



# ARMA Nebraska Library

Title	Author	Pub Date	Type	Subject
2010 Records and Information Management Salary and Compensation Report	Nancy Dupre Barnes, PhD., CRM	2010	Book	Records Management Programs
7 Steps for Legal Holds of ESI and Other Documents	John J. Isaza and John J. Jablonski	2009	Book	Legal Issues
7 Steps to Better Written Policies and Procedures Exercises and suggestions to Improve Your Writing Skills for Policies and Proc	Stephen Page	2004	Book	Management, Communication, Policies and Procedures
Achieving 100% Compliance of Policies and Procedures	Stephen B. Page, MBA, CSQE, CRM, CFC	2000	Book	Records Management Programs, Polices and Procedures, Compliance, Audits
Active Filing for Business Records	Ann Bennick, Ed.D., CRM	2000	Book	Filing Systems
Alphabetic Filing Rules, ANSI/ARMA 1-1997 Standard for Records and Information Management	ARMA International	1987	Book	Filing Systems, Standards
ARMA Video	ARMA International	1987	Video	ARMA International
At Your Fingertips in the Office - Information Management for the Small Business	Alexandra Bradley and Denise Dale	2000	Book	Filing Systems
Attitude is Everything, A Tune-Up to Enhance Your Life	Keith D. Harrell	1995	Book	Skill Development
Auditing for Records & Information Management Program Compliance	ARMA International	2014	Book	Records Management Program
Authentic Electronic Records: Strategies for Long-Term Access	Charles M. Dollar	2002	Book	Conversation Planning, Electronic Records Management, Records Management Programs
Back in Business Disaster Recovery/Business Resumption	Commonwealth Films, Inc.	1990	Video	Disaster Recover, Records Management Programs
Best Practices for Managing Electronic Messages	ARMA International	2013	Book	Records Management
Big Data Analytics	Dr Arvind Sathi	2012	Book	Disruptive Technologies for Changing the Game
Big Data Governance - An Emerging Imperative	Sunil Soares	2012	Book	Big Data Deals with Complex Data from Disparate Sources
Blog Rules, A Business Guide to Managing Policy, Public Relations, and Legal Issues	Nancy Flynn	2006	Book	Blogs, Communication
Bulletin, The 1932-1985, History of the Association	ARMA International	1985	Book	ARMA International
Buried Alive, ARMA Customized Version, 27 Minutes	ARMA International	1990	Book	Records Management Programs
Busting Bad Guys: My True Crime Stories of Bookies, Drug Dealers and Ladies of the Night	Mark Langan	2014	Book	General Management
Catch Me If You Can - The True Story of a Real Fake	Frank Abagnale & Stan Redding	2013	Book	Personal Management
CDIA+ Training and Test Preparation Guide, 5th Edition	Garrett Smiley, Richard Harrison, Byron Aulick, Jessee Wilkens	2007	Book	Skill Development, CDIA+
Challenges and Solutions for Messaging Technologies: A Legal Perspective, Webinar 2 Discs	John Montana, J.D.	2004	Book	Electronic Records Management, E-mail
Chucking Daisies - Ten Rules for Taking Control of Your Organizations Digital Debris	Randolph Kahn and Galina Datksovsky PHd CRM	2013	Book	Records Management Programs
Constructing a Function-Based Records Classification System	Canada, National Archives of Paul Sabourin	2002	Book	Records Management Programs, Retention Programs, Taxonomy
Contracted Destruction for Records and Information Media	ARMA International	2009	Book	Records Centers, Records Management Programs, Retention Programs, ARMA International
Controlled Language in Records and Information Management	ARMA International	2008	Book	Standards, ARMA International
Cost Analysis Concepts and Methods for Records Management Projects	William Saffady	1998	Book	Conversion Planning, Cost Justification, Records Management Programs
Creating Excellence - Managing Corporate Culture, Strategy and Change in the New Age	Craig R. Hickman and Michael A. Silva	1984	Book	Management, Skill Development
Criteria for Developing/Evaluating Records Management Software, ARMA International Guideline for Records and Information Management	ARMA International	1990	Book	Records Management Programs, Standards
CRM Part 1 Study Guide	Jacque Hornung	2014	Book	Records Management
