



Records Management For An Information Age

Lawrence J. McCrank



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Records Management for an Information Age Joseph V. Arn, Paula H. Titlow, 1991
Public Sector Records Management Kelvin Smith, 2016-04-15 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
Encyclopedia of Library and Information Science Allen Kent, 2002-03-26 This supplement examines achieving synergy between computer power and human reason to the unified medical language system UMLS
Information Services for a Sustainable Society Madeleine C. Fombad, Collence Takaingenhamo Chisita, Omwoyo Bosire Onyancha, Mabel K. Minishi-Majanja, 2023-07-24 The publication seeks to establish how information professionals are providing information services in a sustainable society in an era of information disorder It also provides the strategic direction to strengthen the global voice of libraries inspiring and enhancing professional practice as well as enhancing international cooperation and collaboration among LIS educators and practitioners The contents is divided according to the following key sub themes that resonate with the title as outlined below Library and information services in the information age Data and records in an era of information disorder Archives data curation and preservation in the digital era Data science analytics and visualization Information ethics in the digital era Information deluge in the digital era Information and knowledge management Fourth Industrial revolution The highlighted themes explore critical issues relating to how libraries archives and related institutions are responding to the seismic shifts in the information landscape amidst a myriad of challenges and opportunities The sub themes bring together a tapestry of articles that explore the status experiences and future prospects of the dynamic library and information science practice
Encyclopedia of Archival Science Luciana Duranti, Patricia C. Franks, 2015-06-17 Here is the first ever comprehensive guide to archival concepts principles and practices Encyclopedia of Archival Science features 154 entries which address every aspect of archival professional knowledge These entries range from traditional ideas like appraisal and provenance to today's challenges digitization and digital preservation They present the thoughts of leading luminaries like Ernst Posner Margaret Cross Norton and Philip Brooks as well as those of contemporary authors and rising scholars Historical and ethical components of practice are infused throughout the work Edited by Luciana Duranti from the University of British Columbia and Patricia C Franks from San Jos State University this landmark work was

overseen by an editorial board comprised of leading archivists and archival educators from every continent Adrian Cunningham Queensland State Archives Australia Fiorella Foscarini University of Toronto and University of Amsterdam Pat Galloway University of Texas at Austin Shadrack Katuu International Atomic Energy Agency Giovanni Michetti University of Rome La Sapienza Ken Thibodeau National Archives and Records Administration US and Geoffrey Yeo University College London UK

The First Generation of Electronic Records Archivists in the United States Richard Cox, 2020-07-26 This book helps readers understand the current status of archivists in the United States It addresses issues of professionalization by re examining two major aspects of the archival community institutional forms and structures and the basic educational foundations that are important to any profession While United States archivists now seem poised to develop new approaches to the management of electronic records including research and education venues this profession s long journey to reach this point is an interesting step on the continuing road to professionalization The First Generation of Electronic Records Archivists in the United States represents the first major study of how and why American archivists have struggled to contend with the management of electronic records The book provides a framework for studying this issue includes suggestions for additional research and serves as a basis for discussion about the continued strengthening of the archival profession Despite more than thirty years of striving to manage electronic records American archivists have not developed an effective infrastructure for this purpose The First Generation of Electronic Records Archivists in the United States considers the evidence for this failure by evaluating archival literature on the topic of electronic records management It examines how position descriptions in state government archives and job advertisements across the discipline have reflected a bias toward paper based formats and the failure of graduate and continuing archival education programs to deal effectively with electronic records The book details state government archives and position descriptions trends and practices in the Information Age 1976 1990 graduate archival education and electronic records an analysis of current approaches and their strengths and weaknesses the effectiveness of the NAGARA Institute as a form of advanced archival education problems challenges opportunities and needs for additional research The First Generation of Electronic Records Archivists in the United States is an enlightening study for library and information science educators archival graduate students and archivists themselves as they work toward the professionalization of their field

Corporate Memory Kenneth A. Megill, 2005-08-25 Corporate memory is the body of information that an organization needs to keep for re use It is the active and historical information that an organization has that is worth sharing managing and preserving to enable it to function effectively This book is aimed at records managers and archivists who are responsible for maintaining and managing information within an organization It describes fully the most up to date methods and approaches to this essential function In addition it also discusses the adoption of an international standard for record management

Records Management in the Computer Age Terry D. Lundgren, Carol A. Lundgren, 1989

