

The RIM Professional's Bookshelf

Textbooks:

Information and Records Management

Authors: Mary F. Robek, CRM, Gerald F. Brown, CRM, and David O. Stephens, CRM, CMC

ISBN: 0-02-801793-5

This is an introductory textbook, in its fourth edition, that many consider the bible of the industry even though it is dated. It has 19 chapters on the topics of

- records management program development;
- active records management;
- electronic records management;
- image technology for document management; and
- related records management functions and inactive records management.

Hard cover, English, 600 pages, 1995 available from Amazon.com

Records and Information Management: Fundamentals of Professional Practice

Author: William Saffady, Ph.D.

ISBN: 1-931786-17-8

This introductory textbook with its practical approach and emphasis on best practices, is considered by some as the standard for post-secondary instruction and the essential resource on the shelf of records and information management (RIM) professionals – novices and veterans alike. Its eight chapters cover the scope and responsibilities of RIM programs in a variety of settings, including corporations, government agencies, academic institutions, and professional services firms. Major topics covered include

- records inventorying
- records retention scheduling
- vital records programs
- document filing systems
- automated document storage and retrieval
- record center operations
- micrographics

Hard cover, English, 228 pages, 2004, available from ARMA International Bookstore

Records Management: Making the Transition from Paper to Electronic

Author: David O. Stephens, CRM

Traditional records and information management (RIM) programs have been organized around paper-based, physical recordkeeping systems and processes. However, organizations must transition from the paper-based model to a new model built around the management of electronic records to optimize the value of information by ensuring that it is easily accessible, complete, true and accurate, and fully usable for any and all legal and business purposes. *Making the Transition from Paper to Electronic* focuses on 10 key ingredients for making this transition.

Major topic areas include:

- records retention
- auditing and compliance
- recordkeeping and the law
- improving recordkeeping system performance
- records protection
- information access, privacy, and security
- software solutions
- digital records preservation

Soft cover, English, 310 pages, 2007 available from ARMA International Bookstore

Managing Electronic Records

Authors: Julie McLeod (Editor), Catherine E. Hare (Editor)

No description or review available.

Hard cover, English, 2005, available from Amazon.com

Information Nation: Seven Keys to Information Management Compliance

Authors: Randolph A. Kahn, ESQ., and Barclay T. Blair

ISBN: 0-89258-402-5

Information Nation introduces information management compliance (IMC) as a business approach to evaluate, design, or improve current information management practices. Written in plain English, this book incorporates the latest developments in law, technology, and business practices to guide readers through a proactive approach to their information management activities.

The seven keys to IMC that the authors advance are designed to help professionals working in management, administrative, operational, technological, human resources, records management, and legal areas understand their responsibilities and what they must contribute to their organization's information management efforts.

Soft cover, English, 322 pages, 2004 available from Amazon.com

Information Nation Warrior

Authors: Randolph A. Kahn, ESQ., and Barclay T. Blair

Information Nation Warrior is a practical and comprehensive resource for information management compliance (IMC). You will find tips and advice for understanding your place in your organization's IMC strategy. In addition, you will learn how to best work with the four primary groups in an organization -- IT, legal, business, and records management -- that must work together for an IMC strategy to work.

A follow-up and companion book to *Information Nation: Seven Keys to Information Management Compliance*, which explained the concepts of IMC, *Information Nation Warrior* is required reading for anyone involved in a compliance initiative today.

Soft cover, English, 270 pages, 2005 (AIIM International) available from ARMA International Bookstore

Authentic Electronic Records

Author: Charles M. Dollar, Ph.D.

