

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
2008 Records Management Division Annual Report, Department of Justice, Federal Bureau of Investigation (FBI)	2008	Justice, FBI		Paperback	B	Available
7 Steps for Legal Holds of ESI and Other Documents		Isaza Jablonski	John J. John	Paperback	B	Available
A Briefing for Managers Documenting Your Public Service	Aug-01	NARA	Office of Records Services	3 copies	CD	Available
A Glossary of Archival & Records Terminology	2005	Pearce-Moses	Richard	Archival Fundamental Series II	B	Available
A Modern Archives Reader: Basic Readings on Archival Theory and Practice	1984	Daniels / Walch	Maygene / Timothy	National Archives and Records Service and General Services Administration	B	Available
A Modern Archives Reader: Basic Readings on Archival Theory and Practice	1984	Daniels / Walch	Maygene / Timothy		B	Available
A Report on Issues Surrounding Retention of Client Files in Law Firms	1993	Andrews, Helen; Holloway, Phillip; Ledwith, Clare; Mutchler, K. Anne; Shea, Roseanne; Zimmerman, Gloria	Helen	Paperback	B	Available
Achieving 100% Compliance of Policies and Procedures	2000	Page	Stephen		B	Available
Administrative Office Management An Introduction	2005	Quible	Zane	Eighth Edition	B	Available
Administrative Office Management Complete Course	2005	Odgers	Pattie	Thomson South-Western Textbook	B	Available
Adrienne Woods: communications Specialist for the ERA Program ERA Briefing: Research, Development and Progress	8/22/2001	NARA		VHS Tape	V	Available
AIIM TR21-1991 Recommendations for the Identifying to be Placed on Write-Once-Read-Many (WORM) and Rewritable Optical Disk (OD) Cartridge Label(s) and Optical Disks Cartridge Packaging (Shipping Containers)	7/1/1991	AIIM	Technical Report	Printed	P	Available
AIIM, ECM Toolkit, Records Management 2010 Edition	2010	AIIM		Electronic	E	Available
American National Standard: Single-Tier Steel Bracket Library Shelving	1995	NISO Press		Paperback	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
An Ounce of Prevention Integrated Disaster Planning for Archives, Libraries, and Records Centers	2002	Wellheiser / Scott	Johanna / Jude	Second Edition	B	Available
ANSI / AIIM / ARMA TR48-2004 Framework for Integration for Electronic Document Management Systems and Electronic Records Management Systems	7/4/2004	ANSI / AIIM / ARMA	Technical Report	Printed	P	Available
ANSI / AIIM 12-2005 Establishing Alphabetic, Numeric and Subject Filing Systems	1/25/2005	ANSI / AIIM	Standard	Printed	P	Available
ANSI / AIIM TR15-1997 Planning considerations Addressing Preparation of Documents for Image Capture	10/12/1997	ANSI / AIIM	Technical Report	Printed	P	Available
ANSI / AIIM TR25-1995 The Use of Optical Disks for Public Records	10/31/1995	ANSI / AIIM	Technical Report	Printed	P	Available
ANSI / AIIM TR31-2004 Legal Acceptance of Records Produced by Information Technology Systems	12/26/004	ANSI / AIIM	Technical Report	Printed	P	Available
ANSI / AIIM TR40-1995 Suggested Index Fields for Document in Electronic Image Management (EIM) Environments	10/31/1995	ANSI / AIIM	Technical Report	Printed	P	Available
ANSI / AIIM TR41-2006 Optical Disk Storage Technology, Management and Standards	3/18/2006	ANSI / AIIM	Technical Report	Printed	P	Available
ANSI/AIIM MS 44-1988 R1993 Recommended Practice for Quality Control of Image Scanners	Dec-93	ANSI / AIIM	Standard	Printed	P	Available
ANSI/AIIM MS52-1991 Recommended Practice for Requirements and Characteristics of Documents Intended for Optical Scanning	12/17/1991	ANSI / AIIM	Standard	Printed	P	Available
ANSI/ARMA TR-02-2007 Procedures and Issues for Management Electronic Messages as Records	8/26/2007	ANSI Tech Report		Paperback	B	Available
Archiving Websites a practical guide for information management professionals	2006	Brown	Adrian		B	Available
Army Knowledge Symposium 2002	4/1/2002	U S Army	Army	US Army CIO/G6	CD	Available
Arranging and Describing Archives and Manuscripts	2005	Roe, Kathleen.	K	2004	B	Available
Ask The Right Questions, Hire The Best People	2000	Fry	Ron	Paperback	B	Available
