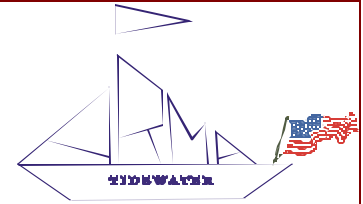




TIDEWATER CHAPTER, Inc. #45



The Information Management Professionals

SEPTEMBER 2002

TIDAL WAVES

VOLUME 30, ISSUE 1

CHAPTER DIRECTORY 2002-2003

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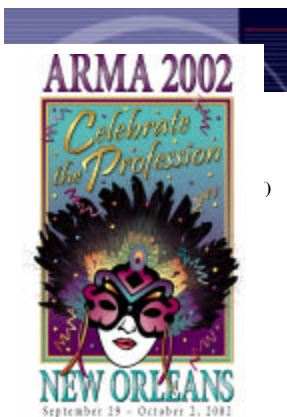
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The Importance of a Vital Records Program

The need for a well planned and established program to protect vital records as part of business continuity is achieving greater importance with events of the past year. The new draft ARMA standard "Establishing Vital Records Programs" defines vital records as "Records containing information critical to the continuation or survival of an organization during or immediately following a crisis. Such records are necessary to continue operations without delay under unusual conditions. They contain information necessary to recreate an organization's legal and financial status and to preserve the rights and obligations of employees, customers, stockholders and citizens. Some vital records may be unique and not easily reproducible or the cost of reproduction or replacement may be disproportionately high. They may be required in their original form to meet or fulfill informational requirements. Records should be classified as vital only for as long as they support critical business processes and fulfill the requirements described above. Once they have fulfilled this role they should be reclassified. "

ARMA International has just released the draft standard for public review and comment. A .pdf version of this draft standard will be available on the ARMA website through September 15, 2002. To access the draft standard go to: www.arma.org/standards. There is a link to "Standards Available for Public Review." Through this link, interested parties can access a .pdf file of the draft standard. In addition, they can submit comments for consideration through the electronic comment feature on the web site.

At the conclusion of the comment period, the task force will review all comments and determine the appropriate disposition for each comment. Once the consensus group has completed its work, the draft standard will be submitted to the American National Standards Institute (ANSI) for consideration. The final standard will be available to the public.

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## President's Message

I cannot believe it is September already and a new year for the Tidewater Chapter is starting. I hope each of you had a good summer in spite of the heat and lack of rain. Hopefully, we will receive much needed rain in the fall to bring those reservoir levels up.

I appreciate the opportunity you have given me to serve as the President of the Tidewater Chapter this year. I am very proud of the support the board and chapter members provide to the chapter. Vice President Shirley Blackwell and others are working on a full year of interesting topics for our monthly meetings. If anyone would like to offer suggestions/comments or even volunteer to present a program that would be of interest to our members please let us know. This is your organization so please get involved. These meetings are a great way to network and share information. Your help is needed to increase our chapter membership. So, please bring a friend or co-worker to the meetings.

The other Board members for the new year are: Vice President, Shirley Blackwell, Treasurer, Michele Trader, Secretary, Lois Dalton Ritger, Past President, Barry Shockley, and ex-officio member: Ginny Jones.

We need volunteers for committees. If you are interested in volunteering for a committee please let me know. I look forward to seeing everyone at the September meeting.

**Brenda**

## Your Opinion Please!

For the past two years, the Board of Directors for the Tidewater Chapter has been trying to find a reasonably priced meeting location on the Southside that includes a private meeting room. The Board would like your opinion on the chapter meetings all being held at Sam's Restaurant in Hampton, as a central driving point for all our membership. Please contact any Board member and let them know your opinion on establishing Sam's as our primary meeting location each month.

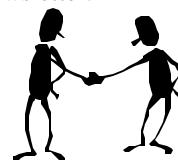
## Membership Cards

Membership Cards are being distributed directly to all new members each month in place of certificates starting in August. Cards will not be issued to current members at this time. This is a pilot program and will be reviewed in one

year. At that time the decision to issue cards upon renewal as well as for new members will be made. If a card is lost, a replacement can be issued for a \$5.00 fee. If your chapter would like to continue giving certificates, a template is available to fill in and print. You will find the link for the template located on the right side of the page. You may want to print the certificates on cardstock. Please direct any questions about member cards to Member Services at HQ.

