

*Introduction To Records Management In Sharepoint 2013*

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.

**Managing Local Government Archives** describes and prescribes the essential elements and best practices of a local government archives program. It is intended to be both a text for classroom instruction and a self-help tool for both professional and paraprofessional archivists. It is also intended to be helpful to local governments considering the planning and implementation of a formal archives program.

**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.

**Records Classification: Concepts, Principles and Methods**

**Records Management**

**Second Edition**

**A management guide to the value of BS ISO 15489-1**

**Effective Records Management**

**Records, Information and Data**

**Provides the final report of the 9/11 Commission detailing their findings on the September 11 terrorist attacks.**

**This dynamic book considers whether and how the management of records (and archives) differs from the management of information (and data).**

**Records Management Handbook**Routledge

**A Practical Guide**

**Records Management in Federal Agencies**

**General Records Schedules**

**Validate, Protect, Operate and Maintain the Information in the Digital Environment**

**Records Management in the Department of Housing and Urban Development**

**Archives, Recordkeeping and Social Justice**

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 Classification: Concepts, Principles and Methods: Information, Systems, Context** introduces classification, an early part of the research lifecycle.

Classification ensures systematic organization of documents and facilitates information retrieval. However, classification systems are not prevalent in records management when compared to their use in other information fields. This book views classification from the records management (RM) perspective by adopting a qualitative approach, with case studies, to gather data by means of interview and document content analysis. Current development of information systems do not take into account the concept of classification from a RM perspective. Such a model is required because the incorporation of information and communication

technology (ICT) in managing records is inevitable. The concept of classification from an RM perspective ought to be extended to the ICT team to enable the development of a RM system not limited to storage and retrieval functions, but also with relation to disposal and preservation processes. This proposed model introduces function-based classification to ensure records are classified in context. Gives a step-by-step functional model for constructing a classification system within an organization Advocates for the importance of practicing classification for records, towards competent, transparent, and democratic organizations Helps organizations build their own classification system, thus safeguarding information in a secure and systematic fashion Provides local case studies from Malaysia and puts together a generic, globally applicable model

Record-Making and Record-Keeping in Early Societies provides a concise and up-to-date survey of early record-making and record-keeping practices across the world. It investigates the ways in which human activities have been recorded in different settings using different methods and technologies. Based on an in-depth analysis of literature from a wide range of disciplines, including prehistory, archaeology, Assyriology, Egyptology, and Chinese and Mesoamerican studies, the book reflects the latest and most relevant historical scholarship. Drawing upon the author's experience as a practitioner and scholar of records and archives and his extensive knowledge of archival theory and practice, the book embeds its account of the beginnings of recording practices in a conceptual framework largely derived from archival science. Unique both in its breadth of coverage and in its distinctive perspective on early record-making and record-keeping, the book provides the only updated and synoptic overview of early recording practices available worldwide. Record-Making and Record-Keeping in Early Societies will be of interest to academics, researchers, and students engaged in the study of archival science, archival history, and the early history of human culture. The book will also appeal to practitioners of archives and records management interested in learning more about the origins of their profession.

Department of the Treasury

Introduction to Electronic Document Management Systems

Records Management in the Federal Trade Commission

An Introduction

ARMA Course Syllabus

Guidelines for College & University Archives

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 in 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 principles and practices to the specific circumstances of museums. It introduces readers to the institutional culture, functions, and records common to museums, and to 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 management 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

In the current digital environment, records and information management allows to face outstanding volumes of information, widespread dematerialization of business processes, and proliferation of legal and regulatory obligations. This book offers principles, standards, procedures and best practices for the creation of authoritative records and for their preservation purposes. Combines scientific vision and a professional approach for authoritative and accurate Records and Information Summarises the challenges and risks caused by the digitization of BP and the proposed solutions offered by RIM Details the paradox regarding Open Access and protection of personal data, archival conservation, and production and access to Information

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

Planning and Implementing Electronic Records Management

Ask a Manager

Intrinsic Value in Archival Material

The 9/11 Commission Report

Records Management at the Heart of Business Processes

How to Navigate Clueless Colleagues, Lunch-Stealing Bosses, and the Rest of Your Life at Work

*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 practical how-to-do-it guide is ideal for professionals involved in the management of archives and records, especially if they are just starting out or without formal training. The book covers all aspects of recordkeeping and archives management. It follows the records' journey from creation, through the application of classification and access techniques, evaluation for business, legal and historical value and finally to destruction or preservation and access in the archive. Based on the internationally renowned training days run by the author and her business partner, The No-nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats. It utilizes checklists, practical exercises, sample documentation, case studies and helpful diagrams to ensure a very accessible and pragmatic approach, allowing anyone to get to grips with the basics quickly. The book is divided into four main work areas: - current records: including creation, filing, classification and security - records management: including aims, risks, planning, preparation and delivery - archives management: including collecting policies, intellectual property rights, appraisal, digitization and outreach - archival preservation: including policy, disaster prevention and repositories. This one-stop-shop will be essential for a wide readership including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records and managers of archives staff.