CRM Part 2 Study Guide	Jacque Hornung	2015	Book	Records Management

CRM Part 3 Study Guide	Jacque Hornung	2015	Book	Records Management
CRM Part 4 Study Guide	Jacque Hornung	2015	Book	Records Management
CRM Part 5 Study Guide	Jacque Hornung	2016	Book	Technology
Dealing with Darwin: How Great Companies Innovate at Every Phase of Their Evolution	Geoffrey Moore	2005	Book	General Management
Determining our Direction: ARMA's Plan for the Future	ARMA International	2000	Book	ARMA International
Developing and Operating a Records Retention Program, ARMA International Guideline for Records and Information Managers	ARMA International	1989	Book	Retention Programs, Standards
Dictionary of Computer and Internet Terms (11th Edition)	Douglas Downing	2012	Book	Records Management
Digital Document Management	William Saffady	2007	Book	Digital Preservation
Digital Records Conversion Process: Program Planning, Requirements, The Requirements, Procedures, ANSI/ARMA 16-2007	ARMA International	2007	Book	Conversion Planning, Digital Preservation
Disaster Prevention and Recovery: A Planned Approach	Susan L. Bulgawicz and Charles E. Nolan	1988	Book	Disaster Recovery
Disaster Recovery Yellow Pages + CD 14th Edition	Steven Lewis, Ph.D	2005	Book	Disaster Recovery
eDiscovery for Dummies	Linda Volonino and Ian Redpath	2009	Book	Records Management Programs
Effective Approaches for Managing Electronic Records and Archives	Bruce W. Dearstyne	2002	Book	Archive Management, Digital Preservation, Electronic Records Management, Inactive Records
Electronic Document Imaging: Technology, Applications, Implementation	William Saffady	2001	Book	Electronic Records Management, Imaging Systems
Electronic Evidence	Stephen Mason	2010	Book	Digital Preservation, Electronic Records Management, E-mail, Legal Issues
Electronic Records Retention: New Strategies for Data Life Cycle Management	David O. Stephens, CRM, FAI and Roderick Wallace, CRM	2003	Book	Electronic Records Management, Inactive Records, Retention Programs
E-mail Retention and Archiving (Issues and Guidance for Compliance and Discovery)	Nancy Flynn and Randolph Kahn Esq.	2003	Book	Digital Preservation, Electronic Records Management, E-mail, Information Security, Legal Issues, Management, Communication
Emergency Management for Records and Information Management Programs	Virginia A. Jones, CRM and Kris E. Keyes	2001	Book	Disaster Recovery, Records Management Programs, Vital Records
Emergency Management for Records and Information Programs, 2nd Edition	Jones, Virginia A., Barber, Darlene	2011	Book	Records Management Programs
e-Policy Handbook, The Second Edition	Nancy Flynn	2009	Book	Electronic Records Management, E-mail, Management, Blogs
E-Policy Handbook: Designing and Implementing Effective E-Mail, Internet and Software Policies	Nancy L. Flynn	2000	Book	Electronic Records Management, E-mail, Communication
E-Policy, How to Develop Computer, E-Mail and Internet Guidelines to Protect Your Company and Its Assets	Michael R. Overly	1999	Book	Electronic Records Management, E-mail, Communication
Essential Elements of Local Government Records Management Legislation	US Government Relations Committee of ARMA International	2000	Book	Government Records Management
Establishing Alphabetic, Numeric and Subject Filing Systems, ANSI/ARMA 12-2005	ARMA International	2005	Book	Filing Systems, Records Management Programs, Standards
Establishing and Managing Successful Records Management Programs	Mark Langemo, CRM, FAI, Ed.D, Information Requirements Clearingh	2004	Book	Records Management Programs
Evaluating and Mitigating Records and Information Risks	ARMA International	2009	Book	Information Security, Legal Issues, Policies and Procedures
Evaluating and Selecting E-mail Management and Archiving Systems	IMERGE Consulting, Robert F. Smallwood	2007	Book	Archive Management, E-mail
Everything Is Miscellaneous, The Power of the New Digital Disorder	David Weinberger	2007	Book	Records Management Programs, Taxonomy
Federal Rules of Civil Procedure, 2007-2008 Educational Edition, Amendments Received to May 21, 2007 Including: Rules of Civil Procedure	Thomson/West	2007	Book	Federal Rules of Civil Procedure
