

CHAPTER LIBRARY RESOURCES

Northern Colorado Chapter
Association of Records Managers
& Administrators (ARMA)

ARMA STANDARDS (all in one binder):

Alphabetic Filing Rules, 1985.
Developing and Operating a Records Retention Program, 1986.
Glossary of Records Management Terms, 1984.
Records Center Operations, (no date).
Subject Filing Guide, 1988.

BINDERS:

ARMA International Chapter Operations Handbook
Program Chair Handbook
ARMA International Program & Seminar Planning Manual
1987-88 ARMA Chapter of the Year Application; 1987-88 N. CO Chapter newsletters, & other business
1989-90 ARMA Chapter of the Year application
ARMA International: Vital Records.

AUDIOVISUAL:

Audio Cassettes:

Advanced Oral Presentations – JoAnn Nai-che & John Shepherd (with “Making Yourself Memorable” and “A Marriage of Priorities”).
Assn. of Records Managers & Administrators (Calgary, Canada, October 1984)—boxed set of tapes (one possibly missing?)
CRM Study Tapes, 3 tapes, 1984, 3 tapes 1986. [MISSING?]
Computerized Minutes Taking – Jean Bailey and panel.
Go for the Gold “Together Forever” – Craig Holiday (motivational), 1988.
High Tech in the Municipal Clerk's Office.
Investigative Records, An Insider's View, Annual Seminar, 3 tapes, 1989.
Making Yourself Memorable, Being Positively Visible – Mary Ann Sanger (with “Advanced Oral Presentations” and “A Marriage of Priorities”).
Marriage of Priorities in Legislative Action, Project ELF – Pat Clark (with “Advanced Oral Presentations” and “Making Yourself Memorable”).
New Technology (C. Peter Waegemann), Annual N. Colorado Chapter Seminar, 3 tapes, 1990.
Overview of Records and Information Management, 3 tapes.
Small Business Recordkeeping, 2 tapes, 1990.

Videos:

ARMA International Denver Conference Promo, 11:28 minutes, 1996.
ARMA Recruit, 12.5 minutes, 1994.
ARMA Marketing, 8:45 minutes, 1996.
Jessen, John, Electronic Data and its Admissibility as Evidence, 15:11 minutes, 1996.
Buried Alive, 1993. [MISSING?]
Inside Track to Disaster Recovery, 13 minutes, 1994.

CD-ROM:

Proceedings Book of the 40th National Conference in Nashville, Tennessee, 1995 (also in book form).

BOOKLET SERIES:

ARMA, Inc:

Converting from a Manual System to an Automated System, 1992.

Filing Procedures, 1989. [MISSING?]

Job Descriptions, 1991.

Vital Records, 1993.

U.S. General Services Administration, Information Resources Management Service:

Applying Technology to Record Systems: A Media Guideline, May 1993.

Copy Management, May 1985.

Correspondence Management, May 1989.

Desktop Publishing: A Federal Progress Report, October 1989.

Directives Management, December 1986.

Electronic Forms Systems Analysis and Design, August 1993.

Electronic Recordkeeping, July 1989.

Files Maintenance, December 1993.

Flexiplace: Questions and Answers on Computer and Telephone Issues, September 1992.

Forms Management, December 1985.

Optical Disk: A Federal Progress Report, September 1993.

Reports Management, July 1985.

SAA Basical Manual Series:

Maynard J. Brichford, *Archives & Manuscripts: Appraisal & Accessioning*, (Chicago: SAA, 1977).

John A. Fleckner, *Archives & Manuscripts: Surveys* (Chicago: SAA, 1977).

David B. Gracy II, *Archives & Manuscripts: Arrangement and Description* (Chicago: SAA, 1977).

Sue E. Holbert, *Archives & Manuscripts: Reference and Access* (Chicago: SAA, 1977).

Timothy Walch, *Archives & Manuscripts: Security* (Chicago: SAA, 1977).

BOOKS:

ARMA, Inc., *Proceedings of the ARMA International 37th Annual Conference*, 1992.

ARMA, Inc., *Proceedings of the ARMA International 40th Annual Conference*, 1995 (also on CD-ROM).

Barber, Donald T. (CRM) and Langemo, Mark (CRM), *Filing Dynamics: Developments in Color Coding for Filing Systems*, 1987. [MISSING?]

Bennick, Ann (CRM), *Filing and Records Management Fundamentals for the Small Business*, 1987.

Corrigan, Barbara, et al., *Guide to Management of Legal Records*, 1987.

CRM Study Guide, 1988 and 1999. [See *Preparing for the CRM Examination*.]

Dearstyne, Bruce W., *Management of Local Government Records: a Guide for Local Officials*, 1988.

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

Hemphill, Barbara, *Taming the Office Tiger: the Complete Guide to Getting Organized at Work*, 1996.

_____, *Taming the Paper Tiger: Organizing the Paper in Your Life*, 1992.

Institute of Certified Records Managers, *Preparing for the CRM Examination: A Handbook*, 3rd ed. (1985), 8th ed. (1997), and 9th ed. (1999).

Levine, John R. and Carol Baroudi, *Internet for Dummies*, 2nd ed., 1994.

_____, and Margaret Levine Young, *Internet for Dummies: Quick Reference*, 1994.

Maedke, Wilmer O. (CRM), Mary F. Robek (CRM), and Gerald F. Brown (CRM), *Information and Records Management*, 2nd ed., 1981. 3rd ed. (2 copies, listing Robek, then Brown, then Maedke as authors), 1987.

Mostafa, Javed, *Easy Internet Handbook*, 1994. [MISSING?]

National Archives and Records Administration, *Managing Electronic Records*, 1990.

Penn, Ira, et al., *Records Management Handbook*, 1989. 2nd ed. also, 1994.

Saffady, William, *Managing Electronic Records*, 1992. 2nd ed. also, 1998.

Skupsky, Donald, JD (CRM), *Legal Requirements for Microfilm Computer, Optical*

Disk Records: Evidence, Regulation, Government and International Requirements, 1994.
Skupsky, Donald, JD (CRM), *Recordkeeping Requirements*, 1988. 3rd ed. also, 1991, and 4th ed. (paperback), 1994.
Skupsky, Donald, JD (CRM), *Records Retention Procedures*, 1990.
Tenneco Inc. File Service & Retention Organization, *File Reference Guide*, n.d.

PAMPHLETS:

ARMA, Inc., *Writing for ARMA Publications*, 1986.
Colorado Medical Record Association, *Are Your Medical Records Top Secret?* 1987.
National Archives, *Guidelines for Federal Records and Personal Papers*, 1988.
Wyoming State Historical Records Advisory Board, *Wyoming SHRAB Report Summary: Sharing Responsibility for Wyoming's Records: Assessing the Past, Planning for the Future*, May 1995.

PERIODICALS:

Records Management Quarterly, published by ARMA International, five years' worth of issues, from January 1996-April 2000 (changed name to *Information Management Journal* in 1999).
Also issues of *Infopro* (Mar., June, Sept. and Dec. '99 and Mar. and June '00).

*ARMA banner.

To check out library material, call Paula Sutton at 970-622-2289.

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