



**RECORDS MANAGEMENT
LIBRARY RESOURCE GUIDE
SHAKE LEARNING RESOURCES CENTER**

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Shake Library offers students, faculty, and staff a wide array of resources to use in locating information on any given topic. From traditional print material such as books to more popular online resources such as INSPIRE, one can find information about a topic. Four professional librarians are available to assist library users in finding and locating information. **If you need help, ask a librarian at the Reference Desk.**

INFORMATION PATHWAYS

- Find Books: VU WebCat Online Catalog (books, music, videos, ebooks, periodicals, etc.)
- Find Articles: Electronic Periodical Databases (EBSCOhost, LexisNexis, ProQuest, etc.)
- Library Reference Collection: dictionaries, encyclopedias, handbooks, statistics, etc.)
- Internet Resources

I. FIND BOOKS: VU WEBCAT (LIBRARY CATALOG)

WebCat is VU's computerized catalog of books, ebooks, videotapes, music CD's, periodicals subscribed to by the library, and some useful web sites. *WebCat* is available in the library and through the World Wide Web (You access the VU Library home page at <http://www.vinu.edu/>, then select the Academic Resources tab at the top of the page, then click Shake Library, then Find Books, and then VU WebCat).

The user can find materials quickly using the Simple Search screen (the default screen you see when you access *WebCat*, which allows searching the *WebCat* database by the following menu choices:

- Author Browse
- Exact Title
- Subject Browse (use topics like, business records management, electronic filing systems, filing systems, information resources management, office management, office practice, records management, etc.)
- Call Number Browse
- Command Search (keywords)
- Journal Title (Searches for titles of magazines and journals in VU's Recent Issues, Bound, and Microform Periodical Collections)

II. FIND ARTICLES (ELECTRONIC PERIODICAL DATABASES)

Shake Library offers researchers many choices of electronic databases for use in locating articles on specific topics in periodical literature (newspapers, journals, magazines, etc). After accessing online databases, use the help information available with each database to become familiar with its search options. If you need assistance with using a database, please ask for help from a librarian at the Reference Desk. To search periodical databases, go to the VU Library home page at <http://www.vinu.edu/>, then select the Academic Resources tab at the top of the page, then click Shake Library, then Find Articles, and then click the database you want to search.

EBSCOhost (INSPIRE)

EBSCOhost's Business Source Premier is an important database that offers business researchers the ability to search for information related to most business topics. The full text for more than 7,400 business journals and other sources is provided, with some coverage dating as far back as 1922.

Records Management Periodicals in *Business Source Premier*

- *Records Management Quarterly* (1990 – 1998)
- *Information Management Journal* (1999 to present; formerly *Records Management Quarterly*)
- *OfficePro* (1997 to present)

Key Subject Terms

- Document Management
- Filing Systems
- Micrographics
- Office Equipment & Supplies
- Office management
- Office Practice
- Paperwork (Office Practice)
- Records – Management
- Records Disposal
- Records Maintenance
- Records Retention

PROQUEST

ProQuest offers a suite of databases that cover everything from career and vocational education to social science. More than 3,000 publications are listed in *ProQuest*, with many available in full text. There are many full text business-related periodicals in *ProQuest*.

Records Management Periodicals in *ProQuest*

- *Records Management Quarterly* (1988 - 1998)
- *Information Management Journal* (1999 to present)
- *Office Solutions* (2000 to present)
- *OfficePro* (1998 to present)
- *Office World News* (1998 to present)

Key Subject Terms

- Data Imaging
- Disposal of Records
- Document Management
- Files management
- Filing Systems
- Microforms
- Micrographics
- Office Equipment
- Office Management
- Records Maintenance
- Records Management
- Records Retention

III. INTERNET RESOURCES

- [*U.S. National Archives & Records Administration \(NARA\)*](#)

This federal agency serves as the nation's official record keeper. There is a link to **Records Management** on the site's main page. There are several free documents, including one on disaster preparation.

- [*Indiana Commission on Public Records \(ICPR\)*](#)

The ICPR responsibility is to assist state and local governments in the efficient and effective management of public records, especially in the creation, use, storage, and disposition of those records. There is a link to **Records Management** where one will find links to free documents, including one about **file management**.

- [*Illinois State Archives Records Management*](#)

The Illinois site provides information about records management for both local and state agencies.

- [*University of Washington Records Management*](#)

This site provides good information on files management and recovery of damaged files.

- [*Oregon State University Archives & Records Management Handbook*](#)

The Handbook provides information about principles of records management, records retention and disposition, filing systems and equipment, etc.

- [*West Virginia County Records Management Manual*](#)

This Handbook provides information about effective records management practices to storing, moving, and transferring records.

- [Florida Department of State: State Library & Archives of Florida](#)

This Florida site provides guidelines and documents for records managers.

- [Arizona State Library, Archives and Public Records](#)

There is a link to “Forms and Manuals” at this site, which provides content from documents.

Searching Google for Documents

The following *Google* search methods may help you locate additional information related to records management:

Use Google’s Advanced Search page to search for information on records management. Below is an example on how to search from the Advanced Search page.

- search **disaster planning** with all the words
- search **records management** as an exact phrase
- limit language to English
- return Web pages updated in the past 3 or 6 months
- return results where my terms occur in the text of the page
- return results from **.gov** domains

List of domains currently available:

- aero - Aviation sites <http://www.tshone.aero>
- .biz - Business sites <http://www.marketing-magic.biz>
- .com - Commercial sites <http://www.walmart.com>
- .coop - Cooperatives sites <http://www.wfcmac.coop>
- .edu - Educational sites <http://www.vinu.edu>
- .gov - Government sites <http://www.fbi.gov>
- .info - General use sites <http://www.healthyvermonters.info>
- .mil - Military sites <http://www.navy.mil>
- .museum - Museum sites <http://www.hk.heritage.museum>
- .name - Individual or personal sites <http://www.bill.lockhart.name>
- .net - General Internet address <http://www.evansville.net>
- .org - Organization <http://www.cancer.org>
- .pro - Professional sites <http://www.sewell.cpa.pro>