Filing Dynamics - Developments in Color Coding	Donald Barbe CRM, CA and Mark Langemo CRM	1987	Book	Filing Systems, Procedures
Filing Procedures, ARMA International Guideline for Records and Information Management	ARMA International	1989	Book	Filing Systems, Standards
Functional Retention Schedule Classification Whitepapers	Iron Mountain	2005	Book	Electronic Records Management, Records Management Programs, Retention Programs, Taxonomy
Fundamentals of Information Systems 7th Edition	Ralph Stair and George Reynolds	2014	Book	Introduction to Information Systems
Fundamentals of Management 8th Edition - Essential Concepts & Applications	Stephen Robbins, David DeCenzo & Mary Coulter	2013	Book	Personal Management
Glossary of Records and Information Management Terms 3rd Edition	ARMA International	2007	Book	Standards
Glossary of Records and Information Management Terms 4th Edition	ARMA International	2012	Book	Certified Records Manager (CRM), Knowledge Management, Management, Records Management Programs, Standards, ARMA International, P

Glossary of Records and Information Management Terms 5th Edition	ARMA International	2016	Book		Certified Records Manager (CRM), Knowledge Management, Management, Records Management Programs, Standards, ARMA International, P
Guideline for Evaluating Offsite Records Storage Facilities	ARMA International	2007	Book		Records Centers
Guideline for Managing E-Mail	ARMA International	2000	Book		Electronic Records Management, E-mail, Standards
Guideline for Outsourcing Electronic Records Storage and Disposition	ARMA International	2008	Book		Archive Management, Electronic Records Management, Records Centers, Records Management Programs
Guideline for Outsourcing Records Storage to the Cloud	ARMA International	2010	Book		Electronic Records Management, Records Management Programs, Standards
Harvesting Experience: Reaping the Benefits of Knowledge	Jan Duffy	1999	Book		Knowledge Management, Records Management Programs
Here's One Way to Pass the CRM Exam ARMA Baltimore 2007 Conference	Mimi Dionne, CRM, CDIA, CA	2007	Book		Certified Records Manager (CRM)
HIPAA Privacy Essentials	Privacy Council, Inc.	2002	Book		Health Care, Legal Issues, Privacy
HIPAA Privacy Implementation Guide	Privacy Council, Inc.	2007	Book		Health Care, Legal Issues, Privacy
How to Develop a Retention Schedule	John Montana, JD	2010	Book		Retention Programs
Implementing Electronic Messaging Policies	ARMA International	2018	Book		Records Management
Implementing the Generally Accepted Recordkeeping Principles	ARMA International	2017	Book		Records Management
Implication of Web-Based, Collaborative Technologies in Records Management	ARMA International	2011	Book		Internet, Records Management Programs
Influencer - The New Science of Leading Change - 2nd Edition	Josephy Grenny & Kerry Patterson	2013	Book		Records Management
Information and Image Management - A Records Systems Approach Third Edition	Betty R. Ricks, CRM; Ann J. Swafford	1992	Book		Imaging Systems
Information and Records Management - Document-Based Information Systems, Fourth Edition	Mary F. Robek, CRM; Gerald F. Brown, CRM; David O. Stephens, CRM	1995	Book		Records Management Programs, Textbooks
Information and Records Management, Third Edition	Mary E. Robek, CRM; Gerald F. Brown, CRM; Wilmer O. Maede, CRM	1987	Book		Records Management Programs, Textbooks
Information Governance	William Saffady PhD	2017	Book		Concepts, Requirements & Technologies
Information Governance - Body of Knowledge (IGBOK)	ARMA International	2018	Book		Governance
Information Governance (Concepts, Strategies and Best Practices)	Robert F. Smallwood	2014	Book		General Management
Information Governance and Assurance	Alan MacLennan	2017	Book		Reducing Risk & Promoting Policy
Information Governance in the Legal Environment (Lawyer and Matter Mobility)	Beth Chiaiese, CRM	2013	Book		Legal Issues
Information Governance in the Legal Environment (Lawyer and Matter Mobility) - CD Version	Beth Chiaiese, CRM	2013	Book		Legal Issues
