

RMAA LIBRARY

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TITLE	AUTHOR	
Annual Reports of Australian Archives & Advisory Council on Australian Archives 1995 – 96	Australian Archives	
Annual Reports of Australian Archives & Advisory Council on Australian Archives 1996 – 97	Australian Archives	
Annual Reports National Archive of Australia & National Archives of Australia Advisory Council – 1998 – 1999	National Archives of Australia	
Annual Reports National Archive of Australia & National Archives of Australia Advisory Council - 1999 - 2000	National Archives of Australia	
Annual Reports National Archive of Australia & National Archives of Australia Advisory Council – 2000 - 2001	National Archives of Australia	
Annual Reports National Archive of Australia & National Archives of Australia Advisory Council – 2002 - 2003	National Archives of Australia	
Archives	Edith Cowan University	Video
Bibliograph of Works on Records Management Held in Selected Libraries in Perth Sept/Oct 1990	RMAA WA Branch	Handbook
Business Services Training Package – Introduction to Package – Qualifications Guide – Assessment Guidelines – Units of Competency – Common BSB01	Business Services Training Australia	
Business Services Training Package – Units of Competency – Recordkeeping BSB01	Business Services Training Australia	
Communication Skills	Elder Bruce	
Convention Proceedings – 2 nd International Congress IRMC & 6 th National Australian convention RMAA – Perth 1989	IRMC & RMAA	
Convention Proceedings – 9 th National Convention Records Management Association of Australia 1992 – Professional Development Through Education September 1992 Sydney New South Wales	RMAA	
Convention Proceedings – 10 th Records Management Association of Australia 1993– Records The Heart of Management – Registration & Programme only - 5-8 Sept 1993	RMAA	
Convention Proceedings – 13 th National Convention Records Management Association of Australia 1996 – Re-engineering The Electronic Records Future September 1996 – Canberra ACT	RMAA	2 copies
Convention Proceedings – 15 th National Convention Records Management Association of Australia 1998 – Making Information Work – September 1998 Brisbane Queensland	RMAA	
Convention Proceedings – 16 th National Convention Records Management Association of Australia 1999 – Records Management Whose Territory ? – Darwin Northern Territory	RMAA	2 copies

Convention Proceedings - Convergence – Joint National Conference of the Australian Society of Archivists and the Records Management Association of Australia. September 2001 Hobart Tasmania	ASA & RMAA	
Corporate Memory in the Electronic Age – Statement of a Common Position on Electronic Recordkeeping May 1996	Australian Council of Archives	
Current Awareness Abstracts of Library & Information Management Literature	The Association of Information Management	
Developing Office Skills – Third Edition	Kerr Nettie & Yates Barbara	2 copies
Developing Office Skills Workbook – Third Edition	Kerr Nettie & Yates Barbara	2 copies
Disaster Planning for Library & Information Services - An ASLIB Know How Guide	Ashman John	
Electronic Recordkeeping	Edith Cowan University	Video
Essential Skills of Records Management – Seminar Paper May 1994	RMAA – Queensland Branch	Seminar Paper
File Format – A Guide to the Physical Design and Construction of Files – Revised Edition	Archives Authority NSW	Handbook 3 copies
Filing – A DIY guide for those who are changing, updating, re-engineering, refurbishing or simply studying filing.	Haxton Harry E	
Finding your way around the Law Library	University of Tasmania	
Freedom of Information – Seminar Paper March 1991	RMAA – Queensland Branch	Seminar Paper
Freedom of Information – Seminar Paper May 1991	RMAA – Queensland Branch	Seminar Paper
Guide to Preparing a Disaster Response and Recovery Plan for Records in Tasmanian Local Government	Tasmanian Local Government Chapter - RMAA	Booklet
Hobart Institute of TAFE – Review 1994	Hobart Institute of TAFE	Pamphlet
How to Dispose of Public Records	Archives Authority NSW	Handbook 2 copies
Image & Data Manager – Making Workflow Work on the Web – May/June 1998		Magazine
Image & Data Manager – AMP Wins Gold – Award winning IT Strategy March/April 1999		Magazine
INFORMAA Newsletter 1994 - Dec 93/Jan – Feb/April – Sept – Nov – Dec 1995 - Jan/Feb - Mar/April – June/July – Dec 1996 - Feb – April – June/July – Sept/Oct – Nov 1997 - Feb – May/June – Nov/Dec 1998 - Oct - Dec 1999 - Jan – June - Dec 2000 – March 2001 – November 2002 – Feb - May		

