

50, 25, 10 Years Looking Back...



July 1967

Twin City Chapter Conference,
April 1967.

Records Management Quarterly Association News

- ARMA chapters have been formed in Pittsburgh and Orlando (Central Florida).
- ARMA exhibited at the National Microfilm Association Conference in Orlando. The booth was staffed by ARMA President Eunice Thompson, as well as Bill Benedon, Bruce Mowry, and Louise Merritt of the Greater Los Angeles chapter and Bruce Carswell from New Jersey.

Articles

- “Microfilm as a Management Tool,” by Richard E. Wolff
- “Microfilm at North American Aviation – LAD,” by Mark Keith
- “Microfilm in an Uncertain World,” by Genealogical Society of the Church of Jesus Christ of Latter-day Saints
- “The Computer Programmer – A Helpmate to the Records Manager,” by Phyllis Lorek
- “Paperwork: A Twentieth Century Dilemma,” by Bruce C. Harding
- “People and Records,” by Dr. Irene Place
- Special features in this issue:
 - ARMA’s 12th Annual Conference program for Oct. 24-27 at the Roosevelt Hotel in New York. The registration fee for the entire conference, including luncheons and banquet, is \$90 for members and \$100 for non-members (\$10 of which goes to the ARMA membership fee)

– Records Management Glossary from the “first of its kind” ARMA correspondence course developed by William Benedon. (See excerpt on page 42.)

- Charles Macbeth reviewed the following books: *The Effective Executive* by Peter F. Drucker, *The Business Executive in a Changing World* by William N. Mitchell, *Technical Information Center Administration* edited by Arthur W. Elias, and *Management Uses of the Computer* by Irving I. Solomon and Laurence O. Weingart.

Advertising

The first advertisers to appear in *RMQ* were:

- Kodak – “What’s new in microforms? Come to Kodak.”
- Remington Rand Office Systems (Division of Sperry Rand Corporation) – “Now... a one-stop source for all your Records Retrieval Micro-System needs!”



July 1992

John T. Phillips (1992) also wrote
an article for this issue of *RMQ*.

Records Management Quarterly Association News

- The president of ARMA International is Patricia Dixon, CRM.
- Others newly elected officers to the ARMA Board of Directors are James Allin Spokes, president-elect, and Michael P. Flanagan, secretary/treasurer.

Articles

- “A New Look at Information Systems and Records Management,” by Guy H. Thomas and Dr. Mark Langemo, CRM
- “The Value of Enhanced Service in Cost Justification,” by Ron Lacharité
- “The Use of Transportation Methods to Achieve Efficiencies in Data Placement,” by Robert H. Fireworker,

Ph.D., and Patrick Geier

- “An Automated Solution to the Superfund Documentation Problem,” by Sandra J. York, CRM
- “A PR Plan for Records Managers,” by Juanita M. Skillman, CRM
- Kenneth V. Hayes reviewed *Personal Computer Systems for Automated Document Storage and Retrieval* by William Saffady, *Desktop Image Scanners and Scanning* by Fred U. Wetzler, and *All About Micrographics* by Don Avedon and Rodd Exelbert.

Advertising

- Acorn Information Systems – “You LIE Like A Dog?! If You Think We Are Lying When We Say **RETRIEVER™** Is A FULL FEATURED Personal Computer Records Management System, And Sells For Only **\$595...** Then Order The Demonstration System For Only \$10 With The Above Coupon, And We Will Prove... **RETRIEVER's™** Bark Is As Strong As Its Bite!”
- Ames Color-File – “SQUEEZED FOR FILING SPACE?”
- Association of Commercial Records Centers – “How to get your records at midnight.”
- Assured Information Systems, Inc. – “Records Management Software”
- Automated Records Management Systems – “Our clients know a lot about records management.”
- Borroughs, a Lear Siegler Company – “Record Holders”
- CASS – “SOFTWARE To Do: · BOX TRACKING · FILE TRACKING · DRAWING MANAGEMENT”
- Chase Technologies, Inc. – FAST-PACED SOLUTIONS FOR A FAST-PACED WORLD: CHASE TECHNOLOGIES, INC.
- Commonwealth Films Inc. – “Buried Alive: The Critically Acclaimed Document Retention/Records Management Video.”
- DSC Data Storage Centers – “OFFSITE STORAGE WITH ONSITE CONTROL”
- Engineered Data Products – “The Filing Solution”
- GBS Filing Systems (formerly VRE Inc.) – “ASK OUR ORGANIZATION TO TAKE OVER YOUR OFFICE”
- Information Requirements Clearinghouse – “Protect Your Organization... Comply with the Laws Affecting Your Records!”
- InfoTRAX – Increase Efficiency, Accuracy, and Productivity with InfoTRAX – The Records Management System for the 90s”
- Iron Mountain – THE IRON MOUNTAIN SYSTEM: YOUR RECORDS MANAGEMENT SOLUTION
- Olsten Records Management Services – “Convert it. Maintain it. Destroy it.”