The Eastern and Southern African Regional Branch of the International Council of Archives (ESARBICA) is dedicated to keeping and preserving records and documents so they may be accessible to the public. Constant research and re-examination of current record-keeping methods, such as the Electronic Document and Records Management System (EDRMS), is necessary to ensure the preservation and dissemination of information. Cases on Electronic Record Management in the ESARBICA Region is an essential reference source that shares case studies on the development and implementation of records management strategies including the procurement and implementation of EDRMS. Covering topics such as record management strategy development, e-records readiness, and legal frameworks, this book is ideally designed for archivists, librarians, records specialists, knowledge managers, ICT professionals, policymakers, system analysts, project managers, legal officers, academicians, researchers, and students.

History and Electronic Artefacts

Final Report of the National Commission on Terrorist Attacks Upon the United States

Recordkeeping in International Organizations

Introduction

A Reader

**The way in which we view the nature of archives and the role of the archivist has changed significantly in the last few decades. With increasing interest from outside of the profession, the idea of archives as the static, impartial carriers of truth and the archivist as a guardian of records has been questioned: how can society take greater control over its own written memory? There have been a number of other changes which have impacted upon the way archivists conceive of themselves and the way in which they work. Chief among these are the rapid rise of technology and the challenges this poses, and the changing place of archives within related fields, such as records and information management. It is imperative that archivists engage with these challenges if archives are to emerge as a renewed force in the 21st century. This much-needed book is designed not as a practical guide to professional practice, but rather as a reader addressing these challenges. The chapters are contributed by leaders in the field, and are grouped around the following four core themes: defining archives shaping a discipline Archives 2.0: archives in society archives in the information age: is there still a role for the archivist? Each chapter represents a defined argument in its own right to enable readers to dip in and out of the collection as they wish, and the book is structured to highlight chapters that share a common theme. Readership: Archivists and students of archive administration.**

**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 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.**

**Archives in Transition in Digital, Networked Environments**

**Records and Information Management**

**Information, Systems, Context**

**Records Management For Dummies**

**Fundamentals of Professional Practice**

**Introduction to Business Records Management**

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.

From the creator of the popular website Ask a Manager and New York's work-advice columnist comes a witty, practical guide to 200 difficult professional conversations—featuring all-new advice! There's a reason Alison Green has been called "the Dear Abby of the work world." Ten years as a workplace-advice columnist have taught her that people avoid awkward conversations in the office because they simply don't know what to say. Thankfully, Green does—and in this incredibly helpful book, she tackles the tough discussions you may need to have during your career. You'll learn what to say when • coworkers push their work on you—then take credit for it • you accidentally trash-talk someone in an email then hit "reply all" • you're being micromanaged—or not being managed at all • you catch a colleague in a lie • your boss seems unhappy with your work • your cubemate's loud speakerphone is making you homicidal • you got drunk at the holiday party Praise for Ask a Manager "A must-read for anyone who works . . . [Alison Green's] advice boils down to the idea that you should be professional (even when others are not) and that communicating in a straightforward manner with candor and kindness will get you far, no matter where you work."—Booklist (starred review) "The author's friendly, warm, no-nonsense writing is a pleasure to read, and her advice can be widely applied to relationships in all areas of readers' lives. Ideal for anyone new to the job market or new to management, or anyone hoping to improve their work experience."—Library Journal (starred review) "I am a huge fan of Alison Green's Ask a Manager column. This book is even better. It teaches us how to deal with many of the most vexing big and little problems in our workplaces—and to do so with grace, confidence, and a sense of humor."—Robert Sutton, Stanford professor and author of The No Asshole Rule and The Asshole Survival Guide "Ask a Manager is the ultimate playbook for navigating the traditional workforce in a diplomatic but firm way."—Erin Lowry, author of Broke Millennial: Stop Scraping By and Get Your Financial Life Together

