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**Seeking the Core:
A Report on the Development of the Core Works
Bibliography for the Records and Information
Management Profession**

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Seeking the Core: A Report on the Development of the Core Works Bibliography for the Records and Information Management Profession

Abstract

The objective of the *Core Works Bibliography for the Records and Information Management Profession* Project was to produce an essential bibliography of published literary works that document the theory and practice of the records and information management profession. This report documents the scope and purpose of the project, explains the project phases and methods of research, and briefly reviews the project results. This research is the product of a multi-year, collaborative effort funded by the ARMA International Educational Foundation.

Acknowledgements

The author would like to thank the ARMA International Educational Foundation for the opportunity to conduct this research and to contribute to the literature of the records and information management profession. Additionally, the author would like to thank the members of the Research Project Advisory Committee (R-PAC), the members of the Core Works Project Task Force, the ARMA International Company of Fellows, and the records and information management professional experts for their various contributions to this research project. Finally, a personal thank you to Patricia Galloway, Susan Cisco, and Preston Shimer for their support and guidance throughout this project.

Foreword

The finalized project report was submitted to the ARMA International Educational Foundation upon project completion and is one of four deliverables prepared for the *Core Works Bibliography for the Records and Information Management Profession* Project (from this point forward referred to as the Core Works Project). The deliverables are:

- **Project Report:** The project's process documentation and outcomes compiled into a report and submitted to the ARMA International Educational Foundation for publication and no-cost dissemination to the public.
- **The Top Ten:** A list of 10 resources, as identified by experts in the records and information management profession, submitted to the ARMA Educational Development Committee for formal acceptance as the *Core Works Bibliography for the Records and Information Management Profession*.
- **The Top Fifty:** A list of 50 resources, as identified by experts in the records and information management profession, submitted to the ARMA International Educational Foundation for acceptance as an extended bibliography for the records and information management profession.
- **Full Bibliography:** The complete bibliographic list of publications, resulting from the initial literature review, submitted to the ARMA International Educational Foundation for potential future use and publication.

Seeking the Core: A Report on the Development of the Core Works Bibliography for the Records and Information Management Profession

1. Introduction

The Records and Information Management (RIM) profession continues to undergo considerable transformation due to forces such as organizational restructuring, strengthened information legislation and regulations, rapid advances and adoption of technology, and increasing client expectations. In addition to traditional and revised methods, RIM professionals need new, effective resources and tools to deal with these information management challenges.

The ARMA International Educational Foundation (AIEF) and ARMA International have responded to these needs by becoming committed providers of trustworthy resources that prepare RIM professionals to deal with traditional and emerging issues in the management of records and information. After decades of committed effort, the RIM community has matured, developing its own professional bodies, periodicals, conferences, and monographs. However, despite this success, the RIM community still lacks a commonly recognized body of core literature.

This absence inhibits the professional community from developing a shared orientation, and weakens the community's universal awareness and command of fundamental knowledge. The *Core Works Bibliography for the Records and Information Management Profession* (henceforth the *Core Works Bibliography*) is intended to further reinforce RIM's professional legitimacy by providing an introduction to the profession for new members and by inspiring public confidence in the RIM profession via confirmed theoretical and practical foundations. It is hoped that the *Core Works Bibliography* will join ARMA International's Code of Professional Responsibility and the *Records and Information Management Core Competencies* in communicating the profession's values, responsibilities, and commitment to supporting the creation, maintenance, and use of authentic, reliable, usable information.¹

2. Brief Project Background and Timeline

The *Core Works Bibliography* is the result of a multi-year effort beginning in September 2008 under the supervision of the ARMA International Research Project Advisory Committee (R-PAC). R-PAC members included Dr. Susan Cisco, Dr. Patricia Galloway, Mr. Tad Howington, Ms. Deborah Marshall, and Dr. William Saffady.² The project research was carried out by April Norris, a Doctoral Fellow in the School of Information at the University of Texas at Austin, under supervision of the R-PAC and with support from the AIEF Endowment.

