

Tidal Waves

CHAPTER BOARD 2006-2007

PRESIDENT

Michele Trader
757.926.1128
mtrader@nngov.com

VICE PRESIDENT

Audrey Page
757.259.4024
akpage@james-city.va.us

SECRETARY

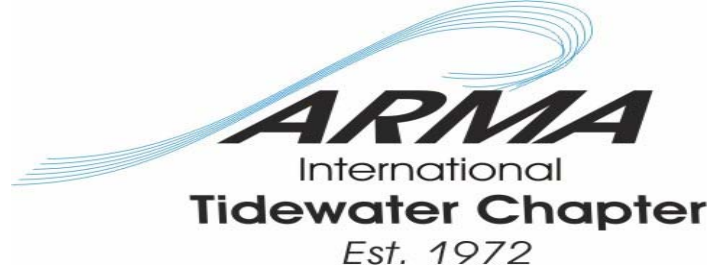
Claudia Bolitho
757.222.6000
cbolitho@hrtransit.org

TREASURER

Millie Machon
757.220.5325
machonm@wjcc.k12.va.us

PAST PRESIDENT

Angela Mitchell
757.220.5350
mittchella@wjcc.k12.va.us



PRESERVING YESTERDAY, MANAGING TODAY, PREPARING FOR TOMORROW

The Need for VaporStream

Article submitted by Tidewater Chapter Member Virginia Jones, CRM, FAI

Seems the RM list-serve members are buzzing about the VaporStream email product. The VaporStream website gives this synopsis of their product:

Nearly every company has a need for private and confidential communications. Whether discussing human resource issues, medical information, intellectual property, or just brainstorming, there is a recognized need for confidentiality.

That is why VaporStream has launched a recordless electronic communications system, an idea that appealed to 91% of America's corporate executives in recent independent market research studies. VaporStream Stream Messaging is a unique patent-pending system that works through your browser. It's the only e-communications program that provides a secure means of electronic messaging without leaving a trail.

With traditional e-mail, instant messaging or mobile communication, every message leaves a record on a computer or a server somewhere-even if you have deleted it. And where there is a record, there is the ability to retrieve that message and disclose its private contents.

Continued on page 8

MID-ATLANTIC REGION MANAGER & COORDINATOR

Tammy Wheeler
919.875.3133
tammy.wheeler@namcs.com

Tidewater Chapter Email
armatidewater@yahoo.com
Tidewater Chapter Webpage
www.armamar.org/tw/

ARMA INTERNATIONAL
800-422-2762
ARMA HOME PAGE
www.arma.org

Inside this issue:

Presidents Message- "Joint Meeting, Food Banks, Angel Tree"	2
Tidewater Chapter Treasurer's Report for October 2006	4
November.14.2006 Meeting Information-Annual Joint Meeting	5
Tidewater Chapter Meeting Minutes for October.17.2006	7
Tidewater Chapter Member Alerts and FYI	10-11
Tidewater Chapter Committee Members	15
Mid-Atlantic Region Leadership Conference '07 Announcement	15
Tidewater Chapter Calendar of Events	17



PRESIDENTS MESSAGE...

If you've missed our first two meetings this year you have missed some very interesting and informative speakers. Join us for our joint meeting with the Richmond ARMA & Old Dominion AIIM chapters and you'll be glad you did.

Don't forget the contest "Sharing ARMA" that was announced at our October meeting for Chapter members. Be one of the first 5 to invite a guest and get \$5.00 off your next meeting fee. See page 4 for more details

Our speaker this month is George Darnell. If you have been a member of our chapter for awhile or if you are frequent seminar attendee you may have heard him before. His topic this month will be "Sorting out the M's".

During the month of November we kick off our charitable contribution events. In November we bring non-perishable food to be given to local area Food Banks. We recently began also collecting monetary contributions for the Food Bank. So bring your change and your non-perishable foods and help us help those less fortunate this holiday season.

In addition to the Food Bank event we also begin planning/organizing our December charitable event, The Angel Tree project. Each November we select approximately 4 children that are in need at Christmas. We fill their needs in two ways. We buy gifts for these children and we also hold a drawing at our December meeting and donate all proceeds from this drawing to the Angel Tree Project. So please be thinking about what you can do to help us with this project – whether you want to bring a gift, donate drawing items, or just buy chances it all helps our chapter project be a success. Bags with suggested gift purchases will be available at the November meeting.

The International Conference is over and everyone that attended that should have some great stories to share with us. We had a number of chapter members attend this year's conference and I hope they will be willing to share with us about some of the speakers they heard and events they participated in.

Late breaking news. We received word from the Region that our proposal was accepted for Region Leadership Conference. It will be held June 7th -9th, 2007 at the Hospitality House in Williamsburg. Let us know if you want to help.