Information Governance in the Legal Environment 2015	Beth Chiaiese, CRM and Lee Nemchek, IGP, CRM	2015	Book		A Primer for Law Firm Records & Information Governance Professionals
Information Governance Maturity Model	ARMA International	2010	Book		Governance
Information Governance Professional Certification Study Guide	ARMA International	2015	Book		Records Management
Information Management for Multinational Corporations: A Manager's Briefing	David O. Stephens, CRM, CMC	1999	Book		Management, Records Management Programs
Information Management Issues in Mergers and Acquisitions: A Manager's Briefing	David O. Stephens, CRM, CMC	2000	Book		Mergers and Acquisitions
Information Nation - Seven Keys to Information Management Compliance (2 copies)	Randolph A. Kahn, Esq. and Barclay T. Blair	2004	Book		Records Management Programs
Information Nation Warrior: Information Management Compliance Boot Camp	Randolph A. Kahn, ESQ and Barclay T. Blair	2005	Book		Records Management Programs
Inside Track to Disaster Recovery	ARMA International	2000	Book		Disaster Recovery
Instant Messaging Rules: A Business Guide to Managing Policies, Security and Legal Issues for Safe IM Communication	Nancy Flynn	2004	Book		Electronic Records Management, E-mail, Instant Messaging
ISO 15489-1 Information and Documentation - Records Management Part 1: General	International Organization for Standardization (ISO)	2001	Book		ISO Standards, Records Management Programs, Standards

ISO 30300 International Standard - Information and Documentation-Management systems for records-Fundamentals and vocabulary	International Organization for Standardization (ISO)	2000	Book	ISO Standards, Records Management Programs, Standards
ISO 30301 International Standard - Information and documentation-Management systems for records-Requirements	International Organization for Standardization (ISO)	2000	Book	ISO Standards, Records Management Programs, Standards
ISO/TR 15489-2 Information and Documentation - Records Management Part 2: Guidelines	International Organization for Standardization (ISO)	2001	Book	ISO Standards, Records Management Programs, Standards
Job Descriptions for Records Information Management	ARMA International	2008	Book	Staffing, Standards
Job Descriptions for Records Information Management & Information Governance 5th Edition	ARMA International	2018	Book	Records Management
Job Descriptions for Information Management and Information Governance	ARMA International - 5th Edition	2017	Book 	Staffing, Standards
Keeping Good Company, How Information Management Drives Accountability, Competitiveness and Compliance DVD, Facilitator's Guide	Kahn Consulting, Inc. and ARMA International	2005	Book	Electronic Records Management, Legal Issues, Records Management Programs
Knowledge Management: A Manager's Briefing	William Saffady	1998	Book	Knowledge Management
Lawyer's Guide to Records Management and Retention	George C. Cunningham and John Montana	2006	Book	Legal Issues, Records Management Programs, Retention Programs
Leaders Eat Last	Simon Sinek	2014	Book	Records Management
Leading & Managing Archives & Records Programs	Bruce Dearstyne	2013	Book	Retention, Maintenance & Final Disposition of Records
Leading Change Step by Step	Jody Spiro	2011	Book	Records Management
Management of Information Security 4 <sup>th</sup> Edition	Michael Whitman & Herbert Mattord	2014	Book	Information Security
Management Strategies for the Cloud Revolution: How Cloud Computing Is Transforming Business and Why You Can't Afford to Be Left	Charles Babcock	2010	Book	Management, Retention Programs
Manager's Guide to Contingency Planning for Disasters, Protecting Vital Facilities and Critical Operations	Kenneth N. Myers	1999	Book	Disaster Recovery
Managing Active Business Records	Ann Bennick, Ed.D., CRM and Judy Vasek Sitton, CRM	2014	Book	Filing Systems & Procedures
Managing Electronic Records 3rd Edition	William Saffady	2002	Book	Electronic Records Management
Managing Electronic Records MER 2005 Nat'l Conference	Cohasset Associates Inc.	2005	Book	Automated Systems
Managing Electronic Records, 4th Edition	William Saffady, PH.D.	2009	Book	Electronic Records Management, Retention Programs, Vital Records
