

Records Management

The convergence of technologies and emergence of interdisciplinary and transdisciplinary modus of knowledge production justify the need for research that explores the disinterestedness or interconnectivity of the information science disciplines. The quantum leap in knowledge production, increasing demand for information and knowledge, changing information needs, information governance, and proliferation of digital technologies in the era of ubiquitous digital technologies justify research that employs a holistic approach in x-raying the challenges of managing information in an increasingly knowledge- and technology-driven dispensation. The changing nature of knowledge production for sustainable development, along with trends and theory for enhanced knowledge coordination, deserve focus in current times. The Handbook of Research on Records and Information Management Strategies for Enhanced Knowledge Coordination draws input from experts involved in records management, information science, library science, memory, and digital technology, creating a vanguard compendium of novel trends and praxis. While highlighting a vast array of topics under the scope of library science, information science, knowledge transfer, records management, and more, this book is ideally designed for knowledge and information managers, library and information science schools, policymakers, practitioners, stakeholders, administrators, researchers, academicians, and students interested in records and information management.

This book's authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field.

This book identifies key factors necessary for a well-functioning information infrastructure and explores how information culture impacts the management of public information, stressing the need for a proactive and holistic information management approach amidst e-Government development. In an effort to deal with an organization's scattered information resources, Enterprise Content Management, Records Management and Information Culture Amidst E-Government Development investigates the key differences between Enterprise Content Management (ECM) and Records Management (RM), the impact of e-Government development on information management and the role of information in enhancing accountability and transparency of government institutions. The book hence identifies factors that contribute to a well-functioning information infrastructure and further explores how information culture impacts the management of public information. It highlights the Records Continuum Model (RCM) thinking as a more progressive way of managing digital information in an era of pluralization of government information. It also emphasizes the need for information/records management skills amidst e-Government development. Ideas about records, information, and content management have fundamentally changed and developed because of increasing digitalization. Though not fully harmonized, these new ideas commonly stress and underpin the need for a proactive and holistic information management approach. The proactive approach entails planning for the management of the entire information continuum before the information is created. For private enterprises and government institutions endeavoring to meet new information demands from customers, citizens and the society at large, such an approach is a prerequisite for accomplishing their missions. It could be argued that information is and has always been essential to all human activities and we are witnessing a transformation of the information landscape. Presents research with broad application based on archives and information science, but relevant for information systems, records management, information culture, and e-government. Examines the differences between Enterprise Content Management and Records Management Bridges a gap between the proponents of Enterprise Content Management and information professionals, such as records managers and archivists

This book will help any law firm create and maintain an effective and well-organized records management program, including administration and storage of client files and administrative records in all types of media. Firms will learn to implement an efficient information, document, and file retrieval system, thus reducing costs, avoiding ethics violations, and ensuring client satisfaction. In addition, the book covers legal and ethics compliance when it comes to management and retention of both paper and electronic files.

This up-to-date reference provides in-depth coverage of current issues in records and information management (RIM)—topics that are of interest and concern to professionals in the field. Its focus on the twenty-first century considers past, current, and future records and information trends substantiating the need for assurance that information will be found or available at the right place and/or time. Some of the many topics addressed include concern for ethical and legal practices, technology, storage, retrieval, and disaster recovery. For records managers, records and information managers, and information managers; as well as those seeking certification.

This groundbreaking text demystifies archival and recordkeeping theory and its role in modern day practice. The book's great strength is in articulating some of the core principles and issues that shape the discipline and the impact and relevance they have for the 21st century professional. Using an accessible approach, it outlines and explores key literature and concepts and the role they can play in practice. Leading international thinkers and practitioners from the archives and records management world, Jeannette Bastian, Alan Bell, Anne Gilliland, Rachel Hardiman, Eric Ketelaar, Jennifer Meehan and Caroline Williams, consider the concepts and ideas behind the practicalities of archives and records management to draw out their importance and relevance. Key topics covered include: • Concepts, roles and definitions of records and archives • Archival appraisal • Arrangement and description • Ethics for archivists and records managers • Archives, memories and identities • The impact of philosophy on archives and records management • Does technological change marginalize recordkeeping theory? Readership: This is essential reading for students and educators in archives and recordkeeping and invaluable as a guide for practitioners who want to better understand and inform their day-to-day work. It is also a useful guide across related disciplines in the information sciences and humanities.

