



| <b>Book Title</b>   | <b>Author</b>                                    |
|---|--|
| 1998 Salary & Compensation Survey   | ARMA International                               |
| Active Filing for Business Records  | Ann Bennick, Ed., D., CRM                        |
| Certified Records Manager (CRM) Exam Study Pack   | Institute of Certified Records Managers          |
| Cost Analysis Concepts and Methods for Records Management Projects                                  | William Saffady                                  |
| Developing and Operating a Records Retention Program (19  | ARMA International (1989)                        |
| Disaster Planning and Recovery  | Judith Fortson                                   |
| Disaster Prevention and Recovery: A Planned Approach  | Susan L. Bulgawicz                               |
| Electronic Records retention: An Introduction   | David O. Stephens                                |
| Emergency Management for Records and Information Programs   | Virginia Jones, FAI, CRM and Kris Keyes          |
| Emergency Management for Records and Information Programs (2 <sup>nd</sup> Edition)                 | Virginia Jones, FAI, CRM and Darlene Barber, CRM |
| Fundamentals of Project Management  | James P. Lewis                                   |
| Guide to the Corporate Archives of the Colonial Williamsburg Foundation                             | Colonial Williamsburg Foundation                 |
| Guideline for Managing Email  | ARMA International                               |
| Handbook for the Recovery of Water Damaged Business Records   | Julia Niebuhr Eulenberg                          |
| Handbook of Microfilm Technology and Procedures (4 <sup>th</sup> Ed.)                               | Virginia A. Jones, FAI, CRM                      |
| How to Prepare, Stage & Deliver Winning Presentations   | Thomas Leech                                     |
| Information and Image Management: A Systems Approach  | Betty Ricks, Ann Swafford, Kay Gow               |
| Records and Information Management  | Patricia Banks                                   |
| Records and Information Management: Fundamentals of Professional Practice (2 <sup>nd</sup> Edition) | William Saffady                                  |
| Records Management for Dummies  | Blake Richardson, CRM                            |

| <b>Standards</b>  | <b>Author</b>  |
|---|--|
| Environmental Guidelines for the Storage of Paper Records (NISO-TR01-1995)  | William K. Wilson, National Information Standards Organization |
| Establishing Alphabetic, Numeric, and Subject Filing Systems (ANSI/ARMA 12-2005)  | ARMA International   |
| Filing Procedures (1989)  | ARMA International   |
| Glossary of Records Management Terms (1989)   | ARMA International   |
| Glossary of Records Management Terms (3 <sup>rd</sup> Edition) 2007   | ARMA International   |
| Records Center Operations (1986)  | ARMA International   |
| Records Center Operations (ANSI/ARMA TR-01-2002)  | ARMA International   |
| Requirements for Managing Electronic Messages as Records (ANSI/ARMA 9-2004)   | ARMA International   |
| Retention Management for Records and Information (ANSI/ARMA 8-2005)   | ARMA International   |
| Revised Framework for Integration of Electronic Document Management Systems and Electronic Records Management Systems: Technical Report for Information and Image Management (ANSI/AIIM/ARMA TR48-2006) | AIIM International   |
| Vital Records (1993)  | ARMA International   |
| Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records (ANSI/ARMA 5-2003)  | ARMA International   |
| Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records (ANSI/ARMA 5-2010)  | ARMA International   |

| <b>Journals</b>                             |
|---|
| Disaster Recovery Journal (January 1996 - ) |
| Records Management Quarterly (July 1978 - ) |