

Record id	Title	Revision	Author	Pub Date	Location	Publisher Name	Media	Received	Note	Pub Town	ISBN	Description	Series
1	Managing Electronic Records	3rd ed.	Saffady, William	2002	Box 1	ARMA	Book	Jul-09		Lenexa, KS	1-931786-05-4	189 p	
2	Information and Records Management : A Decision-maker's Guide to Systems Planning and Implementation		Smith, Milburn D.	1986	Box 1	Quorum Books	Book	Jul-09		Westport, Conn.	0-89930-111-8	285 p	
3	Recordkeeping Requirements : The First Practical Guide to Help You Control Your Records ... What You Need to Keep and What You Can Safely Destroy		Skulpsky, Donald S	1988	Box 1	Information Requirements Clearinghouse	Book	Jul-09		Denver	0-929316-18-5	323 p	
4	Sample Forms for Archival & Records Management Programs		Ginn, Mary Lea (Consulting Ed.)	2002	Box 1	ARMA International, Society of American Archivists (SAA)	Book & CD	Jul-09	Includes CD which contains all the info in the book and without which the forms cannot be printed	Lenexa	1-931786-00-3	No page numbers	
5	Information Resource Management: A Records Systems Approach	2nd ed.	Ricks, Betty, R. Gow, Kay F.	1988	Box 1	South Western Publishing Co	Book	Jul-09		Cincinnati	0-538-07511-2	654 p	
6	The Life of a Document: A Global Approach to Archives and Records Management		Courtire, Carol Rousseau, Jean-Yves	1987	Box 1	Vehicle Press	Book	Jul-09	Translated from French	Montreal	0-919890-57-1	356 p	
7	At Your Fingertips in the Office: Information Management for the Small Business		Bradley, Alexandra Dale, Denise	2000	Box 1	Streamline Information and Organizing Services	Book	Jul-09		Richmond, BC	0-9685727-1-5	154 p	
8	At Your Fingertips! A Household Filing System That Works for You		Bradley, Alexandra Dale, Denise	1999	Box 1	Streamline Information and Organizing Services	Book	Jul-09		Richmond, BC	0-9685727-0-7	85 p	
10	Information and Records Management	3rd ed.	Robek, Mary F. Brown, Gerald F. Maedke, Wilmer O.	1987	Box 1	Glencoe/McGraw-Hill	Book	Jul-09		Mission Hills, CA	0-02-820590-1	580 p	
11	Emergency Recovery Planning Guide: For Stabilization of Documents, Books, Artwork, Photographic and Electronic Media			2002	Box 1	Cromwell (A Belfor Company)	Bound	Jul-09	Cerlox bound document			35 p	
12	ARMA International 1996 Denver Conference Promo			1996	Box 2		Video	Jul-09				Length 11:28	
13	ARMA International Marketing Video				Box 2		Video	Jul-09				Length 8:45	
14	ARMA International John H. Jessen Presentation		Jessen, John H		Box 2		Video	Jul-09				Length 15:11	
15	ARMA International "Chicago Convention"				Box 2		Video	Jul-09				Length 8:36	
17	Back in Business: Disaster Recovery/Business Resumption (an indispensable, organization-wide introduction to disaster recovery/business resumption planning and preparedness)				Box 2	Commonwealth Films Inc	Video	Jul-09		Boston, MA		Length 25:00	
18	For the Record: Records & Information Management (for everyone who handles information and records in the electronic-based workplace)				Box 2	Commonwealth Films Inc	Video	Jul-09		Boston, MA		Length 22:00	
19	Opportunities in Information Management				Box 2	UBC School of Library, Archival and Information St	Video	Jul-09	VHS dub from betacam master	Vancouver, BC		Length 12:39	
20	A Guide to Patents		Govt. of Canada: Canadian Intellectual Property Office	2000	Box 1	Govt. of Canada: Canadian Intellectual Property Office	Booklet	Jul-09		Hull, Quebec	0-662-28419-4	23 p	
21	A Guide to Copyrights		Govt. of Canada: Canadian Intellectual Property Office	2002	Box 1	Govt. of Canada: Canadian Intellectual Property Office	Booklet	Jul-09		Hull, Quebec	0-662-31741-6	21 p	
25	Managing Audiovisual Records		National Archives and Records Administration (NARA), Office of Records Administration	1990	Box 1	National Archives and Records Administration (NARA), Office of Records Administration	Booklet	Jul-09		Washington, DC		15 p + Appendices	National Archives Records Administration Instructional Guide series
26	Establishing an Agency Records Management Program		University of the State of New York ; The State Education Department	1993	Box 1	University of the State of New York ; The State Education Department	Booklet	Jul-09		New York		11 p	State Government Records Management Information series