This is the “go to” book for newly appointed records managers, as well as experienced records and information management (RIM) professionals who want a review of specific topics. The approach here is practical rather than theoretical and emphasizes best practices and published standards.

The role of records management; Records organization and evaluation procedures; Active records control; Records creation control; Inactive records control; Micrographics; Information management and related technologies.

Here's what you should know to manage data records efficiently With proper electronic data management, your business can lower costs, improve efficiency, eliminate duplication, and be protected in the event of a lawsuit. This book provides an overview of records management solutions and implementation strategies in plain, non-technical English. Step-by-step instructions show you how to begin managing records and information and how to maintain the program once you have it established. Sample forms for inventory, scheduling, and necessary documentation are also available on the companion website. Electronic records management offers cost savings, greater efficiency, and protection in case of legal action; this book gets you started on an effective data management system This plain-English guide helps you determine what constitutes a record, shows you how to inventory records and create an efficient way to file both electronic and paper copies, and explains how to create a retention schedule Walks you through

switching to electronic record-keeping, what to look for in a records management system, implementing best practices, ensuring that your system will stay current, and using the system effectively Helps you assure that the destruction of any sensitive information is conducted and documented correctly Records Management For Dummies helps your business save money and improve efficiency with effective electronic records management.

Records Management Cengage Learning Records Management Handbook Routledge

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.

Does our organization need more Electronic document and records management system education? How can you negotiate Electronic document and records management system successfully with a stubborn boss, an irate client, or a deceitful coworker? Is there any existing Electronic document and records management system governance structure? What is our formula for success in Electronic document and records management system ? How much does Electronic document and records management system help? Defining, designing, creating, and implementing a process to solve a challenge or meet an objective is the most valuable role... In EVERY group, company, organization and department. Unless you are talking a one-time, single-use project, there should be a process. Whether that process is managed and implemented by humans, AI, or a combination of the two, it needs to be designed by someone with a complex enough perspective to ask the right questions. Someone capable of asking the right questions and step back and say, 'What are we really trying to accomplish here? And is there a different way to look at it?' This Self-Assessment empowers people to do just that - whether their title is entrepreneur, manager, consultant, (Vice-)President, CxO etc... - they are the people who rule the future. They are the person who asks the right questions to make Electronic document and records management system investments work better. This Electronic document and records management system All-Inclusive Self-Assessment enables You to be that person. All the tools you need to an in-depth Electronic document and records management system Self-Assessment. Featuring 710 new and updated case-based questions, organized into seven core areas of process design, this Self-Assessment will help you identify areas in which Electronic document and records management system improvements can be made. In using the questions you will be better able to: - diagnose Electronic document and records management system projects, initiatives, organizations, businesses and processes using accepted diagnostic standards and practices - implement evidence-based best practice strategies aligned with overall goals - integrate recent advances in Electronic document and records management system and process design strategies into practice according to best practice guidelines Using a Self-Assessment tool known as the Electronic document and records management system Scorecard, you will develop a clear picture of which Electronic document and records management system areas need attention. Your purchase includes access details to the Electronic document and records management system self-assessment dashboard download which gives you your dynamically prioritized projects-ready tool and shows your organization exactly what to do next. Your exclusive instant access details can be found in your book.

The systematic management of records is an important activity for 'information businesses' such as museums and galleries, but is not always recognized as a core function. Record keeping activities are often concentrated on small groups of records, and staff charged with managing them may have limited experience in the field. Records Management for Museums and Galleries offers a comprehensive overview of records management work within the heritage sector and draws on over a decade of experience in applying fundamental principles and practices to the specific circumstances of museums. It introduces readers to the institutional culture, functions, and records common to museums, and examines the legislative and regulatory environments affecting record-keeping practices. The book is comprised of eight chapters, including: a history of records keeping in the UK museum and gallery sector; the basics of records management; making a business case for records management; requirements of legislation for records management; how to conduct a records survey; strategy and action planning; how to develop a file plan, retention schedule and records management programme; and a guide to useful additional resources. Gives practical and tested solutions to real world issues Fills a gap in the literature as a handbook in this important sector Provides an overview of the sector as a whole

These essays, covering a wide range of issues pertaining to student records management, will be of interest to both novices and seasoned professionals in a variety of offices at colleges and universities.