The initial timeline projected the completion of the bibliography in March 2009, with publication of the project report corresponding with the 2009 ARMA International Annual Conference. However, unforeseen challenges led to a temporary suspension of the project in September 2008

¹ ARMA International. (n.d.) *Code of Professional Responsibility*. Last retrieved July 5, 2010, from <http://www.arma.org/about/overview/ethics.cfm>. ARMA International. (2007) *Records and Information Management Core Competencies*. Lenexa, KS: Education Development Committee. Last retrieved on July 5, 2010 from <http://www.arma.org/competencies/document.cfm>.

² R-PAC member credentials, respectively: ARMA International Company of Fellows, 2000; Associate Professor, School of Information, University of Texas at Austin; ARMA International Company of Fellows, 2002; Honorary Trustee at ARMA International Educational Foundation; and ARMA International Company of Fellows, 2001.

until February 2009. This suspension was the result of a spirited debate over the definition of what is a “core work” among attendees of the ARMA International Company of Fellows and Board of Directors meeting held during the 2008 ARMA International Annual Conference. The debate was over which of two definitions of “core” should inform the creation of the *Core Works Bibliography*.

Some attendees held that a core work is an original, influential literary work that provides a basis for development and research in a given field. Additional words that were used to describe this concept were seminal, traditional, fundamental, and foundational. Other attendees argued that a core work should address the most central issues of the time and be of practical use. Additional words used to describe this perspective were contemporary, basic, practical, and introductory. Unable to find consensus at the time, the ARMA Company of Fellows recommended the creation of a new Core Works Task Force to resolve this issue and to support the original research committee going forward.

In February 2009, the new Core Works Task Force, under the leadership of co-chairs Susan Cisco and Susan McKinney, resumed efforts towards satisfying the objective of the Core Works Project. In May, McKinney resigned from her position, and Tad Howington (already a member of the Task Force) stepped in as her replacement. In addition to the co-chairs, the Task Force included Christine Arden, Julie Gable, Richard Head, Preston Shimer, and researcher April Norris.³

Between June and August 2009, the Task Force re-addressed and refined the working definition of “core.” After much deliberation, the Task Force chose to define a “core work” as a work that is timely or has every day use to those coming into the field or those in the field seeking operational references. This revision was a significant decision as it amended the original objective of the project and made a priority of identifying timely works over timeless ones.⁴

Considerations that contributed to this amendment were concerns for the availability of publications, the practical value of the bibliography to new professionals, the lack of familiarity with less contemporary works, and the applicability of older works to modern challenges. The Task Force also revised the core works selection process and the project deliverables in light of the new project objective.

3. Research Methodology

This section documents the methods used to create the *Core Works Bibliography*. There were three activities:

- The creation of the initial bibliographic resource list,
- The identification of core works by the ARMA Company of Fellows, and
- The identification of core works by RIM experts.

³ Task Force member credentials, respectively: ARMA International Company of Fellows, 2000, ARMA International Company of Fellows, 2003; Deputy Executive Director at ARMA International; ARMA International Company of Fellows, 2003; and Institute of Museum and Library Services (IMLS) Preservation Doctoral Fellow, School of Information, University of Texas at Austin.

⁴ The author would like to credit Tad Howington for the phrase “timely vs. timeless.” The Task Force readily adopted these terms as shorthand when refining the definition of “core” for the project.

3.1 Creating the bibliographic resource list

The first step in developing the *Core Works Bibliography* was to conduct a broad survey of the professional literature and develop an initial list of resources that document the theory and practice of the records and information management profession. This literature review included the following activities:

- A survey of graduate-level course syllabi to determine what resources were being used by university faculty to educate the next generation of RIM professionals,
- A review of the bibliographies published by the Institute of Certified Records Managers (ICRM), the National Archives and Records Administration (NARA), and the Society of American Archivist (SAA) Records Management Round Table,
- The submission of a request for participation to the RecMgmt and ERecs listservs where the RIM community-at-large was asked to make resource suggestions, and
- The collection of citation information from citation databases and indices, such as the Institute for Scientific Information's (ISI) Web of Science and Google Scholar.⁵

3.1.1 Syllabus Survey

The American Library Association's (ALA) directory of accredited Library and Information Studies/Science graduate programs was used to create a list of programs that might offer courses on records and information management. ALA accreditation is intended to assure that a program has "clearly defined and educationally appropriate objectives" as outlined in the ALA accreditation requirements, and that the program provides a thorough curriculum that includes the "study of theory, principles, practice, and values" relevant to information professionals.⁶ The 2006 U.S. News and World Report list of top Library and Information Science (LIS) programs in the United States and the list of member institutions of the iSchool Caucus were also consulted to create a list of programs that taught courses relevant to RIM professionals.⁷ In total, 57 relevant graduate programs were identified to investigate.

