



ARMA GOLD

50 YEARS of

Growth
Opportunity
Leadership
Dedication

Information Management Professionals
Post Office Box 1794
Houston, Texas 77251-1794

ARMA Houston President's Report Reflecting the 2008-2009 Chapter Year

- A. Chapter Name:
ARMA Houston Chapter
- B. Chapter Officers & Committee Chairs for 2009-2010 (and contact information):

ARMA Houston 2009-2010 Chapter Officers	
Office	Member Information
President	Louis Buzby, CRM 910 Louisiana Street OSP-1970C Houston, TX 77002 713-303-0221 (cell) louis.buzby@shell.com
Executive VP	Judy Sitton, CRM 1739 Nina Lee Lane Houston, TX 77018 713-688-0404 jsitton@pacotech.com
Immediate Past President	Jim Dixon 2050 North Loop West, Suite 100 Houston, TX 77018 832-647-6251 (cell) jimdixon@iniinc.com
Past President	Diane Walker, CRM 1000 Louisiana, Suite 5800 Houston, TX 77002 281-799-8910 (Blackberry) diane.walker@dynegy.com
Secretary	Patti Manning

**ARMA Houston
2009-2010 Chapter Officers**

Office	Member Information
	2929 Allen Parkway, Suite 2100 Houston, TX 77019 281-216-6628 (cell) patti.manning@bakerhughes.com
Treasurer	Linda Trimm 5249 Glenmont Houston, TX 77081 713-816-7098 (cell) linda.trimm@ironmountain.com
VP, Chapter Conference	Robin Thompson 1400 Post Oak, Suite 200 Houston, TX 77056 713-547-4425 rthompson@donwat.com
VP, Chapter Meetings	Tad Howington, CRM, FAI 1111 Louisiana Street Houston, TX 77002 713-207-7147 tad.howington@centerpointenergy.com
VP, Communications	Beverly McMahan, CRM 1111 Bagby Sky Lobby 2 Houston, TX 77002 713-231-8749 (Blackberry) beverly.mcmahan@eogresources.com
VP, Member Education & Professional Development	Mica Hanchey Matysiewski 9428 Derrik Street Houston, TX 77080 832-630-6812 (cell) mica@dmgservices.com
VP, Membership	D'Anderia Dunham 1919 South Braeswood MC 4-4430 Houston, TX 77030 832-824-2456 dmdunham@TexasChildrens.org
VP, Professional Marketing & Community Outreach	Victor Lamas 13401 North Freeway Houston, TX 77060 832-428-6158 (cell) victor.lamas@exxonmobil.com

**ARMA Houston Chapter
2009 -2010 Committee Managers**

Position	Name
Ad Hoc Member Incentive	Julie Prochnow jprochnow@pacotech.com 713-688-0404
Ad Hoc Symphony	Robin Thompson rthompson@donwat.com 713-547-4425
Archives	Patti Manning patti.manning@bakerhughes.com 713-439-8667
ARMAdilla Editor	Gayle Page gpage@pacotech.com 713-688-0404
Awards	Jim Dixon jimdixon@iniinc.com 713-869-8756
Constitution & Bylaws	Richard Waters III rwaters@shb.com 713-227-8008
Conference Arrangements	Nancy Ramirez, CRM nancy.ramirez@exxonmobil.com 281-654-7188 Chris Breaz chrisb@pioneer-records.com 713-464-5024
Conference Exhibits	Julie Prochnow jprochnow@pacotech.com 713-688-0404
Conference Programs	Everis Mollon emollon@winstead.com 713-650-2444 Jean Goodman wjgoodman@marathonoil.com 713-296-1813
Conference Publicity	Teresa Matlock Teresa@hfrff.org 281-372-5126
Conference Registration	Patti Manning patti.manning@bakerhughes.com 713-439-8667

