

Managing Electronic Records

2nd Edition

William Saffady



Managing Electronic Records 2nd Edition

Karin Nielsen-Saines

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Managing Electronic Records Julie McLeod,Catherine Hare,2005 One of the biggest challenges faced by any organization today is that of managing electronic records a vital but complex undertaking involving multiple roles within the organization and strategies that are still evolving Bringing together for the first time the views experience and expertise of international experts in the records management field in the public and the private sectors this book covers the theory and practice of managing electronic records as business and information assets It focuses on the strategies systems and procedures necessary to ensure that electronic records are appropriately created captured organized and retained over time to meet business and legal requirements In addition to chapters covering principles research and developments there are case studies relating to practice and lessons learned The chapters are written by a fully international line up of contributors Readership This book explores issues and addresses solutions not only for records professionals but also for information IT and business administration specialists who as key stakeholders in managing electronic information may have taken on crucial roles in managing electronic records in their organization It will also be a key textbook for records management courses

Records and Information Management, Second Edition Patricia C. Franks,2018-10-10 As Information Management put it On the strength of its currency and coverage alone Franks book is poised to take over as the recommended go to reference for both students and RIM professionals for many years to come The new second edition cements this work s status as an up to date classic its content updated and expanded to address emerging technologies most notably blockchain and evolving standards and practices Inside Franks presents complete coverage of the records and information lifecycle model encompassing paper electronic databases office suites email and new media records blogs chat messages and software as a service Informed by an advisory board of experts in the field and with contributions by noted authorities the text addresses such key topics as the origins and development of records and information the discipline of information governance and developing a strategic records management plan creation capture and classification retention strategies inactive records management archives and long term preservation access storage and retrieval electronic records and electronic records management systems the latest on rapidly evolving technologies such as web records social media and mobile devices vital records disaster preparedness and recovery and business continuity monitoring auditing and risk management and education and training This book s authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field Instructor trainer extras include a set of ready to go customizable PowerPoint slides to accompany the text Examination copies are available for instructors who are interested in adopting this title for course use

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Management Training Programs in Higher Education for the Fourth Industrial Revolution: Emerging Research and Opportunities Cardoso Espinosa, Edgar Oliver,2020-01-31 Under the Fourth Industrial Revolution it is important that organizations recruit and retain

managers with skills that allow them to focus on meeting strategic objectives To achieve this companies must focus on implementing strategic management that allows managers to manage and lead continuous change creativity innovation learning productivity speed and effectiveness of their activities that turn them into constant value generators Managers must also possess personal competences such as initiative resilience assumption of risk creativity networking empathy negotiation self control self knowledge and the ability to turn difficulties into opportunities These capabilities are important in the context of the Fourth Industrial Revolution because they will allow organizations to cope with the highly changing environment that will enable them to consolidate their growth and profitability Management Training Programs in Higher Education for the Fourth Industrial Revolution Emerging Research and Opportunities delivers emerging research investigating empirical studies on the formation of management competences in higher education in the context of the Fourth Industrial Revolution in regards to its development and linkage with the business sector in order to offer educational strategies at the national and international level Featuring coverage on a broad range of topics such as sustainable development circular economics and big data analysis this book is ideally designed for academicians educators executives managers entrepreneurs organizational development specialists consultants policymakers researchers administration professionals and high level students

Electronic Document and Records Management System Second Edition

Gerardus Blokdyk,2018 Electronic document and records management system Second Edition *Developing and Maintaining Practical Archives* Gregory S. Hunter,2020-04-14 Since its original publication Hunter s manual has been not only a rich and ready reference tool but also a practical resource for solving problems Catholic Library World and no text has served as a better overview of the field of archives Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline Former editor of American Archivist the journal of the Society of American Archivists SAA Hunter covers such keystone topics as a history of archives including the roles of historical societies and local history collections in libraries new sections on community archives diversity and inclusion conducting a survey and starting an archival program selection appraisal acquisition accessioning and deaccessioning important points of copyright privacy and ethics arrangement of archival collections with a discussion of new theories description including DACS EAD and tools such as ArchivesSpace access reference and outreach with a look at how recent innovations in finding aids can help researchers preservation including guidance on how to handle rare books maps architectural records and artifacts digital records addressing new and popular methods of storage and preservation of email social media image files webpages Word documents spreadsheets databases and media files disaster planning security and theft prevention metrics assessment establishing employee procedures and policies working with interns and volunteers and other managerial duties public relations and marketing from social media and the Web to advocacy and professional guidelines and codes such as the newly

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