Technology moves quickly. All media degrade over time. These two fundamental truths have inspired a justified panic among companies, libraries, and governmental organizations. Beyond panic, there is a plan. *Authentic Electronic Records* takes apart the concerns surrounding long-term access and offers a sound, thoroughly researched approach to the real issues. This study is designed to help you and your organization develop a realistic long-term access strategy for your electronic records. *Authentic Electronic Records* walks you step-by-step through the issues, including:

- What eight important electronic records studies offer in terms of greater understanding, improved models, and practical tools
- How to tell the difference between an electronic document and an electronic record
- What technological obsolescence really means
- Options and alternatives for access over time to authentic electronic records
- How the archival preservation domain helps you understand what is required for access over time
- What conceptual elements form the essence of any long-term access strategy.
- How to effectively address incompatible systems during migration.

Soft cover, English, 248 pages, 1999 available from ARMA International Bookstore

Managing Electronic Records, 3rd Ed.

Author: William Saffady, Ph.D.

ISBN: 1-931786-05-4

This third edition of a best-selling classic provides a comprehensive discussion of records management concepts and methodologies as they apply to electronic records. It is a practical book intended for professional records managers, archivists, computer systems professionals, office systems analysts, administrative system specialists, data center managers, librarians, and others responsible for the creation, maintenance, management, control, and use of electronic records created by computer, audio, and video systems. This new edition includes revised chapters that reflect:

- changes in storage technology and file formats
- updated laws and regulations, including new references to regulations pertinent to vital records protection
- a new discussion of electronic signatures
- expanded discussions of data migration and backup procedures
- a new section on records management application software

On completion of the book, the reader should understand

- the special records management issues and problems associated with electronic records
- the physical and application characteristics of electronic records encountered in offices and other work environments
- principles and procedures for inventorying and scheduling electronic records
- factors that influence the stability and durability of electronic records
- methods of protecting vital electronic records against damage and destruction
- guidelines for the daily management of electronic records as working information resources

Soft cover, English, 206 pages, 2002 available from AMA International Bookstore

Electronic Document Imaging: Technology, Application and Implementation

Author: William Saffady

ISBN: 0-933887-97-3

This item is currently out of print. It is being superseded with a new edition, which will be available in the near future.

Electronic document imaging technology offers significant benefits for records management applications in the areas of productivity, convenience, access, security, and space savings. This book will be an invaluable tool for researching, planning, selecting, and implementing an imaging system. Among its topics are

- imaging technologies and methods
- implementation issues, including recordkeeping requirements and legality of images
- document indexing and data entry concepts and methods
- storage requirements, devices, and media
- a cost calculation method with an example and worksheets
- a model request for proposal (RFP)

Soft cover, English, 206 pp., 2001,

Emergency Management for Records and Information Programs

Authors: Virginia A. Jones, CRM, and Kris E. Keyes

ISBN: 0-933887-98-1

Updated to better address electronic records, as well as salvage and recovery procedures, this essential guide will help you prepare for and recover from natural or manmade disasters. Its five sections provide a step-by-step guide through the essential phases of emergency management – prevention, preparedness, response, and recovery – and include such topics as

- the basic concepts of emergency management and insights on selling it to top management
- vital records, risk management, and disaster prevention planning
- preparation of the emergency management plan
- recovery and resumption of operations

“Chapter Checklists” at the end of each chapter review major concepts and guide you in forming your emergency plan, and “Small Business Tips” give information of special importance to small organizations.

Soft cover, English, 120 pages, 2001, available from ARMA International Bookstore

The Content Management Bible

Author: Bob Boiko

The author looks in-depth at the concept of content. He gives the reader a solid idea of why content is different from the data that computers have traditionally dealt with and why content is anything but simple and straightforward. Using this foundation he shows the reader how to analyze an organizational situation to craft a project to build a system to move the content an organization captures to the people who need to use it. This is a heavy weight book for CMS development.

Soft cover, English, 1062 pages, 2005, available from Amazon.com

Standards and Guidelines:

ISO15489-1 Information and Documentation - Records Management - Part I: General

Based on the Australian Standard AS 4390, *Records Management*, this ISO standard was developed to standardize international best practice in records management. It provides guidance on managing records of originating organizations, public or private, for internal and external clients to ensure that adequate records – in all formats and media – are created, captured and managed. This standard also provides guidance on

- determining organizational responsibilities for records and records policies, procedures, systems and processes
- supporting a quality process framework to comply with ISO 9001 and ISO 14001
- designing and implementing a records system (but not the management of archival records within archival institutions)

Procedures that help to ensure the management of records according to the principles and elements outlined in this part of ISO 15489 are provided in *ISO/TR 15489-2 Information and Documentation — Records Management —Part 2: Guidelines*.

