

## Central Iowa Chapter – ARMA International Chapter Library

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### Compliance

**Information Nation: Seven Keys to Information Management Compliance**, Randolph Kahn and Barclay Blair  
How to develop a records management compliance program based on the Federal Sentencing Guidelines.

**Information Nation Warrior: Information Management Compliance Bootcamp**, Randolph Kahn and Barclay Blair  
Records management compliance program ideas for individuals.

### Contingency Planning / Vital Records

**A Guide to Emergency Planning**, United Services of Des Moines, IA  
Donated by Iowa Contingency Planners. This guide will help you develop an emergency plan.

**Disaster Prevention and Recovery**, Susan Bulgawicz, Charles E. Nolan  
Presuppositions, concepts, elements, practical considerations, benefits, and steps that go into sound disaster prevention and recovery planning.

**Disaster Recovery Plan for Records of a Law Firm**  
Procedures and list of resources.

**Disaster Recovery Yellow Pages**, Dr. Steven Lewis  
Guidelines for preparing a disaster recovery plan, information for consulting services, emergency equipment sources, hot sites, software training, and much more.

**Emergency Management for Records and Information Programs**, Virginia Jones, Kris Keyes  
Essential phases of emergency management prevention, preparedness, response, and recovery.

**Emergency Management Guide for Business and Industry**  
Donated by Iowa Contingency Planners. Steps for emergency planning, response, and recovery.

**Salvage of Water Damaged Books, Documents, Micrographic, Magnetic Media**, Eric Lundquist  
This book is based on first-hand experiences in salvaging major losses to fire or water damage.

**Technical Leaflets, Emergency Management**  
Disaster Recovery Suppliers; Emergency Salvage of Photographs; Emergency Salvage of Moldy Paper Materials; Drying Wet Books and Records; and Salvage of Water-damaged Archival Collections-Salvage at a Glance.

**Vital Records Guideline for Records & Information Management**, Vital Records Task Force  
A reference guide to the main components of vital records and information programs.

**Vital Records, Education Module**, Vital Records Task Force  
Presentation materials. Elements of a vital records protection program, with script, overheads, and references.

**Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records**  
ANSI/ARMA publication 5-2003.

### Electronic Records Management

**Document Management for the Enterprise**, Michael J. Sutton  
Blueprint for planning, building and maintaining fast, efficient, automated document management systems.

**Electronic Evidence: Strategies for Managing Records in Contemporary Organizations**, David Bearman  
Ensuring electronic data is captured in a way that it makes an electronic record; models and methods of how this can be done. Collection of previously published papers.

**Electronic Evidence Management: From Creation through Litigation**, Mary Mack  
Discovery, litigation readiness and evidence management strategies in the era of electronic data, based on the evidence lifecycle concept.

**Electronic Records Retention: An Introduction**, David O. Stephens & Roderick C. Wallace  
Implementing the functional requirements of electronic records retention, which include: legal issues, tools for life cycle electronic data storage, methodology for scheduling electronic record, and implementation issues.

**Enterprise Content Management**, Open Text Corporation  
Three book series on Solutions, Technology, Methods for implementing electronic content management systems.

**Instant Messaging Rules**, Nancy Flynn  
Business guide to managing policies, security and legal issues for safe IM communications.

**Telecommunications in Document Management**, Don M. Avedon  
Telecommunications as it relates to document management.

## Filing Basics

***Developments in Color Coding for Filing Systems***, Donald Barber, Dr. Mark Langemo  
Focuses on a systematic approach to paper-based filing systems and the use of color coding.

***Subject Filing – A Guideline***, Filing Systems Task Force  
This guide will help you to design a subject filing system.

## Forms Management

***Managing Business Forms***, Dr. Mark Langemo, Daniel Brathal  
Forms management fundamentals and concepts.

## Fundamentals / Getting Started

***Filing & Records Management Fundamentals for the Small Business***, Dr. Ann Bennick CRM  
A practical guide for management of paper records in a small office.

***Harvesting Experience, Reaping the Benefits of Knowledge***, Jan Duffy  
This book is an excellent guide to helping business professionals understand knowledge management concepts and to successfully deploy a knowledge strategy within organizations.

***Information and Image Management-A Records Systems Approach***, Ricks, Swafford & Gow  
Comprehensive course in records and image management.

***Information and Records Management***, Robek, Brown & Stephens  
Comprehensive textbook on records and information management.

***Managing Documents Across the Enterprise: Fact or Fiction?***, Karen V. Strong  
This white paper presents a structured approach to successful document management.

***Overview of Records & Information Management***, Dr. Mark Langemo, Dr. Roger Bloomquist  
Basic concepts, techniques, methods, and tools of a cohesive records management program. May be used as an educational aid or training tool to inform personnel about records management.

