



# Columbia, South Carolina Chapter of ARMA March 2007 Newsletter

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Columbia, SC  
Chapter of ARMA

Presents

## **Copiers – Targets for Hackers!**

*“Companies that have protected their networks, computers, and facilities may think they’re relatively safe from hackers. They are wrong.”*

The Information Management Journal Jan/Feb 07

Join us this month to hear the latest information about how copiers, printers and other electronic hardware can be hacked and how to protect your company from this threat.

### **MEETING DATE:**

April 17, 2007  
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:**

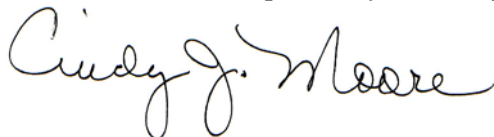
\$7.00 for members;                      \$10.00 for non-members

**RSVP REQUIRED BY APRIL 12, 2007 TO:** Cindy Moore 803-731-5300 or via e-mail at [cmoore@phts.com](mailto:cmoore@phts.com).

## President's Message

We were saddened to learn of the passing Pat Ferrell on March 20<sup>th</sup>. Pat served one term as president, vice president, secretary, and treasurer of the board, served on the Seminar Committee and chaired many other committees. She retired from Nexsen Pruetts Jacobs and Pollard Law Firm in 2006 and was a hard working and dedicated member of this Chapter for many years. On behalf of our Chapter, a floral arrangement was sent and condolences extended to the family at her funeral services which took place March 23<sup>rd</sup>.

I hope to see everyone at this month's meeting to learn of the latest threat of identity theft for companies and individuals. This is an important topic and I encourage you bring your IT expert to learn about how to protect your company from the potential loss of confidential data.



## OTHER NEWS

### Spread the Word About RIM

We at ARMA International like to say that every month is RIM Month, but the truth is that April is the official RIM Month. It's the perfect time to spread the word about RIM in your enterprise. You can hold special events, post RIM promotional materials throughout the building(s), conduct targeted training, pass out brochures, and the list goes on. It's also a great time to increase your own knowledge by attending some of the Web seminars and chapter seminars available through ARMA International and the chapter in your area.

See what kinds of materials are available to help you spread the word at [www.arma.org/promoterim](http://www.arma.org/promoterim).

### Better Business Starts Here

In April, we work hard to promote the value of RIM within our organizations. The newest item in ARMA's line of internal RIM promotion materials is the "Better Business Starts Here" poster. Help each employee understand that records management starts at the desktop – and can take the organization from better to best!

Purchase the poster on its own, or add your logo and information to turn this RIM promotional poster into a corporate motivational poster. By purchasing this customized version, you can submit your logo to ARMA International for placement on the poster, along with any departmental contact information needed. ARMA International will then provide you with a high-resolution PDF that you can use to print as many posters as you need, at any size (in proportion) you would like. Sorry, no changes to the existing poster copy are allowed. This and other internal promotional materials are available year 'round in ARMA International's Bookstore.

To order, visit [www.arma.org/promoteRIM](http://www.arma.org/promoteRIM).

## [Get Involved: 2007-2008 Committee Applications Now Available](#)

Get more involved in ARMA International by joining a working committee, becoming a subject matter specialist, or publication reviewer. Expand your experience beyond the chapter or region level and interact with ARMA members from other locales or with different work responsibilities – apply for committee membership. Online applications for ARMA International's 2007-08 committees are now available at [www.arma.org/myarma/forms/committees/](http://www.arma.org/myarma/forms/committees/).

Find more information about each committee at [www.arma.org/myarma/forms/committees/](http://www.arma.org/myarma/forms/committees/) or contact [Connie Hardy](#) at headquarters.

## [Upcoming ARMA Web Seminars](#)

The What, How, and Who of Records and Information Management (RIM 101)

**Pre-Recorded Seminar** – April 3-10, 2007

**Live Teleconference** – 12:00 p.m. (central time) April 10, 2007

Are you or someone on your staff new to managing records and information? If so, sign up now for the April Web seminar “The What, How, and Who of Records and Information Management (RIM 101).”

Presented by Juanita Skillman, CRM, FAI, this seminar goes back to the basics, beginning with the five reasons why an organization must have a RIM program. It describes the 10 basic elements of a RIM program, how they are done, and who should be involved. The seminar also describes the elements of a legal RIM program.

Register today at [www.arma.org/learningcenter/webseminars](http://www.arma.org/learningcenter/webseminars).

## [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.

For more information, please visit <http://www.arma.org/learningcenter/onlinecourses/index.cfm>

## [We Need to Hear From You](#)

We would like to know your thoughts on the current meeting location. Meetings have been held at PHTS, located at 250 Berryhill Road, in Columbia for the last year. Please let us know if this site is a central location for you or if you would prefer to meet somewhere else.



## 2007 Meeting Schedule

Meetings are held the 3<sup>rd</sup> 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/](http://www.armamar.org/co/)

**April 17** – Copiers – Targets for Hackers!

**June 19** – Business Meeting

**December** – Christmas Party



## 2007/2008 Chapter Officers

President – Cindy J. Moore, AIM, CQIA, PHT Services, Ltd., [cmoore@phts.com](mailto: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](mailto:mpchan@ix.netcom.com) or 803.896.4810

Secretary – Michelle F. Saxon, AIM, PHT Services, Ltd., [msaxon@phts.com](mailto:msaxon@phts.com) or 803.731.5300

Treasurer – John Katzbeck, Square D Company, [john.katzbeck@us.schneider-electric.com](mailto:john.katzbeck@us.schneider-electric.com) or 803.783.7761

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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](mailto: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](mailto: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](mailto:msaxon@phts.com)

## Website Addresses of Interest

Columbia, SC Chapter - [www.armamar.org/CO/](http://www.armamar.org/CO/)

ARMA International - [www.arma.org](http://www.arma.org)

ARMA Web Seminars - [www.arma.org/learningcenter/webseminars/index.cfm](http://www.arma.org/learningcenter/webseminars/index.cfm)

ARMA Online Training Courses - [www.arma.org/learningcenter/onlinecourses/index.cfm](http://www.arma.org/learningcenter/onlinecourses/index.cfm)

Join ARMA - [www.arma.org/join/apply.cfm](http://www.arma.org/join/apply.cfm)

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