This is a 26-page PDF download from ARMA International Bookstore.

ISO/TR 15489-2 Information and Documentation - Records Management - Part 2: Guidelines

The international records management standard, ISO 15489-1, specifies the elements of records management and defines the necessary results or outcomes to be achieved. This technical report, ISO/TR 15489-2, is supplementary to the standard, providing further explanation and one methodology for implementation of the standard. Both ISO 15489-1 and this technical report apply to records in any format or media, created or received by any public or private organization during the course of its activities. This technical report addresses records management

- policies and responsibilities
- strategies, design, and implementation
- processes and controls
- monitoring and auditing
- Training

It also includes a bibliography and index.

This is a 46-page PDF download from ARMA International Bookstore.

ISO 23081-1:2006 Metadata for Records - Part 1 – Principles

This 2006 international standard is a guide to understanding, implementing, and using metadata within the framework of ISO 15489, *Information and Documentation — Records Management*. It addresses the relevance of records management metadata in business processes and the different roles and types of metadata that support business and records management processes. It also sets a framework for managing those metadata.

ISO 23081 sets a framework for creating, managing, and using records management metadata and explains the principles that govern them. These principles apply through time to:

- records and their metadata
- all processes that affect them
- any system in which they reside
- any organization that is responsible for their management

It does not define a mandatory set of records management metadata to be implemented, since these metadata will differ in detail according to organizational or specific requirements for jurisdiction. However, it assesses the main existing metadata sets in line with the requirements of ISO 15489.

PDF download, 20 pages, 2006, from ARMA International Bookstore.

The Sedona Principles: Best Practices Recommendations & Principles for Addressing Electronic Document Production (2005 Annotated Version)

The Sedona Conference

The Sedona Principles, crafted by some of the nation's finest lawyers, consultants, academics, and judges, are the widely cited rules designed specifically to bring order to the chaos that has characterized electronic discovery. The 2005 Annotated Edition of *The Sedona Principles: Best Practices Recommendations & Principles for Addressing Electronic Document Production* not only explains the policy underlying the 14 principles that state and federal judges continue to rely on to resolve contested discovery disputes, it also contains citations to and analysis of their latest orders and opinions – including the obscure and hard-to-find ones, in addition to those with higher profiles.

ISBN: 0-937275-17-4

Soft cover, English, 194 pages, 2005 from ARMA International Bookstore

(Also all other Sedona Conference publications available for download from their website.)

Glossaries:

Glossary of Records and Information Management Terms, 3rd Ed. (PDF)

Author: ARMA International Standards Development Committee and Task Force

This glossary is indispensable for anyone whose work includes managing records and information. The newest edition includes nearly 500 terms from numerous disciplines that have an impact on the profession, including records management, information technology, legal, business, and archives. Terms that have very specific and narrow usage and that are not common to records management, such as technical terms for archival or library science concepts and for specific technologies, were excluded.

PDF includes these features:

- Navigational bookmarks
- Activated external website URLs
- Links from source references to the full Bibliography entry
- Hyperlinks from all “See” and “See also” references to the referenced term.

ISBN-13: 978-1-931786-38-6 (ARMA International)

ISBN-10: 1-931786-38-0 (ARMA International)

Catalog No. V4759, PDF download, English, 38 pages, 2007, available from ARMA International Bookstore

Dictionary of Computer and Internet Terms

Authors: Douglas Downing, Michael Covington, and Melody Mauldin Covington

This is an absolutely indispensable resource when attending IT meetings with all the techies.

Paperback, 2006, English, 554 pages, available from Amazon.com