At Your Fingertips: A Household Filing System that Works for You	2004	Dale / Brade	Denise / Alexandra	2nd ed.	B	Available
Authentic Electronic Records: Strategies of Long-Term Access Back in Business; Disaster Recovery / Business Resumption	undated	Dollar	C.		B	Available
		Commonweal th	Films	VHS Tape 25 minutes 2 copies	V	2 Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Best Practices in Electronic Records Management: A Survey and Report on Federal Government Agency's Record Keeping Policy and Practices	2005	Strickland	Lee		B	Available
Breaking the Ice, How to Improve On-the-Spot Communications Skills	1994	Shouse, Deborah	Skillpath	Paperback	B	Available
Business Records Control	2000	Fosegan / Ginn		Textbook, South-Western, Eighth Edition	B	Available
Communicating in Organizations: A Cultural Approach	1995	Pepper	Gerald L.	2 copies, Hardback	B	Available
Comparative Health Information Management	2005	Peden	Ann	Second Edition	B	Available
Conference Proceedings 2000; Our Future is Now	10/23/2000	ARMA	International	Las Vegas	CD	Available
Conference Proceedings 2001; An Information Odyssey	9/30/2001	ARMA	International	Montreal	CD	Available
Conference Proceedings 2002	9/29/2002	ARMA	International	New Orleans	CD	Available
Conference Proceedings 2003; Converging Technology, Knowledge, Business, and Information Management	10/19/2003	ARMA	International	Boston	CD	Available
Conquering the Paper Mountain	1979	NARA	Trust Fund	Children's Book; 16 copies	B	Available
Content Management: Managing the Lifecycle of Information. AIIM Industry White Paper on Records, Documents and Enterprise Content Management for the Public Sector.	2002	AIIM	Whitepaper	AIIM International	PE	Available
Content Management: Managing the Lifecycle of Information. AIIM Industry White Paper on Records, Documents and Enterprise Content Management for the Public Sector.	2002	FileNET Europe North			B	
Controlled Language in Records and Information Management (PDF)		ARMA International		Electronic	E	Available
Cost Analysis Concepts and Methods for Records Management Programs.	1998	Saffady	W.		B	Missing
Cost Analysis Concepts and Methods for Records Management Projects, 2nd Edition	2011	Saffady	W.		B	Available
Cost Analysis, Concepts & Methods; NAGARA Seminar (set of 3)	5/4/2001	Saffady	Bill	VHS Tape # 1A, 1B, 1C	V	Available
Cost Analysis, Concepts & Methods; NAGARA Seminar (set of 3)	5/4/2001	Saffady	Bill	VHS Tape # 2A, 2B, 2C	V	Available
Crash and Learn; 600+ Road-Tested tips to Keep Audiences Fired up and Engaged!	Dec-06	Smith, Jr	Jim	ASTD Press	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Defense Information Technology Testbed; DITT Records and Information Management Projects Overview and Update	10/1/2000	Department of Defense	Army	Center for Army Lessons Learned; Project Officer - Karen A. Shaw	CD	Available
Digital Conversion Projects: A Decision-Making Checklist	2007	Porter-Roth	Bud	PDF, IMJ article	E	Available
Digital Document Management	2007	Saffady	William	ARMA International	B	Available
Digital Preservation: Ensuring Long Term Access to Electronic Records	2003	AIIM	Annual Conference	1 Copy	CD	Available
Disaster Recovery Workshop	Aug-05	NARA	Rocky Mountain Region	VHS Tape	V	Available
Disaster Recovery Yellow Pages	2005	Edwards Information		Directory	B	Available
Disaster Recovery Yellow Pages	2005	Lewis	S.	14th ed.	B	
Disaster Recovery; 1) After the Flood 2) Material at Risk - Preservations (10 Min) 3) The Inside Track to Disaster Recovery (13 Min)	undated	ARMA	International	VHS Tape	V	Available
Document Management for the Enterprise" Principles, Techniques and Applications	1996	Sutton	M.		B	Available
Document Retention in the Electronic Workplace	2001	Overly	M.		B	Available
Documenting Quality for ISO 9000 and Other Industry Standards	1993	MacLean	Gary	Spiral Binding	B	Available
Effective Approaches for Managing Electronic Records and Archives	2002	Dearstyne	Bruce		B	Available
Electronic Document Imaging: Technology Applications Implementation	2001	Saffady	William	ARMA International	B	Available
