



Columbia, South Carolina Chapter of ARMA March 3, 2006 Newsletter

Columbia, SC
Chapter of ARMA

Presents

Asset Tracking – A Better Solution

With Thomas Heideman
Manager of Clinical Engineering
Palmetto Health
Columbia, South Carolina

Mr. Heideman will present information about Palmetto Health's electronic system to track equipment and records. Please join us as we learn the latest ways to keep up with the location of all our assets and records at all times.

Please see the attached link for additional information on this new system at Palmetto Health. http://www.integratedsolutionsmag.com/Articles/2005_10/051005.htm.

MEETING DATE:

March 21, 2006
12:00 p.m.

Location

PHT Services, Ltd.
250 Berryhill Road, Suite 402
Columbia, South Carolina 29210
(In the Synergy Business Park at I-20 and Bush River Road)

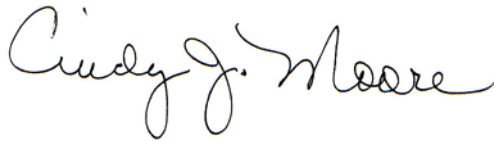
Gourmet Box Lunch and Dessert:

\$7.00 for members; \$10.00 for non-members

RSVP REQUIRED BY MARCH 15, 2006 TO: Cindy Moore 803-731-5300 or via e-mail at cmoore@phts.com.

President's Message

This month's speaker will present some important information about efficiencies in asset tracking. While this month's speaker will discuss the uses of electronic monitoring of medical equipment, this asset tracking system has uses in all industries and Mr. Heideman will also discuss its application in tracking documents and records. Please plan on attending to hear some useful information that may be of applicable in your workplace.



Other ARMA News

Too Much E-mail

It has been determined that judging efficiency of workers by the number of their e-mail responses is not a precise measure. Some employers are requiring their workers to reduce the number of e-mails they send and receive as a way to increase productivity. The time workers spend handling e-mail messages is compounded by the time they spend jumping around to new projects and other interruptions before returning to the project they were working on before the e-mail arrived. One researcher concluded that – with an average of six to eight e-mail interruptions per day – knowledge workers spend about 28 percent of their workday on e-mail. This amounts to 28 billion hours and, with a \$21 per hour average wage, costs U.S. businesses \$588 billion per year. Some health experts are concerned that e-mailing has become an added stress with workers using vacation and after hour time to check e-mail. Human resource experts say that educating workers on how to set limits in regards to e-mail use can solve the problem.

E-Discovery

The digital discovery business, which examines electronic data during the legal discovery process, is thriving. As this business is growing, e-discovery organizations are specializing in bringing computing power to stand with enormous amounts of data to find what is pertinent to specific legal cases.

Upcoming ARMA Web Seminars

Selecting ERM Software

Pre-Recorded Seminar – March 20-28, 2006

Live Teleconference – 12:00 p.m. (central time) March 28, 2006

For more information, please visit
<http://www.arma.org/learningcenter/webseminars/index.cfm?EventID=WSSOFTWARE>

ARMA Online Training Courses

Are you aware that ARMA offers online training courses on various records management issues like organizing your files and records, archiving, privacy basics, HIPAA essentials, and more? These courses can be taken by members and non-members at your own pace 7 days a week, 24 hours a day. Please click on the following link for more information.
<http://www.arma.org/learningcenter/onlinecourses/index.cfm>



2006 Meeting Schedule

Meetings are held the 3rd Tuesday of every other month (except December) at 12:00 p.m. at the offices of PHT Services, Ltd. located at 250 Berryhill Road, Suite 402 Columbia, SC 29210.

Other meeting sites could be used throughout the year so check the meeting listing for locations as it will be updated throughout the year. Meetings are \$7 for members, \$10 for non-members, and a boxed lunch will be provided at the beginning of each meeting. For more information, please contact one of the chapter officers or visit our website at www.armamar.org/co/

March 21 – Tracking assets and records with Thomas Heideman

April 18 – TBD

June 20 – Business Meeting



2005/2006 Chapter Officers

President – Cindy J. Moore, AIM, PHT Services, Ltd., cmoore@phts.com or 803.731.5300

Vice President/President Elect - Vacant

Chair of the Board – Marion C. Chandler, SC Department of Archives and History, mpchan@ix.netcom.com or 803.896.4810

Secretary – Michelle F. Saxon, AIM, PHT Services, Ltd., msaxon@phts.com or 803.731.5300

Treasurer – John Katzbeck, Square D Company, john.katzbeck@us.schneider-electric.com or 803.783.7761

If you know of anyone that would like to receive the Chapter newsletter, please contact Michelle Saxon, AIM at 803.731.5300 or via e-mail at msaxon@phts.com

If you have information that you would like to share with the Chapter in future newsletters, please contact Michelle Saxon, AIM at 803.731.5300 or via e-mail at msaxon@phts.com

Help us stay in contact with you. If your contact information changes, let us know so we can update our records and continue to send you information about ARMA news and the Columbia Chapter. Updated information can be sent to Michelle Saxon, AIM at 803.731.5300 or via e-mail at msaxon@phts.com

Website Addresses of Interest

Columbia, SC Chapter - www.armamar.org/CO/

ARMA International - www.arma.org

ARMA Web Seminars - www.arma.org/learningcenter/webseminars/index.cfm

ARMA Online Training Courses - www.arma.org/learningcenter/onlinecourses/index.cfm

Join ARMA - www.arma.org/join/apply.cfm