

**Washington State Archives, Records Management Division
Video Library**

unless otherwise noted, all the videos are on VHS

Contact Benjamin Helle at 360-586-4901 or bhelle@secstate.wa.gov if you are interested in reserving any of the following videos for your agency records management needs. Thank you!

Buried Alive: Document Retention and Records Management: Commonwealth Films Inc., 1990: 23 minutes.

This video is a records management staple and an ARMA favorite for helping to raise awareness of the need for correct document retention and records management procedures – as well as 23 legal, financial, and operational consequences of non-compliance. Created in consultation with top experts and based on some of the nation's best managed systems, it dramatically shows how documents should be systematically retained or destroyed without risking destruction of vital information or evidence. Memorable do's and don'ts promote better understanding of records and information management; more efficient retention practices; a more heightened awareness of the need for consistently scheduled destruction; more reliable retrieval; and more productive use of costly storage space.

NOTE: This video is a favorite among our Records Officers! The Records Management Office has two copies available to loan out to Records Officers.

For the Records: Records and Information Management: Commonwealth Films Inc., 1995: 22 minutes.

Designed for every employee who handles information and records in today's computer-based workplace – and that includes almost everyone – this video stresses the importance of employee compliance with established in-house records management policies, highlights key principles, and describes the four basic policy issues of records/information management systems: ease of retrieval, consistency of retention, thoroughness of records destruction, and dependability of recovery. The video dramatizes how employee work habits that conflict with these principles can put the entire organization at risk, and how the best-designed systems are only as strong as each individual employee's compliance with it. The video also stresses that many of the general principles that apply to paper records should be applied to electronic ones and that systematized management procedures – not personal filing, retrieval, destruction or back-up gimmicks – must be the rule.

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NEW! *Keeping Good Company: Kahn Consulting Inc. & ARMA International, 2005: over 60 minutes.*

This film is an interactive DVD-based training program that will help your employees understand their roll in managing records and information – and help your organization achieve its business goals and protect its legal interests in the process. This training program presents the fundamentals and importance of managing records and information through engaging, real-world examples and commentary from business,

legal, technology, and information management experts. The program is divided into four 15-minute parts:

- The Importance of Information Management
- Records and Information Management Fundamentals
- Rules for Legal Preservation and Discovery
- The Unique Challenges of Managing Electronic Records

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Guardians of the Public Record: American Association of State and Local History, Nashville, TN, 1985. 13 minutes.

Are historical records in your community deteriorating because of poor storage conditions? Are records needed for research being lost? This program urges local officials to improve the management of records and describes the basic steps to do so.

Into the Future: On the Preservation of Knowledge in the Electronic Age: Council on Library Resources, Commission on Preservation and Access, 1997: 30 minutes.

This video is about the hidden crises of the digital information age. It asks if digitally stored information and knowledge will survive in the future. Will humans twenty, fifty, one hundred years from now have access to the electronically recorded history of our time? What happened to reel to reel? Can we still read those tapes from early Voyager probes into outer space? What about CD-ROMs? And even Windows 2.2? A sequel to the award winning *Slow Fires: On the Preservation of the Human Record, Into the Future* features, among many others, such shapers and philosophers of the Information Age as Peter Norton (founder of Norton Utilities) and Tim Berners-Lee (father of the World Wide Web).

It Couldn't Happen Here...A Manager's Guide to Disaster Recovery Awareness: Washington State Department of Information Services, 1991: 16 minutes.

Sharing the Responsibility: Communities and Their Records: Georgia Historical Records Advisory Board, date unknown: 20 minutes.

This video illustrates how four Georgia communities successfully addressed their records needs. It features the Troup County Archives, the Rome-Floyd County Records Program, the Gwinnett County Records Management Program and the Thomaston-Upson Archives.

Slow Fires: On the Preservation of the Human Record: Council on Library Resources, 1987: 58 minutes.

This video examines the disintegration of millions of books, newspapers, documents, photographs, drawings and maps due to the acidic content of most paper produced since the mid-nineteenth century.