## Newsletter Change

Many of you may notice that we are back to publishing in black and white. Our member source for color printing is no longer able to supply this service due to corporate mergers. Our appreciation is heartfelt for all their printing assistance in the past year. Thank you for your support of the Tidewater Chapter newsletter.



## ARMA International Tidewater Chapter #45

TIDAL WAVES is published monthly from September through June by the Tidewater Chapter of ARMA International. Letters, comments, and articles from members are welcome.

Editor: Virginia A. Jones, CRM      Newport News Waterworks  
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Authors' statement of fact or opinion are their own and do not necessarily express the official policy of ARMA International.

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## Advertising Rates

<u>SIZE</u>	<u>ISSUE</u>	<u>YEAR</u>
Full page	\$12.50	\$125.00
½ page	\$10.00	\$100.00
1/4 page	\$7.50	\$ 75.00
Business card	\$5.00	\$ 50.00

Mail ad copy and check to newsletter editor.

## MEETING ANNOUNCEMENT

**WHEN:** **September 17, 2002**  
5:30 p.m. Networking  
6:00 p.m. Dinner  
7:00 p.m. Program

**WHERE:** **Sam's Seafood Restaurant**  
23 Water Street  
Hampton, VA 723-3709  
(Directions next column)

**COST:** Members \$15.00  
Non-members \$18.00

**RSVP:** **By 5:00 p.m. on Friday, Sept. 13**  
SOUTHSIDE: Lois Dalton-Ritger 757-427-8908  
PENINSULA: Tom Hesse 757-247-6908

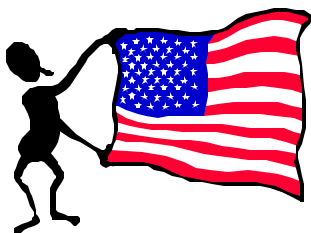
**PROGRAM:** **Vital Records and Disaster Preparedness**

## March Meeting Menu

**MENU:** Choice of the following entrées:  
Fish of the Day (fried)  
Sam's Special (crab cake and 3 fantail shrimp)  
Fried Oysters  
Fried Medium Shrimp  
Broiled Fish of the Day  
Broiled Shrimp and Scallop Sauté  
Pasta Seafood (Shrimp tossed with Angel Hair pasta and veggies in garlic butter)  
Delmonico Steak (6 oz)  
Chopped Steak with Mushrooms (7-8 oz)  
Grilled skinless Lemon Pepper Chicken Breast

All dinners served with one trip to salad bar, baked potato, coffee or tea, chef's choice of desert. No substitutions.

**Menu choice must be given when making reservation.**  
**All orders must be in to Sam's before 5:30 p.m. on the meeting night in order for us to receive special pricing.**



## DIRECTIONS TO SAM'S SEAFOOD RESTAURANT

**From I-64 to Exit 268 - Phoebus.** Turn left off exit. Turn right at second light - Mellon Street. Sam's is on left just before bridge to Fort Monroe at water's edge. From Peninsula, Exit 268 is last exit before Bridge-Tunnel. From Southside, Exit 268 is first exit after Bridge-Tunnel.

## September Program

### Vital Records and Disaster Preparedness

A new ARMA/ANSI standard "Establishing a Vital Records Program" is currently out for public review. This presentation will discuss some of the requirements set by the proposed standard and how the standard can be used by organizations to develop and establish vital records programs. The role of a vital records program in disaster preparedness will also be discussed.



## Speaker

**Virginia A. Jones, CRM** is the Records Manager for Newport News Dept. of Public Utilities (Waterworks), and is principal of VAJones Associates. Her background includes hands-on operations, management, writing, teaching and training experience for over 35 years in the records and information management field.

Ms Jones is a member of the AIIM International Standards Board which is the document management standards setting body for ANSI (American National Standards Institute). In addition, she currently chairs the AIIM C19 vocabulary standards committee and sits on two micrographics standards committees She is also a member of the U.S. delegation (TAG) to Technical Committee 171 (TC171) of the International Standards Organization (ISO), and serves as convener/project leader for Working Group 1 (vocabulary) of Special Committee 3. TC171 is the international standards development committee for enterprise content management including film-based and electronic imaging. Ms. Jones is currently leader of the ARMA International task force developing the new ANSI Standard *Establishing a Vital Records Program*.

