

References & Recommended Reading List

Dearstyne, Bruce (2008) *Leading and Managing Archives and Records Programs: Strategies for Success*

(Archivist's & Records Manager's Bookshelf)

Franks, Patricia (2013) *Records and Information Management*

Johnson, Valerie and Simon Fowler (2017) *Silence of the Archive (Principles and Practice in Records Management and Archives)*

Read, Judith and Mary Lee Gin (2015) *Records Management, Tenth Edition*

Saffady, William (2011) *Records and Information Management: Fundamentals of Professional Practice*