- Records Improvement Institute – “IN-HOUSE WORKSHOPS”
- Redweld – “Redweld Recycled Products...State Your Case.”
- TAB Products Co. – “Barcodes to control and manage your sensitive documents”
- Triadd Software Corporation – “ALL RECORDS MANAGEMENT SOFTWARE WAS NOT CREATED EQUAL”



Access Sciences has been a long-time supporter.

April 2007

The Information Management Journal

Association News

- The association is promoting the “Risk Profiler Self-Assessment” and the DVD training program “Keeping Good Company.”
- ARMA International’s Standards and Best Practices Program has published *The Digital Records Conversion Process: Program Planning, Requirements, Procedures* (ANSI/ARMA 16-2007) and *Guideline for Evaluating Offsite Records Storage Facilities*.

Articles

- “Blogs, Mashups, and Wikis – Oh, My!,” by Bruce W. Dearstyne, Ph.D.
- “Does Your RIM Program Need a Strategic Alignment?,” by Alan A. Andolsen, CMC, CRM
- “Eight Tips for Working with a Consultant,” by Julie Gable, CRM, CDIA, FAI
- “RIM Marketing Made Simple,” by Laurie Carpenter, CRM
- “Evidence Management Solutions for Mitigating E-Records Risks,” by Rob Peglar

- *Archiving Websites: A Practical Guide for Information Management Professionals* was reviewed by Anselm Huelsbergen, CA

Advertising

- Access Sciences – “Data Warehousing. Global Information Strategy. Compliance Knowledge Management, Records Management, Audit and Legal Support. Document Management. Access Sciences...Connecting the Dots”
- AIIM – “ready. aim. learn. Learn how to implement electronic records management (ERM).”
- Allegheny Paper Shredders – “SelecShred Adjustable Screen. Double your security at the touch of a button!”
- Bankers Box – “IS YOUR STORAGE ROOM SHRINKING?”
- BELFOR Property Restoration – “We listen. Clean and simple.”
- DACS – “THE PROVEN SOLUTION PUNCHDECK Open Area Corrugated Rack Deck”
- Dahle – “Save Money. Shred It Yourself!”
- FileTrail – “Stranded by your RIM vendor? Get on board with FileTrail and never be left behind again.”
- Fujitsu – “Fujitsu scanners. You’ll see productivity everywhere you look.”
- Iron Mountain – “Sally files it. Jack prints it. Jen downloads it... Fortunately, you can trust one company to protect it.”
- Leggett & Platt Store Fixtures Group – “Our records speak volumes about the experience and resources we bring to every project.”
- MBM Corporation – “Before a discarded document comes back to bit you...Shred it at the Source.”
- OmniRIM – “Take Control of Your Records Management.”
- O’Neil Software – “Scan. Store, Manage. Deliver.”
- Paige Company, The – “Ordinary boxes hold stuff. Ours are built to hold your future.”
- Recall – “THEY SAY, ‘Nobody’s Perfect.’ WE SAY, ‘How Hard Are They Trying?’”
- Smead Manufacturing Company – “If only everything worked together as well as our paper and electronic records management systems.”
- SNIA – “Does your information put you at risk? Protect yourself at Enterprise Information World.”
- Tower Software – “Enterprise Content Management. Knowledge...where it needs to be.”
- Xerox – “ONE TOUCH. Put information you need right at your finger tips for under \$500.”
- Zasio – Point. Click. Save. “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**

Records Management Glossary

July 1967

ARMA’s first glossary, which was part of its first records management correspondence course, included terms that are no longer familiar to most records management professionals. Even a few of the subject areas represented by the terms (and noted in parentheses after each term) may be unfamiliar:

CFM – Correspondence and Files Management; **FM** – Forms Management; **GRM** – General Records Management; **M** – Microfilm Systems; **RC** – Records Center Operations; **RM** – Reports Management; **RP** – Records Protection; and **RS** – Retention Scheduling.

How many of these terms do you know?

Can’t Finds (RC-CFM): Materials which have been searched but not located.

Card-Tabulating (RS-FM): Heavy, stiff paper of uniform size and shape, adapted for being punched in an intelligent array of holes. The punched holes are sensed electrically by wire brushes, mechanically by metal feeders or by electronic circuitry.

Cushion Sheet (FM): A plastic sheet placed between the stencil and backing sheet when preparing a stencil master on a typewriter. The cushion sheet insures a clean, sharp copy.

Duo (M): Recording of images on only one-half of the film width during one passage of the film. Film is then turned end-for-end and rerun to utilize the second half of the film. The principle is both useful and economical when filming small documents at high degrees of reduction.

Head-to-Foot (FM): Also called “tumble-turn” and indicates printing the reverse side of a sheet upside down so that it can be read by turning the sheet over from top to bottom instead of turning it as you would the pages of a book.

Pen Rule (FM): A method of printing lines only on columnar formats. The pen rule machine makes use of “pens,” which come in contact with the stock traveling beneath them in a continuous web.

Riffle (CFM): To thumb rapidly through the edges of a stack of papers to loosen them for easy handling.

Unitized Film (M): Microfilm mounted in some “unit” fashion; usually film mounted in a film jacket, aperture card, or film card – frames of microfilm instead of an entire role.