27	Guide to Efficient Filing Systems		University of the State of New York ; The State Education Department	1993	Box 1	University of the State of New York ; The State Education Department	Booklet	Jul-09		New York		27 p	State Government Records Management Information series
28	Records Management and Internal Controls		University of the State of New York ; The State Education Department	1990	Box 1	University of the State of New York ; The State Education Department	Booklet	Jul-09		New York		11 p	State Government Records Management Information series
29	A Simplified Step-by-Step Guide to Book Repair	Rev. Ed.	Brodart	2000	Box 1	Brodart	Booklet	Jul-09		McElhattan, PA		30 p	
30	Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records		ARMA International	2003	Box 1	ARMA International	Bound	Jul-09		Lenexa, KS	1-931786-12-7	25 p	ANSI/ARMA 5-2003
31	Developing and Operating a Records Retention Program		ARMA International	1989	Box 1	ARMA International	Bound	Jul-09		Prairie Village, KS	0-933887-18-3	86 p	
32	Records Center Operations	2nd e.	ARMA International	2002	Box 1	ARMA International	Bound	Jul-09		Lenexa, KS	1-931786-07-0	33 p	
33	Effective Approaches for Managing Electronic Records and Archives		Dearstyne, Bruce W. (ed)	2002	Box 1	Scarecrow Press	Book	Jul-09	Collection of articles/essays	Lanham, Maryland	0-8108-4200-9	167 p	
34	E-mail Rules: A Business Guide to Managing Policies, Security, and Legal Issues for E-mail and Digital Communication		Flynn, Nancy Kahn, Randolph	2003	Box 1	American Management Association (AMACON)	Book	Jul-09		New York	0-8144-7188-9	254 p	
35	ISO - 15489 / ISO/TR 15489 : Information and Documentation, Records Management Parts 1 and 2: General Guidelines		ISO (International Organization for Standardization)	2001	Box 1	ISO (International Organization for Standardization)	Bound	Jul-09		Geneva		19 p, 39 p	ISO 15489-1:2001 ; ISO/TR-15489-2
37	The Sarbanes-Oxley Act : Implications for Records Management		Montana, John Dietel, Edwin J. Martins, Cristine	2003	Box 1	ARMA International	Bound	Jul-09		Lenexa, KS	1-931786-16-X	109 p	
38	Electronic Document Imaging: Technology, Applications, Implementation		Saffady, William	2001	Box 1	ARMA International	Book	Jul-09		Prairie Village, KS	0-933887-97-3	198 p	
40	Records and Information Management: Fundamentals of Professional Practice		Saffady, William	2004	Box 1	ARMA International	Book	Jul-09		Lenexa, KS	1-931786-17-8	218 p	
41	Buried Alive : Document Retention / Records Management				Box 2	Commonwealth Films Inc	Video	Jul-09		Boston		Length 23:00	
42	Retention Management for Records and Information		ARMA International	2005	Box 1	ARMA International	Booklet	Jul-09		Lenexa, KS	1-931786-26-7	32 p	ANSI/ARMA 8-2005
43	Establishing Alphabetic, Numeric and Subject Filing Systems		ARMA International	2005	Box 1	ARMA International	Booklet	Jul-09		Lenexa, KS	1-931786-24-0	38 p	ANSI/ARMA 12-2005
44	Requirements for Managing Electronic Messages as Records		ARMA International	2004	Box 1	ARMA International	Booklet	Jul-09		Lenexa, KS	1-931786-22-4	14 p	ANSI/ARMA 9-2004
45	Electronic Records Retention: New Strategies for Data Life Cycle Management		Stephens, David O. Wallace, Roderick C.	2003	Box 1	ARMA International	Book	Jul-09		Lenexa, KS	1-931786-08-9	196 p	
46	2004 Supplement to The Sarbanes-Oxley Act: Implications for Records Management		Montana, John Dietel, Edwin J. Martins, Cristine	2004	Box 1	ARMA International	Booklet	Jul-09		Lenexa, KS	1-931786-20-8	23 p	
47	ISO/TS 23081-1 Information and Documentation - Records Management Processes: Metadata for Records, Part 1 - Principles		ISO (International Organization for Standardization)	2004	Box 1	ISO (International Organization for Standardization)	Bound	Jul-09		Geneva		18 p	ISO / TS 23081-1
48	ARMA 2002 New Orleans : International 47th Annual Conference - Proceedings		ARMA International	2002	Box 2	ARMA International	CD	Jul-09					
49	Electronic Records as Documentary Evidence		Government of Canada, Canadian General Standards Board	Dec-05	Box 1	Government of Canada, Canadian General Standards Board	Bound	Jul-09		Ottawa, ON		41 p	CAN/CGSB-72.34-2005
50	ISO 23081-1 : Information and Documentation, Records Management Processes, Metadata for Records: Part 1 - Principles		ISO (International Organization for Standardization)	2006	Box 1	ISO (International Organization for Standardization)	Bound	Jul-09		Geneva		20 p	ISO 23081-1