I don't know about you but I'm looking forward to our meeting this month and all the opportunities we will have to share with each other. I can't wait!. See you November 14th.

*Until the meeting
~Michele*



Authors' statement of fact or opinion are their own and do not necessarily express the official policy of ARMA International. Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for U.S. Federal Income Tax purposes. They may be tax deductible as ordinary and necessary business expenses ♦

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: Audrey K. Page
James City County Records
P.O.Box 8784
Williamsburg, VA 23187-8784
Voice: 757-259-4024
Fax: 757-253-6842
E-mail: akpage@james-city.va.us

\$ ADVERTISING RATES \$

Interested In Advertising With Us?
Please Let Us Know!

<u>Size</u>	<u>Per Issue</u>	<u>Per Year</u>
Full page (7.5x10)	\$25.00	\$250.00
1/2 page	\$20.00	\$200.00
1/4 page	\$15.00	\$150.00
Business card	\$10.00	\$100.00

Any questions or comments please contact the newsletter editor.

Go Electronic!

Order your Newsletter delivered right to your inbox! Send an e-mail to the *Newsletter Editor* at: akpage@james-city.va.us and get your next issue electronically! Its easy, colorful, and saves on paper & postage!

Sign up today!

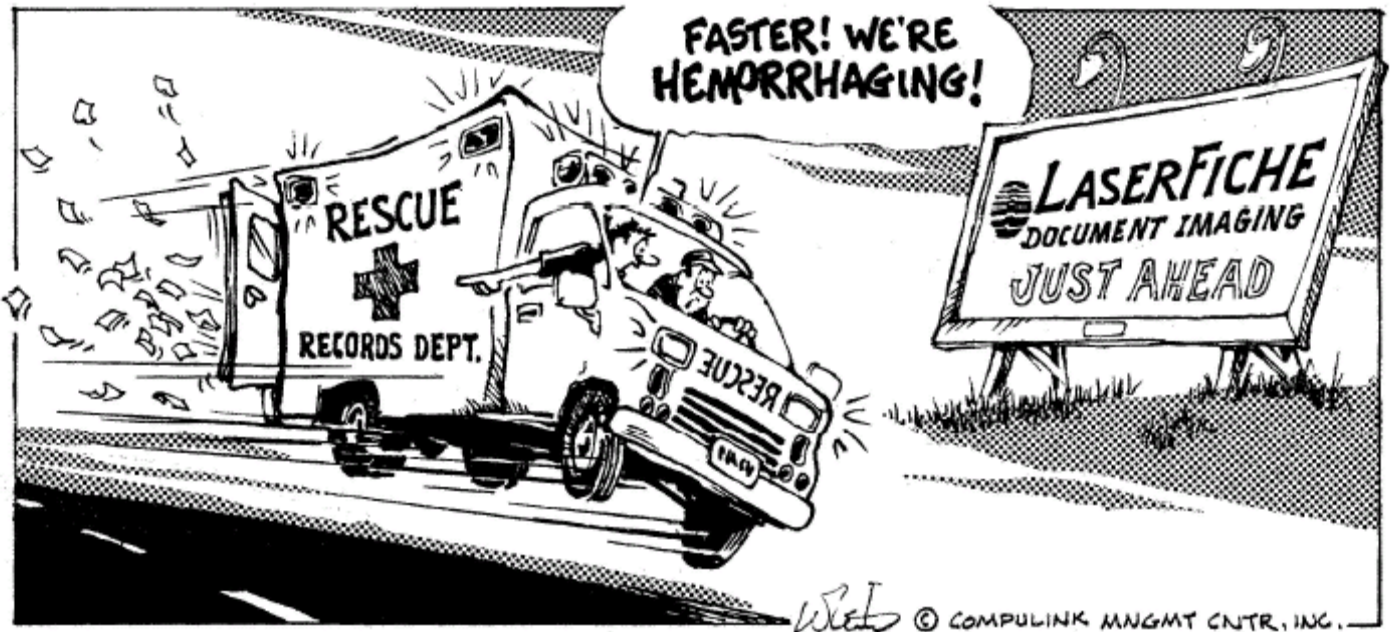
The electronic newsletter is in PDF format and requires Adobe Acrobat Reader.



Hard copies of this newsletter are printed on **Recyclable** paper

Reams Document Imaging

Local Provider of World Class Document Imaging
and Records Management Systems!



Please Contact Us Today to
Discuss Your Document Imaging
and Records Management
Requirements!



Contact Reams Today!

Email:

JoeK@reamscomputer.com

Phone:

1.888.800.7057 x 5908

Laserfiche®

Authorized Reseller

Corporate Office:
11838 Canon Boulevard
Newport News, VA 23606

Call to Find out More:
1.757.873.0233 x 5908
1.888.800.7057 x 5908

www.reamscomputer.com

World Class Solutions, Local Provider!