**ARMA Houston Chapter
2009 -2010 Committee Managers**

Position	Name
Financial Administration	Skip Cain skipcain@comcast.net 281-825-2826
Golf	Gayle Page gpage@pacotech.com 713-688-0404 George Ramirez aiotgar@sbcglobal.net 713-775-1160
Holiday Social	Mica Hanchey mica@dmgservices.com 832-630-6812 Frank Lerma frank.lerma@kbr.com 713-753-3892
ICRM Representative	Lee Pendergraft, CRM lop8308@yahoo.com 281-469-0065
Industry Specific Groups	Regina Corey rcorey@i-safesolutions.com 713-956-2529 ext 13
Internet	Michelle Lopez michelle_lopez@eogresources.com 832-667-9080
Library	Lee Pendergraft, CRM lop8308@yahoo.com 281-469-0065
Membership Growth	Patricia Rose patricia.l.rose@exxonmobil.com 713-656-3963
Membership Retention	David Culbertson david.culbertson@hovservices.com 713-957-0800 ext 123
Mentoring	Patricia Rose patricia.l.rose@exxonmobil.com 713-656-3963
National RIM Month	Sandy Miller srmiller@mcdermott.com 281-870-5593
Nominating	Jim Dixon jimdixon@iniinc.com 713-869-8756

**ARMA Houston Chapter
2009 -2010 Committee Managers**

Position	Name
Procedures Manual	Denise Robertson, CRM Denise.Robertson311@comcast.net 281-974-1188
Prof. Corp.& Community Outreach	Nancy Ramirez, CRM nancy.ramirez@exxonmobil.com 281-654-7188
Professional Development	Andrea Charbonneau Lipari alipari@mcdermott.com 281-870-5333
Programs	Jennifer Walker-Ostertag, CRM jennifer.ostertag@earthlink.net 281-596-9988
Publicity	Pam Sankey psankey@southwestsolutions.com 713-467-4454
Regulatory & Legislative Affairs	Susan Casias susan.casias@greenstar-na.com 713-461-3278
Resource Directory	Michelean Love mlove@gcwda.com 281-488-4115
Seminars	Susan Casias susan.casias@greenstar-na.com 713-461-3278 ext 4308
Social & Hospitality	Kathy Fabra Kathleen_Fabra@eogresources.com 713-651-6624
	Rhonda Boehm rkboehm@swbell.net 713-202-5702
Strategic Reserves	Skip Cain skipcain@comcast.net 281-825-2826
Tellers	Brenda Clements bclements@andrewskurth.com 713-220-4297
Videography	George Ramirez aiotgar@sbcglobal.net 713-775-1160
Web Ad	Donna Rose, CRM donna.rose@usa.apachecorp.com 713-296-7204

**ARMA Houston Chapter
2009 -2010 Committee Managers**

Position	Name
Workshops	Regina Corey rcorey@i-safesolutions.com 713-956-2529 ext 13

C. Chapter Officers and Committee Chair names from 2008-09

ARMA Houston Chapter Officers from 2008-2009	
Office	Member Information
President	Jim Dixon 2050 North Loop West, Suite 100 Houston, TX 77018 832-647-6251 (cell) jimdixon@iniinc.com
Executive VP	Louis Buzby, CRM 910 Louisiana Street OSP-1970C Houston, TX 77002 713-303-0221 (cell) louis.buzby@shell.com
Immediate Past President	Diane Walker, CRM 1000 Louisiana, Suite 5800 Houston, TX 77002 281-799-8910 (Blackberry) diane.walker@dynegy.com
Past President	Denise Robertson, CRM 4318 Waynesboro Drive Houston, TX 77035 281-974-1188 denise.robertson311@comcast.net
Secretary	Patti Manning 2929 Allen Parkway, Suite 2100 Houston, TX 77019 281-216-6628 (cell) patti.manning@bakerhughes.com
Treasurer	Linda Trimm 5249 Glenmont Houston, TX 77081 713-816-7098 (cell) linda.trimm@ironmountain.com
VP, Chapter Conference	Victor Lamas 13401 North Freeway Houston, TX 77060 832-428-6158 (cell) victor.lamas@exxonmobil.com
VP, Chapter Meetings	Judy Sitton, CRM

