



---

## **SELECTED RESOURCES**



## DOCUMENTS

---

### Books

Archives & Records Management Handbook. Corvallis, OR: OSU Archives and Records Management Program, 1993 [2nd ed.].

Brown, J. Thomas. University Archives Manual: Records Management Program, Historical Collections. Terre Haute, IN: Indiana State University, 1991.

Galvin, Thomas J., and Russell L Kahn. Electronic Records Management as Strategic Opportunity: A Case Study of the State University of New York, Office of Archives and Records Management. Chicago, IL: Society of American Archivists, 1996.

In the Course of Business: Records Management Manual of the University of North Carolina at Chapel Hill. Chapel Hill, NC: University of North Carolina at Chapel Hill, 1994.

Kelly, Kristine. Models for Action: Practical Approaches to Electronic Records Management & Preservation. Albany, NY: Center for Technology in Government, University at Albany, SUNY, 1998.

Maher, William J. The Management of College and University Archives. Lanham, MD: Scarecrow Press, 2001.

Manual for the Management of University Records. Blacksburg, VA: Records Management Department, Virginia Polytechnic Institute and State University, 1989.

McLeod, Julie, and Catherine Hare, eds. Managing Electronic Records. London: Facet Publishing, 2005.

Pritcher, Lynn E. Archiving the History of Higher Education: Records Management and Student Organizations. Chapel Hill, NC: University of North Carolina at Chapel Hill, 1997 (Thesis).

Records Retention for Public Colleges and Universities in Ohio: A Manual. [Ohio]: Inter-University Council of Ohio, 1992.

Shepherd, Elizabeth, and Geoffrey Yeo. *Managing Records: A Handbook of Principles and Practice*. London: Facet Publishing, 2002.

*University Records Retention and Disposition Schedule*. Raleigh, NC: Division of Archives and History, North Carolina Department of Cultural Resources, 1991.

## Journal Articles

Barritt, M. R. "Adopting and Adapting Records Management to College and University Archives." *The Midwestern Archivist* 14, no. 1 (1989): 5–12.

"Establishing a University Records Management Program from the Inside Out." *Archival Issues* 30, no. 1 (2006): 23–33.

Schina, Bessie, and Garron Wells. "University Archives and Records Programs in the United States and Canada." *Archival Issues* 27, no. 1 (2002): 35–51.

Skemer, Don C., and Geoffrey P. Williams. "Managing the Records of Higher Education: the State of Records Management in American Colleges and Universities." *The American Archivist* 53 (Fall 1990): 532–47.

Thurston, Anne, and Piers Cain. "The Management of Public Sector Records Project: Managing the Records Lifecycle." *Information Development* 11 (December 1995): 198–205.

## WEB SITES

---

### Retention Schedules

University of Alabama. General Records Schedule.

[http://www.lib.ua.edu/libraries/hoole/recordsmgmt/general\\_records\\_schedules\\_1997\\_UA.pdf](http://www.lib.ua.edu/libraries/hoole/recordsmgmt/general_records_schedules_1997_UA.pdf)

University of Cincinnati. Inter-University Council of Ohio. Records Retention Matrix.

[http://www.libraries.uc.edu/libraries/arb/records\\_management/pdf/Rra.pdf](http://www.libraries.uc.edu/libraries/arb/records_management/pdf/Rra.pdf)

Georgia Institute of Technology. Records Retention Series. Categories.

<http://www.usg.edu/usgweb/busserv/series/index.phtml>

Kent State University. Record Retention Series. Indexed by Record.

[www.kent.edu/universitycounsel/recordsretention/indexrecord.cfm](http://www.kent.edu/universitycounsel/recordsretention/indexrecord.cfm)

## Staff Training Materials

University of British Columbia. Records Management Manual,  
[http://www.library.ubc.ca/archives/manuals/rm\\_manual.pdf](http://www.library.ubc.ca/archives/manuals/rm_manual.pdf)

University of Cincinnati. Introduction to Records Management,  
[http://www.libraries.uc.edu/libraries/arb/records\\_management/documents/workshop.ppt](http://www.libraries.uc.edu/libraries/arb/records_management/documents/workshop.ppt)

University of Kentucky. Records Management Education & Training,  
[http://www.uky.edu/Libraries/libpage.php?lweb\\_id=300&llib\\_id=13&ltab\\_id=692](http://www.uky.edu/Libraries/libpage.php?lweb_id=300&llib_id=13&ltab_id=692)

Note: All URLs accessed June 27, 2008.