**Tidewater Chapter, ARMA International
Treasurer's Activity Report
October 1 – October 31, 2006**

-Checking Account -

Account Balance:	\$ 11,450.02
Receipts:	
October Member Meal Fees	250.00
Bank Interest through Sept. 30	.80
Total Receipts:	+\$ 250.80
 Disbursements:	
Oct. Member Meal Expenses	216.00
Newsletter Envelopes	39.97
Newsletter Postage (thru end of year)	75.60
October Speaker Gift Card	20.00
Member Recruiting Envelopes	19.20
Total Disbursements:	- \$ 370.77
Account Balance as of September 30:	\$ 11,330.05

- Savings Account -

Account Balance:	\$ 3,456.76
Receipts:	
Raffle (includes \$29.50 donation by Lori Gay)	20.00
Total Receipts:	+ \$ 2.79
Account Balance as of September 30:	\$ 3,479.55

Total Account Balances: **\$ 14,809.60**



Prepared For: Chapter Newsletter
 Prepared By: Millie C. Machon, Treasurer
 October 20, 2006



Millie Machon is our Chapter Treasurer (*seated on the right*). Millie has been with the Tidewater Chapter for three years and this is her first time serving on the board. She also handles our raffle ticket sales! Take some time to tell Millie what a great job she is doing next time you see her! Millie works for the Williamsburg/James City County School System in the Records Management Department.

~ Tidewater Chapter Contest ~

\$5 SHARING ARMA \$5

Spread the word & share the fun of the Tidewater Chapter of ARMA! The first five (5) members to bring a guest to a regular monthly meeting will receive a \$5.00 off certificate towards their next regular meeting!

So get out there and SHARE ARMA!
(excludes December and January meetings)

Make sure you when you RSVP for the meetings you mention that you have a guest attending with you! This is how the first five will be determined!

TIDEWATER CHAPTER MEETING DETAILS FOR: NOVEMBER 14, 2006

JOINT MEETING WITH RICHMOND ARMA & OLD DOMINION AIIM

SPEAKER: George Darnell, CRM

TOPIC: *Sorting out the M's*

This presentation is designed to help us understand the domains, technologies, and relationships among Content Management, Document Management, Data Management, Information Management, Knowledge Management, and Records Management. Management of enterprise information resources, digital and physical, is becoming more fragmented and confusing for information professionals. This presentation is intended to help us understand which "M" is most appropriate to satisfying particular information requirements and how it relates to other "Ms."



About Mr. Darnell

Mr. Darnell, CRM is a Senior Consultant with SAIC. Before retiring as a Senior Information Management Officer with the CIA, he was awarded the National Reconnaissance Office (NRO) Gold Medallion for establishing and directing a comprehensive RIM program based on National Archives and Records Administration (NARA) standards. Mr. Darnell is a Past President and current Treasurer of the Northern Virginia Chapter of ARMA and is active in the Mid-Atlantic Region, currently serving as the Coordinator for the Northern Area. George has a BSEE from the University of Maryland and a Masters of Public Administration degree from the University of Southern California and is a graduate of the National War College.

PROGRAM INFORMATION

DATE:	November 14, 2006	LOCATION:	Center Street Grill 5101 Center Street Williamsburg, VA 23188 757.220.4600
TIME:	Networking: 5:30pm Dinner: 6:00pm Speaker: 7:00pm	COST:	*Members \$20.00 *Non-Members \$25.00 *please note new prices
RESERVATIONS:	RSVP no later than November 9, 2006 (4:00pm) RSVP to armatidewater@yahoo.com (please include menu selection)		

Canned Goods and other non-perishable foods will be collected at the November meeting for donation to the **Local Food Banks**. We will also have a **Change Drive** going toward the local food banks- so bring your change! **Food Banks Most Wanted List:** *peanut butter; chunky soups; canned meats: tuna, chicken; canned vegetables; juice; cereal (reg. & high fiber); macaroni and cheese; pasta; pasta sauces; water; dried fruit; snack foods; boxed-canned & powdered milk; pudding, fruit and jell-o cups; crackers; sugar free snacks; low sodium items; baby foods.* Also available will be our Angel Tree bags for donations to our **Angel Tree Children's Charity**. This is an annual charity we support to aid the needs of underprivileged children.

MENU

Entrée- Chose one:

Rotisserie Chicken- One half of our signature Italian herb seasoned rotisserie chicken. Served with wild rice pilaf, chef's vegetables and a roasted chicken au jus.

Blackened Tuna- Cajun spiced tuna filet blackened on a cast iron skillet. Served with a smoked tomato salsa and crispy fried onions.

Smoked Beef Brisket- Tender house smoked beef brisket topped with demi-glace. Served with boursin mashed potatoes and the chef's vegetables.

Traditional Caesar Salad- Chopped romaine lettuce tossed in our "Homemade" Caesar dressing, topped with shredded parmesan cheese and croutons (may add grilled chicken).