ARMA Houston Chapter Officers from 2008-2009	
Office	Member Information
	1739 Nina Lee Lane Houston, TX 77018 713-688-0404 jsitton@pacotech.com
VP, Communications	Beverly McMahan, CRM 1111 Bagby Sky Lobby 2 Houston, TX 77002 713-231-8749 (Blackberry) beverly.mcmahan@eogresources.com
VP, Member Education & Professional Development	Mica Hanchey Matysiewski 9428 Derrik Street Houston, TX 77080 832-630-6812 (cell) mica@dmqservices.com
VP, Membership	Steve DeClue, CRM 500 Dallas Houston, TX 77002 832-858-1297 (cell) sdeclue@hess.com
VP, Professional Marketing & Community Outreach	George Ramirez 27186 Lana Lane Conroe, TX 77385 713-775-1160 (cell) aiotgar@sbcglobal.net

ARMA Houston Chapter 2008 -2009 Committee Managers	
Position	Member Information
AD Hoc Dilla Dollars	Louis Buzby, CRM LOUIS.BUZBY@SHELL.COM 713-241-4498
AD Hoc Financial Transition	Gayle Page gpage@pacotech.com (713) 688-0404
Archives	Patti Manning patti.manning@bakerhughes.com 713-439-8667
ARMAdilla	H. A. (Nancy) Ramirez CRM nancy.ramirez@exxonmobil.com 281/654-7188

**ARMA Houston Chapter
2008 -2009 Committee Managers**

Position	Member Information
Awards	Jennifer Walker-Ostertag jennifer.ostertag@earthlink.net 281-814-9985
Conference Arrangements	Frank Lerma frank.lerma@kbr.com 713-753-3892
Conference Exhibits	Jennifer Walker-Ostertag jennifer.ostertag@earthlink.net 281-814-9985
Conference Programs (Co-Managers)	H. A. (Nancy) Ramirez CRM nancy.ramirez@exxonmobil.com 281-654-7188 Tad Howington, CRM, FAI tad.howington@centerpointenergy.com 713-207-7147
Conference Publicity	Teresa Matlock teresa@hfrf.org (281) 372-5126
Conference Registration	Everis Mollon EMollon@Winstead.com 713-650-2444
Constitution & Bylaws	Debra Mestemaker Buzby CRM, erm^m Debra.Mestemaker@shell.com 713-241-5979
Financial Administration	Skip Cain skipcain@comcast.net 281-825-2826
Golf	Skip Cain skipcain@comcast.net 281-825-2826
Highlighting Literacy for Kids	Gayle Page gpage@pacotech.com 713-688-0404
Holiday Social	Gayle Page gpage@pacotech.com 713-688-0404
Institute of Certified Records Managers (ICRM)	Lee O. Pendergraft, CRM LPendergraft@Cadence.com 289-469-0065
Internet Manager	Margaret Southard MLS, CRM mac_south@yahoo.com 281-292-7424

**ARMA Houston Chapter
2008 -2009 Committee Managers**

Position	Member Information
ISG Manager	Robin Thompson rthompson@americansearchcompanies.com 713.206.9777
Library	Scott Rutherford srutherford@safesite.cc 713-649-5988
Membership Growth	Patricia Rose patricia.l.rose@exxonmobil.com 713-656-3963
Membership Retention	Trennan Gamble TGamble@wm.com 281-682-7548
Mentoring	Patricia Rose patricia.l.rose@exxonmobil.com 713-656-3963
Nominating	Diane Walker, CRM diane.walker@Dynegy.com 713-767-0326
Procedures Manual	Charlotte Collins Charlotte.L.Collins@Shell.com 713-241-5967
Professional Corporate & Community Outreach	H. A. (Nancy) Ramirez CRM nancy.ramirez@exxonmobil.com 281-654-7188
Professional Development	Mica Hanchey Matysiewski mica@dmgservices.com 832-630-6812
Programs	Robin Thompson rthompson@americansearchcompanies.com 713-206-9777
Publicity	Pam Sankey psankey@southwestsolutions.com 281-914-2620
Records and Information Management Month	Sandy Miller srmiller@mcdermott.com 281-870-5593
Regulatory and Legislative Affairs	Susan Casias scasias@avsecuritydestruction.com Cell: 832-866-9717
Resource Directory	Michelean Love mlove@gcwda.com 281-488-4115

