



## ARMA CHICAGO CHAPTER LIBRARY HOLDINGS APRIL 2019

Title	Author	Date	CRM	IGP
<b>17 Essential Qualities of a Team Player, The</b>	Maxwell, John C.	2002	General	
<b>Active Filing for Business Records</b>	Bennick, Ann; ARMA International, 2000.	2000	Classics/Out of Print	
<b>Alphabetic Filing Rules</b>	ARMA International, 1995	1995		
<b>AMA Guide to Management Development, The</b>	Tobin, Daniel R. and Pettingell, Margaret S.	2008		
<b>Applied Document Imaging Technology: volume 1, version 7.x</b>	@doc	2004	PART 5	
<b>Arranging and Describing Archives and Manuscripts</b>	Roe, Kathleen D.	2005	PART 4	
<b>At Your Fingertips!</b>	Dale, Denise and Bradley, Alexander	1999		
<b>Automated Office, The</b>	Saffady, William	1981		
<b>Best Practices for Managing Electronic Messages</b>	ARMA International, TR 24-2013	2013		
<b>Color Coding of Filing Systems, The</b>	Datafile Limited	1976		
<b>Complete Guide to Mergers and Acquisitions, The</b>	Galpin, Timothy J. and Herndon, Mark	2000		
<b>Controlled Language in Records and Information Management</b>	ARMA International	2008		
<b>Conversations on Customer Service &amp; Sales</b>	Tracy, Brian; Hutson, Don; Cathcart, Jim	2005		
<b>Cost Analysis Concepts and Methods for Records Management Projects.</b>	Saffady, William. ARMA International, 1998.	1998	General	E3
<b>Cost Finding for Records Management Activities, volume II</b>	Griffiths, Dr. Jose-Marie, Donald W. King.	1996		

<b>Cost Indicators for Selected Records Management Activities: A Guide to Unit Costing for the Records Manager - volume I</b>	Griffiths, Dr. Jose-Marie, Donald W. King.	1993		
<b>Data Warehousing Advice for Managers (1999)</b>	Ferdinandi; American Management Association	1999	PART 5	
<b>Digital Document Management</b>	Saffady, William	2007	PART 5	F3
<b>Disaster Recovery Handbook, The</b>	Wallace, Michael, et.al	2010		
<b>Electronic Document Imaging: A State of the Art Report.</b>	Saffady, William. ARMA International, 1996.	1996	Classics/Out of Print	
<b>Electronic Records Retention: New Strategies for Data Life Cycle Management</b>	Stephens, David O., 2003.	2003	General	F3
<b>Email Rules: A Business Guide to Managing Policies, Security and Legal Issues for Email &amp; Digital Communications</b>	Flynn, Nancy; Kahn, Randolph	2003		
<b>Emergency Management for Records and Information Management (2nd Ed.)</b>	Jones, Virginia and Barber, Darlene	2011	PART 4	A4
<b>Essential Elements of Local Government Records Management Legislation.</b>	US Government Relations Committee of ARMA International, 2000	2000		
<b>Establishing a System of Policies and Procedures</b>	Page, Stephen	1998		
<b>Establishing Alphabetic, Numeric, Subject Filing Systems</b>	ARMA International, 2005.	2005	Classics/Out of Print	
<b>Everything is Miscellaneous</b>	Weinberger, David	2008		
<b>Filing Dynamics: Developments in Color Coding for Filing Systems</b>	Barber, Donald T. and Langemo, Dr. Mark	1987		
<b>Filing Systems and Records Management</b>	Stewart, Jeffrey; Scharle, Judith; Hickey, Judith; Kahn, Gilbert	1981		
<b>Flawless Consulting: A Guide to Getting Your Expertise Used. 2nd edition.</b>	Block, Peter. Jossey-Bass Pfeiffer, 2000	2000		
<b>Fundamentals of Information Systems 7th edition</b>	Stair, Ralph, Reynolds, George (2013)	2013	<b>NEW!</b>	

<b>Fundamentals of Management: Essential Concepts and Applications (8<sup>th</sup> ed.)</b>	Robbins, Stephen, Decenzo, David & Cloutier, Mary	2013		
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<b>Guideline for Managing E-mail.</b>	ARMA International (2000)	2000		
<b>Guidelines for Preparing and Implementing a Micrographics System</b>	Harper College Seminar - NMA Chicago Chapter	1980		
<b>Guidelines for Evaluating Offsite Records Storage Facilities</b>	ARMA International	2007		
<b>Handbook of Record Storage and Space Management</b>	Waegemann, C. Peter	1983		
<b>How: Why how we do anything means everything</b>	Seidman, Dov	2011		
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<b>How to Keep Union Records</b>	Nash, Michael	2010		
<b>How to Write Policies, Procedures &amp; Task Outlines: Sending Clear Signals in Written Directions</b>	Peabody, Larry	2006		
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<b>Information Manager's Toolkit, The</b>	Gannon, Alice. ARMA International, 1996	1996		
<b>Information Nation Warrior: Information Management Compliance Boot Camp</b>	Kahn, Randolph A. Esq. and Blair, Barclay T.	2005	PART 4	
<b>Information Nation: Seven Keys to Information Management Compliance</b>	Kahn, Randolph A. Esq. and Blair, Barclay T.	2004	PART 2	
<b>Information Resources Management: Records Systems Approach; 2nd edition</b>	Ricks, Betty R., CRM, Gow, Fay	1988		
<b>Instant-Answer Guide to Business Writing: An A-Z Source for Today's Business Writer</b>	Dumaine, Deborah/Better Communications® Team	2003		
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<b>Made to Stick: Why Some Ideas Survive and Others Die</b>	Heath, Chip and Heath, Dan	2007		
<b>Management Basics for Information Professionals</b>	Evans, Edward G. and Alire, Camila A.	2013		
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<b>Managers Guide to Contingency for Disasters: Protecting Vital Facilities and Critical Operations, 2nd edition.</b>	Myers, Kenneth N.; John Wiley & Sons, 1999.	1999		
<b>Managing by Measuring: How to Improve Your Organization's Performance through Effective Benchmarking</b>	Czarkecki; American Management Association, 1999	1999		
<b>Managing Cartographic and Architectural Records (NARA Instructional Guide Series)</b>	National Archives & Records Administration	1989		
<b>Managing Electronic Records (NARA Instructional Guide Series)</b>	National Archives & Records Administration	1990	Classics/Out of Print	
<b>Managing Electronic Records, 4<sup>th</sup> Edition</b>	Saffady, William	2009	PART 5	
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<b>Managing Records for ISO 9000 Compliance</b>	Brumm, Eugenia K.	1995	PART 3	
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<b>Project Planning, Scheduling and Control: A Hands-On Guide to Bringing Projects in on Time and on Budget</b>	Lews; McGraw Hill, 1995	1995		
<b>Recordkeeping Requirements</b>	Skupsky, Donald S., JD, CRM, compiler. Information Requirements Clearinghouse, 1988.	1988		
<b>Recordkeeping Requirements (2nd Ed.)</b>	Skupsky, Donald S., JD, CRM, compiler. Information Requirements Clearinghouse, 1989.	1989		
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<b>Records Center Operations - A Guideline</b>	ARMA International, 1985	1985	PART 3	
<b>Records Center Operations - A Guideline (2nd. Ed.)</b>	ARMA International	2002		
<b>Records Management (7th ed.)</b>	Read-Smith, Judith		General	
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<b>Salvage of Water Damaged Books, Documents, Micrographic and Magnetic Media</b>	Lundquist, Eric G.	1986	PART 5	
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