Dessert- Apple cobbler

Water/Tea/Coffee or Soft drinks are included

DIRECTIONS

Center Street Grill
5101 Center Street
Williamsburg, VA 23188
757.220.4600



From I-64 (East & West):

- Merge onto VA-199 E via Exit 234 toward Lightfoot.
- Take the exit toward VA-321/Monticello Ave.
- Merge onto VA 321 E/Monticello Ave via the ramp on the left toward Williamsburg.
- Turn Left onto Courthouse St.
- This brings you into New Town.
- Center Street Grill* is located on the corner of Center Street and Courthouse Road (to the left) just past the SunTrust building.
- Parking is available on the street or behind the SunTrust building.

When it comes to offering superior security & value,
Shred-it is the clear choice for your destruction
needs offering:

- On-site destruction in a secure environment
- Service from security cleared, bonded personnel
- Regularly scheduled or call-in service visits
- Regional, national and international coverage

With increased regulation and standards for handling private information, it's more critical than ever to utilize the company with a proven track record of offering secure destruction service:



**DOCUMENT DESTRUCTION.
DONE RIGHT. ON SITE.**

**Our local office serves the South Hampton Roads, Peninsula and
Richmond areas. Call for more information or an estimate**

757 825-0100

804 288-4046

TIDEWATER CHAPTER OF ARMA, INTERNATIONAL Meeting Minutes – October 17, 2006

The October 17, 2006 Chapter Dinner Meeting was held at the Cheers Restaurant in Newport News, Virginia. The meeting was called to order at 6:35 PM by chapter President Michele Trader. Present for the meeting were: Marie Allen (speaker), Gary Allen (guest), Claudia Bolitho, Anna Call, Monica Gonclaves (guest) Lori Gay, Aleta Gesiewski, Brenda Grow, Charles Heishman, Tom Hesse, Millie Machon, Audrey Page, and Michele Trader.

Welcome

The President welcomed all to the meeting and introduced the guests this evening.

Minutes

The minutes from the September 19, 2006 Chapter meeting were approved as written.

Treasurer's Report

The September Treasurer's report was approved as written.

Committee Reports

Program: Vice President and Program Chair Audrey Page reviewed confirmed speakers and topics for the program year:

November – Joint Meeting/Food Drive with Richmond ARMA Chapter; Speaker – George Darnell, CRM; location – Center Street Grill in Williamsburg

December – Holiday Meeting and Angel Tree Project – hosted by Darlene Barber; location – Lion Heart

January – Bosses' Night; Location – Center Street Grill in Williamsburg

April – Spring Seminar; Speaker – Judy Gable, Gable Consulting; date and location to be finalized

June – Regional Leadership meeting proposal to host the Mid-Atlantic Region Leadership Conference currently being reviewed by the regional coordinators

Membership: Membership Chair Anna Call announced that an information packet is currently available for prospective new members. The committee will also be preparing a packet for current members containing specific details on the Chapter. She invited all current members to submit names of prospective members to the committee.

Member Care: No report

Financial/Audit: Financial/Audit Committee Chair Anna Call reported that the audit of the Treasurer's books for the 2005-2006 year is currently being conducted and will be completed shortly.

Charitable Events: Michele Trader reported for Darlene Barber, Charitable Events Chair that at the November meeting there will be a canned food drive and loose change drive to benefit those in need at Thanksgiving. In December we will have our Angel Tree again. In November we will have gift bags and tags listing specific gift items to be purchased. The committee will identify four children in need that are not currently receiving assistance from an agency. Send nominations to Darlene no later than November 3rd if you know a family(ies) in need.

Old Business

2006 – 2007 Budget: The proposed budget was unanimously approved as presented.

Membership Questionnaire: Please remember to complete the survey available on the Chapter website.

Newsletter: The deadline for the November newsletter is October 24th. Audrey would also appreciate any suggestions on content or if you have an article you would like to submit for inclusion please do so.

ARMA International Member Alerts: Michele Trader noted that as members we should all be receiving the Member Alerts via e-mail from ARMA International and she encouraged the members to read them and participate in any requests for review of materials or surveys. We can also use the "My ARMA" page to update any personal information for the database rather than having to make a phone call.

New Business

Michele Trader announced a new contest that will hopefully encourage more people to attend our monthly meetings. The rules would be: The first five (5) members that bring a guest will receive a \$5 off certificate for a normal chapter meeting held during the 2006-2007 chapter year. (If there are more than 5 members bringing guests we will identify the winners based on the earliest RSVPs). If we do not have 5 guests at the next meeting we will continue the contest to the next regular meeting. (*December and January do not count because we encourage bringing family members to the December meeting and many do and of course January is Bosses' Night.*)

Program

Audrey Page, Program Chair, introduced the speaker for the evening. Marie Allen, CRM, CA addressed the group on the topic "What I Learned About Records Management at Watergate and the Nixon White House." The presentation provided a fascinating account of how the Nixon tapes were handled during and after his presidency and how the law changed in regards to tape recordings of the president in his office.