The SAGE Handbook of Historical Theory Nancy

Partner, Sarah Foot, 2012-12-18 The SAGE Handbook of Historical Theory introduces the foundations of modern historical theory and the applications of theory to a full range of sub fields of historical research bringing the reader as up to date as possible with continuing debates and current developments The book is divided into three key parts covering Part I Foundations The Theoretical Grounds for Knowledge of the Past Part II Applications Theory Intensive Areas in History Part III Coda Post Postmodernism Directions and Interrogations This important handbook brings together in one volume discussions of modernity empiricism deconstruction narrative and postmodernity in the continuing evolution of the historical discipline into our post postmodern era Chapters are written by leading academics from around the world and cover a wide array of specialized areas of the discipline including social history intellectual history gender memory psychoanalysis and cultural history The influence of major thinkers such as Jacques Derrida Michel Foucault and Hayden White is fully examined This handbook is an essential resource for practising historians and students of history and will appeal to scholars in related disciplines in the social sciences and humanities who seek a closer understanding of the theoretical foundations of history

Digital Solutions for Contemporary Democracy and Government Bwalya, Kelvin Joseph, Mutula, Stephen, 2015-04-30 The dot com revolution has brought many advances before unimagined Of them all it may be said that none have surpassed e government in attracting a significant number of researchers and practitioners from around the world However the question remains whether everyone is ready to join the e government movement or if some are just blindly following the latest trend Digital Solutions for Contemporary Democracy and Government touches on several key issues and challenges surrounding the recent e government boom and offers practical solutions from those who have been a part of implementing e government programs internationally Due to its breadth of discussion on a variety of topics relating to the intersection of technology with politics democracy and government this authoritative book is a valuable reference source for professionals researchers and students in the field of e government information management or knowledge management **Managing Archives and**

Archival Institutions James Gregory Bradsher, 1991-08-13 Drawing on the expertise of nineteen highly regarded American archivists Managing Archives and Archival Institutions establishes general principles that will be of practical value to archivists at all stages of professional development in all types of archival institutions Contributions reflect the broad scope of archival work today and the wide range of skills and expertise archivists must acquire to meet the challenges presented by modern records and archives **Creating A Performance Based Culture In Your Workplace** Brice Alvord, 2012-08-21

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s performance and improve your bottom line **Historical Information Science** Lawrence J. McCrank, 2001 Here is an extensive review and bibliographic essay backed by 5 000 citations about developments in information technology since the advent of personal computing and the convergence of the disciplines Its focus is on the access preservation and analysis of historical information primarily in electronic form and the relationships between new methodology and instructional media technique and research trends in library special collections digital libraries electronic and data archives and museums

Student Records Management M. Therese Ruzicka, Henrienne K. Wakefield, Beth L. Weckmueller, 1997-12-09 Covering a wide range of issues pertaining to student records management this book will be of interest to both novices and seasoned professionals who work in a variety of offices at colleges and universities Admissions Records and Registration Enrollment Services Financial Aid Veteran Affairs International Students programs Athletics and Information Systems Chapters written by experts for the forward thinking higher education administrator cover ethical practice confidentiality of student information including in an electronic record keeping environment compliance with the Americans with Disabilities Act certification of eligibility for veterans benefits unleashing human potential in the workplace training in an automated systems environment certification of academic eligibility for athletics participation disaster preparedness and recovery interpreting foreign academic credentials and the impact and use of technology in the management of records and provision of services to students

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contribute awareness of dimensions of the dilemmas which the discipline profession currently faces Presents a broad international perspective which provides a basis for a new model for LIS education **Developing and Maintaining Practical Archives** Gregory S. Hunter, 2020-04-14 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 *What are Archives?* Louise Craven, 2016-02-11 This collection of essays breaks new ground in archival studies in the UK where professional archival texts have traditionally concentrated on the how not the why of archival work Studies of the theoretical role of for example the archive and the text or the archive and political power have meanwhile been undertaken in other academic disciplines where there is an established forum for the discussion of related issues This book invites the archivist to join that arena of debate whilst appealing to all those interested in archives from other disciplines the authors encourage archivists to step away from the practicalities of keeping archives to consider what it is they actually do in the cultural context of the early 21st century The wider context of technological innovation and the internet form the backdrop to this collection The book explores change and continuity in the archival paradigm the textual nature of archives and asks if views of manuscripts and personal papers are changing it looks at specific developments in community archives at concepts of identity and culture in archives and it presents the fruits of innovative studies of users of archives Taken together these essays written by leading experts in the field provide a new understanding of the role of the archive today **A Subject Index to Current Literature** Australian Public Affairs Information Service, *The Federal Role in Electronic Authentication* United States. Congress. House. Committee on Banking and Financial Services. Subcommittee on Domestic and International Monetary Policy, 1997

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