the attached and email or fax it to [Melissa Steward at 843.722.8200, email Melissa.Steward@nelsonmullins.com](mailto:Melissa.Steward@nelsonmullins.com)

Charleston Chapter Association of Records Managers & Administrators

Lunch 'n Learn

Name: _____

Date: September 19, 2007

Company: _____

Time: Noon until 2:00 p.m.

Phone # _____

Email: _____

Cost: \$10 members, \$12 non-members,
\$8 student

Chapter members _____

(lunch included)

Non-Members _____

Amount Enclosed: _____