Electronic Records Management Job Aid Bundle Software Selection Checklist; Electronic Records Management Implementation Task/Action Checklist; Steps for Managing Electronic Records with Existing Systems; Cloud Implementation Checklist	2011			PDF, 4 Job Aids Total	E	Available
Electronic Records Retention: An Introduction.	1997	Stephens	David		B	Available
Electronic Records Retention: New Strategies for Data Life Cycle Management.	2003	Stephens	David		B	Available
Email Archiving for Dummies	2007	Spurzem Tolson	Bob Bill	Paperback	B	Available
E-Mail Rules: A Business Guide to Managing Policies, Security, and Legal Issues for E-Mail and Digital Communication.	2003	Flynn	Nancy		B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Emergency Management for Records and Information Management Programs	2001	Jones	Virginia		B	Missing
Enlightened Leadership: Getting to the Heart of Change		Oakley	E.	1991	B	Available
Enterprise Content Management and the Electronic Health Record >>>NEW	2012	Nunn	Sandra	Paperback w/CD ROM	B	Checked Out
e-Records Solutions 2002 "Protecting Your Business", Houston Texas	8/26/2002	Conference	Conferenc e	1 Copy	CD	Available
e-Records Solutions Conference: Proceedings	2001	Conference	Conferenc e	1 Copy	CD	Available
Essentials of Total Quality Management	1994	Williams	Richard	Paperback	B	Available
Establishing Alphabetic, Numeric, Subject Filing Systems		ARMA International	Standards Task Force	2005	B	Available
Everything is Miscellaneous The Power of the New Digital Disorder	2007	Weinberger	David		B	Available
Excelling as a First Time Manager or Supervisor, Workbook	2007	Skillpath		Paperback	B	Available
Federal Records Management for Managers "What's in it for me"	2003	NARA		1 Copy	CD	Available
Field Guide to Emergency Response: a Vital Tool for Cultural Institutions (with Instructional DVD)	2006	Heritage	Preservati on	Tabbed Publication with DVD	B	Available
Field Guide to Emergency Response: a vital tool for cultural institutions: Disaster Recovery Wheel		Heritage	Field Guide	2006, Handbook; Heritage Preservation, Inc., 2006. Includes CD (CD Missing as of 12/2008).	B, CD	Available
Filming Dynamics: Developments in Color Coding for Filing Systems	1987	Barber / Langemo	Donald / Mark	2 Copies	B	Available
Framework for Integration for Electronic Document Management Systems and Electronic Records Management Systems (TR48-2004)	1995	AIIM, ARMA	Associatio n	Report.	R	
Fundamentals of Project Management	1997	Lewis	James		B	Available
Guide to Federal Records in the National Archives of the United States	1995	National Archives and Records Administratio n		3 vols. Vol1: RG 1-170. Vol. 2: RG 171-515. Vol. 3: Index	B	

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Guide to the Management of Legal Records	1987	Corrigan, Barbara; Dowd, Helen Brook; Gossage, Joan B.; Holloway, Phillip L.; Ledwith, Clare M.; Lilly, Helene; Zimmerman, Gloria	Barbara	Paperback	B	Available
Guidelines for Outsourcing Records Storage to the Cloud	2011	ARMA International		PDF	E	Available
Handbook Of Record Storage and Space Management	1983	Waegemann	Peter	Hardback	B	Available
Harvesting Experience: Reaping the Benefits of Knowledge	1999	Duffy, Jan	J.		B	Available
How Computers Work	2008	White	Ron	Textbook, Ninth Edition	B	Available
How to Develop a Retention Schedule		Montana, J.D.	John C.	Paperback	B	Available
How to Develop Computer, E-Policy, and Internet Guidelines to Protect Your Company and Its Assets.	1999	Overly	M.		B	Available
IBM DB2 Content Manager	2003	IBM		1 Copy	CD	Available
Image Archiving Services	undated	Iron	Mountain	1 Copy	CD	Available
Imaging Technology Project Planning and Research	2002	Image Publishing		Mailer with CDs enclosed	CD	Available
Inaugural Knowledge Symposium 2001	2001	Department of Defense	Army	1 Copy	CD	Available
Information and Records Management	1987	Robek, Mary; Brown, Gerald; Maedke, Wilmer	Mary	3rd ed., Hardback	B	Available
Information Literacy Toolkit for the Knowledge World	2001	Department of the Navy	Navy		CD	Available
Information Nation Warrior: An Information Management Compliance Boot Camp	2005	Kahn	Randy	Signed	B	Available
