

Spring Workshop Highlights

- Freedom of Information Act (FOIA) regulations and legalities
- Release of law enforcement records to media and the public
- Electronic? Film? Paper? Which records storage method is right for you?
- State-of-the-art in paper records storage

Spring Workshop a Success

The Greenville Area Chapter Spring Workshop was held May 14, 2002, at the Greenville County Detention Center. 23 attendees enjoyed a day of networking and useful information, as well as a wonderful luncheon and door prizes.

Captain Jinny Moran, Records Manager of Greenville County and President of the Greenville Chapter, was first on the agenda with a well-received presentation on "Law Enforcement Records." The talk focused on the legalities of releasing records to law enforcement, the courts, the media, and the general public. Jinny also discussed Freedom of Information Act (FOIA)

regulations and how they affect the law enforcement organization.

Attendees were then treated to an excellent presentation by David Wood, HIPAA Consultant with Starpoint Global Services, who shared his expertise on "Criteria for Records Storage Formats." David related the pros and cons of various record storage methods — electronic, film, and paper — and how to select the correct method for your organization. He went on to discuss the state-of-the-art in paper storage systems.

Suggestions for future workshop topics are welcome! If you have a suggestion for a future workshop topic, or if you have information you would like to share, please contact any of the board members who are listed elsewhere in this newsletter.



Copies of presentations from the spring workshop may be obtained by contacting the speakers.

Inside this issue:

<i>President's message</i>	2
<i>FY 03 Board members</i>	2
<i>A special thank you</i>	2
<i>Member directory</i>	3
<i>Buddy List</i>	4
<i>Member Profile</i>	4

Member Appreciation Luncheon

Chapter Meeting — Tuesday, June 11

The final meeting of the Greenville Area Chapter of ARMA for FY02 will be held Tuesday, June 11, in Spartanburg County. Greg Smith will do the honors of inducting our new officers for FY03. In appreciation of your participation over the past year, we are offering lunch at no charge to chapter members. Lunch will be followed by a Board meeting to which all members are welcome.

Please confirm your attendance by emailing Diane Walker at dwalker@spartanburgcounty.org. For directions, please go to www.yahoo.com and click on Maps. For help, please call Diane at 864-596-2507.

We hope you will all join us for an informative day and an opportunity to see friends old and new.

WHAT: Greenville Area Chapter Meeting

WHEN: Tuesday, June 11, 11:30 a.m.

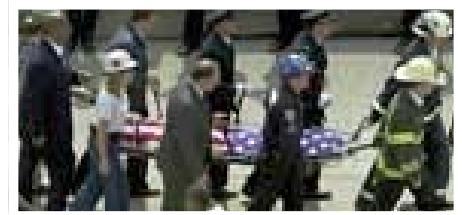
WHERE: Spartanburg County Administrative Office Building
366 North Church Street
Spartanburg, SC 29303

Across from Wofford College and the Memorial Auditorium

COST: FREE to chapter members
\$15 non-members

A Message from the President

It's hard to believe this fiscal year is almost over. It has been a difficult and challenging year for everyone. The events of September 11 have had an impact on our lives and we all are confronted with many issues. The great loss of so many lives of family, friends, co-workers, emergency workers, government and law enforcement personnel will be in our memories and hearts forever.



I would like to express my appreciation and thanks to our board members for their dedication and loyal support to our chapter this past year. Our Chapter is growing and we have a few new members that recently joined ARMA and our Chapter. Our chapter meetings have been well attended and our Spring Workshop held in May 2002 was a successful and informative event.

Board nominations have been submitted and approved for FY03. We have some new faces and everyone is excited and willing to serve. Plans are already in the works for some very informative topics and fantastic speakers for next year.

I look forward to working with the new board and meeting with all our members.

Jinny Moran, President
Greenville Area Chapter, ARMA

2002-2003 Chapter Officers

We are pleased to announce the officers for the Greenville Area Chapter for the 2002-2003 fiscal year. At the last board meeting, a motion was made, seconded and approved to merge the positions of Chairman and President. This new structure provides a total of seven board members, which is necessary when a majority vote is needed.

The officers will be inducted at the June 11 chapter meeting, details of which appear on page 1.

President/Chair: Jinny Moran, Greenville County
Vice President: Brenda Hatton, RMT
Treasurer: Ann Griggs, Fluor Daniel
Secretary: Carole Barnwell, Fluor Daniel
Board Member: Tom Bater, Starpoint
Board Member: Janice Bowens, Hayssen
Board Member: Marce Zaragoza, Greenville County



A word of thanks to past Board members

**Jennifer Howell, Greg Scott,
Bill Turrentine**

The board would like to express their gratitude to Jennifer, Greg and Bill for their hard work and exceptional support of our Chapter. Their dedication and participation of ARMA is very much appreciated. Due to employer commitments and responsibilities, they are unable to serve on the board this coming year, but we are happy to announce that Greg will continue as Directory Chair.

We wish them well and hope to see them at future chapter meetings.

Greenville Area ARMA Chapter Member Directory

Please keep this page in a handy place for easy reference should you need to contact a fellow member. For changes or additions, please contact Jinny Moran.

