50, 25, 10 Years
Looking Back...

April 1967
Records Management Quarterly

Association News
- American Records Management Association’s (ARMA National) headquarters is located at 738 Builders Exchange, Minneapolis, MN.
- The president of ARMA National is Eunice Thompson.
- ARMA’s 12th annual conference is scheduled for Oct. 24-27, 1967, at Hotel Roosevelt in New York City.
- The Business Forms Management Association considers affiliation with ARMA National.

Articles
- “Counseling the Computer User” by Robert P. Bigelow
- “The Effects of EDP [electronic data processing] on Records Management” by John W. Porter
- “Documenting Computer Operations” by Everett O. Alldredge
- “Impede or Succeed” by Hope V. Trombley
- “Forms Design and Procurement” by R.E. Carpenter
- “Investigative Techniques – Surveys and Audits” by Terry Beach
- “Systems Analysis and Work Simplification for Information Management” by Dr. Roger H. Nelson
- “Admissibility of Videotape Copies of Documents in Evidence” (no author named)

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Association News
- ARMA headquarters is located at 4200 Somerset Dr., Ste. 215, in Prairie Village, KS.
- The president of ARMA International is Manker R. Harris, CRM.
- ARMA’s new home study course, An Introduction to Records and Information Management, is $200 for members.
- Congratulations to our Chapters of the Year: Atlanta, Puget Sound, Greater Topeka.
- Don’t miss the 37th Annual Conference, “Shaping the Information Age,” which is to be held October 19-22, 1992, in Detroit.

Articles
- “The Bankruptcy of Records Retention Schedules” by Fred V. Diers, CRM
- “Know Your Merchandise: The Records Management Inventory” by Alice Gannon, CRM
- “The Measurement of Work” by Fraser Boyd
- “Precautions and Safe Practices for Records Storage Systems” by Don Lemley

Automated Data Processing, by Frederick P. Brooks, Jr. and Kenneth E. Iverson, was reviewed by Charles Macbeth.

Advertising
This second issue of Records Management Quarterly contained no advertising.
“EIM [electronic image management] Support Frameworks, A Statewide Perspective” by James J. Fruscione, CRM

Keeping Data: Papers From a Workshop on Appraising Computer-Based Records, by Barbara Reed and David Roberts, was reviewed by Kenneth V. Hayes.

Advertising

- Canon – ALLBASE+ software connects to the CANNONFILE 250 optical disk filing system
- Information Requirements Clearinghouse – “The Law Library for Records Managers”
- Iron Mountain – “For All Your Records Storage and Management Needs”
- O’Neil Software – “Over 300 companies, with over 100 million files, trust their records to O’Neil. Shouldn’t you?”
- REB Steel Equipment Corp – “REB Steel…a Reputation for Quality”
- Redweld – “Filing System Specialists” featuring recycled products
- Underground Vaults & Storage, Inc. – “Where do you think you’ll find your vital records? ...at our fingertips, safe and sound, 54 stories underground.”

The president of ARMA International is Susan McKinney, CRM.

Kick off your RIM Month promotion with these marketing tools from ARMA International: Records@Work pamphlets, posters, training materials, web seminars. Visit www.arma.org/promoteRIM for these and other materials now available.

Hot off the Press! Records Management Responsibility in Litigation Support” by ARMA International Standards Development Program workgroup and Records Management: Making the Transition from Paper to Electronic by David O. Stephens, CRM

Articles

- “RIM Health Check: Auditing an Organization’s RIM Program” by Janice Anderson
- “The RIM Manager’s Role in Supporting Major Business Changes” by John T. Phillips, CRM, FAI
- “Strategies for Merging Recordkeeping Systems” by Jason Pearce and Bernadette Resnik
- “DIRKS: Putting ISO 15489 to Work” by Stephen Macintosh and Lynne Real
- “Digital Conversion Projects: A Decision-Making Checklist” by Bud Porter-Roth
- Understanding Archives & Manuscripts, edited by James M. O’Toole & Richard J. Cox, was reviewed by Gary Cox, C.A.

Advertising

- Access Sciences – “Access Sciences...Connecting the Dots”
- DHS Worldwide Software – “Experience the most flexible and comprehensive records management software in the world.”
- Fujitsu – “Fujitsu scanners. You’ll see productivity everywhere you look.”
- Institute of Certified Records Managers – “Today’s records manager...needs more!”
- NAID – “Choosing a secure shredding service? Heads or tails may not be the best criteria...”
- The Paige Company – “Ordinary boxes hold stuff. Ours are built to hold your future.”
- Zasio – “When it comes to managing your electronic records, you’d be happy if Point-Click-Save were all it took. With Zasio, it is!” END