Information Nation: Seven Keys to Information Management Compliance		Kahn	Randy	Signed	B	Available
Information Resource Management: A Records Systems Approach	1988	Ricks / Gow	Betty / Kay	2nd ed. , Hardback	B	Available
Inside ISO 14000: The Competitive Advantage of Environmental Management	1996	Sayre	Don	Paperback	B	Available
Instant Messaging Rules: A Business Guide to Managing Policies, Security, and Legal Issues for Safe IM Communication	2004	Flynn	Nancy		B	Available
Integrating QS-9000 With Your Automotive Quality System	1995	Stamatis	D.H.	Paperback	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Intense Records Management	1997	Henne	Andrea	South-Western, Packet	P	Available
Into the Future; On the Preservation of Knowledge in the Electronic Age	undated	Sanders	Terry	VHS Tape; 30 minutes	V	Available
Introduction to Business: Opening Doors	1993	Schoell, William; Dessler, Gary; Reinecke, John A.	William	Hardback	B	Available
ISA: Information Science Abstracts	January, 1997	Plenum		Volume 32, Number 1	Series	Available
ISA: Information Science Abstracts	February, 1997	Plenum		Volume 32, Number 2	Series	Available
ISA: Information Science Abstracts	December, 1997	Plenum		Volume 32, Number 12	Series	Available
ISA: Information Science Abstracts	January, 1998	Plenum		Volume 33, Number 1	Series	Available
ISA: Information Science Abstracts	February, 1998	Plenum		Volume 33, Number 2	Series	Available
ISA: Information Science Abstracts	March, 1998	Plenum		Volume 33, Number 3	Series	Available
ISA: Information Science Abstracts	April, 1998	Plenum		Volume 33, Number 4	Series	Available
ISA: Information Science Abstracts	May, 1998	Plenum		Volume 33, Number 5	Series	Available
ISO 14000: A Guide to the New Environmental Management Standards	1996	Tibor / with Feldman	Tom / Ira	Paperback	B	Available
ISO 15489-1 Information and Documentation—Records Management Part 1: General.	2001	ISO	Standard	Printed and eCopy	P E	Available
ISO 15489-2 Information and Documentation—Records Management Part 2: Guidelines	2001	ISO	Standard	Printed and eCopy	P E	Available
ISO 9000 and the Service Sector: A Critical Interpretation of the 1994 Revisions	1994	Lamprecht	James L.	Hardback	B	Available
ISO 9000 For Better Business: Using ISO 9000 as a Foundation for Total Quality Management	1997	Small	Jack	Paperback	B	Available
ISO 9000 For Executives: Understand the Fastest Growing Program to Impact American Industry and Commerce	1995	Small	Jack E.	Hardback	B	Available
ISO 9000: Implementation for Small Business	1996	Lamprecht	James L.	Hardback	B	Available
ISO 9000: Motivation the People, Mastering the Process, Achieving Registration!	1994	Huyink / Westover	David Stevenson / Craig	Hardback	B	Available
ISO 9000: Preparing for Registration	1992	Lamprecht	James	Hardback	B	Available
ISO Technical Report (ISO/TR). 15489-1:2001. <i>Information and Documentation—Records Management Part 1: General.</i>	2001	ISO		Technical Report	R	

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Job Descriptions for Records and Information Management	2008	ARMA International		May, available in eCopy too	E	Available
Just the Basics	undated	NARA	Southwest Region	1 Copy	CD	Available
Kaufman Thoughtbook 2005	2005	Kauffman Foundation		Kansas City, MO. 2007	B	
Knowledge-Centric Organizational Toolkit, Navigating the World of Knowledge		Department of the Navy	Navy		CD	Available
Legal Acceptance of Records Produced by Information Technology Systems (TR31-2004)	2004	AIIM	Association	Technical Report, Also available on S drive (RM-Reference Material)	B	
Legal Requirements for Microfilm, Computer and Optical Disk Records: Evidence, Regulation, Government and International Requirements	1991	Skupsky	Donald	Paperback	B	Available
Libraries and Archives: Design and Renovation With a Preservation Perspective	1991	Swartzburg, Susan; Bussey, Holly; with Garretson, Frank	Susan	Hardback	B	Available
Lines of Communication: Bar Code and Data Collection Technology for the 90's	1994	Harmon	Craig K.	Paperback	B	Available
Magnetic Tape Essentials- Storing Digital Information	1996	Molitor	Devora	Spiral Binding	B	Available