Managing Electronic Records: Standards, Best Practices and Implementation Issues, Management Guide Including a Special Section On E-Mail	Imerge Consulting, Charmaine Brooks, CRM; Robert F. Smallwood	2007	Book	Electronic Records Management, E-mail, Legal Issues, Records Management Programs, Taxonomy, Compliance, Audits
Managing Government Records and Information	Bruce W. Dearstyne	1999	Book	Government Records Management, Records Management Programs
Managing Records and Information Programs; Principles, Techniques and Tools	Bruce W. Dearstyne, Ph.D	2009	Book	Financial Records, Management, Records Management Programs, Skill Development, Communication
Managing Records in Microsoft SharePoint	Bruce Miller	2015	Book	Records Management
Managing Records in Microsoft SharePoint 2010	Bruce Miller	2010	Book	Records Management Programs, Retention Programs, Standards
Managing Risks for Records and Information	Victoria L. Lemieux	2004	Book	Management, Records Management Programs
Managing the Economics of Owning, Leasing and Contracting Out Information Services	Anne Woodsworth and James F. Williams II	1993	Book	Cost Justification
Metadata A Basic Tutorial for Records Managers	ARMA International	2009	Book	Electronic Records Management, Information Security
Micrographics: Technology for the 21st Century	William Saffady	2000	Book	Imaging Systems, Micrographic Systems
Mobile Communications and Records and Information Management	ARMA International	2012	Book	Electronic Records Management, E-mail, Management, Records Management Programs, Retention Programs, ARMA International, Communic
New Information Professional, The Your Guide to Careers in the Digital Age	Judy Lawson, Joanna Kroll, and Kelly Kowatch	2010	Book	Management, Skill Development
Nice Guys Can Get the Corner Office Eight Strategies for Winning in Business Without Being A Jerk	Russ C. Edelman, Timothy R. Hiltabiddle, Charles C. Manz	2008	Book	Skill Development, Communication
Numeric Filing, ARMA International Guideline for Records and Information Management	ARMA International	1989	Book	Filing Systems, Standards
One From Many - VISA & The Rise of Chaordic Organization	Dee Hock	2005	Book	Records Management
Organising Knowledge: Taxonomies, Knowledge and Organisational Effectiveness	Patrick Lambe	2007	Book	Knowledge Management, Records Management Programs, Taxonomy
Organize Your Office: A Small Business Survival Guide to Managing Records	Teri J. Mark, CRM	2003	Book	Records Management Programs

Organizing Archival Records	David W. Carmichael	2004	Book	Archive Management, Inactive Records
Policy Design for Managing Electronic Messages	ARMA International	2012	Book	Electronic Records Management, E-mail, ARMA International, Policies and Procedures
Predictive Coding for Dummies	John Wiley & Sons	2013	Book	Personal Management
Preparing for the CRM Examination: A Handbook 11th Edition, 2007	Institute of Certified Records Managers	2007	Book	Certified Records Manager (CRM)
Procedures and Issues for Managing Electronic Messages as Records ANSI/ARMA TR-02-2007	ARMA International	2007	Book	Electronic Records Management, E-mail, Records Management Programs, Instant Messaging
Project ELF (Eliminate, Legal Size, Files) The 25% Solution to Business Expenses	ARMA International	1982	Book	ARMA International
Project Management Best Practices	Harold Kerzner, PH.D.	2010	Book	Management, Skill Development, Standards
Project Management for Non-Project Managers	Jack Ferraro	2012	Book	Records Management
Promoting RIM	Jim Booth	1990	Book	Records Management Programs, ARMA International
Recordkeeping Requirements, The First Practical Guide to Help You Control Your Records...What you Need to Keep and What You Can	Donald S. Skupsky, JD, CRM	1994	Book	Legal Issues, Retention Programs
Records and Information Management	Patricia C. Franks	2013	Book	Records Management
Records and Information Management - An Overview, 2nd Edition	William Benedon, CRM, FAI	2003	Book	Records Management Programs