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## June Meeting Highlights

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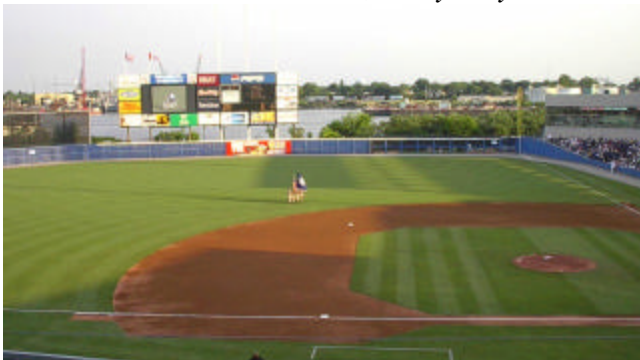
On Monday, June 17th chapter members met at Harbor Park for **INSTALLATION OF OFFICERS and AWARDS**, a picnic supper and a Norfolk TIDES Baseball Game! We had a great time!



*Welcome sign*



*Members enjoying picnic dinner and conversation. From left, back row facing camera: John Ritger, Marianna Amidon, Lois Dalton Ritger, Michele Trader; front row, back to camera: Bob Kolstee, Mary Hayde.*



*Pre-game calm on the field as the "Star Spangled Banner" is presented.*

---

## New Board of Directors

---



*Mid-Atlantic Region Manager, Pat Noble (far right) installing the new Board of Directors for the Tidewater Chapter, from left:*

*Michele Trader, Treasurer*

*Shirley Blackwell, Vice President*

*Brenda Grow, President*

*Lois Dalton Ritger, Secretary*

---

## ARMA Special Election Results

---

Terrence J. Coan, chair of ARMA International's Election Management Committee, announces that members have selected Gisele Crawford as president-elect for 2002-03. She will take office immediately and serve through June 30, 2003.

According to ARMA's auditors, Mayer Hoffman McCann, 1,950 out of 10,195 (19 percent) qualified voters participated in the special election conducted in July. (This percentage is up from 18% in the 2001 fall election.) Of the votes cast, Crawford received 1,011 (52 percent) and David McDermott received 939 (48 percent).

This special election marked the debut of the association's electronic balloting system. Of the 623 members who chose to vote via the Internet, 460 actually cast an e-ballot. "This was a good start," says Coan, "but we hope to significantly increase the number of members who vote electronically in our fall election."

To receive an e-ballot, you must select that option under the "Update My Profile" link in the Online Member Resources area ([www.arma.org/members](http://www.arma.org/members)) of the ARMA Web site.

The deadline for opting in for the fall election is October 31. Be sure to verify both your e-mail and physical mailing addresses, making any necessary changes online. Questions about the e-ballot system may be directed to Cyndy Launchbaugh, ARMA's director of communications, at [claunch@arma.org](mailto:claunch@arma.org).

## Tidewater Chapter Member of the Year

Congratulations to **Darlene Scott**, Tidewater Chapter Member of the Year for 2001-2002!



*Barry Shockley, outgoing President of ARMA Tidewater Chapter presenting Member of the Year Award to recipient Darlene Scott.*

## Treasurer's Activity Report July 1 – July 31, 2002

### Checking Account

Account Balance as of July 1, 2002: \$8,129.47

#### Receipts:

Interest	\$1.23
Total Receipts:	\$1.23

#### Disbursements:

Seminar Postage	\$12.60	
Seminar/Chapter Supplies	\$37.80	
General Postage	\$17.50	
Speaker gift - June	\$11.48	
Total Disbursements:	\$79.38	

Account Balance as of July 31, 2002: \$8,051.32

### Savings Account

Account Balance as of July 1, 2002: \$2,755.14  
 No Statement Received for July. Receive Statement Quarterly

Account Balance as of July 31, 2002: \$2,755.14

Prepared By: Michele Trader  
 August 20, 2002



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Sacramento, CA	October, 7
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Boston, MA	October, 24
Toronto, ON	October, 29

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\*Member ARMA Richmond/Tidewater Chapters



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# Minutes Board of Directors Meeting August 20, 2002

The newly appointed board of the Tidewater Chapter of ARMA held its first meeting on August 20<sup>th</sup>. President Brenda Grow called the meeting to order at Sam's Seafood Restaurant in the Phoebus section of Hampton, Virginia.