INFORMAA Quarterly 1987 – Feb – May – Sept – Nov 1988 – Feb – May – Aug – Nov 1989 – Mar – June – Nov 1990 – Feb – May – Aug 1992 - May 1993 – May – Aug - Nov 1994 – Feb – May - Aug – Nov 1995 – Feb – May – Aug – Nov 1996 – Feb – May – Aug - Nov 1997 – Feb - May – Aug - Nov 1998 - Aug - Nov 1999 - Feb - May – Aug - Nov 2000 - Feb - May – Nov 2001 – Feb - May – Aug – Nov 2002 – Feb – May – Aug 2003 – Feb – May 2004 – Feb - May		Magazine
Information Management – A Consolidation of Operations Analysis and Strategy	Middleton Michael	New addition Published 2002
Information Society	Martin William J	
Integrative Document & Content Management – Strategies for Exploiting Enterprise Knowledge	Asprey Len Middleton Michael	New addition Published 2003
International Records Management Council Journal 1987 – Jan – April 1988 – Jan – July – Oct 1989 – Jan – 2 nd Quarter – 4 th Quarter 1990 – 1 st Quarter 1993 – May	RMAA NSW Branch	Magazine
Intranets: Problems or Opportunities for Recordkeeping – Proceedings of a Seminar conducted by the ACT Branch RMAA at Parliament House Canberra 10-11 March 1999	RMAA Eccleston Anthony	
Introduction to Records Management	Smith Peter A, Siller Joy Poynton Tony, Exon Maggie	
ISO 15489-1 2001 Information and Documentation – Records Management – Part 1 General	Standards Australia	New Additions
ISO 15489-2 2001 Information and Documentation – Records Management – Part 2 Guidelines	Standards Australia	New Additions
Keeping Archives	Australian Society of Archives – Pedderson Ann	
Keeping Archives – Second Edition	Australian Society of Archives – Ellis Judith	
Management of Electronic Documents in the Australian Public Service	Information Exchange Steering Committee – Dept of Finance	
Managing Information – Jan/Feb 1999 Intelligent Agents Using Knowledge & Information to Manage Change Evidence Based Medicine Review on CD-ROM Knowledge Board Reviewed	Aslib – Association for Information Management	Magazine

Managing Information – March 1999 Raising the Profile Marks & Spencers Fair Dealing Case Case Study IPC Magazines Readers Enquiries	Aslib – Association for Information Management	Magazine
Managing Information - April 1999 TV Appearance for Managing Information Disaster Recovery & Y2k Case Study Environment Agency Product Review Live Intranet	Aslib – Association for Information Management	Magazine
Managing Lawyer's Information	Moore Peter	
Managing Records – a handbook of principles and practice	Shepherd Elizabeth & Yeo Geoffrey	New Addition Published 2003
Memento 1997 – Sept – Dec 1998 – March – June 1999 – Jan – May – Sept 2000 – Jan – May 2001 – Jan – May 2002 – Jan – May 2003 – September 2004 – January - May	National Archives of Australia	Magazine
National Archives of Australia & National Archives of Australia Advisory Council Annual Reports 2001 – 2002	National Archives of Australia	Booklet
National Marketing Strategy for RMAA	Marketing Advisers for Professionals P/L Charlton Maria	Pamphlet
Personal Development in Information Work – Second Edition	Webb Sylvia P	
Productivity & Information Management – A one day seminar on the use of technology in Government business operations. 20 March 1991	RMAA	
Publications on Records Management No 1 – File Format – Mar 78 No 2 – File Creation –Mar 78 No 3 – File Movement & Resubmit Systems – Nov 82 No 4 – Principles of Keyword Classification – April 85 No 6 – General Records Disposal Schedule - Jan 85 No 7 – Records Scheduling & Disposal - Jan 82 No 8 – Glossary of Records Management Terms – Mar 80 No 9 – How to Compile a Procedure Manual – May 80 No 10 – Records Storage Information Handbook – April 90 No 11 – File Titling & Indexing – Dec 95	Records Management Office New South Wales	Handbooks
Records & Archives Competency Standards – November 1997	Australian Council of Archives	
Records Management - Part 1 – General	Standards Australia	
Records Management - Part 1 – Guidelines	Standards Australia	
Records Management – A Guide to Corporate Record Keeping – 2 nd Edition 1994	Kennedy Jay Shauder Cheryl	

