

What is ARMA?

ARMA (Association of Records Managers and Administrators) International, the Information Management Professionals, is a professional organization and is open to anyone involved in Managing information.

What does the Charleston Chapter do?

Our chapter works to promote and organize records management initiatives in this area. The Chapter holds monthly meetings to help instruct, inform, and provide networking opportunities to business and government records professionals.

What types of businesses participate in the Charleston Chapter?

Members of the Charleston chapter of ARMA come from municipalities, administrative offices, school divisions, administrative offices, software vendors, records storage companies, shredding/recycling companies, legal offices and health professionals.

Do you hold any special meetings throughout the year?

The Chapter holds a joint seminar with the other S.C. ARMA Chapters each spring to offer training in records and information management principles. Additionally, we hold a Bosses' Appreciation meeting either in the fall or spring and an Awards Banquet at Cypress Gardens each year.

What would I receive for becoming a member?

Members of ARMA International and the Charleston, SC Chapter have access to resources such as legislative and regulatory updates; opportunities to take part in setting standards and best practices for the records management industry, educational training both in person and on-line that help records managers stay knowledgeable about technology trends and market-place analysis; discounts on books and materials created for managing records and information; and opportunities to hone their leadership and decision-making skills through active participation in Chapter activities.

How do I join?

You must first join ARMA International. To join ARMA International, you may contact our membership chair, Pam Ragland at pragland@ccprc.com or Direct: (843) 762-8044. You may also go to ARMA International's website at <http://www.arma.org>. To join the Charleston Chapter membership is only an additional \$40 per year. Don't forget to select Charleston Chapter membership when you submit your application.

Do I have to be a member to attend meetings?

No. Guests are always welcome at our monthly chapter meetings. Please check our website for upcoming meetings dates, meeting fees and information on how to RSVP.

What geographical area does your Chapter cover?

Berkeley Charleston, Dorchester, Horry, Williamsburg, Beaufort, Colleton, Jasper and Hampton Counties.

Do you have Certified Records Managers in the Charleston Chapter?

We currently have 1 CRM in our chapter. For more information about Certified Records Management program, please check the ICRM website at <http://www.icrm.org/>

Do you have a Website?

Yes! To access our website, please go to www.armamar.org/ch/

About our Meetings

Our Chapter typically meets the 2nd Thursday of each month but we invite you to check our website at www.armamar.org/ch for current meeting dates, fees and locations. We gather for lunch and networking at noon and the meeting begins promptly at 1:00 p.m., ending no later than 2 p.m.

Our meetings are always educational and benefit the Records professional in many ways!

We hope you will join us!

2010-11 Charleston Chapter Contacts

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WELCOME TO ARMA CHARLESTON CHAPTER

*The Authority on Managing
Records and Information*



**Charleston, SC Chapter of ARMA
Established October 18, 1979**