ARMA Houston Chapter 2008 -2009 Committee Managers	
Position	Member Information
Seminars	Mica Hanchey Matysiewski mica@dmgservices.com 832-630-6812
Social and Hospitality	Kathy Fabra Kathleen_Fabra@eogresources.com 713-651-6624
Strategic Reserves	Louis Buzby, CRM LOUIS.BUZBY@SHELL.COM 713-241-4498
Tellers	Brenda Clements bclements@andrewskurth.com 713-220-4297
Web Ad Manager	TBD
Workshops	Robin Thompson rthompson@americansearchcompanies.com 713-206-9777

Chapter Highlights for the year include:

- Hosting the Annual Houston Spring Conference with keynote speaker, luncheon speaker, 44 educational sessions and 29 Exhibitors
- Conducting regular Chapter meetings with an average attendance of 105 members and guests
- Presenting 9 Educational Workshops in conjunction with Chapter meetings
- Holding periodic Industry Specific Group (ISG) meetings supporting records professionals in the Health Care, Legal, and Oil and Gas Industries
- Sponsoring a two-day “Shred Days” event for the community
- Raising RIM awareness by obtaining proclamations from five government entities
- Participating in the Southwest Region Leadership and Training Conference, July 24-26, 2008 in Corpus Christi, Texas by sending 12 delegates
- Revising and reformatting the Chapter Website to enhance access to information by members and the general public
- Recruiting and mentoring new members
- Coordinating Community Assistance Drives benefiting 5 charities
- Supporting our newly formed Sister Chapter in Trinidad / Tobago
- Conducting large records projects for local government entities
- Implementing a Records Remediation and Recovery project for the Houston Symphony
- Sponsoring a 1-day seminar with David O. Stephens, CRM, FAI on International Aspects of Records Management
- Maintaining membership of over 450 chapter members
- Updating the formal Chapter History documentation

- Recognizing the outstanding contributions of its members at an Annual Awards Ceremony
- Donation of \$13,000 to ARMA Houston's Alice L. Haltom Educational Fund
- Donation* of \$7,000 to the RL Stevenson Elementary School in support of the "Highlighting for Literacy" project

Membership Figures

- As of June 30, 2008 (475)
- As of June 30, 2009 (456)
- Chapter Dues set for 2008-2009 \$50.00
- Industries represented in Chapter Membership:

Our greater metropolitan region leads the country in the refining and manufacturing of petrochemical products including fertilizers and pesticides and leads the world in the production and export of oil-field equipment. Technology interests are also well represented in our area by Texas Instruments and Hewlett-Packard.

Chapter Meetings

- Regular Meeting Date (Week of Month, Day of Week, Time of Day)
 - 4th Wednesday of each month
- Frequency of Chapter Meetings:
 - Monthly
- Chapter Meeting Fees:
 - For members? 30.00
 - For Guests? 35.00
 - Walk-Ins? 45.00

Chapter Newsletter

- Does Chapter Produce One?
 - Yes
 - If yes:
 - Title of Newsletter:
 - ARMAdilla
 - Frequency of Publication:
 - Bi-Monthly
 - Editor (with E-mail address):
 - Gayle Page gpage@pacotech.com
 - Publication Format: E-mail, Paper, Fax, Web, Combination (indicate formats)
 - Web
 - Ad Rates (if offered)
 - N/A