Board Members present were President - Brenda Grow, Vice-President - Shirley Blackwell, Past President - Barry Shockley, Treasurer - Michele Trader, Secretary - Lois M. Dalton Ritger. The Board was joined by Darlene Scott and newsletter editor, Virginia "Ginny" Jones

Ginny Jones started the meeting by discussing the need to increase the cost of ads in the newsletter. She recommended increasing the cost by 2.50 per issue or \$125.00 per year. It was also recommended that an additional \$1.00 be charged if color was requested. Last year the newsletter was printed by Newport News Ship, gratis. They will not be able to accommodate us this year. Ginny is gathering some cost figures on having an outside vendor such as Kinko to do the printing for us. The motion was made to implement the recommended increase to the cost of ads by President, Brenda Grow and seconded by Treasurer, Michele Trader.

Treasurer, Michele Trader shared the reconciliation of last year's budget with the group. The net worth to the chapter was \$1,129.67. It was felt that this was a low increase and it was proposed that consideration be given to increasing the chapter dues from \$10.00 to possibly \$12.00 or \$15.00 per year. The board agreed to table this issue and revisit it at a later date after we get some cost figures on printing the newsletter and see how the increase of costs for ads go.

In connection with the reconciliation of the budget, Michele made several recommendations. There were:

- Combine the totals from the checking and savings account interest to reflect one total
- Include a Special Program/Projects line to reflect the funds that were collected and donated to the Angel Tree at Christmas
- Under the Annual Mid-Atlantic Meeting – break out the fees to reflect, seminar, registration, lodging, meals, travel, etc.
- Increase the amount of scholarship benefits for books from \$75.00 to \$100.00.

Currently we budget \$600.00 for scholarship benefits. There were several suggestions made regarding the scholarship program, such as reducing the number of recipients from four (4) to two (2) and reimbursing the student for the entire course with proof of grade, as well as books. Increase the amount budgeted from \$600.00 to \$740.00. Barry suggested re-vamping the Scholarship program. Brenda asked him if he would take the lead in looking at this and he agreed.

The books from last year will be turned over to Steve Haller and Betty Stewart to be audited sometime during the next week.

It was suggested that a group be formed to look at the current By-Laws and submit any revisions that might need to be made.

Vice-President Shirley Blackwell has been looking into meeting location on the southside. She has contacted several locations and there are several to choose from but the cost will be much higher. The board decided that we would re-visit with the chapter the issue of having all of our meetings at Sam's Seafood in Hampton. It seems to be the most reasonable in cost, the restaurant is always very accommodating, and distance between Williamsburg area and Virginia Beach it is about even. The exceptions to having the meeting consistently at Sams, would be the joint meeting with the Richmond Chapter, our Christmas meeting, the Spring Seminar and the Awards Program.

One of the primary objectives of this meeting was to address the planning calendar for 2002-2003. Several suggestions were offered and the following was agreed upon as the meeting calendar for the new year.

- September 2002 - Vital Records Standards and Disaster Recovery – Speaker: Virginia "Ginny" Jones Location: Peninsula - Sam's Seafood
- October 2002 – Checklist for Records Management Programs – Suggested speakers were Preston Huff or John Breeden from the Virginia State Library. Location: Southside – TBA
- November 2002 – Joint Meeting with ARMA Richmond and AIIM. Sarbanes-Oxley Act of 2002 (New Corp Reform Act) Suggested Speaker - Need to find an attorney who might speak. Location: Williamsburg – Clarion
- December 2002 - Christmas Social - Location: Taylor Document Management
- January 2003 – Bosses Night – Enterprise Content Management – Suggested Speaker: John Mancione – Location: Peninsula – Sam's Seafood
- February 2003 – Legal Ramification for Managing E-Mail – Suggested Speaker – Professor Roni Cohen from Christopher Newport University or Bill Neale – Location: TBA
- March 2003 – New Technologies - Suggested Speaker – Brenda Grow to check with her boss – Location: Peninsula – Sam's Seafood
- April 2003 – **Proposed** Tour of Newport News Waterworks – **Suggested -Proposed Backup:** Tour of Lion-Heart Records new facility
- May 2003 – Seminar with David Stephens. Requested overviews from selected topic list he forwarded to us. Location: Clarion – Williamsburg
- June 2003 – Annual Awards Program and Installation – Location: Harbour Park.

