



## Greater Anchorage Chapter Library

Library materials are available at each meeting of the general membership (for the meeting schedule, see <http://www.anchorgearma.org/upcomingevents.html>). Items can be checked out for the period of time between meetings—typically one month, but sometimes longer. Current library holdings are listed below, in alphabetical order by title.

If you have reference materials you would like to donate, we welcome current RIM-related publications that have been gently used and can be shared with others. If you have any questions, would like to suggest topics or specific titles to add to the library, or have materials you would like to donate, please contact the chapter at [info@anchorgearma.org](mailto:info@anchorgearma.org).

### *Check it out! You can find it in the Library...*

Active Filing for Business Records

By: Ann Bennick, Ed.D., CRM, 2000

Applying Technology to Records Systems: A Media Guideline

By: U.S. General Services Administration, 1993

Cost Analysis Concepts and Methods for Records Management Projects

By: William Saffady, 1998

Developing and Operating a Records Retention Program: Guideline for Records and Information Management

By: ARMA International, 1989

Electronic Recordkeeping

By: U.S. General Services Administration, 1989

Electronic Records Retention: New Strategies for Data Life Cycle Management

By: David O. Stephens, CRM, FAI and Roderick C. Wallace, CRM, 2003

Establishing Alphabetic, Numeric, and Subject Filing Systems

By: ARMA International, 2005

Filing Dynamics: Developments on Color Coding for Filing Systems

By: Donald T. Barber, CRM, CA, CDP and Dr. Mark Langemo, CRM, 1987

Glossary of Records and Information Management Terms, 2<sup>nd</sup> Edition

By: ARMA International, 2000

Handbook of Record Storage and Space Management

By: C. Peter Waagemann, 1983

Harvesting Experience: Reaping the Benefits of Knowledge

By: Jan Duffy, 1999

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Information and Documentation—Records Management  
Part 1: General (ISO 15489-1) and Part 2: Guidelines (ISO 15489-2)  
By: International Organization for Standardization (ISO), 2001

Information and Records Management  
By: Robek, Brown and Maedke, 1987

Knowledge Management: A Manager's Briefing  
By: William Saffady, 1998

Local Government Records: Just the Basics (DVD)  
By: Ohio Historical Society, ~2006

Managing Current Files: Files Stations  
By: General Services Administration, National Archives and Records Service, 1980

Managing Current Files: Files Operations  
By: General Services Administration, National Archives and Records Service, 1981

Managing Electronic Records, 3<sup>rd</sup> Edition  
By: William Saffady, 2004

Preparing for the CRM Examination: A Handbook  
By: Institute of Certified Records Managers, 2004

Productivity and Records Automation  
By: Robert J. Kalthoff and Leonard S. Lee, 1981

Record Keeping Requirements  
By: Donald S. Skupsky, JD, CRM, 1994

Records and Information Management: Fundamental of Professional Practice  
By: William Saffady, 2004

Requirements for Managing Electronic Messages as Records  
By: ARMA International, 2004

Retention Management for Records and Information  
By: ARMA International, 2005

Small Libraries: Organization and Operation  
By: Donald J. Sager, 1992

Subject Filing: Guideline for Records and Information Management  
By: ARMA International, 1988

Taking Control of Your Office Records: A Manager's Guide  
By: Katherine Aschner, 1983

Vital Records Programs: Identifying, Managing and Recovering Business-Critical Records  
By: ARMA International, 2003