



## ARMA INTERNATIONAL TERRA NOVA CHAPTER

### INFORMATION SHEET SERIES #5

# Commercial Records Centers

#### PRINT RESOURCES:

- Association of Commercial Records Centers; Practices & Procedures Committee. *Disaster Planning Workbook for Records Centers*, 1990.
- Association of Commercial Records Centers; Research Committee. *Shelving/Rack Guideline for Commercial Records Centers*, Spring 1991.
- BMS Catastrophe, Inc. *Disaster Restoration Guide for Disaster Recovery Planners*. 1993.
- April Dymytrenko and Juanita Skillman. *Outsourcing: The Great Debate*. Bridging Records, Information, and Knowledge: Proceedings Book: ARMA International 44<sup>th</sup> Annual Conference. Cincinnati, Ohio: Oct. 17-20, 1999: 452-458.
- Julie Niebuhr Eulenberg. *Handbook for the Recovery of Water Damaged Business Records*. New York Public Libraries, 1984.
- Eric G. Lundquist. *Salvage of Water Damaged Books, Documents, Micrographic and Magnetic Media*. 1986.
- Betty Ricks, *et al.* *Information and Image Management: A Records System Approach*. Canadian 3<sup>rd</sup> Edition. Toronto: ITP Nelson, 1996: 462-485.

#### WEB RESOURCES

- Bizjournals.Com - "Off-site Copy Storage Keeps Office Rents Down"  
[bizjournals.bcentral.com/extraedge/consultants/savvy\\_business\\_shopper/1997/10/06/column69.html](http://bizjournals.bcentral.com/extraedge/consultants/savvy_business_shopper/1997/10/06/column69.html)
- "So you Want to be in the Records Storing Business!!!"  
[www.water-fall.com/manual.htm](http://www.water-fall.com/manual.htm)
- Contracting out your Records Management  
[www.naa.gov.au/recordkeeping/rkpubs/advices/advice14.html](http://www.naa.gov.au/recordkeeping/rkpubs/advices/advice14.html)
- Considerations for Outsourcing Basic Records Management Functions

