



## ARMA TRIANGLE CHAPTER PHILANTHROPIC SERVICES



### ARMA International Educational Foundation

The mission of the ARMA International Educational Foundation is to generate and provide resources for education and research to effect positive change in how people access, use, manage and govern records and information.

The core purpose is to facilitate development of practical and scholarly knowledge regarding the management and governance of records and information.

The vision of the foundation is to be recognized as a leading resource for facilitating research, scholarship, and education regarding the management and governance of records and information.

For additional information on the ARMA International Educational Foundation, go to:  
<http://www.armaedfoundation.org/>



The chapter is continuing its tradition of supporting children through our alliance with two organizations.



**Haven House Services** is a non-profit agency that changes outcomes for struggling youth and their families.

Haven House works with families, schools, government agencies, the courts and other organizations to help kids find their way to a positive, productive life.



The chapter will continue our charitable support of the **Masonic Home for Children at Oxford (MHCO)**.

The Masonic Home for Children assists families in need by providing a home-like setting together with community based programs and services for children to enhance its stable, supportive and nurturing living environment in order for children to reunite with their families or achieve independence.

For additional information on the ARMA Triangle Chapter, go to: <http://www.armatriangle.org>

The Association of Records Managers and Administrators (ARMA) includes records and information managers, MIS and ADP professionals, imaging specialists, archivists, hospital administrators, legal administrators, librarians, corporate counsel, compliance professionals, and educators. ARMA, its chapters, and its members are dedicated to helping individuals, organizations, and government agencies successfully meet the challenges of the increasingly complex records and information management field.

- Benefits of membership include:
- Local chapters to connect you to professionals in your geographic area
- Online membership search to provide you with contact information for members
- Electronic access to information, tips, and guidance through the ARMA member forum
- ARMA bookstore offering more than 200 member-discounted resources
- Annual conference and expo providing dozens of educational sessions
- The Information Management magazine which provides in-depth articles by leading RM and Knowledge Management experts
- Educational "Sessions of the Month" offered through local chapters

For more information, go to  
[www.arma.org](http://www.arma.org)

**GENERALLY ACCEPTED RECORDKEEPING PRINCIPLES (The Principles)**

***Principle of Accountability***

An organization shall assign a senior executive who will oversee a recordkeeping program and delegate program responsibility to appropriate individuals, adopt policies, and procedures to guide personnel and ensure program auditability.

***Principle of Integrity***

A recordkeeping program shall be constructed so the records and information generated or managed by or for the organization have a reasonable and suitable guarantee of authenticity and reliability

***Principle of Protection***

A recordkeeping program shall be constructed to ensure a reasonable level of protection to records and information that are private, confidential, privileged, secret, or essential to business continuity.

***Principle of Compliance***

The recordkeeping program shall be constructed to comply with applicable laws and other binding authorities, as well as the organization's policies.

***Principle of Availability***

An organization shall maintain records in a manner that ensures timely, efficient, and accurate retrieval of needed information.

***Principle of Retention***

An organization shall maintain its records and information for an appropriate time, taking into account legal, regulatory, fiscal, operational, and historical requirements.

***Principle of Disposition***

An organization shall provide secure and appropriate disposition for records that are no longer required to be maintained by applicable laws and the organization's policies.

***Principle of Transparency***

The processes and activities of an organization's recordkeeping program shall be documented in an understandable manner and be available to all personnel and appropriate interested parties.

**2017/2018 Chapter Programs**

September 7 – Coquette Brasserie, Raleigh  
**Taming the Wild Unstructured Data: The Shared Drive Jungle**  
Caroline Walters, CRM

October 5 – Tribeca Tavern, Cary  
**Elevating the RIM Profession with ARMA by Your Side**  
Becky Pezzoni, CRM and Bradlee W. Davis, CRA

November 2 – JC Raulston Arboretum, Raleigh  
**Field Trip: Arboretum Tour**

December 7 – Maggiano's Little Italy, Streets at Southpoint Mall, Durham  
**Sharing Data: Shaping the Path to Open Data for Your Organization**  
Bill Scanlon

January 4 – Gravy, Raleigh  
**Data Classification**  
Robert DeSimone

February 1 – Credit Suisse, Morrisville  
**Information Privacy: Opening Doors for IG and RIM Professionals**  
Brett Wise, CRM CIPP-US IGP CIP

March 1 – GSK Sales Training Center, RTP  
**Chapter Meeting**  
Details Coming Soon!

April 19 – Bayer, RTP  
**Spring Seminar  
\*Full Day Event\***  
Details Coming Soon!

May 3 – Venue TBD  
(\*FREE to Triangle Chapter Members\*)  
**Annual Business Meeting and Lecture**  
Details Coming Soon!

**2017/2018 Board of Directors**

Becky Pezzoni, CRM..... President  
[bpezz@att.net](mailto:bpezz@att.net)

Chris Prince, CRM .....Vice President  
[Chris.Prince@duke-energy.com](mailto:Chris.Prince@duke-energy.com)

Gena Harrill ..... Past President  
[gharrill@accesscorp.com](mailto:gharrill@accesscorp.com)

Kimber Brumbaugh, CRM..... Secretary  
[Kimber.Brumbaugh@gmail.com](mailto:Kimber.Brumbaugh@gmail.com)

Theresa Wall ..... Treasurer  
[theresa.wall@ironmountain.com](mailto:theresa.wall@ironmountain.com)

Lisa Coombes..... Membership  
[lisa.coombes@raleighnc.gov](mailto:lisa.coombes@raleighnc.gov)

Emily Singletary ..... Hospitality  
[ESingletary@epl-inc.com](mailto:ESingletary@epl-inc.com)

Madhuri Chinnakkagari..... Programs  
[mchinnakkagari@abpeds.org](mailto:mchinnakkagari@abpeds.org)

Sandra Swain ..... Public Relations  
[sandra.swain@ppdi.com](mailto:sandra.swain@ppdi.com)

Stephanie Hedspeth..... Web Designer  
[stephanie.hedspeth@credit-suisse.com](mailto:stephanie.hedspeth@credit-suisse.com)

Bradlee Davis, CRA ..... Region Director  
[bradlee.davis@jacksonlewis.com](mailto:bradlee.davis@jacksonlewis.com)

***ATTEND YOUR FIRST CHAPTER MEETING FREE WHEN ACCOMPANIED BY A CHAPTER MEMBER***

*For additional information on meetings, registration, times and locations, refer to:*  
<http://www.armatriangle.org>