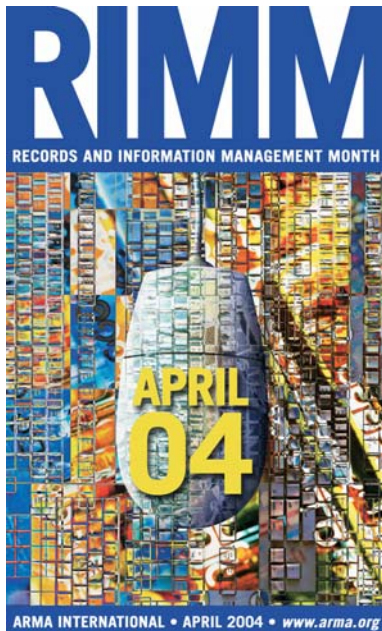


## **THE ARM** The Newsletter of the Greenville Area Chapter of ARMA

April 2004

Volume 2004, Issue 2



### **Records and Information Management Month**

- Records and information is critical to every business, organization and government agency.
- Technologies for storing information are expanding the amounts of information that can be acquired, with increased longevity.

- The need to use information to create value and plan strategically is a driving force in today's world.
- The control of records and information is necessary for reduction of risk and liability as well as for compliance with global standards.

#### **JOIN US FOR OUR RIMM CELEBRATION**

**APRIL 20, 2004  
11:15 A.M  
GREENVILLE  
COUNTRY CLUB  
TOPIC:  
IDENTITY THEFT  
SPEAKER:  
DAVID L. THOMAS  
RESIDENT IN  
CHARGE, US SECRET  
SERVICE**

**Contact: Jinny Moran  
864/467-5211 or  
e-mail  
jmoran@greenvillecounty.org**

#### **Highlights from our March Meeting**

##### **Disaster Recovery**

Presented by:

##### **Total Records & Information Management.**

Total Records & Information Management (TRIM) is a professional information management company serving the Upstate, South Carolina which opened its doors in November 2003. TRIM offers a very safe, confidential, organized and convenient solution to your organizations records and media management needs. Total Records & Information Management has developed a state-of-the-art facility which incorporates leading edge technology such as a high density/bar-coded storage environment, a digital/biometric security system, and user friendly, web based information management software. TRIM's team is available 24/7 and is trained and focused on working jointly with our clients to improve value added services and lower costs.

**Thanks John and Doug!**

News from the ARMA HQ website

As always we encourage you to make use of the ARMA International website. Visit the ISG pages on the ARMA Website to read industry-specific articles submitted by subject-matter experts in ARMA's many industry groups, [http://www.arma.org/membership/isg/contributed\\_articles.cfm](http://www.arma.org/membership/isg/contributed_articles.cfm) We invite you to share your knowledge with the members of ARMA International. Complete

the form at <http://www.arma.org/callexperts> to let us know what you know!

For complete information and direct links, go to [www.arma.org](http://www.arma.org)

*Note: for those of you receiving this newsletter via -mail, for your convenience the ARMA International logo at the top of this page has been linked to the international website. Just click and you're there!*

**February's voting results:**

President -  
Vice President

**Treasurer's Report**

As reported by our treasurer, here is a summary of the treasury for the Greenville Area Chapter of ARMA as of April 13, 2004.

Checking Account Balance:  
\$2255.19  
CD: \$2748.15



***A Message from the President***

*April is an exciting month! With spring in the air and a chance to come out of hibernation everything is buzzing. So is the Greenville Chapter of ARMA! We are buzzing with the celebration of **RIMM MONTH**. During the month of April thousands of ARMA members will present seminars, hold open house within their companies, speak to high school and college students to emphasize the benefits of good records management. This includes focusing on areas such as efficiency, security, risk management and more.*

*Whether you are receiving this newsletter by e-mail or by attendance at our seminar, we appreciate your interest in the Greenville Area Chapter of ARMA. At present, we are a small organization with a wealth of knowledge to share regarding records and information management. Most of our members are seasoned professionals who have experience in just about every area of records management; file conversion, storage, destruction and retention schedules, just to name a few. We probably have the answer to most any records challenge you may face. We invite you to become a member of our chapter and enjoy the opportunities for learning and networking.*

*Warmest Regards,  
Janice Bowens*

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