BIBLIOGRAPHY

Applicants will notice this list of resources does not include web sites. Although it has information that may be helpful in preparing for the ICRM exams; the content of web sites can change without notice, and therefore are not used for the development of examination questions.

General Works – Books


**General Works – Periodicals**

American Archivist
The Society of American Archivists (SAA)
527 S. Wells St., 5th Floor
Chicago, IL 60607
www.archivists.org/periodicals

Disaster Recovery Journal
Richard Arnold, Publisher & Editor-in-Chief
11131 E. South Towne Sq.
St. Louis, MO 63123

e-doc (Formerly INFORM)
AIIM International
1100 Wayne Avenue, Suite 1100
Silver Spring, MD 20910
www.aiim.org/Resources/Archive/Magazine
Records and Information Managers are knowledgeable in the use of information technology to find resources for examination preparation.

Many organizations, including university libraries, offer access to such online bibliographic services as DIALOG™ or Infomart ™. Candidates may search on periodical indexes and other journals on records and information management. For example, *The Information Management Journal* is indexed on ABI/Inform.

The publication catalogs of various professional and trade association are good sources for learning about publications in Information and Records Management. The following list may be helpful:

- ARMA International bookstore (ARMA) at [www.arma.org/bookstore](http://www.arma.org/bookstore).
- AIIM – The Enterprise Content Management Association at [www.aiim.org](http://www.aiim.org)
- The Society of American Archivists (SAA) at [www.archivists.org](http://www.archivists.org)
- The proceedings of the ARMA International Annual Conferences. These often contain useful information.
Part 1 – Management Principles and the Records and Information Management (RIM) Program – Books

In addition to relevant sources from General Works – Books, the following resources are suggested:


**Part 2 – Records and Information:Creation and Use**

In addition to relevant sources from General Works — Books, the following sources are suggested:


**Part 3 – Records Systems, Storage and Retrieval – Books**

In addition to the relevant sources from *General Works – Books*, the following are suggested:


Part 4 – Records Appraisal, Retention, Protection, and Disposition – Books

In addition to the relevant sources from General Works – Books, the following are suggested:


Part 5 –Technology – Books

In addition to relevant sources from General Works – Books, the following sources are recommended:


NARA, Image Transfer Guidance.  (U.S. National Archives and Records Administration, Washington, DC. undated. ISBN: None.)


**Part 6 – Case Studies**


Classics – Books (Out-of-Print)

These books are classics in the Records and Information Management field. They explain and illustrate the basic principles of Records and Information Management. Those principles remain the same in whatever line of business they are used and for whatever technology applications they may be used.


