

ARMA Tidewater Chapter Library Holdings
7/29/2007

BOOKS:

1998 Salary & Compensation Survey, by ARMA International, 2000

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Disaster Planning and Recovery, by Judith Fortson, 1992

Disaster Prevention and Recovery: A Planned Approach, by Susan L. Bulgawicz and Charles E. Nolan, 1988

Electronic Records Retention: An Introduction, by David O. Stephens, CRM, CMC, and Roderick C. Wallace, CRM, 1997

Emergency Management for Records and Information Programs, by Virginia A. Jones, CRM and Kris E. Keyes, 1997

Fundamentals of Project Management, by James P. Lewis, 1995

Guide to the Corporate Archives of the Colonial Williamsburg Foundation, by The Colonial Williamsburg Foundation, 2002 (2 copies)

Guideline for Managing E-mail, by ARMA International, 2000

Handbook for the Recovery of Water Damaged Business Records, by Julia Niebuhr Eulenberg, 1986

Handbook of Microfilm Technology and Procedures, 4th edition, by Virginia A. Jones, CRM, 1993

How to Prepare, Stage, & Deliver Winning Presentations, 2nd edition, by Thomas Leech, 1993

Information and Image Management: A Records Systems Approach, 3rd edition, by Betty R. Ricks, CRM, Ann J. Swafford and Kay F. Gow, 1992

Information and Records Management, 4th edition, by Mary F. Robek, CRM, Gerald F. Brown, CRM, and David O. Stephens, CRM, CMC, 1996

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Introduction to Electronic Imaging, 3rd edition, by Don M. Avedon, 1995

Legal Requirements for Information Technology Systems, by Donald S. Skupsky, JD, CRM, FAI, 1997

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William Washington: Cavalryman of the Revolution, by Stephen E. Haller, CRM, 2001 (Signed Copy)

Workflow in Imaging Systems, by Marc D'Alleyrand, 1992

STANDARDS

Environmental Guidelines for the Storage of Paper Records (NISO-TR01-1995), by William K. Wilson, National Information Standards Organization, 1995

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Filing Procedures, by ARMA International, 1989

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Glossary of Records Management Terms, 3rd Ed., by ARMA International, 2007

Record Center Operations, by ARMA International, 1986

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Requirements for Managing Electronic Messages as Records (ANSI/ARMA 9-2004) by ARMA International, 2004

Retention Management for Records and Information (ANSI/ARMA 8-2005) by ARMA International, 2005

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), by AIIM International, 2006

Vital Records, by ARMA International, 1993

Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records (ANSI/ARMA 5-2003), by ARMA International, 2003,

MAGAZINES

Disaster Recovery Journal, January 1996 – Present

Records Management Quarterly, by ARMA International, July 1978 - Present