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.

This book argues that records management can contribute to public sector reform and transformation in the new climate of austerity, without losing its essential characteristics. Over the last 15 years, records management has prospered, tackling problems of electronic information and building a strong case for information governance based on a model of regulation and management control. The public sector environment is now changing rapidly, with more emphasis on efficiency, flexibility and innovation, devolving control, loosening regulation, and cutting budgets. By linking practical ideas about the use and management of knowledge, the author will draw on insights from the study of policy-making and programme delivery to show how managing the relationship between records and knowledge, their creation and use, can not only make an important contribution to public sector innovation in itself, but also reconcile the demands of regulation through a wider concept of the governance of knowledge as well as information. Draws on practical real-world examples Focuses on how records management can respond to the challenges of transformation in this period of public sector retrenchment, as yet little discussed elsewhere Integrates concepts from records and knowledge management in a coherent applied framework, and locates this within the context of policy-making and delivery, to achieve positive benefits

Information and records management has been an important part of society for establishing procedures to effectively manage information. As technology has increased in society, this essential function has been impacted as well. With the onset of technological tools brought upon by the fourth industrial revolution, technologies such as artificial intelligence, the internet of things, big data, and more have changed the face of information and records management. These technologies and tools have paved new ways for security, efficiency in timely processes, new ways to create and process records, and other beneficial traits. Along with these advancements come new contemporary issues, leading to the need for research on how exactly information records management is functioning in modern times, the technologies brought on by the fourth industrial revolution, and both the benefits and challenges to this transition. The Handbook of Research on Information and Records Management in the Fourth Industrial Revolution showcases contemporary issues and demonstrates the value of information and records management in the fourth industrial revolution. The book provides a summary of the key activities undertaken by information and records managers as they seek to make records and information management more visible in the modern knowledge-driven society. The chapters highlight innovation, the use of information and communication technology in information and records management, best practices, challenges encountered, and how they are overcome. The target audience of this book will be composed of professionals, librarians, archivists, lecturers, and researchers working in the field of library and information science, along with practitioners, academicians, and students interested in information and records management in the 21st century.

Comply with regulations and secure your organization's records with Alfresco Records Management.

This revised text is a comprehensive introduction to the complex field of records management. Alphabetic filing rules--compatible with the Association of Records Managers and Administrators (ARMA) guidelines-- are included, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records. Thorough coverage is provided for filing and maintenance of paper, automated, micro image, and electronic imaging records.

Records management has undergone significant change in recent years, owing to the introduction of freedom of information legislation as well as the development of e-government and e-business and the need to manage records effectively in both the private and public sector. There are very few purely practical texts for records managers and this book aims to fill that gap. The author has spent his entire career in public sector records management and has contributed to records management standards for governments around the world. The text is wholly practical and written at an accessible level. Although the author discusses legislation and examples from the UK, the book is relevant to public sector records management at an international level. It will be essential reading for professionals in record management posts as well as anyone who is responsible for record keeping as part of their operational duties.

A thought-provoking book which questions the received wisdom and suggests radical new solutions to the very real issues records management faces.

RECORDS MANAGEMENT, Tenth Edition, provides a comprehensive introduction to the complex field of records management. The text features sound principles of records and information management that include the entire range of records—physical (paper), image records, and electronic media used in computerized systems. Part I, Records and Information Management, provides thorough coverage of alphabetic filing rules, as well as methods of storing and retrieving alphabetic, subject, numeric, and geographic records. The rules agree with the latest standard filing guidelines presented by ARMA International. Part II, Electronic Records Management, introduces electronic records file management as well as classifying electronic files using metadata, taxonomies, and file plans; and the use of magnetic, optical and solid state media through the phases of the records management life cycle. A new chapter introduces Enterprise Content Management (ECM) and describes how Microsoft SharePoint is used in Records Management. Part III, RIM Program Administration, delves into the records and information management (RIM) program components and guidelines; with expanded coverage of information governance, social media, and the records and information manager's responsibilities. In addition to content based on ARMA International standards and best practices, the text features realistic database activities, profiles of real-world professionals, and practical advice and examples to prepare students for career success. The Tenth Edition features extensive updates, including a restructuring of the chapters to reflect the growing importance of electronic records management. Important Notice: Media content referenced

within the product description or the product text may not be available in the ebook version.