Making The Information Revolution: A Handbook On Federal Information Resources Management	1995	Megill, Kenneth; Cummins, Rose; Horan, Thomas	Kenneth	Paperback	B	Available
Manager's Bookshelf: Knowledge Management: A Manager's Briefing	1998	Saffady	William	ARMA International	B	Available
Manager's Guide to Contingency Planning for Disasters: Protecting Vital Facilities and Critical Operations	1999	Myers	K.		B	Available
Managing Current Files: Case Filing	1983	GSA- General Services Administration		Records Management Handbook	B	Available
Managing Current Files: File Stations	1980	GSA- General Services Administration		Records Management Handbook	B	Available
Managing Current Files: Subject Filing	1981	GSA- General Services Administration		Records Management Handbook	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Managing Electronic Records	2005	McLeod / Hare	Julie / Catherine		B	Available
Managing Electronic Records	1998	Saffady	W.	2nd ed.	B	Available
Managing Electronic Records National Conference 2000	2000	Cohasset Associates, Inc.	MER	3 copies	CD	Available
Managing Electronic Records National Conference 2001	2001	Cohasset Associates, Inc.	MER	1 Copy	CD	Available
Managing Electronic Records National Conference 2002	2002	Cohasset Associates, Inc.	MER	2 copies	CD	Available
Managing Electronic Records National Conference: The Best of the 1st Five years of the MER 1993-1997	1997	Cohasset Associates, Inc.	MER	3 copies	CD	Available
Managing Government Records and Information	1999	Dearstyne	Bruce		B	
Managing Historical Records Programs A guide for historical agencies	2000	Dearstyne	Bruce		B	Available
Managing Information Strategically: Increase Your Company's Competitiveness and Efficiency by Using Information as a Strategic Tool	1993	McGee / Prusak	James / Laurence	Hardback, Ernst and Young Information Management Series	B	Available
Managing Projects in Organizations: how to make the best use of time, techniques, and people		Frame	J. Davidson	1995	B	Available
Managing Risks for Records and Information		Lemieux, Victoria	V.	2004	B	
Managing the Economics of Owning, Leasing and Contracting Out Information Services	1993	Woodsworth / Williams	Anne / James F.	Hardback	B	Available
Manual: Records Management	1987	Johnson / Kallaus	Mina / Norman	4th ed., Paperback	B	Available
Manuscript Sources In The Rosenberg Library: A Selective Guide	1983	Kenamore / Wilson	Jane / Michael	Hardback	B	Available
Mastering the Challenges of Change: Strategies For Each Stage in Your Organization's Life Cycle	1994	Thompson	LeRoy	Hardback	B	Available
Media Mix and Conversion Worksheet	2011	Wait	Janie	PDF	E	Available
Micrographic Systems	1990	Saffady	William	Third ed., Hardback	B	Available
Million Dollar Consulting: The Professionals Guide to Growing a Practice	1992	Weiss	Alan	Paperback	B	Available
Modern Archives: Principles and Techniques	1975	Schellenberg	T.R.	1956, reprint 1975	B	Available
Munters 1st and Humidity Expert	undated	Munters		VHS Tape	V	Available
NARA Assembly, Records Management of State and Federal Websites, Jim Sprehe	5/21/2001	NARA		VHS Tape	V	Available
Navigating Through Change	1994	Woodward	Harry	Hardback	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
NineEleven Summit, New York City	9/25/2002	NineEleven Summit		1 Copy	CD	Available
NR Role in Erecords	5/20/2003	ARMA	Webinar	1 Copy	CD	Available
Office Filing Procedures	2000	Fosegan / Ginn		South-Western, Packet	P	Available
Optical Disk Storage Technology, Management and Standards (TR41-2006).	1995	AIIM	Associatio n	Technical Report,	B	
Organize your Office: A small business survival guide for managing records.	2003	Mark	Teri		B	Available
Organized to be your Best! Transforming How you Work	2006	Silver	Susan		B	Available
Overview of Records and Information Management	1985	Langemo / Bloomquist	Mark / Roger	2 copies, Information packet + 3 audio cassettes.	Binder	Available
Personal Computer Systems for Automated Document Storage and Retrieval	1989	Saffady	William	Paperback	B	Available
Photographs Archival Care and Management	2006	Ritzenthaler / Vogt-O'Connor	Mary Lynn / Diane	SAA	B	Available