Adjournment

There being no further discussion, the meeting was adjourned at 8:10 PM
Respectfully submitted, Claudia E. Bolitho; Secretary



The Need for VaporStream *cont...*

VaporStream is different. Messages cannot be forwarded, edited or saved. Once read, messages are gone forever. VaporStream is totally recordless.

The VaporStream system is so easy, it works using your existing e-mail address.

The system is an e-mail-IM hybrid, offering both the immediacy of Instant Messaging and the reliability of traditional e-mail.

To send a private message using VaporStream, all you have to do is enter the e-mail recipient's address, or select it from your Vapor address book.

Next, compose your message. Note that the recipient's name vanishes after you've begun typing your message, ensuring complete privacy. When you're done, simply click send to deliver your correspondence.

On the other end, the recipient will find your message, waiting to be read. Once the message is opened, the sender's name is omitted from the message header to ensure confidentiality.

At on time throughout the process is there a connection between the header and the body of the message, keeping the entire exercise recordless. By the time your stream message has been read, it is already deleted from our servers, and it never exists on the computer of either the Sender or the Recipient.

VaporStream even works with your mobile device with the same degree of simplicity and confidentiality. When you need a documented history, use e-mail; when you don't, use VaporStream. And VaporStream is so affordable for both businesses and individuals you can start using VaporStream today.

For more information on VaporStream visit: www.vaporstream.com



Educational Opportunities from ARMA International

Online Courses

To Register Visit: www.arma.org/learningcenter/onlinecourses/courselisting2.cfm?CourseID=12

Privacy Basics: The Series

Privacy Basics: The Series provides four modules of privacy courses in one:

Module 1- Privacy Basics: An Overview

Module 2- Legislation & Enforcement

Module 3- Privacy Acts in the United States

Module 4- Privacy Acts in Canada and the European Union

With this comprehensive privacy survival kit, you will learn how privacy applies to your organization, what laws (both in the U.S. and abroad) impact how you treat privacy within your organization, and specifics in how to bring your organization up to the current standards of privacy protection for customers. (Buy the series to save \$87!)

Depending on the pace at which you work the estimated time to complete these four courses is 8.0 hours (approximately 2.0 hours per course). You do not have to complete the entire course in one sitting; you can stop as often as you wish and return later.

Note to CRMs: These four courses have been approved for 2.0 credits each by the ICRM.

Member Price: \$269.00

Non-Member Price: \$349.00



MEDI

A Maryland Small Business

**Guide to Products
and Services**

Mid-Atlantic's Premier Document Management Specialists

Digital Imaging Products

Hardware:

Canon Desktop Scanners
Canon Departmental Scanners
Canon Microfilm Scanners
Canon Scan to CD Recorders

MEDImlero Workstations
MEDImax Servers

Software:

Content Management
Document Management
Forms Processing

Services:

Training
Network Installation
Network Maintenance

Micrographic Products

Canon Analog Reader Printers
Canon Digital Reader Scanners
Canon Microfilers
Canon Microfilmer/Scanners
High Tech "Pay for Print" Systems

Microfilm Storage Products

Microfilm Supplies; **All Brands**

Equipment Maintenance: Canon,
Kodak, Minolta, 3M, Others

Canon

GSA Contract #: **GS-25F-0023M**

imageWARE®

High Tech

Accessory Items, Inc.

DocSTAR™

GSA Contract #: **GS-25F-0016M**

eCopy

GSA Contract #: **GS-25F-0023M**

Baltimore Washington Norfolk Richmond

Fed ID#: 52-1231888 www.medimicro.com Duns #: 14-499-9661

MEDI • 7225 Parkway Drive • Hanover, Maryland 21076 • 800-731-6334

ARMA INTERNATIONAL EDUCATION FOUNDATION

The Vision: To maximize the value of information management and to make a positive contribution to the global perception of the information management profession.

The Mission: To advance knowledge in the field of information management through funding of research and education.

The Strategic Goals: To support research to address critical issues in information management. To provide education development grants to enhance knowledge, skills and abilities of practitioners in the field. To foster educational initiatives that develop information management skills and programs.



From last months meeting:

At left– Anna Call,
Membership Chair

At bottom:
Right– Tom Hesse
Left– Brenda Grow
Chapter members



Contribute

5/100 Legacy Program
Memorial & Special Gifts
Planned Giving

Friends of the Foundation
AURA Chapter Foundation Champion

Contact the Foundation at:
www.armaedfoundation.org

Election Season Is Open: Meet the Candidates:

Get to know the candidates for **ARMA International's 2007 Board of Directors** by reading about their backgrounds and their perspectives on key issues, which are now posted online. This information is intended to assist you in becoming more familiar with the candidates so you can make an informed decision in the upcoming election.