***Records Management-Policies, Practices, and Technologies***, Susan Z. Diamond  
Practical and comprehensive guide to both the tried-and-true basics and the current edge technology.

***Taking Control of Your Office Records: A Manager's Guide***, Katherine Aschner  
If you accumulate more and more files in which you can find less and less information, this book is for you.

## Imaging

***Introduction to Electronic Imaging***, Don M. Avedon  
How electronic image management (EIM) can help alleviate the paper bottleneck for organizations.

***Introduction to Optical Technology***, Linda Helgerson  
Written to provide a clear, concise, explanation of optical storage technology.

***Optical Disk Systems for Records Management***, William Saffady  
Divided into two sections: Overview of optical disk technology and detailed discussion of optical filing systems.

***Optical Storage Technology 1990-1991, A State of the Art Review***, William Saffady  
Review of optical storage technology, concepts, production developments, and applications.

## Industry Specific

***Essential Elements of Local Government Records Management Legislation***, ARMA International  
Helps local and state government policy makers and legislators establish comprehensive records management programs. Includes sample language from existing state and local laws.

***Financial Institutions Records Retention Manual***, Nan Helderbrand Morrissette  
Information gathered from many state and federal agencies; prepared for financial managers and institutions.

***Managing Government Records & Information***, Bruce W. Dearstyne  
This book presents strategies and principles for developing records management programs and supporting the systematic management of government records.

***Setting Up a Bank Records Management Program***, Nan Heldenbrand Morrissette  
Provides detailed instructions for establishing a bank records management program. Includes planning, handling of records, privacy concerns, auditing, staff training, and preparing a records management manual.

## Legal Requirements

***Legal Requirements for Microfilm, Computer & Optical Disk Records – Evidence, Regulation, Government and International Requirements***, Donald S. Skupsky

Legal questions can be expected. This book was written primarily to end the guesswork in reviewing the law.

***New Federal Procedures and Regulations for Document Management***, Don M. Avedon

A white paper summarizing the changes in Federal Agency rules, procedures, and regulations to permit private sector companies to keep records in electronic form instead of on paper or microfilm.

***The Law of Electronic Commerce***, Benjamin Wright, Jane K. Winn

Guidance on Federal & State tax requirements for recording electronic business transactions; Federal & State decisions on computer evidence in the courtroom; Internet security breaches; Responsibilities of a third party archivist; Privacy in electronic commerce; Legal proof issues; and Electronic contract issues.

***Records Management Responsibility in Litigation Support***, ARMA International

Guideline to assist records managers in identifying the steps of a typical litigation and their roles in the process.

## Management

***Attitude is Everything***, Keith Harrel

Your attitude today determines your success tomorrow – excellent 1996 conference general speaker – audio tape.

***Cost Analysis Concepts and Methods for Records Management Projects***, William Saffady

Learn how to identify, categorize, and evaluate the cost of records management activities. Especially helpful for planning and budgeting for future projects. Includes examples of activities such as conversion of paper documents to microfilm, storage issues, electronic document imaging systems, and lease or purchase decisions.

***Media Awareness Handbook***, Wixted, Pope, Nora Associates

This guide is designed to help create a favorable net impression when you have to deal with the media.

***Salary & Compensation Survey October 1998***, ARMA International

Salary & Compensation Survey. Detailed profiles of 21 positions analyzed by various criteria.

## Micrographics

***All About Micrographics***, Don Avedon and Rodd Exelbert

Covers all aspects of microfilm production, storage, access, retrieval, dissemination, and security.

***Introduction to Micrographics***, Jerry Vilhauer

Micrographics as a management technology; effectiveness in terms of cost, distribution, space, permanent storage.

***Micrographics Systems***, William Saffady

Addresses the technology, processes, equipment, retrieval techniques, and relationship to other technologies.

## Records Centers

***Records Center Operations (A Guideline)***, ARMA Task Force

Assists the organization in designing or selecting an appropriate records center site.

## Records Management Systems

***Applying Technology to Records Systems-A Media Guideline***, General Services Administration

How to effectively develop and implement automated record systems for local government. Includes system requirements definitions, hardware and software selection, vendor selection criteria, systems safeguards, etc.

***Software Directory for Records Management Systems***, John T. Phillips

Provides insight into the basic features of software available for automated records managements.

## Retention Schedules

***How to Develop a Retention Schedule***, John Montana

Schedule development and retention research strategies are outlined. Chapters on electronic and international records are included.

***Recordkeeping Requirements***, Donald S. Skupsky, JD, CRM

A practical guide to help you control your records, what you need to keep and what you can safely destroy.

## Video

***ARMA International Promotional Video***, Central Iowa Chapter

Prepared by the Central Iowa Chapter. Describes benefits of ARMA membership.