

Chapter



Chatter

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Debra Robinson

A New Year... A New Chapter

As you may have guessed there have been some significant issues that have caused the board to temporarily postpone the start of the current chapter year.

First and foremost was the resignation of Chapter President Debra Robinson, who due to the increasing demands of her job as RIM Manger with Verizon, felt the need to relinquish her chapter position. In the interim, Aileen Stein, General Manager for Fortress Records Management in Newbury Park, has agreed to accept this position while the Board determines what direction to lead the chapter.

Chapter membership has changed little in the past 5 years, never going below 35, never reaching above 40, and meeting attendance has been just as unpredictable. The board has been discussing ways to invigorate our chapter.

Our first goal is to raise awareness within the three counties (San Luis Obispo, Santa Barbara and Ventura) this chapter serves, about ARMA's broad resources and services. In doing so, our hope is to garner more attention to the Records Management field and gain new members that will encourage continued growth of the chapter and of its members.

We will be sending out more information on how you can assist us. Remember, this is your chapter, you're important to the success of the chapter, and we want you to be a part of the process.

Please feel free to contact any of the board members with questions or suggestions. We encourage you to make every effort to attend the next board meeting and to bring your ideas to the table.

This is your chapter... be a part of the process!



Aileen Stien

Next Central Coast Chapter Board Meeting:

Wednesday, February 15, 2006 *

11:00 a.m. - 12:30 p.m.

The Shoals Restaurant at the Cliff House Inn

6602 W. Pacific Coast Hwy (Between Santa Barbara & Ventura)

Please Join Us!!

This is a meeting of the Board Members; however, it is open to anyone that is interested assisting in the navigation of the chapter or interested in the Records and Information Management field, so bring your boss, colleague, friend and most importantly – bring your ideas and suggestions!!

*** Please RSVP by Friday, February 10th to:**

Starla Lago-Russell 805-564-5309 or by email: slrussell@SantaBarbaraCA.gov



Get Connected - We're on the Web
<http://www.armacapacific.org/cc/index.htm>

Websites Every Records and Information Management Professional Should Know

The Following list covers a variety of records and information management topics.

Business Forms Management Association

BFMA can help forms and information systems professional capture or route information through their organization more effectively.

<http://www.bfma.org/index.php>

The Disaster Recovery Guide

This guide to Disaster Recovery Planning is intended to be a launch pad for those seeking help with the business continuity planning process. It offers guidance, tips, and links to a range of resources.

<http://www.disaster-recovery-guide.com>

Information Requirements Clearinghouse (ICRH)

ICRH is a leading firm in the US that specializes in records retention and legal requirements for records and information management programs.

<http://www.irch.com>

New HIPAA Security Guidance Papers Released:

Three new papers are now available from the Centers for Medicare and Medicaid Services in its series of Health Insurance Portability and Accountability Act (HIPAA) Security Education Papers.

The Guidance papers are designed to give HIPAA covered entities insight into security standards mandated by HIPAA and assist them in implementing the standards. CMS will release seven papers in total, each focusing on a specific topic related to the security rule. To date, six papers have been released, including:

- "Security 101 for Covered Entities"
- "Security Standards – Administrative Safeguards"
- "Security Standards – Physical Safeguards"
- "Security Standards – Technical Safeguards"
- "Security Standards – Organizational Policies & Procedures, and Documentation Requirements."
- "Basics of Risk Analysis & Risk Management"

The last one - "Implementation for the Small Provider" – will be released soon.

To access the papers, visit

http://www.cms.hhs.gov/EducationMaterials/04_SecurityMaterials.asp#TopOfPage

-Excerpt taken from the Information Management Journal Sept/Oct 2005



Upcoming ARMA Pacific Region Events:

Register Today for
 GREATER LOS ANGELES (GLA) ARMA'S
 ANNUAL CONFERENCE
 Friday, March 3, 2006

David O. Stephens, CRM, FAI presents
 "Electronic Records Management – Status & Trends" &
 "Legal Issues in Records Management: Myths & Realities"

http://www.arma-gla.org/view_announcement.php?ID=28

Reject your sense of injury and the injury itself disappears.

–Marcus Aurelius, Roman emperor and philosopher

What is ARMA International?

The leading professional association in the growing field of records and information management. ARMA International provides a wide range of benefits to help its members grow in their chosen profession. Members are offered technical publications, a certification program, and a variety of continuing education opportunities, including local meetings and seminars on records management topics, plus a comprehensive annual conference. ARMA International has over 10,000 members in countries around the world. Founded in 1955, ARMA International has more than 140 local chapters, providing networking opportunities as well as local, regional, and international events. <http://www.arma.org>

The Chapter Chatter

Chapter Chatter is a publication of the Central Coast Chapter of ARMA International.

This newsletter is published to inform members and interested parties of the activities of the Chapter and to disseminate news and information.

The information contained in this newsletter does not necessarily reflect the official policy or opinion of ARMA, the Central Coast Chapter of ARMA or its members, nor is there any endorsement of ads, seminars, articles or commentaries intended; it is offered as a source of information only.

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