If you attended the ARMA International Conference in San Antonio, you may have met the candidates in person at the Candidate Forum:



President-Elect (2007-08) Candidates:

John Frost Judy Tyler

At-Large Association Director (2007-10) Candidates (4 positions open):

Galina Datskovsky Nicholas De Laurentis Pamela Duane
Cynthia LeMay Martha (Marty) Rebhein J. Scott Taylor
Jesse Wilkins

Look for additional election-related resources after the conference to be available online:

-*Transcript of the Candidate Forum*

-*Online Candidate Forum*-where you can ask questions of all the candidates as well as read what others have asked.

While you're online, be sure to check your profile and verify that we have your preferred voting method-electronic or paper-and your correct email and mailing addresses on record. You can make any necessary changes online.

Election ballots will be mailed Jan. 8 and will be due back by Feb. 16. Results will be announced soon thereafter. This is your opportunity to shape the association and the profession– make your vote count!



Give Your Views on Key Issues Facing Local Government Archives:

As part of its *Closest to Home* project on local government archives, the Council of State Archivists (CoSA) invites input by December 31 about how to improve the preservation and use of these important records.

Answer some or all of the questions. There are two versions of the questionnaire: One is intended for **those working in local governments**, specifically local government officials and archivists or records managers who care for local government records.

The other is designed for **those working outside of local government** but who have an interest in the preservation and use of these records. This category encompasses archivists or records managers in the state government or university settings, other state government employees, researchers, genealogists, local historians, attorneys, land title specialists, and many others.

Although the questionnaire will be available through Dec. 31, the project consultants will be able to draw on only those comments submitted by Nov. 15 for their reports.

To access the questionnaire go to: www.statearchivists.org/lga/questions.htm.

For more information on *Closest to Home*, check the project website: www.statearchivists.org/lga/index.htm or contact Vicki Walch, CoSA executive director, at vwalch@statearchivists.org or 319.338.0248.

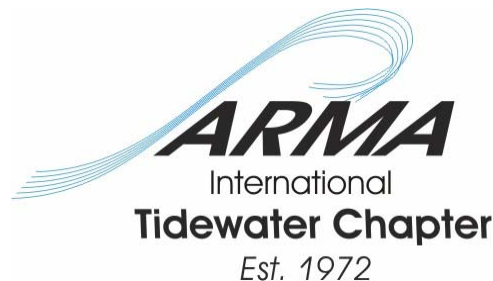


Thank you...
...for thinking of me in such a thoughtful way.

In May, the Tidewater Chapter of ARMA awarded me one of two scholarships for my essay. I apologize for not saying THANK YOU sooner. My only excuse is the fast pace of life. Please accept my sincere gratitude for the generosity you have shown. Perhaps the future will find me as an active member in the chapter as the newest CRM!

Respectfully,
Shari Graybiel

Sharolyn Graybiel (pictured at right (r) with Darlene Barber, CRM (l) and Angela Mitchell (m)) was one of our education foundation scholarship recipients last year. She attended our annual seminar in May at the Great Wolf Lodge .



Have You Visited MY ARMA Lately?
<http://www.arma.org/myarma>

Be sure and visit the My ARMA area of the ARMA International website to manage your personal information and membership details. You will also find news of interest to you as a member as well as details about ARMA's strategic plan, the results of board meetings, and an interactive forum where you can find answers to your records and information management dilemmas.



Meet your new best friend.

As the world's trusted leader in protecting, storing and managing business records, Iron Mountain offers an unrivaled choice of solutions that let you instantly access and retrieve records right from your desktop. Iron Mountain Connect™ is an innovative web-based tool that can reduce costs, increase control, and ensure ongoing compliance of your records management program. **To learn more about our wide range of products and services, call us at (800) 899-IRON or contact your Iron Mountain representative.**



www.ironmountain.com

RECORDS MANAGEMENT / SECURE SHREDDING / DIGITAL SERVICES / CONSULTING



Last month's speaker- Marie Allen, CRM, CA; spoke to us about her experiences with the White House during the Nixon Presidency and the Watergate scandal. We heard authentic tapes and followed transcripts from the Oval Office of Nixon during the Watergate investigations!
~October 17, 2006

The Business Issue

How to successfully get front-line users to "buy into" a Records Management program.

Not getting full participation in your Records Management program? Rolling out a new program? Getting buy-in from front-line users is an ongoing challenge for Records Managers everywhere.

When Janssen-Ortho decided to take their existing classification and retention system enterprise-wide, they understood that the education and training program would be critical to the success of their project. Janssen-Ortho and TAB designed an intensive training program that told the story of the new Records Management program in terms of Janssen-Ortho's corporate culture. This included in-class sessions, demonstrations, competitions between different groups, rewards for meeting targets, and on-site walk-throughs of new procedures.

