

*Collaboration...people working together
to solve the puzzle*



**Celebrate RIM Month
with
Mayor Phil Hardberger
April 3, 2008, 5:00 PM
City Council Chambers
Commerce @ S. Flores**

ARMA International
San Antonio Chapter
Collaborator

March 2008

Monthly Meeting and Luncheon

**Tuesday, March 18, 2008
11:00 am - 1:00 pm**

**Embassy Suites
7750 Briaridge
San Antonio, TX 78230**

**Program Cost: \$20.00 for Members
\$25.00 for Guests with Lunch Provided!**

**Reservations Requested
Call Linda or Gloria at 210-498-3222**

**Reservation Deadline
Friday, March 14th at 12:00 (Noon)**

Our Program this month is on:

Information Destruction, Industry Trends, and Program Best Practices

This session will discuss current trends in today's highly regulated destruction market. The presentation will also cover recommended best practices for implementing and managing a secure information destruction program.

Our Presenter is:

Doug Balsley

Doug Balsley, Vice President and leader of Iron Mountain's Secure Shredding Program Development Team, primarily works with Iron Mountain's largest customers to develop, implement, and manage their information destruction programs. In addition, Mr. Balsley teams with Iron Mountain's operations, sales and marketing groups to develop program-related tools designed for broader applications. Prior to Iron Mountain, Mr. Balsley was a senior member of Document Services Inc., one of the first shredding companies in the United States.



Message from the President

[Ben Cantu](#)

President

ARMA San Antonio Chapter

My fellow San Antonio ARMA International and Chapter members.

Hopefully you were able to attend our two day track seminar held at the Embassy Suites last month. The programs were outstanding; it was great to see people from our chapter taking advantage of this learning experience. We also had attendees that are new to records management. The knowledge and presentation of Dr. Mark Langemo, CRM, FAI was amazing.

I would like to thank our VP of Professional Development, Erin Atkinson, and her dedicated committee members who helped put this together.

And thank you to SAFESITE INC, SOUTHWEST SOLUTIONS GROUP, SIGMA SOLUTIONS INC. PARTNERING WITH SYMANTEC, GLOBAL 360, and DIGITAL DOCUMENT SOLUTIONS for partnering with us. You helped make this a successful event.

A special thanks to our Presenter/Sponsor, ACCESS SCIENCES CORPORATION, for their generous contribution to our chapter--both funding and fantastic speakers. This advanced track will help us face the new challenges ahead and learn from other companies that have gone down this path.

Our chapter is growing! And because of you, we now have over 120 members in our San Antonio chapter. Today's industry is changing and records management is becoming a recognized company asset. So take advantage of our local programs, regional seminars and, of course, the ARMA International Conference which will be held in Las Vegas, Nevada on October 20-23, 2008.

We also have several great luncheon programs coming up in the next few months, as well as Records and Information Management Month (April) and Shred Day (April 19). On May 12, we will have a fund raiser to benefit the San Antonio Police Department's "Care Bear Program" and the ARMA San Antonio chapter educational activities and scholarship fund. So mark your calendars and don't miss anything!

In closing, I would like to extend a personal invitation to become part of the ARMA San Antonio Board of Directors for the 2008-2009 term. My personal experiences as, VP Professional Development, VP Membership and Chapter President have been amazing.

Ben Cantu
President
ARMA San Antonio Chapter



CRM Corner
[Jenny N. Barker, CRM](#)

Tomorrow I leave San Antonio on a wonderful trip. Now tomorrow is actually February 28th and my "To Do" list says to submit both March and April Newsletter articles to Joe Randle before I leave. [He is rigid when it comes to deadlines](#) and since I will be back only two days before the April deadline, I thought that I should do this way in advance. Perhaps I can pretend to be on vacation a couple of days longer this way.

The San Antonio Chapter of ARMA is blessed to have deeply knowledgeable professionals who are willing to share their knowledge with others. In my absence, Graham Kitchen led the CRM Study Group. I know he did an awesome job. He brings richness to the conversation that adds much value to the group. Thank you for leading the group in my absence.

The study group now consists of eight people representing seven organizations. This diversity of organizations provides for many approaches to simple things such as the storage of checks or complex issues such as the long term retention of unstable documents and managing electronic records. We certainly all learn from each other!

I am eager to return to the Study Group this month. I believe in lifetime learning! I also have learned that other professions and organizations have broken ground in areas that can benefit Records Managers. For example, Archivists work with records having very long retention. Many of their records are born digital. Because of this, they have approaches and solutions to the storage of digital records that can be of benefit to Records Managers.

You do not have to be an ICRM Candidate to join the study group. You must have a desire to learn and a willingness to share your knowledge with others. Every person in the study group is expected to research their assigned area, provide handouts for the group if unable to attend, attend the majority of the meetings, and participate. Non-participation will result in being asked to sit out the remainder of that part. The group meets every other Tuesday evening from 5:30 – 7:30pm.