Websites for 55 LIS programs were examined. Course descriptions and fall, spring, and summer course schedules were searched for courses on records and information management. The Universities of Montreal and Puerto Rico were not included in the examination because their websites were not available in English.

To find RIM courses, the course descriptions and schedules were searched using phrases such as records management, records and information management, RIM, and electronic records management. More unique words were also used, such as recordkeeping, lifecycle, metadata, and archives. 36 programs were found to offer 85 RIM-related courses. The Universities of Texas at Austin and British Columbia offered the most courses (7), with the average course offering being 2 courses per institution.

⁵ Information regarding the RecMgmt and ERecs listservs can be found at <http://www.arma.org/rim/listserv.cfm> and <http://www.arma.org/erecords/listserv.cfm>, respectively.

⁶ American Library Association. (1992). Standards for Accreditation of Master's Programs in Library and Information Studies. (Last accessed 12/10/2008 at <http://www.ala.org/ala/educationcareers/education/accreditedprograms/standards/standards.cfm>).

⁷ U.S. News and World Report. (2006). Best Library and Information Studies Graduate Schools. (Last accessed 12/10/2008 at <http://grad-schools.usnews.rankingsandreviews.com/grad/lib/search>).

The next step was to review each of the 85 courses, semester by semester, to find and review course syllabi. Syllabi production and publication is a common academic practice, but the practice is not standardized. If and how long a syllabus is made available online is up to university policy and faculty practice. In total, 224 semesters of course offerings were reviewed to uncover 153 course syllabi ranging in date from 1995 to 2008. Of the 36 programs that offered RIM courses, 23 (or 64%) did not contribute syllabi to the project either because the institutions restricted access to course schedules to enrolled students only, and/or faculty removed (or did not post) online syllabi.

A list of resources, the Core Works Project List, was created by capturing and transferring the resources found on all 153 syllabi into an Excel spreadsheet with columns designated for each element of a bibliographic citation, as well as other data elements such as the name of the university, the name of the course, and the semester and year of the syllabus the resource was transferred from. There was a significant amount of data clean-up necessary because of inconsistencies across the syllabi in citation style, accurateness, and formality.

As a means of measuring frequency of use, the total number of syllabi that referenced a given resource was noted, as was the number of universities that offered courses with syllabi that referenced a given resource. For example, compare *Modern Archives: Principles and Techniques* by Theodore R. Schellenberg, which appeared on 31 syllabi at 4 institutions to *Electronic Evidence: Strategies for Managing Records in Contemporary Organizations* by David A. Bearman, which appeared on 29 syllabi at 13 institutions. Considering the number of syllabi, these two books represent the two most referenced resources on the Core Works Project List. However, when contrasting the number of institutions, the two books differ significantly. The question is which resource has more impact – the resource that is used more frequently at fewer institutions or the one that is used less frequently but at more institutions?

3.1.2 Bibliographies

Once the above step was completed, the resulting Core Works Project List was compared to bibliographies published by the Institute of Certified Records Managers (ICRM), the National Archives and Records Administration (NARA), and the Society of American Archivists (SAA) Records Management Round Table. More than 100 resources from the Core Works Project List were found on one or more of these three bibliographies.

The SAA Records Management Roundtable bibliography had the most duplication (85 resources), with the ICRM bibliography a distant second (36 resources). Only one resource was duplicated on the NARA bibliography, an essay by Kenneth Thibodeau titled “To Be or Not to Be: Archives for Electronic Records.” The purpose of this comparison was to provide another measure for frequency of use and popularity of resources.

3.1.3 A Request for Community Input

Another method used to identify potential core works involved seeking recommendations from the RIM community-at-large. To reach the largest possible number of professionals, a request for participation was posted to the RecMgmt and ERecs listservs on August 9th, 2008.⁸ Listserv

⁸ A copy of the email text is provided as Appendix C.

members were given seven days to reply. 23 individuals responded to the request, resulting in 62 resource recommendations, 23 of which were already included on the Core Works Project List.

