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Title	Edition	Year	Author(s)	Copy Number, if applicable	Comments
2004 Supplement to - The Sarbanes-Oxley Act Implications for Records Management		2004	Montana, John C., J.D.; Diel, J. Edwin, J.D.; Martins, Cristine S. J.D.		
301 Great Ideas for Using Technology		1998	Hise, Phaedra		Donated by Kim Mayberry
7 Steps to Better Written Policies and Procedures, Exercises and Suggestions to Improve your Writing Skills Policies and Procedures		2006	Page, Stephen		
A Process of Illumination: The Practical Guide to Electronic Discovery		2004	Mack, Mary and Pattison, Steve		Donated by Kim Mayberry
Achieving 100 % Compliance of Policies and Procedures		2000	Page, Stephen		
Active Filing for Business Records		2000	Bennick, Ann, Ed.D, CRM		
Alphabetic Filing Rules-ANSI/ARMA 1-1990 Standard		1990	ARMA International	Copy 1	
Alphabetic Filing Rules-ANSI/ARMA 1-1990 Standard		1990	ARMA International	Copy 2	
An Ounce of Prevention: Integrated Disaster Planning for Archives,	2nd Edition	2002	Wellheiser, Johanna; Scott, Jude; with assistance from		
ARMA International Guideline for Record Center Operations	3rd Edition	1986	ARMA International		
Arranging and Describing Archive and Manuscripts		2005	Roe, Kathleen		
Auditing for Records and Information Management Program		2014	ARMA International		<i>New!</i>
Authentic Electronic Records: Strategy for Long Term Access	3rd Edition	2002	Dollar, Charles		
Big Data Analytics		2012	Sathi, Arvind Dr.		<i>New!</i>
Big Data Governance An Emerging Imperative		2012	Soares, Sunil		<i>New!</i>
Controlled Language in Records and Information Management		2008	ARMA International	Copy 1	
Controlled Language in Records and Information Management		2008	ARMA International	Copy 2	
Cost Analysis Concepts and Methods for Records Management Projects		1998	Saffady, William	Copy 1	
Cost Analysis Concepts and Methods for Records Management Projects		1998	Saffady, William	Copy 2	Donated by Kim Mayberry
Developing and Operating a Record Retention Program		1989	ARMA International Standards Records Retention Task Force	Copy 1	
Developing and Operating a Record Retention Program		1989	ARMA International Standards Records Retention Task Force	Copy 2	
Digital Document Management		2007	Saffady, William		
Disaster Prevention and Recovery: A Planned Approach		1988	Bulgawicz, Susan; Nolan, Charles		
Document Imaging in the New Millennium		2000	LaserFiche		Donated by Kim Mayberry
Electronic Discovery and Evidence		2004	Arkfeld, Michael Esq.		
Electronic Evidence Management - From Creation through Litigation		2005	Mack, Mary and Pattison, Steve		Donated by Kim Mayberry
Electronic Records Retention: An Introduction		1997	Stephens, David O; Wallace, Roderick C		
Electronic Records Retention: New Strategy for Data Life Cycle Management		2003	Stephens, David O; Wallace, Roderick C		
Email Archiving for Dummies		2008	Spurzem, Bob and Tolson, Bill		Donated by Kim Mayberry
E-mail Retention and Archiving: Issues and Guidance for Compliance and Discovery		2013	Saffady, William		<i>New!</i>
E-mail Security - How to keep your electronic messages private		1995	Schneier, Bruce		Donated by Kim Mayberry
Emergency Management for Records and Information Management	2nd Edition	2011	Jones, Virginia; Barber, Darlene		
e-Policy Handbook, The		2009	Flynn, Nancy		Donated by Kim Mayberry
e-Policy Handbook, The; Designing and Implementing Effective E-Mail, Internet, and Software Policies		2001	Flynn, Nancy		Donated by Kim Mayberry
ESI Risk Management for Dummies		2008	Wiley Publishing		Donated by Kim Mayberry
ESI Risk Management for Dummies		2008	Wiley Publishing		Donated by Kim Mayberry
Establishing Alphabetic, Numeric and Subject Filing Systems		2005	ARMA International		
Fundamentals of Management: Essential Concepts and Applications	8th edition	2012	Robbins, Stephen; DeCenzo, David A.; and Coulter, Mary		