If you are interested in becoming a CRM (Certified Records Manager), please contact me for more information on the Study Group, qualification, exams, changes undertaken by the ICRM, and any other questions you might have. E-mailing me at BarkerCRM@cs.com is the easiest way to reach me!

Getting to Know You

Carrie Copeland – Safesite, Inc – Records Management Consultant

Interviewed by James Partney

When asked to do the Getting to Know You interview for this month, I was unsure about who to approach for the interview. Then I heard the infectious giggle of Carrie Copeland and knew I had my subject. We have become familiar with the laugh but may not know the person who delivers it.

Carrie is not a native Texan but became 'naturalized' at the tender age of 7 years when she relocated with her parents from Chillicothe, Ohio. Having spent the majority of her years in Texas and graduating from Southwest Texas State University (PLEASE don't mention to her it is now Texas State University) she is usually accepted as a Texan.

Carrie is currently a Records Management consultant for Safesite, Inc but has experience in other positions such as the ever popular student occupations of waitress and customer service representative. Carrie enjoys home ownership and all the fun that comes with it. Carrie's hobby is working on her home and has told me how much she enjoys using her favorite feminine tool, a nail gun. She lives with her two pets, a dog named Shiraz and a cat called Zin. If you are ever with Carrie after working hours, you will know how they came to be so named.

The Truth or Lie about Carrie is:

One of her first jobs was dressing up as Chuckie at the local Saturday Birthday Party haven Chuckie Cheese Pizza and terrorizing small children and their parents!!!

She is an avid motorcycle babe and owns a Harley Davidson Sportster and has ridden her bike on the streets of Sturgis, S Dakota during the annual motorcycle rally!!!



Society of American Archivists

Holding Beginning Workshop on Archives Processing in San Antonio

Thursday, March 13, 2008 – Friday, March 14, 2008

Understanding Archives: An Introduction to Principles and Practices

Although we have much in common with librarians... records managers, and museum staff archivists must use different practices to protect the integrity of historical records. A strong archives program puts into practice long-standing archival principles. What are those principles and how do you implement them? This workshop provides an overview of the core archival functions of appraisal, accessioning, arrangement and description, preservation, reference, and access. For more information, visit <http://www.archivists.org/prof-education/workshop-detail.asp?id=2333>

**ARMA Rio Grande Chapter Seminar
Rebooting RIM
Technology - Security - Records Management
March 13 - 14, 2008
Santa Ana Star Casino
Santa Ana Pueblo, New Mexico**

The seminar will discuss technology and security in relation to records management. For more information, visit: <http://www.armariogrande.com/ARMAEVENTS/ARMAEvents.html>

**Annual NARA Electronic Records Forum
April 17 - 18, 2008
J. J. Pickle Conference Center
The Commons
10100 Burnet Road, Austin, Texas 78759**

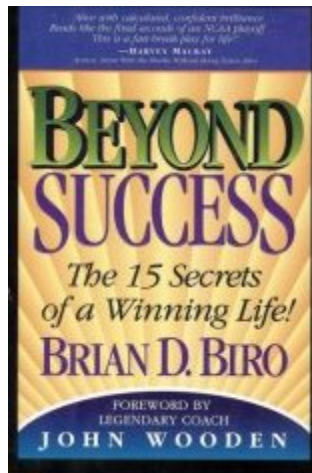
Annual conference featuring nationally recognized speakers on current topics in records management focusing on the challenges of the digital age. For more information, visit: <http://www.archives.gov/southwest/agencies/records-mgmt/forum-announcement.html>

**Houston Chapter ARMA Conference
and
Southwest Region CRM Conference
April 22 - 23, 2008
Stafford Conference Center**

This year, the Houston Chapter ARMA Conference and the Southwest Region CRM Conference will be co-located at the Stafford Conference Center in Houston, TX, on April 22 and April 23. For more information, visit: <http://conf2008.armahouston.org>



Our care bear donations continue to rise and so do the funds we have available to purchase bears.
Thanks to all who made donations to this very, worthy cause.



“Within an organization, a leader fosters loyalty by being loyal, speaking highly of people – both when they are present and when they are not – and continuing to support people when they make mistakes just as strongly as when they excel....It helps them feel important and gain confidence that their human dignity will be honored and maintained always. This, in turn, fuels their own feelings of loyalty”....Brian D. Biro

For more information, visit: <http://www.briandbiro.com>



The only weekly talk show dedicated to the promotion and education of Records Management

Ray Davis

Talk Show Host

Inside The Records Room

WNJC 1360 AM

Studio Line#1 – (856) 227-1360

Studio Line# 2 – (856) 232-7077

www.insidetherecordsroom.com

rdavis@insidetherecordsroom.com



ARMA San Antonio Shred Day
Saturday, April 19, 2008
at all SACU branches

The public is invited to bring up to 100 pounds per vehicle of personal paper documents for shredding, including unofficial tax preparation paper, credit card receipts, mail, and old bills.