51	Records Management: Making the Transition from Paper to Electronic		Stephens, David O.	2007	Box 1	ARMA International	Book	Jul-09		Lenexa, KS	978-1-931786-29-4	292 p	
52	Records and Information Management Core Competencies		ARMA International	2007	Box 2	ARMA International	Bound	Jul-09		Lenexa, KS	978-1-931786-47-8	86 p	
54	The Digital Records Conversion Process: Program Planning, Requirements, Procedures.		ARMA International	2007	Box 2	ARMA International	Bound	Jul-09		Lenexa, KS	1-931786-30-5	41 p	ANSI/ARMA 16-2007
55	Job Descriptions for Records and Information Management		ARMA International	2008	Box 2	ARMA International	Bound	Jul-09		Lenexa, KS	978-1-931786-52-2	114 p	
56	Procedures and Issues for Managing Electronic Messages as Records (Implementation Guidelines for AINSI/ARMA 9-2004)		ARMA International	2007	Box 2	ARMA International	Bound	Jul-09		Lenexa, KS	1-931786-00-0	33 p	ANSI/ARMA TR-02-2007
57	Records Management Responsibilities in Litigation Support		ARMA International	2007	Box 2	ARMA International	Bound	Jul-09		Lenexa, KS	978-1-931786-33-1	54 p	
58	Standard: Recommended Practice for Quality Control of Image Scanners		AIIM (Association for Information and Image Management)	1989	Box 2	AIIM (Association for Information and Image Management)	Paper	Jul-09	Stapled photocopy	Silver Spring, MD	0-89258-167-0	19 p, 39 p	ANSI / AIIM MS44 R1993

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59	Website Records Management (an ARMA International Guideline)		ARMA International	2009	Box 2	ARMA International	Booklet	Jul-09		Lenaxa, KS	978-1-931786-79-9	22 p	
60	Managing Records & Information Programs : Principles, Techniques & Tools		Dearstyne, Bruce W.	2009	Box 2	ARMA International	Book	Dec-09		Lenaxa, KS	1-931786-56-9	355 p	
61	Managing Electronic Records	4th ed.	Saffady, William	2009	Box 2	ARMA International	Book	Dec-09		Lenaxa, KS	978-1-55570-686-9	246 p	
62	Information and Documentation - Work Process Analysis for Records		ISO (International Organization for Standardization)	2008	Box 2	ISO (International Organization for Standardization)	Bound	Dec-09		Geneva		15 p	ISO/TR 26122:2008(E)
63	Controlled Language in Records and Information Management		ARMA International	2008	Box 2	ARMA International	Bound	Nov-09		Lenaxa, KS	978-1-931786-49-2	26 p	
64	Electronic Discovery and the Sedona Canada Principles: Best Practices for Dealing with Electronic Information		Ontario Bar Association (OBA)	2007	Box 2	The Law Society of Upper Canada	Binder			Toronto, ON	1-55172-728-5		
66	Digital Document Management		Saffady, William	2007	Box 2	ARMA International	Book			Lenexa, Kansas	978-1-931786-35-5	232 p	
67	Active Filing for Business Records		Bennick, Ann Brown, Sue Ellen (Ed.)	2000	Box 2	ARMA International	Book			Prairie Village, KS	0-933887-85-X	233 p	
68	ISO/TR 18492 Technial Report - Long-term Preservation of Electronic Document-based Information		ISO (International Organization for Standardization)	2005	Box 2	ISO (International Organization for Standardization)	Paper		Clipped paper	Geneva		18 p	ISO/TR 18492:2005(E)
69	Guideline for Managing E-mail		ARMA International	2000	Box 2	ARMA International	Booklet			Prairie Village, KS	0-933887-91-4	34 p	
70	Managing Canadian Electronic Records: Standards, Best Practices & Implementation Issues - A Management Guide		Gurushanta, Vigi Smallwood, Robert F.	2009	Box 2	Imerge Consulting	Bound					136 p	
71	ISO 16175-1:2010(E) Principles and Functional Requirements for Records in Digital Office Environments: Module 1 - Overview and Statement of Principles		Australasian Digital Recordkeeping Initiative (ADRI)	2008	Box 2	International Council on Archives	Bound				978-2-918004-00-4		ISO 16175-1:2010(E)
72	"Unifying Management of Physical and Electronic Records"		Bruce Silver Associates	2007		Bruce Silver Associates	Paper	Aug-12	CRM materials	Aptos, CA		14 p	Industry Trend Reports Feb 2007
73	"Selecting Software for Managing Physical & Electronic Records"		Phillips, John T.	2009		ARMA International	Paper	Aug-12	CRM materials; from <i>Information Management</i> magazine (May/June 2009)	Lenexa, Kansas			
74	"Life Cycle vs. Records Continuum Models: Centralized vs. Distributed Electronic Records"		Walden, Sue	2008		ICRM (Institute of Certified Records Managers)	Paper	Aug-12	CRM materials; from <i>ProfessioNotes</i> , ICRM Newsletter (Spring 2008)				