Chapter Web Site

- Does Chapter Produce One?
 - Yes

- If yes, include chapter URL address:
 - www.armahouston.org
- Chapter Webmaster (with E-mail Address):
 - Ocean Apps info@oceanapps.com

Chapter Educational Program

- Monthly Meetings
 - Topics presented (with speaker) for 2008-2009
 - July 2008 “Hosting Documents & Information Management”
 - Shawn Edwards, Esq., VP Operations, FileControl Partners
 - August 2008 “Selling RIM to Upper Management”
 - Doug Allen, CRM, CDIA+
 - September 2008 Cancelled due to Hurricane Ike
 - October 2008 “Case Study: Implementing an Email Program at Valero”
 - DeBe Wantzloebe, CRM, Valero Energy
 - November, 2008 Vendor Appreciation Event
 - December 2008 Holiday Social
 - January 2009 “Transforming Negative Thoughts”
 - Linda Starr, Starr CTC Corporate and Personal Development
 - February 2009 “Case Study: Creating an Archives from Scratch”
 - Sarah Jackson, CA, Harris County Archives, President, Archivists of the Houston Areas (AHA)
 - March 2009 “FTC Red Flag Rules”
 - Greg Pemberton, Corporate Attorney, Iron Mountain
 - April 2009 Held during the Annual Spring Conference
 - David Hira, Motivational Speaker and Magical Entertainer
 - May 2009 Annual Business Meeting and Chapter Awards
 - “SOX and Corporate Conflict of Interest Policies”, Danna Walton, Director of the Corporate Compliance Center, South Texas College of Law
 - June, 2009 Installation of Officers
 - John Frost, CRM, President / Chair ARMA International

Workshops/Seminars/Study Groups for 2008-2009

- July 2008 “Government Records”
 - Nancy Sparrow, Fort Bend County
- August 2008 “Health Care Records”
 - D’Anderia Dunham, Texas Children’s Hospital
- September 2008 Cancelled due to Hurricane Ike
- October 2008 “Legal Records”
 - Patti Manning, Baker Hughes
 - Richard Waters, Shook, Hardy & Bacon
- January 2009 “New Member Orientation”
 - Steve DeClue, CRM, VP Membership
- February 2009 “Management of a Records Management Program”
 - Nancy Ramirez, CRM, ExxonMobil Global Services Company
- March 2009 “Records Systems, Storage and Retrieval”
 - Part 1 - Active Records”
 - Dr. Ann Bennick, CRM, Author, Active Filing for Business Records
- May 2009 “Records Appraisal, Retention, Protection and Disposition”
 - Sarah Jackson, CA, Harris County Archives
- June 2009 “Records Systems, Storage and Retrieval”
 - Part 2 - Inactive Records”
 - Sandy Miller, CRM, McDermott

Chapter Projects for 2008-2009:

Harris County Historical Commission Records Retention Project

Background

The Harris County Historical Commission is an organization dedicated to the preservation, protection and promotion of the county’s long and dynamic history. Commission members are appointed by the County Judge for a two-year term and serve in a pro-bono capacity. The commission coordinates its efforts with the Texas State Historical Commission conducting extensive work in the area of Texas historical markers and designations.

Work Performed

ARMA Houston Board Member Beverly McMahan, CRM, ERMM has served on the Harris County Historical Commission since January 2007. In becoming familiar with the organization, she determined that the Commission’s Records needed to be better managed. Most groups reporting to the County Commissioners and County Judge have a Records Retention Schedule in place; however, the Historical Commission did not.

Recognizing the value of the Commission’s records and the need to ensure their proper management and retention, Beverly began working with the Commission Chairman to conduct a records inventory in 2008. Upon completing the inventory, Beverly researched the State of Texas legal requirements and created a Records Retention Schedule for

the Commission. The Schedule was presented to the Historical Commission for approval at its 3rd Quarter meeting in October 2008. After review and revision to comply with business requirements the Commissioner's Court approved the schedule in February 2009 and forwarded it to the Government Information Analyst at the Texas State Library and Archives. Final approval of the Retention Schedule by the State of Texas was given April 30th, 2009.

