



# RECORDS MANAGEMENT

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# Managing Your Organizations Records

**E Durkheim**

## **Managing Your Organizations Records:**

### **Managing Knowledge Resources and Records in Modern Organizations** Jain, Priti,Mnjama, Nathan,2016-12-21

Modern organizations and businesses are growing rapidly every day With these advances comes the need for more progressive forms of knowledge management and record keeping techniques Managing Knowledge Resources and Records in Modern Organizations is a pivotal reference source that discusses the current trends technologies and ethics associated with knowledge management Featuring comprehensive coverage on a spectrum of topics such as leadership roles in knowledge sharing knowledge governance electronic resources for public sector reform and record keeping for information in public and private sector organizations this publication is a comprehensive resource for educators professionals practitioners academics and researchers interested in the latest information on knowledge management for business and organizations

*Planning and Implementing Electronic Records Management* Kelvin Smith,2007 Many organizations are moving away from managing records and information in paper form to setting up electronic records management ERM systems There is a range of reasons for this economic considerations may be the driver for change or government policy initiatives may be coming into play Whatever the situation in your organization this book provides straightforward practical guidance on how to prepare for and enable ERM It sets out and explains the issues organizations need to consider in selecting a system and the procedures required for effective implementation Help is also given with the complexities of managing hybrid records during an interim period between paper and electronic record management The book is divided into three main parts covering the preparation for ERM and its design and implementation The key areas covered are the underlying principles the context making a business case for ERM the main issues for design the information survey the file plan appraisal methodology preservation access the main issues for implementation project management procurement change management training the future of information management Readership This essential guide should be on the desk of any library and information professional records manager archivist or knowledge manager involved in planning and introducing an ERM system whether in a public or private sector organization

**Managing Records** Elizabeth Shepherd,Geoffrey Yeo,2003 Many organizations do not yet have a formal programme of records management but increasingly they are recognizing the benefits of well managed records and the serious consequences of inadequate records systems Establishing records management and maintaining an effective programme requires specialist expertise This essential manual of practice provides a detailed guide to the concepts skills and techniques of records management for organizational staff who have a responsibility for setting up maintaining or restructuring a records management programme It offers invaluable advice on the management of records in both electronic and traditional paper media and focuses on the following areas understanding records management analysing the context for records management classifying records and documenting their context creating and capturing records managing appraisal retention and disposition maintaining records and assuring their integrity providing access implementing

records management The appendices provide a wealth of additional information including a list of standards for records management an annotated bibliography and sources of further information and details of professional and advisory bodies Readership This much needed manual is an indispensable purchase for organizations wishing to introduce better practices for managing their records The book is intended to be of value to experienced records managers as well as LIS practitioners and newcomers to the field It should be on the desk of every manager and every information professional with responsibility for records management *Effective Records Management* Julie McLeod,2002 Records management Data processing Data management Library and information science Document maintenance Information operations Management techniques Records documents IT and Information Management Information and Knowledge Management *Practical SharePoint 2013 Enterprise Content Management* Steve Goodyear,2013-11-25 Practical SharePoint 2013 Enterprise Content Management is the first book to guide you through planning and designing each phase of your information life cycle with SharePoint 2013 Author and SharePoint expert Steve Goodyear walks you through how to analyze and plan enterprise content management ECM solutions for an effective and end to end information design based on your organization s needs and business requirements Inside you will develop a full understanding of how SharePoint 2013 manages content including identifying and understanding your organization s information within SharePoint collaborating on transitory content and capturing and controlling your records You ll get practical advice and best practice instruction for each phase of the information life cycle to guide you on designing your ECM strategy and implementing your own ECM solution You learn how to Apply a content life cycle model to analyze and understand your organization s information Design your file plan with content routing rules for your SharePoint records repository Plan and configure your eDiscovery portal and manage discovery cases Design solutions to interface and integrate with external records management systems Identify your organization s information security requirements Design content types and implement an enterprise content type hub to organize your information Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect administrator consultant or project manager and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM What you ll learn Apply a content life cycle model to analyze and understand your organization s information Plan and configure your SharePoint 2013 enterprise eDiscovery portal and manage discovery cases Design your file plan with content routing rules for your SharePoint records repository Design solutions to interface and integrate with external records management systems Design content types and implement an enterprise content type hub to categorize and organize your information Identify your organization s information security requirements Who this book is for Practical SharePoint 2013 Enterprise Content Management is for you if you are a SharePoint architect administrator consultant or project manager and you implement SharePoint solutions that relate to one or more aspects of the information life cycle involved with ECM This book is also for you if you are an enterprise architect or a records manager and you want to learn

how ECM fits in SharePoint This book is definitely for you if you want to learn how to analyze design and implement an ECM solution on SharePoint 2013 Table of ContentsIntroduction Part I Planning and Analyzing Your Information Lifecycle Chapter 1 Overview of Enterprise Content Management Chapter 2 SharePoint 2013 ECM Features Chapter 3 Analyzing Your Information Life Cycle Chapter 4 Designing Your Information Architecture Part II Managing Your Transitory Content Chapter 5 Configuring SharePoint for Your Collaboration Content Chapter 6 Classifying and Organizing Your Content Chapter 7 Publishing Your Web Content Chapter 8 Designing Your Electronic Form Processes Part III Designing Your Information Discovery Chapter 9 Implementing Enterprise Search Chapter 10 Planning Social Computing Chapter 11 Managing eDiscovery and Discovery Cases Chapter 12 Securing Your Content Part IV Designating and Managing Your Records Chapter 13 Designing Your File Plan Chapter 14 Implementing Your Records Repository Chapter 15 Managing Content Retention and Disposition Chapter 16 Integrating with Other Records Repositories

**Managing Your Organization's Records** Elizabeth Parker,1999 Records are a vital business and information resource in any organization This book deals with record management in libraries describing topics such as identifying and managing records servicing an organization through record management managing active records managing inactive records managing e mail retention of records managing records through organizational upheaval disaster planning of vital records and business recovery and promoting the Records Management Service

**Fundraising with The Raiser's Edge** Bill Connors,2010-03-08 A non technical guide to The Raiser's Edge the most widely used fundraising database package on the market for the fundraising professional The first ever guide to The Raiser's Edge database package for the fundraising professional Fundraising with The Raiser's Edge A Non Technical Guide educates your nonprofit about what The Raiser's Edge can do for you and will help you more effectively work with the staff who are responsible for data entry and output Helps your organization get much greater return on The Raiser's Edge and use it to raise more money more effectively and with less stress Contains specific and clear direction on the key areas you should know without technical discussion Includes numerous checklists to give you practical takeaways Providing you with the non technical details you need to know to recruit manage and retain quality database personnel Fundraising with The Raiser's Edge A Non Technical Guide will help you in your day to day fundraising work without needing to become a database expert

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