Planning Considerations, Addressing Preparation of Documents for Image Capture (TR15-1997)	1995	AIIM	Associatio n	Technical Report,	B	
Preparing for the CRM Examination.		Institute of Certified Records Managers	ICRM	Also available on S drive (RM-Reference Material)	P	
Preserving Archives	2007	Forde	Helen	Principles and practice in RM and Archives	B	Available
Preserving Digital Information	2007	Gladney	Henry		B	Available
Proceedings of the ARMA International Annual Conference	1992	ARMA International		ARMA International Annual Conference, 37th Year	B	Available
Proceedings of the ARMA International Annual Conference	1997	ARMA International		ARMA International Annual Conference, 42nd Year	B	Available
Proceedings of the ARMA International Annual Conference	1999	ARMA International		ARMA International Annual Conference, 44th Year	B	Available
Proceedings of the ARMA International Annual Conference: Exploring the Information Universe	1998	ARMA International		ARMA International Annual Conference, 43rd Year	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Proceedings of the ARMA International Annual Conference: Information Management- Linking the Past to the Future	1993	ARMA International		ARMA International Annual Conference, 38th Year	B	Available
Proceedings of the ARMA International Annual Conference: Managing Information: Meeting the Challenge of Change	1994	ARMA International		ARMA International Annual Conference, 39th Year	B	Available
Proceedings of the ARMA International Annual Conference: Proceedings: Your Highway to Information Management	1995	ARMA International		ARMA International Annual Conference, 40th Year	B	Available
Process Innovation: Reengineering Work Through Information Technology	1993	Davenport	Thomas H.	Hardback	B	Available
Professional Records and Information Management	2002	Stewart / Meleso	Jeffrey / Nancy	2nd ed.	B	Available
Program Reporting Guidelines: for Government Records Programs	1987	NAGARA-National Association of Government Archives and Records Administrators			B	Available
Proposal Preparation New Dimensions in Engineering	1992	Stewart / Stewart	Rodney / Ann	Second Edition	B	Available
Quality Control	1994	Besterfield	Dale	Hardback, 4th Edition	B	Available
Recommend Practice: Analysis, Selection, and Implementation Guidelines Associated with Electronic Document Management Systems (EDMS)		AIIM	Association	2006	P	
Recommendations for the Identifying Information to be Placed on Write-Once-Read-Many (WORM) and Rewritable Optical Disk (OD) Cartridge Label(S) and Optical Disk Cartridge Packaging (Shipping Containers) (TR21-1991)	1991	AIIM	Association	Technical Report,	B	
Recommended Practice for Quality Control of Image Scanners (MS44-1988(R1993).	1993	AIIM	Association	AIIM Standard	E	
Recommended Practice for the Requirements & Characteristics of Documents Intended for Optical Scanning (MS52-1991).		AIIM	Association	AIIM Standard	E	

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Record Keeping in a Hybrid Environment Managing the creation, use, preservation and disposal of unpublished information objects in context	2006	Tough / Moss	Alistair / Michael	2 copies	B	Available
Recordkeeping Requirements: The First Practical Guide to Help you Control Your Records...What You Need to Keep and What You Can Safely Destroy!	1988, 1989	Skupsky	Donald	Hardback	B	Available
Records and Information Management Core Competencies	2007	ARMA International		available in eCopy too	E	Available
Records and Information Management for Information Technology Professionals		ARMA International		Paperback	B	Missing
Records and Information Management, Fundamentals of Professional Practice, 2nd Edition	2011	Saffady	William	Paperback	B	Available
Records Center Operations, Second Edition (ANSI Technical Report Approval Pending)	2002	ANSI / ARMA	Technical Report	ARMA International	P	Available
Records Management	1987	Johnson / Kallaus	Mina / Norman	4th ed., Hardback	B	Available
Records Management	2007	Read / Ginn		Thomson South-Western, Eighth Edition, Hardback	B	Available
Records Management	2002	Read-Smith, Ginn, Kallaus	G.	7th ed. 2 copies, Hardbound	B	Available