There being no further business to discuss the meeting was adjourned.

Lois Dalton Ritger  
Secretary



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## Standard Eyes Virginia A. Jones, CRM

*ARMA Standards Development Program: Setting Standards for the Profession. The ARMA Standards Development Program has developed a flyer to answer commonly asked questions such as "Why do we need RIM standards?" and "How are standards developed and ratified?" The flyer also promotes upcoming events, and can be copied and distributed to chapter members. The following is excerpted from the flyer.*

### ARMA Standards Development Program: Setting Standards for the Profession

**Why do we need RIM standards?** Standards create a professional environment of "best practice" procedures. They allow members to confidently create systems, policies and procedures, maintain autonomy from vested interest groups and assure high operational quality that leads to exceptional records and information management programs and practices. Compliance with standards results in systems which are fit for their purpose and lead to predictable results. Compliance with standards leads to greater compatibility between systems.

**How are standards developed and ratified?** The American National Standards Institute (ANSI [www.ansi.org](http://www.ansi.org)) facilitates development of standards by ensuring the standards developers have followed certain procedures and met specific requirements. ARMA volunteers form Task Forces to review, discuss and write the guidelines that ultimately become standards. ANSI reviews the task force process is to ensure that the guiding principles of standards development -- consensus, due process and openness -- are followed. Compliance with these principles is mandatory before ANSI will ratify a standard. (More information on this process is available at [www.arma.org/standards](http://www.arma.org/standards)).

**What is the SDC?** The Standards Development Committee (SDC) oversees ARMA's Standards Development Program in its three main activities: developing records management standards, providing records management input to relevant standards of other organizations, and participating in the development of international standards. In addition, the committee supports ARMA's activities as the official records management standards resource. ARMA is an accredited standards development organization under the American National Standards Institute (ANSI) and maintains participation in international activities through the International Organization for Standardization (ISO).

### Interested? Find Out More

#### Call for Participation

Off-Site Storage Contracts/Agreements Guidelines  
A new initiative is being proposed to develop a toolkit for use in initiating or negotiating storage/service contracts with an off-site vendor.

### Coming Soon! In Final Review and Submittal to ANSI

#### Vital Records Guideline

The proposed standard addresses the development and implementation of a vital records program within the context of a formal records management program. Public review was complete in mid-September. Final revisions are being done

#### Records Center Operations

This guideline defines recommended practices for the operation of a records center including: the purpose of a records center, the facility itself, shelving, security/protection, operations, MIS/computerization, staff and training, climate control, forms, and disaster protection.

#### Ongoing Standards Work...

**How do I get Involved?** To get involved or get more information on the Standards Development Committee and/or the task forces developing standards, contact us through the ARMA International website [www.arma.org/standards](http://www.arma.org/standards)

**What Projects could I work on?** The following projects need more task force members. A more complete list of ARMA projects can be found on the web page.

*Records Retention for Information Resources and Assets*  
Guidance in setting up an electronic records retention program as a component of an overall records management program. Standard and Technical Report are in development

#### *Guideline for Managing E-Mail*

The proposed standard addresses the creation, maintenance, and disposition of e-mail within the context of a formal records management program.

#### *Filing Guidelines (Comprehensive)*

A consolidation of ARMA's general, alphabetic, numeric, and subject filing guidelines, into one comprehensive document maintaining consistent filing procedures for all types of media.

#### *Conversion and Migration Criteria in Records Keeping Systems*

Addresses fundamental issues in converting and migrating records from one records system to another. A joint project of ARMA and SAA (Society of American Archivists).