Records and Information Management - Fundamentals of Professional Practice	William Saffady	2004	Book	Records Management Programs
Records and Information Management 2.0 for Dummies	Blake Richardson	2012	Book	Records Management Programs
Records and Information Management 2nd Edition	ARMA International	2017	Book	Core Competencies 2nd Edition
Records and Information Management Core Competencies	ARMA International	2007	Book	Records Management Programs, Skill Development, Staffing, Standards
Records and Information Management for Information Technology Professionals	ARMA International	2009	Book	Electronic Records Management, Records Management Programs, ARMA International
Records and Information Management Fundamentals of Professional Practice 2nd Edition	William Shaffady	2011	Book	Records Management Programs
Records Center Operations, 2nd Edition	ARMA International	2002	Book	Inactive Records, Records Centers
Records Center Operations, 3rd Edition	ARMA International	2011	Book	Records Centers
Records Management	Mina M. Johnson and Normal F. Kallaus	1987	Book	Records Management Programs
Records Management Handbook, 2nd Edition	Ira A. Penn, Gail Pennix, Jim Coulson	1994	Book	Records Management Programs
Records Management in the Legal Environment: A Handbook of Practice and Procedure	ARMA International	2003	Book	Filing Systems, Legal Issues, Privacy, Records Management Programs
Records Management Responsibility in Litigation Support	ARMA International	2007	Book	Legal Issues, Records Management Programs, Standards
Records Management, 7th Edition	Judith Read-Smith, Mary Lea Ginn, Ph.D., Norman F. Kallaus	2002	Book	Records Management Programs, Textbooks
Records Management, 8th Edition	Records Management Programs, Textbooks	2007	Book	Judith Read, Mary Lea Ginn, Virginia A. Jones
Records Management, 9th Edition	Judith Read and Mary Lea Gin, Ph.D	2011	Book	Records Management Programs, Standards, Textbooks
Records Management, A Practical Guide for Policies, Practices, Resources, Technologies, 3rd Edition	Susan Z. Diamond	1995	Book	Records Management Programs
Records Management: Controlling Business Information	Irene Place and David J. Hyslop	1983	Book	Records Management Programs
Records Management: Making the Transition from Paper to Electronic	David O. Stephens, CRM, FAI, CMC	2007	Book	Conversion Planning, Electronic Records Management, Records Management Programs
Records Retention Procedures, Your Guide to Determine How Long to Keep Your Records and How to Safely Destroy Them!	Donald S. Skupsky, JD, CRM	1994	Book	Retention Programs
Request for Proposal, A Guide to Effective RFP Development Third Printing May 2005	Bud Porter-Roth	2002	Book	Conversion Planning
Requirements for Managing Electronic Messages as Records ANSI/ARMA 9-2004	ARMA International Standards Development Task Force	2004	Book	Electronic Records Management, E-mail, Standards
Retention Management for Records and Information	ARMA International	2015	Book	Records Retention
Retention Management for Records and Information TR 27-2015	ARMA International	2015	Book	Records Retention
Retention Management for Records and Information, ANSI/ARMA 8-2005	ARMA International	2005	Book	Retention Programs, Standards
RIM Checklist for Mergers, Acquisitions, Divestitures, and Closures	John T. Phillips, ARMA International Educational Foundation	2005	Book	Mergers and Acquisitions

Safeguarding Critical E-Documents	Robert Smallwood	2012	Book	Implementing a Program for Securing Confidential Information Assets
Sample Forms for Archival & Records Management Programs 3rd Revision	ARMA International	2013	Book	Records Management
Sample Forms for Archival and Records Management Programs ARMA International Society of American Archivists	ARMA International	2002	Book	Archive Management, Disaster Recovery, Imaging Systems, Inactive Records, Management, Micrographic Systems, Records Centers, Rec
Sarbanes-Oxley Act: Implications for Records Management	John Montana, JD; J. Edwin Dietel, JD; Cristine Martins, JD	2003	Book	Legal Issues, Records Management Programs
Sarbanes-Oxley Act: Implications for Records Management: 2004 Supplement	John Montana, JD; J. Edwin Dietel, JD; Cristine Martins, JD	2004	Book	Legal Issues, Records Management Programs