3.1.4 Citation Analysis

The next step in the process was to collect citation information for the resources from citation databases and indices, such as the Institute for Scientific Information's (ISI) Web of Science. Analyzing data from these sources would help determine the popularity and impact of the resources, indicating through high citation frequency which resources should be considered as core works. Unfortunately, records management resources, and library and information science resources on the whole, are not yet consistently included in citation indices making it difficult to acquire the needed information. ISI citation rankings were obtained for a few of the resources on the Core Works Project List, but the number of resources having rankings was so small the data could not be used as a metric for comparison. Google Scholar surprisingly provided consistent citation information for many RIM works. According to Google Scholar, the two most cited resources from the Core Works Project List are *The Social Life of Information* by John Seely Brown and Paul Duguid, and *Code and Other Laws of Cyberspace* by Lawrence Lessig.

3.2 Resource Elimination

After the literature review was completed, the Core Works Project List included 1,552 resources. From this list, only those resources that were referenced the most needed to be passed on to the ARMA Company of Fellows for review. To determine which resources would be eliminated, the Core Works Project List was sorted by the number of universities and then by the number of syllabi. (Refer to section 3.1.1.) The resources that were used at only one university were eliminated, unless the resource was also on one of the bibliographies or recommended by a listserv member. The result was the culling of 1,209 or 78% of resources from the list. The remaining 343 resources were submitted as an Excel spreadsheet to the ARMA Company of Fellows on September 2, 2008 as the Core Works Project List.

3.3 Identification of Core Works by the ARMA Fellows

The identification of the *Core Works Bibliography* was to be carried out by the ARMA Company of Fellows using the Delphi method. The Delphi method is a systematic and interactive way of reaching consensus among topical experts. The process is based on the assumption that the prediction of a group of experts is more accurate than the predictions of individual experts. The process typically involves multiple rounds where a set of questions must be answered or a vote must be taken. Between each round, a facilitator communicates the outcome of each round, making sure to keep results anonymous. The rounds continue until consensus has been reached or a set number of rounds have been completed. The idea is that with each round, the group comes closer to arriving at an acceptable answer.⁹

For the Core Works Project, the Delphi process began with the Core Works Project List being delivered to the ARMA Company of Fellows for review. The R-PAC decided that the process would have at least two rounds of voting. For the first round, the Fellows were given ten days to familiarize themselves with the list, and to each identify ten to twenty titles that they felt were the best “core work” candidates. The first round would conclude with each Fellow having

⁹ *Delphi Method*. Wikipedia: The Free Encyclopedia. Last accessed on July 5, 2010 at http://en.wikipedia.org/wiki/Delphi_method.

emailed his/her response to the project co-chairs. The voting results of the first round would then be tallied and presented to the Fellows to begin the second round of voting. This process could continue for several rounds more if needed, until a list of core works emerged.

To help the ARMA Company of Fellows in their selection of core works from the list, brief summaries of the resources were collected from Google Books, ARMA International, Amazon.com, Barnes and Noble (b&n.com), and Borders Booksellers (borders.com) and included with the Core Works Project List. The resources were also assigned and organized by the six domain competencies (Business Functions, RIM Practices, Risk Management, Communications and Marketing, Information Technology, and Leadership) as described in the *Records and Information Management Core Competencies*.¹⁰ ARMA International identified these domains as the major responsibilities that make up the RIM profession.

Unfortunately, this process was not completed. After the first round was initiated, questions and concerns held by the Fellows regarding the Delphi Method and the project's objective began to materialize. The project was temporarily suspended until these concerns could be addressed and next steps could be determined.

3.4 Identification of Core Works by RIM Experts

After the formation of the new Core Works Task Force and the revision of the project's objective, a new process needed to be developed for creating the *Core Works Bibliography*. To select the core works, the Task Force decided to ask a small, select group of RIM professional experts to choose and rank what they considered to be the ten to fifteen most important and/or valuable sources from the Core Works Project List.

To establish the group of RIM experts, each Task Force member was asked to nominate a number of experts and the results were tallied. Eight individuals received the most recommendations and were asked to participate. The following five agreed:

- Alan Andolson,
- Eugenia Brumm,
- Bruce Dearstyne,
- Richard Cox, and
- Julie Gable.