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## Education Opportunities

### George Washington University

George Washington University's Center for Professional Development in Washington DC Announces Records Management courses for September 2002:

#### CWRM 627: **Managing Electronic Records**

This seminar emphasizes both the present and future roles of electronic records management. Physical characteristics and applications of various types of computer storage media, including magnetic and optical-disk records are surveyed. Central to the discussion is the application of conventional records management concepts to electronic records. Methods for developing and implementing techniques in records retention, disposition, retrieval, and protection are described.

Dates: September 10-11, Times: Tuesday 8:30 a.m. - 5:00 p.m.; Wednesday 8:30 a.m. - 4:00 p.m., Cost \$935

Instructor: John Phillips

#### CWRM 633: **Records Management**

This course presents the latest techniques for managing records. How these techniques can be applied to existing situations or used to formulate new records management programs is described. Also discussed are methods for enhancing active and inactive records management, records retention and disposal schedule efficiency, and records center and storage facility design and operation. The

relationship between records management objectives and practices and emerging database management and office automation is emphasized. In addition to case studies and typical operating procedures, participants' specific records management problems and concerns are addressed.

Dates: September 23-September 25, Times: Monday & Tuesday 8:30 a.m. - 5:00 p.m.; Wednesday 8:30 a.m. - 3:30 p.m., Cost: \$1130

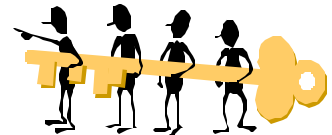
Instructor: David Stephens

To Register call Customer Service at 202-973-1150, or register online at [www.cpd.gwu.edu](http://www.cpd.gwu.edu).

### The Tenth Annual National Conference On Managing Electronic Records (Mer)

September 23-25, 2002 at the Downtown Westin Hotel, Chicago.

This conference is the only annual conference that focuses exclusively on the life-cycle management of electronic records. The 2002 mer conference program and pre-conference tutorials feature 31 information-packed sessions with leading experts addressing the most important erp issues. This will include: pioneering case studies, incisive research results and core "how-to-do" guidance. For more information or to register, visit [www.cohasset.com/mer](http://www.cohasset.com/mer).



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## Minutes Regular Chapter Meeting June 17, 2002

The Tidewater Chapter of ARMA met for its Annual Installation of Officers and Awards meeting at Harbor Park, Norfolk, Virginia on Monday, June 17<sup>th</sup>, 2002. Chapter President Barry Shockley called the business portion of the meeting to order welcomed everyone.

Chapter Members present included Brenda Grow, Darlene Scott, Barry Shockley, Virginia "Ginny" Jones, Cindi Jimenez, Mary Hayde, Marianna Amidon, Michele Trader, Shirley Blackwell, Lawrence Hawkins, Tom Hesse, Sharon Hesse, Bob Kolstee, Marianna Amidon, John Ritger and Lois Ritger.

Our guests for the evening were Diana Shockley, Mike Grow, Carl Britt, Walter Hayde, Fred Amidon, Horace Felder, Anita McKinnon, Glenn and William Boswick, and our Mid-Atlantic Region Manager, Pat Noble from Chesterfield County, who joined us to do the installation of officers.

### New Business

Several recognition awards were presented to the chapter members, one of which was the presentation of tenure pins. The following individuals were recognized and received pins for their years of service:

Member	Years of Service	Actual Years	Year Pin
Robert C. Kolstee	1997-2002	5	5
O. Barry Shockley	1997 - 2002	5	5
Lawrence Hawkins	1996 - 2002	6	5
Michele Trader	1996 - 2002	6	5
Donna Cooke*	1995 - 2002	7	5
Betty Stewart*	1995 - 2002	7	5
Lois Dalton-Ritger	1994 - 2002	8	5
Tomas Hesse	1994 - 2002	8	5
Virginia "Ginny" Jones, CRM	1992 - 2002	10	10
Brenda Grow	1988 - 2002	14	10
Bernice Berry*	1985 - 2002	17	15
Stephen Haller*, CRM	1976 - 2002	26	25

\*Indicates individuals not in attendance, but were recognized.

The next award presented was to the Chapter's Member of the Year. Darlene Scott from Newport News Shipbuilding (Naptheon) was this year's recipient. Darlene has been an active member for several years and served as Chapter Vice President during 1999/2000, President during 2000/2001 and her most recent position was serving as the Immediate Past President for 2001/2002.