Secure Management of Private Information	ARMA International	2015	Book	Records Management
Security and Legal Issues for E-Mail and Digital Communication	Nancy Flynn and Randolph Kahn Esq.	2003	Book	Digital Preservation®
Sedona Principles, The, 2005 Annotated Version, The Sedona Conference	The Sedona Conference	2005	Book	Records Management Programs
Selling Information Governance to the Business	Sunil Soares	2011	Book	Best Practices by Industry and Job Function
Send - The Essential Guide to E-mail for Office and Home	David Shipley and Will Schwalbe	2007	Book	Electronic Records Management, E-mail, Records Management Programs
Setting Up a Bank Record Management Program	Nan Heldenbrand Morrissette	1993	Book	Financial Records, Records Management Programs
SharePoint 2013 Field Guide	Errin O'Connor	2014	Book	Introduction to SharePoint 2013
Six Key Communication Skills for Records & Information Managers	Kenneth Laurence Neal	2014	Book	Records Management
Software Directory for Automated Records Management Systems	John T. Phillips, CRM	1999	Book	Records Management Programs
Strategic Outsourcing A Structured Approach to Outsourcing Decisions and Initiatives	Maurice F. Greaver II	1999	Book	Cost Justification
Subject Filing, ARMA International Guideline for Records and Information Management	ARMA International	1988	Book	Filing Systems, Standards
The CRM Handbook (Preparing for the CRM Examination)	Institute of Certified Records Managers	2014	Book	General Management
The Human Face of Big Data	Rick Smolan and Jennifer Erwit	2014	Book	General Management
The Learning Layer Building the Next Level of Intellect in Your Organization	Steven D. Flinn	2012	Book	Knowledge Management, Management, Staffing
There's No Business Without the Show Using Show Biz Skills to Get Blockbuster Sales	Tom Becka	2008	Book	Skill Development, Communication
Understanding Electronic Records Storage Technologies	ARMA International	2014	Book	General Management
US Record Retention Requirements	William Saffady	2018	Book	Records Management
Using DoD 5015.02-STD Outside the Federal Government Sector	ARMA International	2009	Book	Electronic Records Management, ARMA International
Using social Media in Organizations	ARMA International	2012	Book	Electronic Records Management, Management, Records Management Programs, Blogs, Communication, Instant Messaging, Audits
Value of Records Management: A Managers' Briefing. The Business Case for Systematic Control of Recorded Information	William Saffady	1999	Book	Cost Justification, Records Management Programs
Vital Records	ARMA International	1993	Book	Vital Records
Vital Records	ARMA International	2017	Book	Technical Report
Vital Records Programs: Identifying, Managing, and Recovering Business - Critical Records	ARMA International	2010	Book	Vital Records
Web Content Management: A Collaborative Approach	Russell Nakano	2002	Book	Electronic Records Management, Information Security, Internet
Website Records Management	ARMA International	2009	Book	Electronic Records Management, Internet, Records Management Programs
Why HOW We Do Anything Means Everything	Dov Seidman	2007	Book	Education & Training
Winning Strategies for Successful Records Management Programs, Proven Strategies for Developing New Programs and Improving Existing	Dr. Mark Langemo, CRM, FAI	2002	Book	Records Management Programs
Writing Effective Policies and Procedures, A Step-by-Step Resource for Clear Communication	Nancy J. Campbell	1998	Book	Management, Skill Development
Wyuka Cemetery: A Driving and Walking Tour	Ed Zimmer and Wyuka Historical Foundation	2009	Book	Education, Training
Your digital Afterlife	Carroll, Evan and Romano, John	2010	Book	Digital Preservation, Electronic Records Management, Retention Programs, Policies and Procedures
Your High: Life-Changing Broadcasts from Andy Greenberg	Andy Greenberg	2013	Book	Management, Skill Development
Zubulake's e-Discovery The Untold Story of My Quest for Justice	Laura A. Zubulake	2012	Book	Electronic Records Management, Legal Issues