ARMA/SAPD Swing and "Bear" It Golf Tournament
Monday, May 12, 2008
Silverhorn Golf Club – 1:00 PM



Please join us for
Suit Tales and Salad
Not Your Typical Style Show
Luncheon Fundraiser
Thursday, March 27, 2008
See end of newsletter for registration information

Support Dress for Success | S.O.S. – Send One Suit – Week

Dress for Success will hold its annual S.O.S. - Send One Suit - Week® from March 30-April 5!
For more information, visit: http://www.dressforsuccess.org/supportdfs_SOSweek.aspx



Zachry Construction Corporation is currently recruiting for a Manager of Corporate Records/Information. This position will manage the design and support of programs involving corporate records, forms, and manuals within the organization. For more information, visit: <http://www.zachry.com/professional-opportunities.htm>

ARMA-San Antonio Chapter 2007-2008 Programs Schedule

<i>Date</i>	<i>ICRM Part #</i>	<i>Presentation</i>	<i>Speaker</i>	<i>Organization</i>	<i>Location</i>
September 18	Part I	Professional Development and RIM	Jesse Wilkins	Access Sciences Corporation	Embassy Suites
October 16	Part III	Managing Municipal Government E-Records: A Case Study	Bob Guz	City of Austin	Embassy Suites
November 20	Part III	Improving Filing Systems	Jed Rogers	Texas State Library	Embassy Suites
December 12		Holiday Collaboration 6:30-10:30pm		Petroleum Club of SA	8620 N. New Braunfels Ave. 7th Floor
January 15	Part I	A Practical Approach to Hiring for Success	Steve DiPaola	Valero Energy Corp	Embassy Suites
February 21 & 22		Seminar	TBD		TBD
March 18	Part V	Information Destruction, Industry Trends, and Program Best Practices	Doug Balsley	Iron Mountain	Embassy Suites
April 15	Part II	Creating Effective Forms for Retention	Ray Killam	Business Forms Management Association (BFMA)	Embassy Suites
April 19		Shred Day			SACU
May 12		Golf Tournament			Silverhorn Golf Club
May 20	Part IV	Fast Tracking Records Inventory	Donna Rose	Apache Corp	Embassy Suites
June 17		Awards Ceremony			TBD



**ARMA San Antonio 2007-2008
Board of Directors**

Name	Title	e-Mail
Chris Jacobs	Chairman of the Board	cjacobs@sacu.com
Ben Cantu	President	ben.cantu@valero.com
Wallace Carroll	Vice President – Membership	wallace.carroll@saws.org
Erin Atkinson	Vice President – Professional Development	egpa@satx.rr.com
Lisa Pichardo	Vice President – Programs	lisa.pichardo@portsanantonio.us
Mary Castillo	Treasurer	mary.castillo@ironmountain.com
Bill Newton	Secretary	bill@wbapeo.com
DeBe Wantzloeben, CRM	Director	debe.wantzloeben@valero.com
Jenny Barker, CRM	Director	barkerCRM@cs.com
Duwayne Headrick	Director	duwayne@nisd.net
Anne Kelley	Director	akelley@tsocorp.com

San Antonio Chapter
ARMA International
P.O. Box 830660
San Antonio TX 78283-0660
<http://www.armsasanantonio.org/>

This newsletter is a publication of the
San Antonio Chapter of the Association of Records Managers and Administrators, Inc.

For information regarding this publication, contact the editor:

Joseph T. Randle
City of San Antonio
Office of the City Clerk
P.O. Box 839966
San Antonio TX 78283-3966
Telephone: (210) 207-6384
jrandle@sanantonio.gov

Contributions or gifts to the Association of Records Managers and Administrators, Inc. are not deductible as charitable contributions for federal income tax purposes

Please join us for
Suit Tales and Salad
Not Your Typical Style Show

Luncheon Fundraiser

When: Thursday, March 27, 2008

11:00 – Registration; 11:30 – Style Show & Lunch

Featuring
Ursula Pari
KSAT 12 News Anchor– Mistress of Ceremonies
And
Prominent Women of the Community as Models

Doubletree Hotel
37 NE Loop 410 (at McCullough)
San Antonio, TX 78216

\$40 per person - \$45 on site

\$400 Table Sponsorships

\$75 Vendor Tables (includes 1 lunch ticket)

NO SHOWS WILL BE BILLED

Table Sponsor Information

Contact
Name: _____ Company _____ Phone: _____ Email: _____

Table: Please include all guest names:

- | | | |
|-----------|----------|----------|
| 1. _____ | 2. _____ | 3. _____ |
| 4. _____ | 5. _____ | 6. _____ |
| 7. _____ | 8. _____ | 9. _____ |
| 10. _____ | | |

Credit Card: MC/VISA # _____

Expiration Date: _____ Name and Signature: _____

To RSVP call Toncie at 210-317-0779,
email to Events_dfssa@sbcglobal.net or Fax 210-372-0692