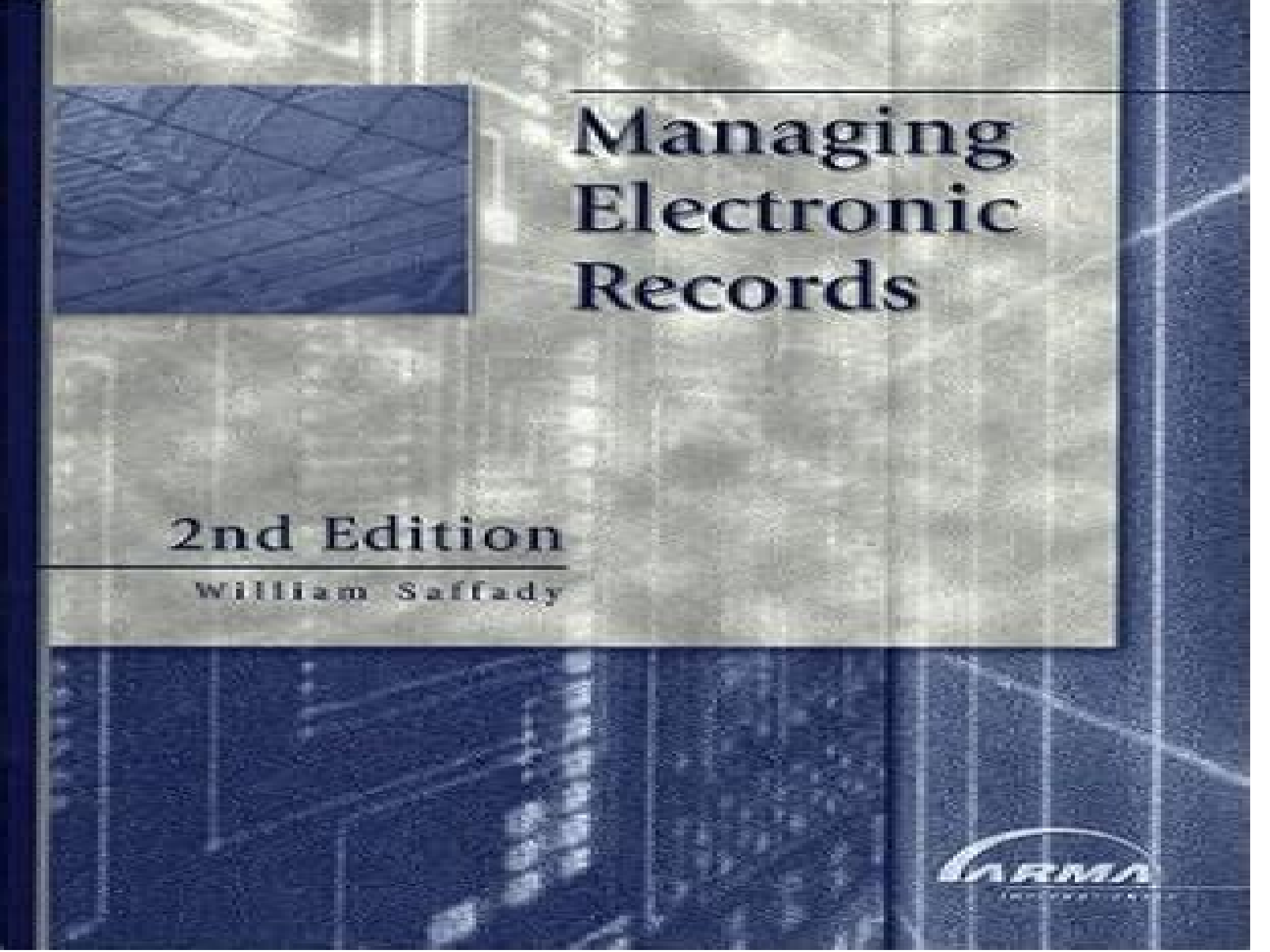




Managing Electronic Records

2nd Edition

William Saffady



Managing Electronic Records 2nd Edition

Miriam Drake



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Electronic Records in the Manuscript Repository Elizabeth H. Dow, 2009-04-13 *Electronic Records in the Manuscript Repository* defines the problems related to electronic records and digital documents describes the steps the curator should take to manage those electronic records and digital documents and suggests ways to learn the specific skills and perspectives needed to do the job well It provides an introduction to vocabulary basic concepts and best practices to date by collecting and contextualizing data from several real world projects and it contains almost 30 pages of references to resources that the curator can consult for information on specific topics Dow starts with a review of archival concepts including a look at archival practices and then discusses the problems created by electronic materials in that context as well as the research in progress to tackle these problems

Public Sector Records Management Mr Kelvin Smith, 2012-10-01 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

Introduction to Electronic Document Management Systems Bozzano G Luisa, 2012-12-02 *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

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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 *Artificial Intelligence in Records and Information Management* Mutsagondo, Samson,2025-04-11 As trending and general technology of the day artificial intelligence AI has permeated every facet of life such as medicine commerce health as well as media The records management domain is no exception Records and information management benefit from AI by being relieved of many tedious processes that are may be easily subjected to manual oversight Thus through AI compliance security and efficiency in records management can be greatly enhanced Artificial Intelligence in Records and Information Management outlines and assesses the role and contribution of AI in the records and information management domain It establishes how records and information management can benefit from the application of artificial intelligence inclusive of all its sub technologies Covering topics such as archival software data governance and academic scholarship this book is an excellent resource for records officers records managers information professionals archivists documentalists information and communication technology ICT professionals heritage managers museologists historians archaeologists media professionals professionals researchers scholars academicians and more **Encyclopedia of Library and Information Science, Second Edition -** Miriam Drake,2003-05-20 A revitalized version of the popular classic the Encyclopedia of Library and Information Science Second Edition targets new and dynamic movements in the distribution acquisition and development of print and online media compiling articles from more than 450 information specialists on topics including program planning in the digital era recruitment information management advances in digital technology and encoding intellectual property and hardware software database selection and design competitive intelligence electronic records preservation decision support systems ethical issues in information online library instruction telecommuting and digital library projects

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