Archives, Recordkeeping, and Social Justice expands the burgeoning literature on archival social justice and impact. Illuminating how diverse factors shape the relationship between archives, recordkeeping systems, and recordkeepers, this book depicts struggles for different social justice objectives. Discussions and debates about social justice are playing out across many disciplines, fields of practice, societal sectors, and governments, and yet one dimension cross-cutting these actors and engagement spaces has remained unexplored: the role of recordkeeping and archiving. To clarify and elaborate this connection, this volume provides a rigorous account of the engagement of archives and records—and their keepers—in struggles for social justice. Drawing upon multidisciplinary praxis and scholarship, contributors to the volume examine social justice from historical and contemporary perspectives and promote impact methodologies that align with culturally responsive, democratic, Indigenous, and transformative assessment. Underscoring the multiplicity of transformative social justice impacts influenced by recordmaking, recordkeeping, and archiving, the book presents nine case studies from around the world that link the past to the present and offer pathways towards a more just future. Archives, Recordkeeping, and Social Justice will be an essential reading for

researchers and students engaged in the study of archives, truth and reconciliation processes, social justice, and human rights. It should also be of great interest to archivists, records managers, and information professionals.

Managing Electronic Records

Records Management in the Internal Revenue Service, Department of the Treasury

A NARA Evaluation

Public Sector Records Management

Records Management Handbook

Managing Local Government Archives

We are now entering a world of electronic communications where an increasing amount of contemporary information is created and retained only in electronic form. How will such unstable flows of information be preserved for future historians? Will the future have a past? Will the history of our contemporary world be lost to our descendants? *History and Electronic Artefacts* is the first publication to examine the implications of this revolution for historical research. Historians are used to handling paper and parchment record in archives. These are actual pieces of correspondence which passed between historical actors. They are also relatively stable artefacts which can be preserved easily. Two factors introduced by the electronic revolution threaten the existence of paper archives: the dissociation between information content and the media by which it is transmitted ruptures the solidity of the archival object. The ability to store electronic information anywhere and access it remotely via networks could make the central paper archive redundant. Experts from the fields of information management and technology, data archiving, library science, as well as historians, consider the issues raised in depth. The authors also place a unique emphasis on European developments.

*Recordkeeping in International Organizations* offers an important treatment of international organizations from a recordkeeping perspective, while also illustrating how recordkeeping can play a vital role in our efforts to improve global social conditions. Demonstrating that organizations have both a responsibility and an incentive to effectively manage their records in order to make informed decisions, remain accountable to stakeholders, and preserve institutional history, the book offers practical insights and critical reflections on the effective management, protection, and archiving of records. Through policy advice, surveys, mind mapping, case studies, and strategic reflections, the book provides guidance in the areas of archives, records, and information management for the future. Among the topics addressed are educational requirements for recordkeeping professionals, communication policies, data protection and privacy, cloud computing, classification and declassification policies, artificial intelligence, risk management, enterprise architecture, and the concepts of extraterritoriality and inviolability of archives. The book also offers perspectives on how digital recordkeeping can support the UN's 2030 Agenda for Sustainable Development, and the accompanying Sustainable Development Goals (SDGs).

*Recordkeeping in International Organizations* will be essential reading for records and archives professionals, information technology, legal, security, management, and leadership staff, including chief information officers. The book should also be of interest to students and scholars engaged in the study of records, archives, and information management, information technology, information security, and law.

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

Cases on Electronic Record Management in the ESARBICA Region

Exploring the Role of Record-keeping in an Information Culture

Citing records in the National Archives of the United States

The No-nonsense Guide to Archives and Recordkeeping

Disposition of Federal Records

A Report of the Commission on Federal Paperwork

***Records management, Data processing, Data management, Library and information science, Handbooks, Document maintenance, Information handling, Information operations, Management techniques, Records (documents) IT and Information Management: Information and Knowledge Management***

***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: ¢ new chapters on record media, active records systems and records disposition ¢ new information on management strategies and programme implementation ¢ revised guidance and material on records appraisal and record inventorying ¢ expanded and increased information on retention scheduling, records storage and electronic forms.***

***Archives and Recordkeeping***

*Theory into practice*

*Alfresco 3 Records Management*

*Record-Making and Record-Keeping in Early Societies*

*The Future of Archives and Recordkeeping*

*Introduction to Records Management*