Carole E. Barnwell
Fluor Daniel
864.281.4825
carole.barnwell@fluor.com

Kerry Kelley
Michelin Tire Corp.
864.458.6134
kerry.kelley@us.michelin.com

Cathy F. Sexton
Blockbuster, Inc.
864.594.5960
cathy.sexton@blockbuster.com

Tim Bater
Starpoint Global
864.987-9070
tim@starpointusa.com

Michael F. Kohl, CRM
Clemson University
864.656.5176
kohl@clemson.edu

Lydia R. Shirley
Fuji Photo Film, Inc.
864.842.1723
bshirley@fujigreenwood.com

Janice L. Bowens
Hayssen
864.486.4080
janice.bowens@hayssen.com

Judie A. Long
City of Greenville
864.467.4508
longju@hotmail.com

Allison D. Smith
Blockbuster, Inc.
864.594.5759
allison.d.smith@blockbuster.com

Selena Goldsmith
The Palmetto Bank
864.984.4551

Jinny Moran
Greenville County
864.467.5211
jmoran@greenvillecounty.org

Rebecca H. Toms
Smith Records Management Svcs
864.574.7642
becky.toms@smithrecords.com

Ann B. Griggs
Fluor Daniel
864.281.5279
ann.griggs@fluor.com

Frances A. Pachella
Elliott Davis & Co. CPAs
864.242.3370
fpachella@edcocpa.com

Betty Turner
Blockbuster Entertainment Group
864.594.5920
Bettyturner@blockbuster.com

Brenda W. Hatton
RMT Inc.
864.234.9349
brenda.hatton@rmtinc.com

Lucy B. Quinn
Wofford College
864.597.4030
quinnlb@wofford.edu

Bill Turrentine, III
Smith Records Management
888.799.1776
billt3@mindspring.com

Jennifer Howell
Ogletree Law Firm
864.271.1300
howellaj@odnss.com

James Reed
AIMCO
864.239.1064
james.reed@aimco.com

Diane Walker
Spartanburg County
864.596.3566
dwalker@spartanburgcounty.org

Kevin P. Hutchens
Lockheed Martin
864.236.3177
kevin.p.hutchens@lmco.com

Diane Sawyer
WABCO
864.433.6448
lsawyer@wwabtec.com

Charles R. Watkins
Anderson County
864.260.4032
cwatkins@andersoncountysc.org

Brenda M. Jackson
SJWD Water District
864.327.1607
bjackson@sjwd.com

Gregory Scott
WABCO
864.433.6448
gvscott@wabtec.com

Marce Zaragoza
Greenville County
864.467.5202
mzaragoza@greenvillecounty.org

Janice F. Jackson
SJWD Water District
864.327.1617
jjackson@sjwd.com

10-4 Good Buddy

Remember the Buddy-List? When was the last time you called your buddy? If you can't remember, please make sure you get in touch with your ARMA buddy to make sure they attend the June 11 Chapter meeting — because, of course, you will be there too!

Here's how the Buddy-List Program works:

- ▶ *Each member of the chapter has been assigned an ARMA Buddy.*
- ▶ *Members are asked to contact their buddy prior to every meeting to confirm whether or not they will be attending the program.*
- ▶ *If the buddy pair fails to make contact with each other prior to the meeting, they will each receive a \$.50 cent fine.*

While the fines do contribute to a good cause (the scholarship fund), we would rather see you at our next meeting, so please be a good buddy!

BUDDY LIST:

MEMBER / BUDDY	BUDDY PHONE #
Carole Barnwell / Brenda Hatton	234-9349
Janice Bowens / Lucy Quinn	597-4030
Helen Fischer / Kerry Kelley	458-6134
Selena Goldsmith / Elizabeth Kistler	594-5718
Ann Griggs / Steve Thomas	288-6644
Brenda Hatton / Carole Barnwell	281-4825
Jennifer Howell / Judie Long	467-4508
Kerry Kelley / Helen Fischer	967-5612
Elizabeth Kistler / Selena Goldsmith	984-8355
Todd Korahais / Bill Turrentine	235-1552
Judie Long / Jennifer Howell	271-1300
Jinny Moran / Charles Watkins	617-2798
Fran Pachella / Greg Scott	433-6448
Lucy Quinn / Janice Bowens	486-4150
Michael Rosensteel / Diane Sawyer	433-6450
Diane Sawyer / Michael Rosensteel	213-9088
Greg Scott / Fran Pachella	242-2685
Cathy Sexton / Betty Turner	594-5920
Steve Thomas / Ann Griggs	281-5279
Rebecca Toms / Donna Williams	235-1552
Betty Turner / Cathy Sexton	594-5960
Bill Turrentine / Todd Korahais	232-3618
Charles Watkins / Jinny Moran	467-5211
Donna Williams / Rebecca Toms	574-7642



If you do not appear on this list and need a buddy, please contact Jinny Moran.

Member Profile: Marce Zaragoza

Marce Zaragoza is in a year of transition that includes her new membership in the Greenville Area Chapter of ARMA and election to the Board.

Marce hails from the Pittsburgh area of Pennsylvania. After attending Duquesne University and the Edinboro University of Pennsylvania as a music education major, she joined the staff of Carnegie Mellon University where she worked for 18 years. Her last appointment there was in Carnegie Mellon's School of Computer Science as the administrator of graduate programs in Human-Computer Interaction and Robotics, where she was known by students as "Robo-Mom." Marce has extensive experience in the areas of database creation, event planning, and online records management.

Since relocating to the Greenville area one year ago, she accepted the position of assistant supervisor in the Records Division of Greenville County's Department of Public Safety. She is also an active member of the South Carolina Public Records Association.

Of her membership in ARMA, Marce noted that she is "looking forward to networking with and learning from fellow members. The field of records and information management changes constantly, so I appreciate the opportunity to share new ideas and learn from the experts. I hope I can give something back to the chapter by being an active participant and helping out where I can."

Marce has been married for 20 years to her husband, John, who is the Director of Emergency Medical Services for the County of Greenville. She strives to become Super-Mom to their Super-Kid, Patrick, who will attend the sixth grade at Hillcrest Middle School in the fall. A long-term goal is to "pick up a few of the musical instruments lying around the house and make some use of my college education."

Ideas for articles and contributions toward future newsletters are most welcome! Please contact any of the officers or Board members to make a suggestion!