Records Management	1997	Smith / Kallaus	Judith / Norman	Hardback, Floppy Disk included	B	Available
Records Management Handbook	1989	Penn, Ira; Morddel, Anne; Pennix, Gail; Smith, Kelvin	Ira	2 copies, Hardback	B	Available
Records Management Handbook for United States Senate Committees	1988	Paul	Karen	Paperback	B	Available
Records Management Handbook for United States Senators and Their Repositories	1985	Paul	Karen	Paperback	B	Available
Records Management Technology: A Slide Presentation	1987	Wolff	Nancy	2nd ed., box contains script + four modules of micrographic slides	Contained in Box	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Records Management: Integrated Information Systems	1983, 1987	Wallace, Patricia; Schubert, Dexter; Lee, Jo Ann; Thomas, Violet	Patricia	2nd ed., Hardback	B	Available
Records Management: Making the Transition from Paper to Electronic	2007	Stephens	David		B	Available
Records Management: Making the Transition from Paper to Electronic	2007	Stephens	David		B	Available
Records Management: Policies, Practices, Technologies	1991	Diamond	Susan Z.	2nd ed. , Hardback	B	Available
Records Management: Systems and administration	1983	Schubert, Dexter; Lee, Jo Ann; Thomas, Violet	Dexter	1st ed., Hardback	B	Available
Records Retention Procedures: Your Guide to Determine How Long to Keep Your Records and How to Safely Destroy Them!	1990	Skupsky	Donald		B	Available
Request for Proposal A Guide to Effective RFP Development	2006	Porter-Roth	Bud	Addison-Wesley Information Technology Series	B	Available
RIFs and Furloughs: A Complete Guide to Rights and Procedures	1993	Hardiman	Jerome / Rosemary	2nd ed.	B	Available
Salvage of Water Damaged Books, Documents, Micrographic and Magnetic Media	1986	Lundquist	Eric G.	Paperback	B	Available
Sarbanes-Oxley Act: Implications for Records Management	2003	Montaña	J.		B	
Sarbanes-Oxley Act: Implications for Records Management (Supplement)	2004	Montaña Dietel Martins	John Edwin Christine	PDF	E	Available
Selecting and Appraising Archives & Manuscripts	2005	Boles	Frank	Archival Fundamental Series II	B	Available
Selecting and Appraising Archives & Manuscripts	1993	Ham	F. Gerald	Archival Fundamental Series	B	Available
Standard: Standard Recommended Practice for Alphanumeric Computer-Output Microforms-Operational Practices for Inspection and Quality Control	1996	ANSI/AIIM		Paperback	B	Available
Standard: Standard Recommended Practice- Microrecording of Engineering Source Documents on 35mm Microfilm	1996	ANSI/AIIM		Paperback	B	Available
Standards Records Center Operations	2002	ARMA International		2nd ed.	B	
Strengthening New York's Historical Records Programs: A Self-Study Guide	1989	The University of the State of New York		Paperback	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Study Guide - CDIA+ - Applied Document Imaging Technology	2005	CompTIA		Bound Book with CD	B, CD	Available
Success for Dummies	1998	Ziglar	Zig		B	Available
Supervisory Solutions	2008	Skillpath		DVD	DVD	Available
Technical Report: The Use of Optical Disks for Public Records	1995	ANSI/AIIM		Paperback	B	Available
Telecommunications in Document Management	1997	Avedon	Don	Paperback	B	Available
Text Management	1994	Dewire	Dawna	McGraw-Hill Productivity Series	B	Available
The Business Plan Guide: For Independent Consultants	1994	Holtz	Herman	Paperback	B	Available
The Elements of Business Writing The essential guide to writing clear, concise letters, memos, reports, proposals and other business documents	1992	Blake / Bly	Gary / Robert		B	Available
The E-Policy Handbook: Designing and Implementing Effective E-Mail, Internet, and Software Policies	2001	Flynn	Nancy		B	Available
The Essential Handbook for First-Time Managers & Supervisors	2007	Boyd	Pam	Paperback	B	Available
The Federal Manager's Handbook: A Guide to Rehabilitating or Removing the Problem Employee	1994	Shaw	G.	2nd ed.	B	Available
The Handbook of Optical Memory Systems: Feasibility, Design, Implementation	1994	Waegemann	C. Peter	Third ed., Hardback	B	Available