Glossary of Records and Information Management Terms	3rd Edition	2000	ARMA International Standards Committee Glossary Task Force - Hodgson, Cynthia A.		LOST
Glossary of Records and Information Management Terms			ARMA International Standards Committee Glossary Task Force - Hodgson, Cynthia A.		LOST
Guide to Records Retention Requirements		1993	Georgia Department of Archives and History, Office of the Georgia Secretary of State		Donated by Kim Mayberry
Guidelines for Evaluating Offsite Records Storage Facilities		2007	ARMA International Standards Committee Task Force	Copy 1	
Guidelines for Evaluating Offsite Records Storage Facilities		2007	ARMA International Standards Committee Task Force	Copy 2	Donated by Kim Mayberry
Guidelines for Managing Email		2000	ARMA International Standards Committee E-mail Task Force		
Guidelines for Outsourcing Records Storage to the Cloud		2010	ARMA International		
Handbook for the Recovery of Water Damaged Business Records		1986	Eulenberg, Julia Niebuhr		
How to Develop a Retention Schedule		2010	Montana, John	Copy 1	
How to Develop a Retention Schedule		2010	Montana, John	Copy 2	
Implications of Web-Based Collaborative Technologies in Records Management		2011	ARMA International - Hodgson, Cynthia A. ANSI/ARMA 18-2011		LOST
Information and Documentation - Records Management Part 1 - ISO154898-1		2001	American National Standards Institute	Paper Copy	
Information and Documentation - Records management Part 2 - Guideline		2001	American National Standards Institute	Paper Copy	
Information and Records Management	3rd Edition	1987	Robek, Mary E. CRM; Gerald F. Brown, CRM; Wilmer O. Maedke, CRM	Copy 1	
Information and Records Management	4th Edition	1995	Robek, Mary E. CRM; Gerald F. Brown, CRM; Wilmer O. Maedke, CRM	Copy 2	
Information and Records Management	4th Edition	1995	Robek, Mary E. CRM; Gerald F. Brown, CRM; Wilmer O. Maedke, CRM	Copy 3	
Information and Records Management Document Based Information Systems	4th Edition	1995	Roebek, Brown, Stephens		
Information Architecture for Information Professionals		2007	Batley, Sue		

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Information Governance Concepts, Strategies, and Best Practices	1st Edition	2014	Smallwood, Robert F.		
Information Nation Warrior: Information Management Compliance		2005	Kahn, Randolph A.; Blair, Barclay T.		Donated by Kim Mayberry
Information Nation: 7 Keys to Information Management compliance		2004	Kahn, Randolph A.; Blair, Barclay T.	Copy 1	
Information Nation: 7 Keys to Information Management compliance		2004	Kahn, Randolph A.; Blair, Barclay T.	Copy 2	Donated by Kim Mayberry
Information Resource Management, A Records Systems Approach	2nd Edition	1988	Ricks, Betty R. CRM and Kay F. Gow	Copy 1	
Information Resource Management, A Records Systems Approach	2nd Edition	1988	Ricks, Betty R. CRM and Kay F. Gow	Copy 2	
Instant Messaging Rules		2004	Flynn, Nancy		Donated by Kim Mayberry
Introduction to Electronic Imaging	3rd Edition	1996	Avedon, Don M.		Donated by Kim Mayberry
Job Descriptions for Records and Information Management		2008	ARMA International	Copy 1	
Job Descriptions for Records and Information Management		2008	ARMA International	Copy 2	
Litigation Readiness: Mastering the Inevitable		2004	Stevens, Tim (with Dan Cook)		Donated by Kim Mayberry
Management Primer - Protecting Electronic Documents, E-Document Security and Enterprise Digital Rights Management		2008	Smallwood, Robert F.		Donated by Kim Mayberry
Managing Electronic Records	2nd Edition	1998	Saffady, William	Copy 1	
Managing Electronic Records	3rd Edition	2002	Saffady, William	Copy 2	
Managing Electronic Records	4th Edition	2009	Saffady, William	Copy 3	LOST
Managing Records and Information Programs Principles, Techniques, and Tools		2009	Dearstyne, Bruce W.	Copy 1	
Managing Records and Information Programs Principles, Techniques, and Tools		2009	Dearstyne, Bruce W.	Copy 2	
Managing Records for ISO9000 Compliance		1995	Brumm, Eugenia K.		
Managing Records in Microsoft SharePoint		2015	Miller, Bruce		New!