To read the full case study on how TAB helped Janssen-Ortho successfully roll-out the new program and address concerns around buy-in, complete the form below:

http://www.tab.ca/Common/downloads/JanssenOrtho/RM-WPB-Oct-Janssen-Ortho_Case_Study.htm.



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®
5818 Molloy Road
Syracuse, NY 13211
www.icrm.org

Phone: 1-877-244-3128 (USA and Canada)
Staffed from 9am 4:30pm Eastern
Alternate: 315-234-1904
Fax: 315-474-1784

CRM EXAMINATION SCHEDULE

FALL 2006

Original Applications due July 1, 2006
Supplemental Applications due September 1, 2006
Examination Dates—November 2-3, 2006

SPRING 2007

Original Applications due January 1, 2007
Supplemental Applications due March 1, 2007
Examination Dates— May 3-4, 2007

TIDEWATER AREA CRM EXAM PROCTOR:

Virginia A. Jones, CRM, FAI
Newport News Waterworks

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.



The Northern Virginia Chapter of ARMA
Proudly Presents a One Day Seminar on:
**Recordkeeping in an E-Government
 & E-Commerce Environment**



Date: November 8, 2006

Time: 8:00am-4:30pm

**Place: National Rural Utilities Cooperative Finance Corp
 2201 Cooperative Way, Herndon, Virginia**

Program of Events:

- 8:00 Registration & Continental Breakfast
- 8:30 Welcoming and Administrative Announcements, George Darnell; Seminar Chairman
- 8:45 Keynote Address (E-Government Initiatives: Status & Future), Karen Evans; OMB
- 9:15 Secure Electronic Forms Processing Vijay Takanti, Exostar
- 10:00 Break (Visit Sponsor Vendors)
- 10:30 NARA's Electronic Records Archives (ERA) Project, Fynnette Eaton, NARA
- 11:15 The Role of Enterprise Architecture in Electronic Recordkeeping, Dr. Karl Kropp, & Rick Klobuchar, SAIC
- 12:00 Buffet Lunch & Vendor Introductions
- 1:15 Managing Enterprise E-Mail, Lee Pendergraft, CRM, Cadence Group
- 3:00 Break (Visit Sponsor Vendors)
- 3:15 The Future of Electronic Recordkeeping, Dr. Tim Sprehe
- 4:00 Door Prizes, Evaluation, and Closing Remarks, Suzanne Swenson, Chapter President
- 4:30 Depart

Topics of The Day:

1. E-Government Initiatives: Status and Future
This presentation will identify key elements and issues that need to be addressed when conducting business in a digital real-time environment.
2. Secure Electronic Records Archives
This presentation will describe how enterprises are processing business-to-business transactions using secure electronic forms.
3. NARA's Electronic Records Archives (ERA)
This presentation will describe the architecture of ERA and how RIM professionals can prepare their electronic files for ERA.
4. The Role of Enterprise Architecture in Electronic Recordkeeping
This presentation will review enterprise information architecture and how it facilitates electronic recordkeeping.
5. Managing Enterprise E-Mail
This presentation will cover strategy and tactical approaches for a managing E-Mail at an enterprise level.
6. The Future of Electronic Recordkeeping
This presentation will gaze into the future and help RIM professionals prepare their enterprises keep adequate and complete records as government and business use of technology to conduct business continues to grow.

For More Information About The Seminar
 Contact: George Darnell: 703.613.0056 O
 703.850.2123 C

Register Online!

Go to: www.ARMAMAR.org/nova

Click on the Click & Pledge icon to register.



TIDEWATER CHAPTER COMMITTEE MEMBERS

Membership:

Chair: Anna Call
Members: NEEDS TO BE FILLED

Program:

Chair: Audrey Page
Members: Bland Gibbs, Brenda Grow

Financial:Audit

Chair: Anna Call
Members: Ginny Jones

Seminar:

Chair: Audrey Page
Members: Program Committee, Chapter Board (Michele Trader, Audrey Page, Claudia Bolitho, Millie Machon, Angela Mitchell), Jane Clevinger, Brenda Grow, Lois Dalton-Ritger, Johnsie Spruiel, Darlene Barber, CRM

Member Care:

Chair: Johnsie Spruiel
Members: Anna Call, Darlene Barber

Publicity: Audrey Page

Nominating:

Chair: Audrey Page
Members: Angela Mitchell



Education:

Chair: NEEDS TO BE FILLED
Members: Darlene Barber, Aleta Gesiewski, Virginia Jones, Angela Mitchell, Donna Cooke, Betty Stewart

Historian: Darlene Barber, CRM

Charitable:

Chair: Darlene Barber
Members: Jane Clevinger, Johnsie Spruiel

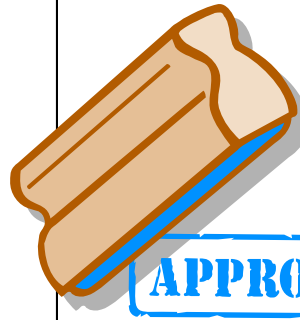
Awards:

Chair: Angela Mitchell
Members: Millie Machon

2007 Region Leadership Conference:

Chair: Audrey Page
Members: Angela Mitchell, Michele Trader, Brenda Grow, Darlene Barber, CRM

ATTENTION MEMBERS:



The Tidewater Chapter has been **APPROVED** as **Host of the 2007 Mid-Atlantic Region Leadership Conference!**

Leadership is an annual conference hosted by a chapter in the region in order for educational tools and Regional as well as International information to be passed on to chapter leaders. There are also chapter updates and progress reports presented.

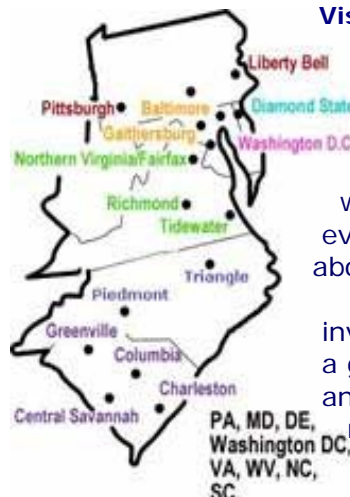
The conference spans 2 days in June and representatives from each chapter attend along with key individuals from the Region Board and from ARMA International. It is a great time for networking and for having some fun and getting to know your neighboring chapters!

There is something for everyone in the chapter to do to help make this Leadership Conference the best it can be! Help us present the Tidewater area to the best of our ability!

Watch *Tidal Waves* for more information in months to come and listen for updates and needs at the regular monthly meetings– we will be calling on you!

~Audrey Page, Vice President 2006-2007

Visit the Tidewater Chapter webpage for more information and details as well as regular updates on the 2007 Leadership Conference in months to come: www.armamar.org/tw



Visit Your ARMA Mid-Atlantic Region Web Site www.armamar.org

The Mid-Atlantic Region web site contains current events, news and information about your region and the 15 ARMA chapters that are involved in your region. It is a great resource for support and services for information management professionals world wide!

ARMA TIDEWATER CHAPTER

2006-2007 Meeting Year Calendar of Events

<p>SEPTEMBER 19</p> <p>"Challenges in Corporate Records Management"</p> <p>Scott Carlson, FAI; Phillip Morris USA</p> <p><i>Cheers Restaurant, Newport News, VA</i></p>	<p>OCTOBER 17</p> <p>"What I learned at Watergate and the Nixon White House"</p> <p>Marie Allen, CRM, CA; Records Management Consult</p> <p><i>Cheers Restaurant, Newport News, VA</i></p>	<p>NOVEMBER 14</p> <p>Joint Meeting with Richmond ARMA & Old Dominion AIIM</p> <p>"Sorting Out The M's"</p> <p>George Darnell, CRM;</p> <p><i>Center Street Grill Williamsburg, VA</i></p>
<p>DECEMBER 12</p> <p>Records Management Trivia Hosted by: Darlene Barber, CRM</p> <p>Christmas Charitable Fundraiser</p> <p><i>Lion-Heart, Newport News, VA</i></p>	<p>JANUARY 16</p> <p>Bosses Appreciation Night</p> <p>William Neale, FileNet</p> <p><i>Center Street Grill Williamsburg, VA</i></p>	<p>FEBRUARY 20</p> <p><i>TBA</i></p>
<p>MARCH 20</p> <p>ARMA International & Regional Informational Presentation</p> <p>Denise Pickett, CRM Deloitte</p> <p><i>TBA</i></p>	<p>APRIL 24</p> <p>SEMINAR!</p> <p>Tidewater Chapter Annual Seminar</p> <p>Julie Gable, Gable Consults Inc.</p> <p><i>Williamsburg, VA</i></p>	<p>MAY 15</p> <p><i>TBA</i></p>
<p>JUNE 7,8 & 9</p> <p>MID-ATLANTIC REGION LEADERSHIP MEETING</p> <p><i>THE TIDEWATER CHAPTER HAS BEEN APPROVED AS HOST!</i></p> <p>Approval Granted!</p>	<p>JUNE 19</p> <p>Installation of Officers & Awards</p> <p>Tammy Wheeler Mid-Atlantic Region Manager</p> <p><i>TBA</i></p>	<p>JULY/AUGUST</p> <p>Enjoy your summer!</p> <p><i>Board Meetings, TBA</i></p>

**Look for updates to the events calendar in issues to come!
There is always something going on in Tidewater!
So mark your calendars now- and save the dates!**