The High-Value Manager: Developing the <i>Core Competencies</i> Your Organization Demands	1995	Stone / Sachs	Florence / Randi	Paperback	B	Available
The History of Archives Administration: A Select Bibliography	1979	Evans	Frank B.	Paperback	B	Available
The ISO 9000 Handbook	1997	Peach	Robert W.	3rd ed., Hardback	B	Available
The ISO 9000 Handbook: A Practical, Comprehensive Guide to ISO 9000 Standards, Implementation and Quality Systems Registration	1994	Peach	Robert W.	2nd ed., Paperback	B	Available
The Lawyer's Guide to Records Management and Retention	2006	Cunningham / Montana	George / John	LawPractice Management Section	B	Available
The Long-term Preservation of Authentic Electronic Records: Findings of the InterPARES Project		Duranti	Luciana		B	Available
The Management Challenge	1994	Higgins	James	Includes Floppy Disk	B	Available
The Management of Archives	1990	Schellenberg	T.R.	1965, reprint 1990 2 Copies	B	Available
The Management of Local Government Records: A Guide For Local Officials	1988	Dearstyne	Bruce	Paperback	B	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
The Millennium Collection, The Best of NARA Rocky Mountain Region; Greatest Hits a collection of training courses, workshops, briefings...	undated	NARA	Rocky Mountain Region	5 copies	CD	Available
The New Osha: Blueprints for Effective Training and written Programs	1996	Daugherty	Duane	AMA Management Briefing	B	Available
The Plugged-In Mailbox; E-mail uses and misuses	undated	Commonwealth	Films	VHS Tape; 23 minutes	V	Available
The Politics of Congestion: The Continuing History of the Milwaukee Freeway Revolt	2000	Casey	J.		B	Available
The Quality Technician's Handbook	1996	Griffith	Gary	Third ed., Hardback	B	Available
The Seamless Enterprise: Making Cross Functional Management Work	1992	Dimancescu	Dan	Paperback	B	Available
The Use of Optical Disks for Public Records (TR25-1995)	1995	AIIM	Association	Technical Report,	B	
The Value of Records Management: A Manager's Briefing, The Business Case for Systematic Control of Recorded Information	1999	Saffady	William	ARMA International	P	Available
The Value of Records Management: The Business Case for Systematic Control of Recorded Information		Saffady	W.		B	
The Value of Records Management: The Business Case for Systematic Control of Recorded Information	2001	Saffady	W	ARMA International, ISBN: 0-93387-97-3. pp.198.	B	
Training for collectins Care and Maintenance: A Suggested Curriculum	1996	NIC	Nat'l Institute for the Convservation of Cultural Property	Volume V: Library and Archives Collection	P	Available
Training for Collections Care and Management: A suggested curriculum		National Institute for the Conservation of Cultural Property		1996; Vol. V: Library and Archives Collections	B	
Transparent Records Management, CALL Request for Information Pilot	Oct-02	ARMA	Annual Conference	1 Copy	CD	Available
Value-Added Records Management Protecting Corporate Assets, Reducing Business Risks	2002	Sampson	Karen	Second Edition	B	Available
Value-Added Records Management Protecting Corporate Assets, Reducing Business Risks	1992	Sampson	Karen	Hardback	B	Available
Victorian Electronic Records Strategy	6/26/2001	Gibbs	Ross	NARA, VHS Tape	V	Available

TITLE	Published DATE	AUTHOR (lastname)	AUTHOR (firstname)	NOTES about Publication	Type	Lending Status / Date
Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records ANSI/ARMA 5-2003	3/17/2003	ARMA International		2003	B	Available
Vital Records; Preparing for the Unexpected	2002	NARA		Briefings, 4 copies	CD	Available
Web Content Management a collaborative approach	2002	Nakano	Russell		B	Available
Web Engagement: Connecting to Customers in e-Business	2000	Zoellick	B.		B	Available
Web Snapshots	undated	Dollar, Charles; Dusold, Laurence Dusold; McCeney, Edwin	Charles	NARA, VHS Tape	V	Available
Why Leaders Can't Lead: The Unconscious Conspiracy Continues		Bennis, Warren	W.	1989. There is 1997 ed.	B	
Working Collaboratively in an Electronic World (PDF)	2007	ARMA International		Electronic	E	Available
Your Workplace Rights and How to Make the Most of Them: An Employee's Guide	1999	Gregory	Robert J.	Paperback	B	Available