Micrographic: Technology for the 21st Century		2000	Saffady, William	Copy 1	
Micrographic: Technology for the 21st Century		2000	Saffady, William	Copy 2	Donated by Kim Mayberry
Modern Malware for Dummies		2012	Miller, Lawrence C.		Donated by Kim Mayberry
Network Security in Virtualized Data Centers for Dummies		2012	Miller, Lawrence C.		Donated by Kim Mayberry
Order Out of Chaos - Records Management Tools and Proven Practices		2004	General Counsel Roundtable		Donated by Kim Mayberry
Policy Design for Managing Electronic Records		2012	ANSI/ARMA 19-2012	Paper Copy	
Principles of Management, Cliff Notes		2001	Benowitz, Ellen A.	Copy 1	LOST
Principles of Management, Cliff Notes		2001	Benowitz, Ellen A.	Copy 2	
Principles of Management, Cliff Notes		2001	Benowitz, Ellen A.	Copy 3	
Principles of Management, Cliff Notes		2001	Benowitz, Ellen A.	Copy 4	LOST
Principles of Management, Cliff Notes		2001	Benowitz, Ellen A.	Copy 5	
Privacy Nation: The Business of Managing Private Information and Documents		2006	Kahn, Randolph A; Goldstein, Daniel J; Barclay, T. Blair	Copy 1	
Privacy Nation: The Business of Managing Private Information and Documents		2006	Kahn, Randolph A; Goldstein, Daniel J; Barclay, T. Blair	Copy 2	Donated by Kim Mayberry
Procedure and Issues for Managing Electronic Messages as Records		2007	ARMA International	Copy 1	
Procedure and Issues for Managing Electronic Messages as Records		2007	ARMA International	Copy 2	Donated by Kim Mayberry
Project Management Best Practices	2nd Edition	2010	Kerzner, Harold		
Project Planning, Scheduling and Control, Fourth Edition, A Hands - On Guide to Bringing Projects in on Time and on Budget	4th Edition	2005	Lewis, James		
Recordkeeping Requirements		1988	Skupsky, Donald		
Records and Information Management	2nd Edition	2011	Saffady, William		
Records and Information Management Core Competencies		2005	ARMA International - Hodgsen, Cynthia A.		
Records and Information Management: Fundamentals of Professional Practice	2nd Edition	2011	Saffady, William	Copy 2	LOST
Records and Information Management: Fundamentals of Professional Practice		2004	Saffady, William	Copy 1	
Records Center Operations	3rd Edition	2011	ARMA International	Copy 2	
Records Center Operations			ARMA International	Copy 1	
Records Center Operations		2002	ARMA International	Copy 3	Donated by Kim Mayberry
Records Management	7th Edition	2002	Read-Smith, Judith;Ginn, Mary; Kallaus, Norman		
Records Management in the Legal Environment, A Handbook of Practice and Procedure		2003	Barr, Jean, CRM; Chiaiese, Beth, CRM; Nemchek, Lee R., CRM		
Records Management: Making the Transition from Paper to Electronic		2007	Stephens, David	Copy 1	
Records Management: Making the Transition from Paper to Electronic		2007	Stephens, David	Copy 2	
Records Retention Procedures, Your Guide to Determine How Long to Keep Your Records and How to Safely Destroy Them		1991	Skupsky, Donald	Copy 1	
Records Retention Procedures, Your Guide to Determine How Long to Keep Your Records and How to Safely Destroy Them		1991	Skupsky, Donald	Copy 2	
Retention Management for Records and Information		2005	ARMA International		
Sarbanes-Oxley Act Implications for Records Management		2003	Montana, John C., J.D.; Diemel, J. Edwin, J.D.; Martins, Cristine S. J.D.		
Selling Information Governance to the Business		2011	Soares, Sunil		New!
Six Key Communication Skills for Records and Information Managers		2014	Neal, Kenneth Laurence		New!
Strategic Information Management: A Practitioner's Guide		2008	Webb, Jela		
Tab on Record - 2011 RM White Paper Collection		2011	Tab, inc.		Donated by Kim Mayberry
Toolkit for Managing Electronic Records (All NARA and Non-NARA Tools)		2011	NARA		Donated by Kim Mayberry
Using Social Media in Organizations		2012	ARMA TR 21-2012		
Vital Records		1993	ARMA International Standards Vital Records Task Force		
Website Records Management		2009	ARMA International		Donated by Kim Mayberry
Winning Strategies for Successful Records Management Programs, Proven Strategies for Developing New Programs and Improving Existing Ones		2002	Langemo, Mark	Copy 1	
Winning Strategies for Successful Records Management Programs, Proven Strategies for Developing New Programs and Improving Existing Ones		2002	Langemo, Mark	Copy 2	

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Winning Strategies for Successful Records Management Programs, Proven Strategies for Developing New Programs and Improving Existing Ones	2002	Langemo, Mark	Copy 3
XioTech File Extension Reference Guide	2007	Xioytech	Donated by Kim Mayberry