Records Management – A Guide for Students & Practitioners of Records Management	Kennedy Jay Schauder Cheryl	
Records Management – A Practical Guide – Policies, Practices, Resources, Technologies	Diamond Susan Z	
Records Management Bibliography	Onopko Helen	
Records Management Concepts	Edith Cowan University	Video
Records Management Journal Vol 2 No 1 Spring 1990	Aslib – Association for Information Management	
Records Management Journal Vol 2 No 2 Summer 1990	Aslib – Association for Information Management	
Records Management Journal Vol 2 No 3 Autumn 1990	Aslib – Association for Information Management	
Records Management Journal Vol 2 No 4 Winter 1990	Aslib – Association for Information Management	
Records Management Journal Vol 3 No 1 Spring 1991	Aslib – Association for Information Management	
Records Management Journal Vol 3 No 2 Summer 1991	Aslib – Association for Information Management	
Records Management Journal Vol 3 No 3 1991	Aslib – Association for Information Management	
Records Management Journal Vol 4 No 2 December 1994	Aslib – Association for Information Management	
Records Management Journal Vol 5 No 1 June 1995	Aslib – Association for Information Management	
Records Management Journal Vol 5 No 2 December 1995	Aslib – Association for Information Management	
Records Management Journal Vol 6 No 1 April 1996	Aslib – Association for Information Management	
Records Management Journal Vol 6 No 2 August 1996	Aslib – Association for Information Management	
Records Management Journal Vol 6 No 3 December 1996	Aslib – Association for Information Management	
Records Management Primer – 1989 Revised Edition	Haxton Harry E	3 copies
Records Retention & Disposal Schedule	Edith Cowan University	Video
Records Scheduling & Disposal – Guidelines on How to Write & Implement a Disposal Schedule – 1993	Archives Authority NSW	Handbook 3 copies

RMAA – Annual Reports

1992 / 1993
 1994 / 1995
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 1996 / 1997
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 2001

RMAA – Association Integrated Management System (AIMS)	RMAA	
RMAA – Local Chapter Victoria – Training Workshops	RMAA	
RMAA – Occasional Paper no 1 – Total Recall: Managing the Information Environment for Corporate Accountability	RMAA (WA Branch)	
RMAA – Occasional Paper no 2 – Bibliography of Works on Records Management Held in Selected libraries in Perth Western Australia	RMAA (WA Branch) Pember Margaret & Mavlian Glenda	2 copies
RMAA – Product Directory – 1993/94	RMAA	
RMAA – Product Directory – 1996/97	RMAA	
RMAA – Product Directory – 1998/99	RMAA	2 copies
RMAA – Product Directory – 1999/2000	RMAA	2 copies
RMAA Promotional Video	RMAA	Video
RMAA Video Presentation – Education Seminar – The Great Debate Folioing 29 th October 1996	RMAA	Video
Seminar – RMAA –Managing Information in the 1990’s. What will Your Role Be? 17 th to 19 th July 1990 – Program and speakers papers	RMAA Tasmanian Branch	2 copies
Seminar Proceedings – Records and the Law – 5 th June 1990 Adelaide South Australia	RMAA	
Seminar – RMAA ACT Branch – Contracting Out of Recordkeeping Services in Government – March 1998	RMAA ACT Branch	
Seminar – RMAA ACT Branch – Intranets: Problems or Opportunities for Record-keeping – March 1999	RMAA ACT Branch	
Seminar – RMAA Queensland Branch – Annual General Meeting – 9 th July 1999	RMAA Queensland Branch	2 copies
Staff Training Course – Records & Document Security	Tasmania Police Thomson S G	Handbook 8 copies
Storage Media and the Law – A Seminar by the RMAA Canberra ACT 7 March 1990	RMAA	
Thesaurus construction – Second Edition	Aslib – Aitchison Jean Gilchrist Alan	
Training Handbooks Keyword Classification Handle with Care – A Guide to the Care of Records Checklist for Use in Selecting Records Management Software	RMAA – NSW Branch	
Writing Skills – The Communication Skills Series	Eunson Baden	