In August 2009, the Task Force emailed a voting ballot and the Core Works Project List to each of the experts. The experts were asked to review the Core Works Project List and select the top ten to fifteen resources they believed were core to the profession and provided every day use to those coming into the field or those in the field seeking operational references. The experts were also allowed to add resources to their list if the publication was not already on the Core Works Project List.

On September 18, 2009 the final vote was submitted. The votes resulted in 48 resources identified as important works. Of those 48, roughly 70% were off the Core Works Project List, and 30% were new resources introduced by the RIM experts. The Task Force decided to round

¹⁰ ARMA International. (2007) *Records and Information Management Core Competencies*. Lenexa, KS: Education Development Committee. Last retrieved on July 5, 2010 from <http://www.arma.org/competencies/document.cfm>.

out the list at 50 resources by adding two additional publications. The Task Force agreed that the additions should be books taken from the Core Works Project List that were published no later than 2000 and were referenced by the most course syllabi.

From the results, two bibliographies were created. The first bibliography is the list of fifty literary works that provide an introduction to the profession and give practical support to modern RIM practice (see Appendix B). The second list, taken from the list of fifty, is the top ten core works (see Appendix A). This list represents a consensus among RIM experts on which resources are “must reads” for all RIM professionals.

4. Conclusion

The results of this research were anticipated to be controversial because many of the resources on the Core Works Project List (especially some of the most cited resources) are considered to be “archival” publications. David Bearman, Terry Cook, Bruce Dearstyne, Charles Dollar, Luciana Duranti, Margaret Hedstrom, James O’Toole, Sue McKemmish, and Theodore Schellenberg were among the authors with the most citations. Few of these authors are commonly recognized by RIM professionals as “records management” authors. That said, 10 of the 38 individuals honored as ARMA Fellows were cited on the Core Works Project List. In fact, Dr. Mary F. Robek, Donald S. Skupsky, and William K. Saffady are noted “records management” writers having authored (or co-authored) some of the most cited publications on the list.¹¹

Perhaps the most important result of this research is the acknowledgement that the RIM community should not avoid assuming the responsibility to prescribe what the breadth and depth of knowledge should look like for RIM professionals. The Core Works Project List is clearly a source of valuable information for tracking and examining the publications that construct the theoretical and practical foundations of the records and information management profession. However, these constructs are not finished tools. RIM leaders need to build upon the steps taken here and develop an objective model for classifying research contributions, as well as a methodology for determining which contributions are identified as core. *The Core Works Bibliography for the Records and Information Management Profession* is not and should not be a static list; it should be routinely evaluated for relevancy and updated as needed.

¹¹ ARMA International. The Company of Fellows. Last accessed on December 10, 2008 at <http://www.arma.org/myarma/awards/pastawards.cfm?Award=Fellows>.

Appendix A: The Top 10

The following list of resources is arranged chronologically by publication date. The numbers in the far left column are provided as a means of identification and are not intended as a method of ranking.

	Author and/or Editor	Date	Title	ISBN
1	Mary F. Robek, et al.	1987	Information and Records Management	0028205901
2	Anne J. Gilliland-Swetland	2000	Enduring Paradigm, New Opportunities: The Value of the Archival Perspective in the Digital Environment	1887334742
3	European Union Commission	2001	MoReq: Model Requirements for the Management of Electronic Records	
4	International Standard Organization	2001	Records Management, International Standard ISO 15489-1 & 2	
5	Bruce W. Dearstyne	2002	Effective Approaches for Managing Electronic Records and Archives	0810842009
6	William Saffady	2002	Managing Electronic Records	1931786054
7	Randolph A. Kahn, and Barclay T. Blair	2004	Information Nation: Seven Keys to Information Management Compliance	0892584025
8	William Saffady	2004	Records and Information Management: Fundamentals of Professional Practice	1931786178
9	Sedona Conference Working Group	2004	The Sedona Guidelines: Best Practice Guidelines & Commentary for Managing Information & Records in the Electronic Age	
10	James M. O'Toole, and Richard J. Cox	2006	Understanding Archives & Manuscripts	1931666202

Appendix B: The Top 50

The following list of resources is arranged alphabetical by the last name of the first author and/or editor. This list is an extension of The Top 10 and includes those resources identified in Appendix A.