Excellent business communication skills are especially important for information management professionals, particularly records managers, who have to communicate a complex idea: how an effective program can help the organization be better prepared for litigation, and do it in a way that is persuasive in order to win records program support and budget. *Six Key Communication Skills for Records and Information Managers* explores those skills that enable records and information to have a better chance of advancing their programs and their careers. Following an introduction from the author, this book will focus on six key communication skills: be brief, be clear, be receptive, be strategic, be credible and be persuasive. Honing these skills will enable readers to more effectively obtain support for strategic programs, communicate more effectively with senior management, IT personnel and staff, and master key forms of business communication including written, verbal and formal presentations. The final chapter will highlight one of the most practical applications of applying the skills for records and information managers: the business case. Based on real events, the business cases spotlighted involve executives who persuaded organizations to adopt new programs. These case histories bring to life many of the six keys to effective communication. addresses communication skills specifically for records and information managers while clarifying how these skills can also benefit professionals in any discipline includes case history examples of how communications skills made a difference in business and/or personal success focuses on written, verbal and presentation skills, where many books emphasize only one of these areas

This book explores how an understanding of organisational information culture provides the insight necessary for the development and promotion of sound recordkeeping practices. It details an innovative framework for analysing and assessing information culture, and indicates how to use this knowledge to change behaviour and develop recordkeeping practices that are aligned with the specific characteristics of any workplace. This framework addresses the widely recognised problem of improving organisation-wide compliance with a records management programme by tackling the different aspects that make up the organisation's information culture. Discussion of topics at each level of the framework includes strategies and guidelines for assessment, followed by suggestions for next steps: appropriate actions and strategies to influence behavioural change. Key topics covered include: background and context; the value accorded to records; information preferences; language considerations and regional technological infrastructure; information-related competencies; awareness of environmental requirements relating to records; corporate information technology governance; trust in recordkeeping systems; bringing it all together. Archivists, records managers and information technology specialists will find this an invaluable guide to improving their practice and solving the 'people problem' of non-compliance with records management programmes. LIS students taking archives and records management modules will also benefit from the application of theory into practice. Records management and information management educators will find the ideas and approaches discussed in this book useful to add an information culture perspective to their curricula.

Focusing on the systems approach to managing information in any form (particularly paper, microfilm, and electronic records), this text presents practical guidelines for establishing a records management system.

As a celebration of Anne Thurston's pioneering work on records and archives management as an essential basis for demonstrating integrity in government, this excellent volume brings together scholars and practicing archivists to discuss key issues around records as evidence for accountability, transparency and the protection of citizens' rights. Never before have authors from the developing and developed worlds come together to explore the intersection of records management, public administration and international development. The book covers Thurston's work, the importance of records management for effective governance and digital records management and preservation in developing countries. Case studies from across Africa enhance the theoretical and practical perspectives taken by the authors. This book is essential reading for scholars and students interested in records management and good governance around the world. This Study Guide, which is designed to reinforce the material covered in the textbook, includes review of important terms, sample test questions, and practical activities to supplement the textbook exercises assigned by the instructor.

Records Management Handbook is a complete guide to the practice of records and information management. Written from a multi-media perspective and with a comprehensive systems design orientation, the authors present proven management strategies for developing, implementing and operating a '21st century' records management programme. Where most available titles are biased toward dealing with inactive records, this book gives a balanced treatment for all phases of the record's life cycle, from creation or receipt through to ultimate disposition. The *Records Management Handbook* is a practical reference for use by records managers, analysts, and other information management professionals, which will aid decision-making, improve job performance, stimulate ideas, help avoid legal problems, minimize risk and error, save time and reduce expense. Special features of the second edition include: ϕ new chapters on record media, active records systems and records disposition ϕ new information on management strategies and programme implementation ϕ revised guidance and material on records appraisal and record inventorying ϕ expanded and increased information on retention scheduling, records storage and electronic forms.

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