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ARMA International Releases Three New Guidelines for Information Management

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Standards, guidelines, and technical reports are designed to create a professional best practice environment within an organization. ARMA International continuously releases new and up-to-date guidelines to keep information management professionals current on these best practices in growing industries, professions, and technologies. Following are the latest additions to the ARMA International Standards and Best Practices family:

[Website Records Management Guideline](#)

This guideline explores how information posted on websites may constitute records. It offers records and information management (RIM) advice and best practices recommendations for managing website records. It covers roles, responsibilities, and risk management for website management, including website lifecycle issues, technologies for creating and attaching metadata, web content management, capturing and harvesting website data, and meeting the challenges of Web 2.0.

[RIM for IT Professionals Guideline](#)

Electronic commerce, emerging technologies, privacy and security requirements, and other business drivers are requiring RIM and IT professionals to join forces. This guideline is designed to help RIM professionals extend their IT knowledge while assisting IT professionals in gaining a clear understanding of records retention and archiving requirements and methodologies. It provides guidance for professional collaboration between records managers and IT to create cohesive information management solutions.

[Contracted Destruction for Records and Information Media](#)

Designed to guide organizations when contracting for destruction services, this guideline identifies the critical components that must be addressed so no records or information in any format are compromised during any part of the destruction process. For service providers, this guideline will create an understanding of the requirements for managing and processing an organization's records and information media destruction activities.

These new guidelines and other valuable information management resources can be found at www.arma.org/bookstore.

About ARMA International

ARMA International (www.arma.org) is a not-for-profit professional association and the authority on managing records and information. It is known worldwide for setting standards and best practices, and for providing comprehensive education, publications, and information on the efficient maintenance, retrieval, and preservation of vital information created in public and private organizations in all sectors of the economy. Formed in 1955, ARMA International is the oldest and largest association for the records and information management profession with a current international membership of more than 11,000. It also publishes the [Information Management magazine](#).

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