Project Statistics

Start Date: January 2007

End Date: April 2009

Volunteer time contribution: 150 hours

Estimated Monetary Value: \$3,000

Harris County Archives Record Collection Indexing and Maintenance Project

"Each day that passes is a triumph for an archive, for each day some mere scrap of paper permits justice to prevail. As a rule, the papers of a given generation are seldom required after their reception and primary use; but when all personal touch with that period has ceased, then these records assume a startling importance, for they replace hands that have vanished and lips that are sealed." - Arthur G. Doughty, 1924

Background

Harris County Archives, the first county archives in Texas created specifically as part of a Records Management program, officially opened to researchers in April 2005. The effort contributed by the ARMA Houston Chapter allowed the Archives to further their goal of achieving administrative, physical, and intellectual control over the permanent and historic records of Harris County. This project also enabled the Archives to make available, to researchers and the public, collections that were previously inaccessible. Because the Archives operate under a severely limited budget, the work performed by skilled records professionals would have otherwise never been done.

This project represents one of the largest in-kind donations in the history of the Houston Chapter. PacoTech, Inc., owned by Chapter member Gayle Page, provided staffing to Harris County Archives to assist in completing several key projects. Staff included a Project Manager and two professional-level records management employees, two of which are also Houston Chapter members. The staff worked on a full-time, pro bono basis for four months in coordination with Harris County Archivist, Sarah Canby Jackson, CA and her assistant. ARMA Houston and PacoTech, Inc. intend to continue supporting this work when additional resources can be made available.

Work Performed

The project included indexing, repair, and processing of the following collections:

- Autopsy Records
- Block Book Microfilm
- Justice of the Peace Civil Case Files
- Justice of the Peace Inquest Case Files

- Juvenile Records
- Bond Certification Files

Autopsy Records consist of death certificates, newspaper clippings and other notes in addition to the autopsy report itself. They are “open records” used by family members, researchers and by the police for cold-case investigations. 80,000 autopsy records for the years 1957 to 1979 were reviewed to eliminate duplicate documentation and were transferred into new acid-free, alkaline-buffered boxes for long-term storage. Over 150 cubic feet of records, approximately 20% of the original volume, were delimited through this process. Additionally, the team removed mold from or reformatted approximately 1,200 documents. Information about the autopsy records was entered into the Archives database making them readily available to the public for the first time.

Block Books are an important property research tool. Often used by researchers to trace property ownership without relying on deed records, the block books also provide information on maps that detail the development of the county. The microfilmed Block Book Series of tax records for the years 1916 to 1997 were verified and inventoried and corrections were made to the existing item-level inventory. The film was then reboxed into acid-free alkaline-buffered boxes for long-term preservation and the database was updated with the new storage location information. The 2,070 rolls of block book film were part of over 12,500 rolls of film transmitted to the Harris County Archives without an inventory or index in 2002. PacoTech workers provided the expertise to finish this ongoing Archives project.

Justice of the Peace Civil Case Files document personal disputes and capture the economic conditions of the times. JP-1, the precinct that includes downtown Houston, had files from the years 1894 to 1940 that had never been processed. The team removed these files from the highly acidic envelopes in which they had been stored, flattened and cleaned the files as necessary, placed the documents in acid-free alkaline-buffered folders and boxes and created a box level inventory which was then entered into the Archives database. For the first time since their creation a century ago, these records are now available to researchers including historians and genealogists. Justice of the Peace Inquest Case Files contain essentially the same information as is found in docket books; however, enough differences between these two types of records from Precinct 2 for the years 1937 to 1956 warranted the processing of the case files. Over 19 cubic feet of Inquest Case Files were processed in the same manner as the Justice of the Peace Civil Case Files making the records searchable and usable for the first time since they were created.