Author/Editor	Date	Title	Journal	Vol	Page	ISBN
ANSI/ARMA	2005	Retention Management for Records and Information ANSI/ARMA 8-2005				
ANSI/ARMA	2004	Requirements for Managing Electronic Messages as Records, ANSI/ARMA 9-2004				193178232
ANSI/ARMA	2003	Vital Records Programs: Identifying, Managing, and Recovering Business-Critical Records ANSI/ARMA 5-2003				1931786119
ARMA International		www.arma.org				
Bantin, Philip	2008	Understanding Data and Information Systems for Recordkeeping				1555705804
Bearman, David	1994	Electronic Evidence: Strategies for Managing Records in Contemporary Organizations				1885626088
Bearman, David	1993, Fall	Recordkeeping Systems	Archivaria	36	16-36	
Benedict, Karen	2003	Ethics and the Archival Profession: Introduction and Case Studies				1931666059
Broadbent, Marianne	2004	The New CIO Leader: setting the agenda and delivering results				1591395771
Cisco, Susan (et al.)	1998	Indexing Business Records: The Value Proposition				
Dearstyne, Bruce	2008	Managing Records and Information Programs				1931786569
Dearstyne, Bruce	2002	Effective Approaches for Managing Electronic Records and Archives				0810842009
Dollar, Charles	1999	Authentic Electronic Records: Strategies for Long-Term Access				097006400
Duranti, Luciana	2006	The Concept of Record in Interactive, Experiential and Dynamic Environments: the View of InterPARES	Archival Science	6(1)	13-68	
Duranti, Luciana	1998	Diplomatics: New Uses for an Old Science				0810835282
Duranti, Luciana	2005	The Long-term Preservation of Authentic Electronic Records: Findings of the InterPARES Project				
Duranti, Luciana (et al.)	2002	Preservation of the Integrity of Electronic Records (The				1402009917

		Archivist's Library)				
European Union Commission	2001	MoReq: Model Requirements for the Management of Electronic Records				
Gable, Julie	2002, Nov.	Everything You Wanted to Know About DoD 5015.2	Information Mgmt. Quarterly	36(6)	32-38	
Galliers, Robert and Leidner, Dorothy	2009	Strategic Information Management: challenges and strategies in managing information systems				0415996473
Gilliland-Swetland, Anne	2000	Enduring Paradigm, New Opportunities: The Value of the Archival Perspective in the Digital Environment				1887334742
International Standard Organization	2009	Information and documentation - Managing metadata for records - Part 2: Conceptual and implementation issues ISO/TS 23081-2:2009				
International Standard Organization	2006	Information and documentation: Records management processes, International Standard ISO 23081:2006				
International Standard Organization	2001	Records Management, International Standard ISO 15489-1 & 2				
Kahn, Randolph and Barclay, Blair	2004	Information Nation: Seven Keys to Information Management Compliance				0892584025
Kurtz Michael	2004	Managing Archival and Manuscript Repositories				1931666091
Mitchell, Thornton	2003	Norton on Archives: The Writings of Margaret Cross Norton on Archival and Records Management				1931666040
Montaña, John	2005, May	Who Owns Business Data on Personally Owned Computers?	Information Mgmt. Journal	39(3)	36-40, 42	
National Archives of Australia	2003	DIRKS [Designing and Implementing Recordkeeping Systems] Manual				0642344493
National Archives of the United States		http://www.archives.gov/records-mgmt/				
O'Toole, James and Cox, Richard	2006	Understanding Archives & Manuscripts				1931666202
Pearce-Moses, Richard	2005	A Glossary of Archival and Records Terminology				1931666148
Penn, Ira (et al.)	1994	Records Management Handbook				0566075105
Phillips, John	2005	RIM Checklist for Mergers, Acquisitions, Divestitures and Closures				

