

Job descriptions for records and information management

ISBN 978-1-931786-52-2 | 1-931786-5

Publisher Lenexa, KS ARMA International

Details 114 p

Subject(s) records management --job descriptions

Copyright 2008

Notes - Catalog no: A4905

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"Based on Records and Information Management Core Competencies, this publication is a guide for creating effective records and information management (RIM) job descriptions at four different levels – from entry to executive:

Level 1

1. Records Clerk
2. Records Technician
3. Senior Records Clerk

Level 2

1. Records Analyst
2. Senior Records Analyst
3. Records Coordinator / Records Specialist

Level 3

1. ERM Administrator/ERM Architect
2. RIM Supervisor
3. RIM Manager

Level 4

1. RIM Director
2. Executive Officer

It describes for each of the 11 "typical" RIM jobs:

1. General function of the position
2. Education and experience recommended
3. Relevant certifications and certificates
4. Career mobility
5. Core competencies – tasks, knowledge, and skills – required in each of six domains (Business Functions, RIM Practices, Risk Management, Communications and Marketing, Information Technology, and Leadership)

- English

Location(s) ARMA Collection (ARMA 14.10)

Records and information management core competencies

ISBN 978-1-931786-47-8 | 1-931786-4

Publisher Lenexa, KS ARMA International

Details 90 p

Subject(s) records management --core competencies

Copyright 2007

Notes - Catalog no: A4903

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"Competencies are defined as the knowledge, skills, characteristics, or traits that contribute to outstanding performance in a particular profession. With its development of this publication, ARMA International has defined the knowledge and skills needed to perform successfully in the records and information management (RIM) profession. RIM professionals can use this document (and an online self-assessment tool to come in 2008) to identify their level of proficiency in each of six defined domains:

1. Business Functions
2. RIM Practices
3. Risk Management
4. Communications and Marketing
5. Information Technology
6. Leadership

This publication will be a useful resource to human resource professionals, IT peers and partners, executive-level management, policy-makers, product developers and the vendor community, educational institutions, and certifying entities, as well as other information professionals. RIM professionals will also find the competencies useful for charting their career development and identifying gaps in their knowledge and skills.

Organizations will find this publication beneficial in the areas of:

1. Hiring and selecting staff
2. Providing feedback about staff performance
3. Managing succession
4. Training and development

While this initial version is U.S.-focused, plans call for obtaining international input that will universalize the competencies to the extent possible.

- English

Location(s) ARMA Collection (ARMA 14.09)

Managing records & information programs: principles, techniques & tools

ISBN 978-1-931786-56-0 | 1-931786-5

Publisher Lenexa, KS ARMA International

Details 356 p

Subject(s) records management

Copyright 2009

Notes - Catalog no: A4908

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"Being an excellent records and information manager is an important prerequisite for being capable records and information program manager, but the program management challenge involves complexities of higher order and entails managing people – always a complicating factor. This book was conceived to help records and information managers become exemplary program managers, with well-organized programs, effective delivery of products or services, empowered and enthusiastic staff, and satisfied customers.

Among the topics covered in the 12 chapters are:

1. Transitioning to a management role
2. Planning strategically
3. Developing the program
4. Supervising and coaching people
5. Making effective decisions
6. Managing financial resources
7. Managing projects"

- English

Location(s) ARMA Collection (ARMA 1.15)

Managing risks for records and information

ISBN 978-1-931786-18-8 | 1-931786-1

Publisher Lenexa, KS ARMA International

Details 94 p

Subject(s) records management --risk management
information management --risk management

Copyright 2004

Notes - Catalog no: A4720

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"Risk management is one of today's most important business competencies. Any risk to the adequacy of an organization's records and information – the accessibility of records, accuracy of data, credibility of information, and completeness of records and information – poses a threat to the effective completion of business transactions and fulfillment of organizational objectives or opportunities. RIM managers need to "step up to the plate" and become key risk management resource persons for their organizations, and Managing Risks for Records and Information was written to enable them to do so. This book has three main aims:

1. to introduce records and information professionals to key ideas on risk management
2. to introduce records and information professionals and other readers to records and information risks and encourage them to take a more holistic and coordinated approach to the management of such risks within their organizations
3. to impart a methodology for assessing records and information-related risks."

- English

Location(s) ARMA Collection (ARMA 1.14)

Business continuity strategies: protecting against unplanned disasters

ISBN 0470040386 | 978-0470040386

Publisher Hoboken, NJ John Wiley & Sons, Inc.

Details 203 p

Subject(s) disaster planning
risk assessment

Copyright 2006

Notes - Catalog no: B4203

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"Disasters can happen. Contingency plans are necessary. But how detailed and expensive do your contingency and continuity plans really need to be?

Employing a thoroughly practical approach, Business Continuity Strategies: Protecting Against Unplanned Disasters, Third Edition provides a proven methodology for implementing a realistic and cost-efficient business contingency program. Kenneth Myers--an internationally recognized contingency planning specialist--shows corporate leaders how to prepare a logical "what if" plan that would enable an organization to retain market share, service customers, and maintain cash flow if a disaster occurs.

Completely updated throughout to reflect lessons learned from 9/11 and hurricanes Katrina and Wilma, Business Continuity Strategies, Third Edition helps cost-conscious senior management:

1. Establish a corporate contingency program policy and strategy that ensures timely completion of a plan, with minimal disruption to operations
2. Minimize plan development costs
3. Understand the importance of conducting briefings to communicate the proper mindset before the program development process begins
4. Save time and money by avoiding a consultant's traditional approach of extensive information-gathering that contributes little to the development of practical solutions, but much in the way of consultant fees

Addressing countless hypothetical disaster scenarios doesn't make good business sense. Business Continuity

Strategies, Third Edition helps companies focus on what is necessary to survive a natural catastrophe, workplace violence, or a terrorist attack."