Juvenile Records consist of highly confidential adoption and foster care case files. In August 2006, after completion of an NHPRC grant project, 58 cubic feet of these records were found at the Harris County Records Center. The records remained unprocessed due to a lack of qualified resources. Because of the professionalism demonstrated by the PacoTech volunteers, the archivist felt confident in entrusting the volunteers with these very sensitive records for processing. Juvenile records for the

years 1913 to 1989 were sorted, alphabetized and appropriately stored and the file finding aid was updated accordingly.

Harris County Drainage District Improvement Bond Certification Files needed to be accessed by one of the County departments. Harris County Archives initiated a project to scan these records for the years 1909 to 1923. The ARMA Houston team from PacoTech assisted with the document preparation, scanning and indexing of 40% of the 653 images. The scanned images are now available in PDF format on the Harris County Archives website and are being used by historians and engineers to determine the locations of the earliest Drainage Districts in Harris County. "Knowing that we could call on the [ARMA Houston] volunteers to help with this project benefited our turnaround time in completing the project for the users." - Sarah Canby Jackson, CA

Project Statistics

Start Date: January 2009

End Date: April 2009

Volunteer time contribution: 1523 hours (calculated through April 2009)

Estimated monetary value: \$76,150

Educational Video Taping Project

Background

Today's economic realities require us to find innovative and cost-effective ways to meet the educational needs of our membership. ARMA Houston has launched a pilot project to videotape educational events and make them available through the ARMA Bookstore. By leveraging new technology deployed by ARMA International, these new educational resources will be accessible by members on demand and free of cost.

Work Performed

To date, two meetings and one seminar have been taped. The two meeting tapes are being edited to ensure compliance with ARMA International standards and will be posted once approved. The seminar video, "International Aspects of Records Management" presented by Mr. David O. Stephens, CRM, FAI, will be processed next and plans to tape additional meetings and events are underway.

Project Statistics

Start Date: March 2009

End Date: ongoing

Volunteer time contribution to date: 80 hours

Estimated monetary value to date: \$1,500

History of ARMA Houston Chapter Project

Background

On September 24, 1959, seventeen people representing 10 companies held an informal meeting and the Records Management Association (RMA) was formed. In 1961, a constitution and by-laws were adopted and officers of this new organization were elected. In October of the following year, the RMA became affiliated with ARMA, then the American Records Management Association. The history of how this group grew into what is now the Houston Chapter of ARMA International is a story of many hardworking individuals working together to reach a common professional goal. The Houston Chapter of ARMA International is now the largest chapter in the Association with over 450 members.

ARMA Houston has a long and active history and ensuring chapter information is captured and preserved is time consuming yet important work. The history of the ARMA Houston Chapter had not been updated since 1999 so a project was undertaken to review, organize and bring current the formally archived chapter information.

Work Performed

This effort was led by chapter members Mica Hanchey and Gayle Page and resulted in three deliverables:

- Formal Chapter History Update
- ARMA Adilla Newsletter Preservation
- Pictorial History of ARMA Houston

Chapter History Update

Key initiatives, accomplishments and highlights for association years' 1999 through 2007 were researched using Board of Director meeting minutes, ARMA Adilla Newsletters and Chapter of the Year (COTY) Submissions. Mica and Gayle directed numerous volunteer editors who worked to compile and formally document chapter information and the ongoing task of updating the chapter history was officially assigned to the Past President beginning with the 2007-2008 association year.

ARMA Adilla Newsletter Preservation

Bound copies of the ARMA Adilla had previously been preserved for the years 1967-1980. Both Mica and Gayle had extensive collections of older ARMA Adilla newsletters and these were added to those that had been stored as part of the chapter's Records Retention program. The collected issues from 1981 to 2008 were bound to preserve the integrity of the volumes.