Certificates for perfect attendance to the chapter meetings for the year 2001-2002 were presented to two (2) members, Darlene Scott and Lois Dalton-Ritger.

Our Mid-Atlantic Region Manager, Pat Noble officiated the ceremony for the installation of new officers for the 2002-2003 year. The new officers are as follows: Brenda Grow with James City County will serve as President; Shirley Blackwell with Taylor Document will serve as Vice President; Michele Trader with Newport New Waterworks will serve as Treasurer; and Lois Dalton-Ritger with the City of Virginia Beach will serve as Secretary. O. Barry Shockley with the City of Virginia Beach, will serve as Immediate Past President.

President Shockley thanked everyone for their participation and dedication to the chapter, especially over the two (2) years, while he held the Vice-President and President positions. He extended best wishes for a wonderful summer and looked forward to seeing everyone in September.

The evenings' 50/50 raffle totaled \$70.00. As in the past, one-half of the pot, \$35.00 was placed in the treasury for our Scholarship Fund and the remaining \$35.00 went to the evening's winner, Diana Shockley.

There being no further business, the business portion was adjourned and the Chapter's annual picnic began, while everyone enjoyed the Tidewater Tides ball game.

Lois Dalton Ritger  
Secretary



## NARA Requesting Comments

NARA is requesting comments on a "Proposal for a Redesign of Federal Records Management." This proposal is part of NARA's series of records management initiatives to examine and redesign, as necessary, its records management policies and procedures.

The Proposal is available on the NARA Records Management web page at:  
[www.archives.gov/records\\_management/pdf/rm\\_redesign.pdf](http://www.archives.gov/records_management/pdf/rm_redesign.pdf).

Please send your comments by September 15th to Susan Cummings (NPOL) by email to [susan.cummings@nara.gov](mailto:susan.cummings@nara.gov) or by fax to 301-837-0319 or by mail to NPOL, National Archives at College Park, Room 4100, 8601 Adelphi Rd, College Park, MD 20740-6001

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Vendor Member - ARMA International, Tidewater Chapter

## Tidewater Chapter Committees

**PROGRAMS:** Shirley Blackwell, Chair

**SEMINAR:** Shirley Blackwell, Chair

**Vendor Participation:** Tom Hesse,  
Lawrence Hawkins

**Committee Members:** Chapter Board

**EDUCATION:** Barry Shockley, Chair

**MEMBERSHIP:** Lois Dalton-Ritger, Chair

**PUBLICITY:** Ginny Jones, Newsletter Editor  
Michele Trader

**LIBRARY & HISTORIAN:** Tom Hesse

**MEMBER CARE:** Lawrence Hawkins

**BY-LAWS:**

**AUDIT:** Betty Stewart, Chair

**AWARDS:**

**Journalism Award:** Darlene Scott, Chair  
Cleo Badgett  
Helen Nicholls  
Ginny Jones

## WE NEED VOLUNTEERS FOR THE COMMITTEES!!

### A Reminder From The Treasurer

Applications from individuals seeking membership in both the Tidewater Chapter and ARMA International should be addressed and mailed to:

Tidewater Chapter (#45)  
c/o Michele Trader  
Newport News Dept. of Public Utilities  
2600 Washington Ave. 6<sup>th</sup> Fl  
Newport News, VA 23607

Questions regarding application fees should be addressed to Michele Trader, (757) 247-2413.

Questions regarding other aspects of membership and membership application should be addressed to Membership Committee Chairman Lois Dalton Ritger, (757) 427-8908

## Treasurer's Activity Report June 1 – June 30, 2002

### Checking Account

*Account Balance as of June 1, 2002:* **\$11,861.19**

#### Receipts:

Chapter Membership	\$155.00
Monthly Meeting - June	\$117.00
Seminar Exhibitor Registrations	\$375.00
June Monthly Meeting (raffle)	\$35.00
Refund from Mid-Atlantic Region meetg. – canc.	\$110.00

Interest \$1.37

Total Receipts: **\$793.37**

#### Disbursements:

Newsletter Postage	\$78.40
Speaker Gifts for 2002/2003 program yr. incl. seminar	\$86.65
Balance for June meeting	\$566.79
Annual Awards	\$150.00
Registration for region meeting	\$110.00
Speaker fees for Seminar	\$2,950.00
ARMA Membership (Mitchell & 2 scholarshp)	\$185.00