Robek, Mary (et al.)	1987	Information and Records Management				0028205901
Saffady, William	2002	Managing Electronic Records				1931786054
Saffady, William	2004	Records and Information Management: Fundamentals of professional practice				1931786178
Saffady, William	1999, Dec.	The Value of Records Management				
Schellenberg, Theodore	1996	Modern Archives: Principles and Techniques				093182849x
Sedona Conference Working Group Series	2004	The Sedona Guidelines: Best Practice Guidelines & Commentary for Managing Information & Records in the Electronic Age				
Shepherd, Elizabeth and Yeo, Geoffrey	2003	Managing Records: A Handbook of Principles and Practice				1856043703
Skupsky, Donald	1994	Recordkeeping requirements: the first practical guide to help you control your records--what you need to keep and what you can safely destroy				0929316215
Skupsky, Donald	1990	Records retention procedures: your guide to determine how long to keep your records and how to safely destroy them				0929316037
Soon-Jae, Lee and Chung, Hye-Kyung	2008	Building a Framework to Measure and Minimize Information Risks	Information Mgmt. Journal			
Stephens, David and Wallace, Roderick	2003	Electronic Records Retention: New Strategies for Data Life Cycle Management				1931786089
Stephens, David and Wallace, Roderick	2002, Oct.	Electronic Records Retention: Fourteen Basic Principles	Information Mgmt. Journal	34(4)	38-52	
Stephens, David	2007	Records Management: Making the Transition from Paper to Electronic				
Sutton, Michael	1996	Document Management for the Enterprise: Principles, Techniques and Applications				0471147192
United States Department of Defense	2002, June	Design Criteria Standard for Electronic Records Management Software Applications, DOD 5015.2-STD				
Weill, Peter and Ross, Jeanne	2004	IT Governance: How Top Performers Manage IT Decision Rights for Superior Results				1591392535

Appendix C: Email Posted to RIM Listservs

From: April Norris [<mailto:april@aprilnorris.com>]
Sent: Saturday, August 09, 2008 8:00 AM
Subject: Core Works Project Request for Recommendations

Greetings all.

I am currently conducting research with the support of the ARMA International Educational Foundation (AIEF) to identify published literary works that document the theory and practice of Records and Information Management (RIM). The primary objective is to produce an annotated bibliography of the Core Works for the Records and Information Management Profession.

This bibliography is proposed as a continuation of AIEF and ARMA International's commitment to define and develop the RIM profession. Along with the Code of Professional Responsibility, the Core Competencies, and ICRM certification, the Core Works bibliography is intended to further establish RIM's professional legitimacy by providing an introduction to the profession for new members, establishing theoretical and practical foundations for experienced professionals, and inspiring public confidence in the RIM profession. As an applied tool, the bibliography in entirety is also intended to help individuals prepare for the 6-part certification exam offered by the Institute of Certified Records Managers (ICRM) by providing brief but thorough analysis of resources potentially valuable to one's preparation.

As part of the data gathering process, I would like to ask for your input. I am seeking recommendations on resources (books, journal articles, etc.) that address fundamental theoretical and practical topics in the management of records and information. Your recommendations will be anonymous, and no personal information (name, email address, etc.) will be gathered or stored. Recommendations will be added to a comprehensive list of potential works, which once completed, will be presented to the ARMA International Company of Fellows for review. If you are interested, a full report including methodology and outcomes will be made available after the completion of the project.

If you wish to contribute, please email your recommendations to me with a full bibliographic citation by August 16th, 2008. Please use the subject heading "Core Works Project Recommendations."

My email address is april [at] aprilnorris [dot com].

I greatly appreciate your time, and look forward to receiving your recommendations.

Best to all,
anorris

April Norris
april@aprilnorris.com

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The ARMA International Educational Foundation is the non-profit, (501(c)3), affiliate of ARMA International, the primary professional association for the records and information profession in the world.

Mission

The ARMA International Educational Foundation supports education and research initiatives that promote the advancement of both information managers and the information management profession. Recorded information is the lifeblood of the modern organization, but rarely is it treated as a critical asset, primarily because there is little quality research to create the comprehensive body of knowledge required to support information management as a profession. The AIEF purpose is to answer that need by soliciting funds for this research and then providing a vehicle through which conclusions can be tested, documented and communicated to the information management community.

Comments about this publication and suggestions for further research are welcome. Please direct your inquiry to the Foundation Administrator.

If you found value in this publication, please consider making a financial contribution to the Endowment Fund of the Foundation. This can be accomplished by visiting the Foundation's web site, www.armaedfoundation.org, or by contacting

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