Pictorial History of ARMA Houston

Pictures from ARMA Adilla newsletters dated 1967 to 2002 were scanned and images from the electronically published ARMA Adilla's from 2002 to date were copied to compile the pictorial history. The images were cropped and enhanced where possible and additional personal pictures were added to create a PowerPoint presentation that was shown at the ARMA Houston Spring Conference in celebration of 50 years of Records and Information Management professionals Houston, Texas.

Project Statistics

Start Date: December 2008

End Date: May 2009

Volunteer time contribution: 200 hours

Estimated monetary value: Priceless

Houston Symphony Records Recovery Effort

Background

During Tropical Storm Allison in 2001, many of the records in the Houston Symphony's below ground offices were lost due to flooding; they remained in contaminated water for up to five days. Among the historical material kept by the Public Relations Department in its Jones Hall offices were news clippings covering a dozen years of Houston Symphony activities. The recoverable records were sent to NASA for freeze-drying, and were later treated for mold by Blackmon Mooring. Unfortunately, the aroma of the flood lingered and it was difficult to find volunteers to do preservation photocopying.

Linda Williams, an ARMA Houston member working for the City of Houston, heard about the Symphony's damaged records problem and reached out to ask what could be done. Volunteer archivists for the Houston Symphony, Terry Brown and Ginny Garrett, tasked with collecting materials to establish a formal archive, quickly responded advising of their need for help in preserving and making the flood-damaged records accessible.

Work Performed

ARMA Houston member Robin Thompson with Donovan & Watkins took on the task of finding a professional firm to assist with this effort and contacted DocuData Solutions, a scanning service provider in Houston. DocuData's Vice President, Steve Elston, committed his organization to scan the damaged records and news clippings and render them as searchable PDF files.

DocuData estimates that it will take approximately one month per box to image the material and the first box has been transferred to DocuData for processing. A more detailed project plan to prepare and scan the remaining 20 boxes of material will be compiled after completing work on the initial box. "We didn't have the time to copy these ourselves, and the ability to do word searches in these files will be a great help to us as we prepare for our centennial in 2013," says Ms. Brown.

Project Statistics

Start Date: April 2009

Target End Date: December 2010

Volunteer time contribution to date: 20 hours

Estimated monetary value: \$65,000 (labor and materials)

Highlighting for Literacy

The Highlighting for Literacy program benefits underprivileged children attending the Robert Louis Stevenson Elementary School, a 100-year-old school in the Houston Independent School District. Championed by ARMA Houston member Linda Mercer for over eleven years, the chapter's work with these students started when an ARMA Houston meeting speaker encouraged the audience to help kids between the ages of 8 and 11 learn that they could be successful regardless of their circumstances. A well-known key to success is the ability to read and ARMA Houston Chapter members travel to this inner-city school to work with students struggling to read. A study done by the school principal confirmed the value of this program when a comparison of standardized test grades showed consistently higher scores by students participating in the program. Over the course of the association year, ARMA Houston has donated 30 hours of volunteer time and made monetary donations for the purchase of books and reading

support software totaling \$2,000. Those working with the children have expressed that it is rewarding to see them make progress and read independently.

Much to the enjoyment of those in attendance, Stevenson Elementary students performed two beautiful South American dances and a drum line delivered musical entertainment the November chapter meeting. ARMA Houston has built a long-term relationship with this school and looks forward to continuing to work one-on-one helping children read to succeed.

“Neighbors Helping Neighbors” Food Drive

Northwest Area Ministries (NAM) is a non-profit organization that offers a variety of social support services including a food pantry, prescription assistance, gasoline vouchers, financial help for rent and utilities, school supplies and clothing, and holiday food and toys for our neighbors in need. There is an ongoing need for non-perishable food items and an even greater demand from the Houston area is anticipated this year. The ARMA Houston Chapter is assisting NAM prepare to meet the anticipated need by initiating a "Neighbors Helping Neighbors" Food Drive. Members were asked to bring donations of non-perishable food items to the May and June luncheons and all donors were recognized in a prize drawing held at the June meeting. The final tally of donations will be published in July.