Seminar Speaker gift \$17.65

Refund for change in Exhibitor fees – break sponsor \$45.00

Transfer of money rcvd. For \$335.60

scholarship 2002

Total Disbursements **\$4,525.00**

*Account Balance as of June 30, 2002:* **\$8,129.47**

### Savings Account

*Account Balance as of June 1, 2002:* **\$2,415.12**

#### Receipts:

Transfer by check from Checking acct. \$335.60

Interest \$4.42

Total Receipts: **\$340.02**

*Account Balance as of June 30, 2002:* **\$2,755.14**

Prepared For: Chapter Newsletter

By: Michele Trader

Draft as of 8/15/2002 (*Info on Savings interest and final balance was given by phone.*)





# INSTITUTE OF CERTIFIED RECORDS MANAGERS

The CRM examinations are given twice each year in May and November in locations at which a qualified proctor may be found to administer the test. For informational materials describing the certification process, including the qualifications required and the examination form, write or call:

Institute of Certified Records Managers  
 318 Oak Street  
 Syracuse, NY 13203  
 www.icrm.org

Phone: 1-877-244-3128 (USA and Canada) Staffed between 9 a.m. - 4:30 p.m. Eastern Time  
 Alternate number: 315-234-1904  
 Fax: 315-474-1784

## CRM EXAMINATION SCHEDULE

### SPRING 2002

Original Applications due January 1, 2002  
 Supplemental Applications due March 1, 2002  
 Examination Dates—May 2-3, 2002

### SPRING 2003

Original Applications due January 1, 2003  
 Supplemental Applications due March 1, 2003  
 Examination Dates—May 1-2, 2003

### FALL 2002

Original Applications due July 1, 2002  
 Supplemental Applications due September 1, 2002  
 Examination Dates—November 7-8, 2002

### FALL 2003

Original Applications due July 1, 2003  
 Supplemental Applications due September 1, 2003  
 Examination Dates—November 6-7, 2003

#### TIDEWATER CHAPTER ICRM LIAISON:

Virginia A. Jones, CRM  
 Newport News Waterworks  
 757-247-2413

#### TIDEWATER AREA CRM EXAM PROCTORS:




Virginia A. Jones, CRM  
 Newport News Waterworks  
 757-247-2413

Stephen Haller, CRM  
 Colonial Williamsburg  
 757-220-7248

Note: Original applications are those submitted for the first time for review of credentials. Supplementary applications are those submitted in order to take additional parts of the exam, subsequent to approval of the original application.



## ARMA TIDEWATER CHAPTER 2002-2003 Meeting Year

<b>SEPTEMBER 17</b>  <b>Vital Records and Disaster Prevention</b>  <b>Sam's Seafood, Hampton</b>	<b>OCTOBER 15</b>  <b>Checklist for Records Management Programs</b>  <b>Southside</b>	<b>NOVEMBER 19</b> <b>Joint Meeting with Richmond Sarbanes-Oxley Act of 2002 (New Corporate Reform Act)</b>  <b>Williamsburg</b>
<b>DECEMBER 17</b> <b>Holiday Party!!</b> <b>Roundtable Discussion</b>  <b>Southside</b>	<b>JANUARY 21</b> <b>Boss's Appreciation Night</b> <b>Enterprise Content Management</b>  <b>Sam's Seafood, Hampton</b>	<b>FEBRUARY 18</b> <b>Legal Ramifications of Managing E-Mail</b>  <b>Southside</b>
<b>MARCH 18</b>  <b>New Technologies</b>  <b>Sam's Seafood, Hampton</b>	<b>APRIL 15</b> <b>Facility Tour</b> <b>Newport News Waterworks – Engineering Drawing Project</b> <b>Peninsula</b>	<b>MAY 20</b>  <b>SPRING SEMINAR</b>  <b>Peninsula</b>
<b>JUNE 17</b> <b>Awards And Installation Of Officers</b>  <b>Southside</b>	<b>JULY</b>  <b>SUMMER RECESS</b> 	<b>AUGUST</b>  <b>SUMMER RECESS</b> 