



**ARMA INTERNATIONAL
TERRA NOVA CHAPTER**

INFORMATION SHEET SERIES #2

Document Imaging and Management

PRINT RESOURCES:

- Betty Ricks, Ann Swafford, Kay Gow and Glen Flemming. *Information and Image Management: A Records Systems Approach*, Canadian Third Edition. (ITP Nelson, 1997).
- Mary F. Robek, Gerald F. Brown, and David O. Stephens. *Information and Records Management: Document-Based Information Systems*, 4th Edition. (Glencoe McGraw Hill January 1995).
- Michael J. D. Sutton. *Document Management for the Enterprise: Principles, Techniques, and Applications*. (John Wiley and Sons, 1996).
- Information and Documentation - Records Management, ISO 15489., (International Organization for Standards draft, 2000).

WEB RESOURCES:

- **American Institute for Information Management**
www.aiim.org
- **British Columbia Archives - Information Management**
www.bcarchives.gov.bc.ca/index.htm
- **Kodak**

For anyone who thinks that digital is forever - think again!

Information stored on digital media (computer disks, CDs, DVDs, etc) must be properly managed if the information is to be accessible and useable over the long term.

Kodak has developed this white paper outlining some of the pitfalls of storing information digitally and some preservation strategies that should be considered.

www.kodak.com/US/plugins/acrobat/en/business/techCorner/dpWhitePaper.pdf

- **A Non-Technical Introduction to Document Management**, including topics related to SGML, HTML, XML, Tracking, Security, Fax, etc.. Phillip A. Covington

www.grpmax.com/pac_mainfiles/docmgmt_index.html

- **Basics for Document Imaging & Management Systems.**

A "quick and dirty" overview of some of the concepts and terminology related to Document Imaging and Management. As with all vendor supplied information, take it with a grain of salt.

www.laserfiche.com/basics/index.html

- **Improving Electronic Document Management - Guidelines For Australian Government Agencies**

www.defence.gov.au/imsc/edmsc/iedmtc.htm

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