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Preface

The Society of American Archivists Records Management Roundtable (RMRT) Records and Information Bibliography is a compilation of works culled from a multitude of related popular, scholarly, and professional literary sources. It is the culmination of efforts put forth by members of the RMRT Steering Committee and other Working Group volunteers who took time out of their busy schedules to collaborate over the last year. Contributors include: Michael Courtney, Carrie Fager, Elizabeth Fairfax, Russell James, Debra Kimok, Alison Stankrauff, and Brad Wiles.

The Working Group began with the following mandate: to compile literature from the last ten years (give or take) in the areas of records and archives administration, library and information science, and other records-related disciplines, resulting in an extensive and organized collection of records management sources that can be utilized by SAA and RMRT constituents. To this end, working group members used their own compiled sources, borrowed from available listings, and consulted records colleagues far and wide for their input into what we hope proves to be a useful document.

It should be noted that this bibliography is by no means exhaustive or final. It is meant to be illustrative and extensible; that is, we hope that it is regularly updated, expanded, critiqued, improved, and made more usable to those who consult it. The bibliography is organized into sub-areas that attempt to articulate the issues, themes, and vernacular that records management professionals, students, and associates should be able recognize (See the Table of Contents). Hopefully this arrangement does some justice in conveying the broad range of topics that the records management world touches, while at least partially demonstrating the attendant connections between these topics.

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Records Management Roundtable Steering Committee Records and Information Management Bibliography Working Group Coordinator
Access and Accountability


**Appraisal and Description**


**Archives Management**


**Business Process Management/Modeling (BPM)**


Compliance


Copyright, Intellectual Property, and Privacy


Electronic Records Management


JISC (Joint Information Systems Committee) Electronic Management System Implementation Toolkit. [http://www.jiscinfonet.ac.uk/InfoKits/edrm](http://www.jiscinfonet.ac.uk/InfoKits/edrm)


http://www.lis.pitt.edu/~nhprrc/perp.html


Email


E-Policy Institute, 2004 Workplace E-Mail and Instant Messaging Survey.  
http://www.epolicyinstitute.com/survey/index.html


Emergency Management and Disaster Recovery


Council of State Archivists. Safeguarding a Nation's Identity: The readiness of state archives to protect the records that identify who we are, secure our rights, and tell our story as a nation. Iowa City, IA: Council of State Archivists, 2006. 14

Craig, Roger, Selzer, Tamara, and Josette, Seymour. "There is disaster planning and there is reality—the Cayman Islands National Archive (CINA) experience with Hurricane Ivan 1." Journal of the Society of Archivists 27 (2006): 187-199.


Garvey, Martin J. "Up And Running In A Disaster." Information Week 98 (2004): 71-71.


The Online Disaster-Planning Tool. http://www.dplan.org/


Enterprise Content/Knowledge Management (ECM, EKM)


Institutional Management


Sutton Michael J.D. "Obstacles to Overcome for a Successful Enterprise Document Management System Initiative." ARMA Technologies for Managing Information (Spring 1997).


International Records Management


**Law, Evidence, and Discovery**


Cox, Richard J. Managing Records as Evidence and Information. Westport, CT: Quorum Books, 2001. 21


Marketing, Promotion, and Advocacy


**Metadata and Cataloging**


**Policies and Procedures**


New York State Archives and Records Management Software Guidelines.
http://www.nysarchives.org/a/nysaservices.ns_mgr_storage_rms.shtml


Robertson, Guy. —Records Management For Office Managers: A Special Librarian’s Clip _N Share. Feliciter 3 (2005): 138-140. 27


Preservation


Records and Information Management (IM, RIM)


**Records Continuum**


Records Retention


Risk Management


Storage and Filing


The Records Professions and Society

ARMA International. www.arma.org


Institute of Certified Records Managers. www.icrm.org


Society of American Archivists. www.archivists.org
