

Managing Electronic Records

2nd Edition

William Saffady



Managing Electronic Records 2nd Edition

Julie McLeod, Catherine Hare

Managing Electronic Records 2nd Edition:

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

Managing Electronic Records William Saffady,1998

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

developed SAA Statement of Core Values of Archivists Providing in depth coverage of both theory and practice this manual is essential for archivists at all levels of experience and of all backgrounds Integrative Document & Content Management Len Asprey,Michael Middleton,2003-01-01 Portals present unique strategic challenges in the academic environment Their conceptualization and design requires the input of campus constituents who seldom interact and whose interests are often opposite The implementation of a portal requires a coordination of applications and databases controlled by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution s business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere *Handbook of Research on Heritage Management and Preservation* Ngulube, Patrick,2018-02-02 Archives museums and libraries are pivotal to the management and preservation of any society s heritage Heritage assets should be systematically managed by putting in place proper policies maintenance procedures security and risks measures and retrieval and preservation plans The Handbook of Research on Heritage Management and Preservation is a critical scholarly resource that examines different aspects of heritage management and preservation ranging from theories that underline the field areas of convergence and divergence in the field infrastructure and the policy framework that governs the field and the influence of the changing landscape on practice Featuring coverage on a broad range of topics such as community involvement records legislation and collection development this book is geared towards academicians researchers and students seeking current research on heritage management and preservation **Effective Approaches for Managing Electronic Records and Archives** Bruce W. Dearstyne,2002 This is a book of fresh insights perspectives strategies and approaches for managing electronic records and archives The authors draw on first hand experience to present practical solutions including recommendations for building and sustaining strong electronic records programs Archival Outlook ,2002 **Records and Information Management** Patricia C. Franks,2013 Benefiting LIS students and professionals alike Franks presents complete coverage of the records and information lifecycle model Encompassing paper electronic databases office suites email and new media records blogs wikis as well as records residing in the cloud software as a service the text addresses a full range of topics including The origins and development of records and information The discipline of information governance Creation capture classification and file plan development Retention strategies Access storage and retrieval Electronic records and electronic records management systems Emerging technologies such as web records social media and mobile devices Vital records disaster preparedness and recovery and business continuity Monitoring auditing and risk management Inactive records management

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Compliance Eugenia K. Brumm,1995 Brumm reviews and interprets each paragraph of the ANSI ISO ASQC Q9001 1994 standard that implies or specifically states a records requirement She explains how to plan develop and implement the various components of records management in order to help readers reach a higher first pass success rate She also shows how to reduce the number of hour **Authentic Electronic Records** Charles M. Dollar,2000 **Introduction to Electronic Document Management Systems** William B. Green,1993 Introduction to Electronic Document Management Systems provides an in depth overview of the technology of electronic document management using modern electronic image processing It will prove to be a key source of information for management and technical staff of organizations considering a transformation from traditional micrographics based document storage and retrieval systems to new electronic document capture systems It will also be useful for those organizations considering improving productivity through electronic management of large volumes of data records **Providing Reference Services for Archives & Manuscripts** Mary Jo Pugh,2005 **Archival Issues** ,1998 Book Review Index Cumulation Dana Ferguson,2005-09 Book Review Index provides quick access to reviews of books periodicals books on tape and electronic media representing a wide range of popular academic and professional interests The up to date coverage wide scope and inclusion of citations for both newly published and older materials make Book Review Index an exceptionally useful reference tool More than 600 publications are indexed including journals and national general interest publications and newspapers Book Review Index is available in a three issue subscription covering the current year or as an annual cumulation covering the past year **Archivaria** ,2000

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