# Setting Up a Bank Records Management Program

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# **Setting Up A Bank Records Management Program**

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#### **Setting Up A Bank Records Management Program:**

Setting Up a Bank Records Management Program Nan Morrissette, 1993-06-07 Modern banking generates a large amount of paperwork This professional reference provides detailed instructions for establishing a program to manage bank records Morrissette discusses the initial planning stages of records management the importance of a good computer system the design of an on site records storage facility the selection of an off site facility and the physical handling of bank records The book gives considerable attention to the practical concerns of managing bank records and also considers the impact of state and federal banking regulations on records management Numerous sample forms clarify all stages of the records management process The work begins with an overview of the responsibilities of the records management professional The next few chapters discuss administrative concerns such as obtaining the authorization and support of top bank management Several chapters then treat the planning stages of records management such as creating a records retention schedule taking inventory of existing records and selecting a location for the records center or designating an off site commercial records center Additional chapters then consider the physical problems of records management such as space concerns packing records ensuring a safe storage environment and the destruction of records that are no longer needed A final set of chapters discusses privacy concerns auditing staff training and the preparation of a records management manual Appendices provide lists of standard banking nomenclature and addresses for state banking authorities A glossary defines terms used throughout the book and a bibliography lists sources of further information 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 The Lawyer's Guide to Records Management

and Retention George C. Cunningham, John C. Montaña, 2006 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 Managing Records in Global Financial Markets Lynn Coleman, 2011 Although there are a number of publications covering records management generically very few are focused on the specific challenges of particular sectors and fewer still on current regulatory legal and governance issues associated with managing records in global banking and finance businesses This timely book fills this gap by exploring these complex issues fully and offers strategies and examples of best practice to meet the recordkeeping challenges to which they give rise in corporate and commercial banking enterprises operating in global capital markets The examples and cases studies encompass recordkeeping in investment banking asset management brokerage and other financial services which serve global markets and the book will be of particular significance to the financial sector However covering as it does the issues that arise from operating across borders and jurisdictions it will also be of relevance to multi national businesses in other sectors The key chapters cover setting the scene background and concepts regulatory and legal compliance common trends in financial services balancing risk and return litigation related issues recordkeeping approaches Whilst the expert team of authors are careful to ensure that the book reflects recognized records management principles the accessible language used will assure its value to information professionals and others without a formal records management background Readership This much needed textbook will be essential reading for records managers archivists and information professionals who manage records in the financial sector It will also be invaluable for individuals engaged in a wide range of disciplines who rely on records to meet the increasing number of legal and regulatory obligations to which institutions engaged in global banking and finance are now subject These include compliance professionals data protection officers governance professionals regulators and risk managers senior managers and directors chief operating officers and IT Getting Organized: Bill Paying and Record Keeping, specialists Professional SharePoint 2007 Records Management Development John Holliday, 2011-02-09 Unique guide to records management methodologies for Microsoft Office SharePoint Server 2007 There may be books available on how to develop solutions for Microsoft Office SharePoint Server 2007 but this is the first book to provide step by step guidance for designing and building records management solutions on the SharePoint platform You ll learn the five core services of any records management system confidentiality information integrity high availability adherence to policy and audit ability then explore the tools and techniques needed to implement them in SharePoint The book helps you understand official records in the context of day to day collaboration and regulatory compliance you ll also learn how to design extensible Windows Workflow Foundation WF components with records management as the central focus Reviews Office SharePoint Server and how it provides a solid foundation for managing official records using specially constructed web sites and custom components Discusses the File Plan which describes where each record is stored how long it is kept and the manner and conditions under which it is destroyed Shows you how to apply the powerful features of the SharePoint platform to convert collaborative documents into managed files in a record center site Addresses best practices for creating records repositories developing file plans to identify official records controlling the creation and distribution of records using custom content types and information policy components and more The companion Web site includes downloadable code modules you can use as a starting point for building real world records management solutions on the SharePoint platform If you re a programmer software architect business analyst or IT professional working in SharePoint you ll want this unique book on your shelf CCH ACCOUNTING ARTICLES 1975-1979 ,1981 **Foreign** Bank Secrecy and Bank Records United States. Congress. House. Committee on Banking and Currency, 1970 Foreign Bank Secrecy and Bank Records United States. Congress. House. Banking and Currency Committee, 1970 A Guide for a Systematic Records Management Program Vincent A. Nunziato, 1969

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