- English

Location(s) ARMA Collection (ARMA 10.10)

Understanding data and information systems for recordkeeping

ISBN 978-1-55570-580-0 | 1-55570-58

Publisher New York, NY Neal-Schuman Publishers

Details 330 p

Subject(s) records management --technology

Copyright 2008

Notes - Catalog no: B4867

- "Here is a comprehensive guide to the new technologies that can help us better organize vital documents and information for preservation, search, and retrieval. Bantin looks at the major types of resources -- relational databases; data warehouses; and content, document, and knowledge management systems -- and the ways each captures, stores, and manages records. Each system is evaluated in light of its ability to manage digital content over the long-term. Bantin also offers suggestions for adapting turnkey systems to better serve organizational needs, tips for implementing systems assessment, and guidance for ensuring systems comply with legal requirements. This is an essential resource for any organization interested in utilizing technology to better maintain their organizational records and data."

- English

Location(s) ARMA Collection (ARMA 8.13)

Ethics, accountability and recordkeeping in a dangerous world

ISBN 1-85604-596-X | 978-1-856045-9

Publisher London, UK Facet

Details xlix, 298 p

Collection Principles and practice in records management and archives

Subject(s) records management --ethics
business ethics

Copyright 2006

Notes - Catalog no: B4870

- "Archives and records repositories are the safe havens of information. But modern influences such as corporate and government privacy, intellectual property disputes, and ever-changing technologies threaten the integrity of the profession's work. In this new volume, noted educator and practitioner Richard J. Cox examines the controversial issues that are shaping archives and records management programs and challenging the ethical codes and responsibilities of professionals. The thought-provoking chapters explore public interest and institutional loyalty; authority and electronic records; government information and political papers; changing technology; and more. Always forward-thinking and insightful, Ethics, Accountability, and Recordkeeping in a Dangerous World provides valuable guidance for archivists and records manager wrestling with the big issues of the profession."

- English

Serial 1

Location(s) ARMA Collection (ARMA 1.17)

Project planning, scheduling and control: a hands-on guide to bringing projects in on time and on budget

ISBN 0-07-146037-3 | 978-0-071460-3

Publisher New York, NY McGraw-Hill

Details 507 p

Subject(s) project management
scheduling

Copyright 2005**Notes** - Catalog no: B4399

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"Project Planning, Scheduling & Control is application-oriented and provides an approach to project management (PM) that allows for individual differences and a full range of management styles. The book offers clear, easy-to-understand guidance for all types of projects and concludes with a sample plan that incorporates the elements presented in the text.

You will learn:

1. how to decide if PM is needed;
2. the seven components of a PM system and how to set them up;
3. the eight areas for planning and the project manager's role in each area; and
4. the concepts and components of control plus a clearly outlined control system.

Project Planning, Scheduling & Control gives you the tools to make your projects a success."

- English

Location(s) ARMA Collection (ARMA 7.05)**An ounce of prevention: integrated disaster planning for archives, libraries, and records centers****ISBN** 978-0-8108-4176-5 | 0-8108-417**Authors****Publisher** Lanham, MD Scarecrow Press, Inc.**Details** 283 p**Subject(s)** library materials --conservation and restoration
libraries --disaster planning
archives --disaster planning
records management --disaster planning**Copyright 2002****Notes** - Revised edition of An ounce of prevention.

- "This second edition of the award-winning Ounce of Prevention from the Canadian Archives Foundation, published in cooperation with Scarecrow Press, is essential for larger archives, libraries, or record centers beginning or updating an institutional disaster plan. The authors take the approach that disaster recovery planning must touch every department of an organization and that emergency response must be a carefully mapped strategy. This broad-based approach to integrated disaster planning explains each phase, with chapters covering planning for prevention, protection, preparedness, response, and recovery. The authors consider collections, records, facilities, and systems and include a chapter on post-disaster planning as well. The authors also cover Canadian federal and local assistance programs and list other sources for financial assistance."

Location(s) ARMA Collection (ARMA 12.07)**Records and information management: fundamentals of professional practice****ISBN** 1931786178**Publisher** Lenexa, KS ARMA International**Details** 217 p**Subject(s)** records management --handbooks, manuals, etc.
information management --handbooks, manuals, etc.**Copyright 2004****Notes** - "With its practical approach and emphasis on best practices, Records and Information Management: Fundamentals of Professional Practice is sure to become the standard for post-secondary instruction and the essential resource on the shelf of records and information management (RIM) professionals – novices and veterans alike. Its eight chapters cover the scope and responsibilities of RIM programs in a variety of settings, including corporations, government agencies, academic institutions, and professional services firms. Major topics covered include: records inventorying; records retention scheduling; vital records programs; document filing systems; automated document storage and

retrieval; record center operations; and, micrographics."

Location(s) ARMA Collection (ARMA 1.12 c.2)
ARMA Collection (ARMA 1.12)

Domesticating information: managing documents inside the organization

ISBN 0810851903

Publisher Lanham, MA Scarecrow Press

Details 225 p.

Subject(s) information resources management
business records --management
records management

Copyright 2006

Notes -

"Domesticating Information examines records and documents as complex business objects and explores the many different perspectives required for their management. As business objects, documents must be looked at in terms of integration with business processes, in defense of litigation subpoenas, or in the implementation of information technology.

Also considered is how information technology, the law, archives, and library and information science scholarship address and affect document and records management."

Location(s) ARMA Collection (ARMA 1.16)
CMBSC Library/Bibliothèque CMBSC (BUS OPS 723)