

Setting Up a Bank Records Management Program

Nan Heldenbrand Morrisette

Setting Up A Bank Records Management Program

Isbn0899307485

Nan Morrisette



Setting Up A Bank Records Management Program Isbn0899307485:

Setting Up a Bank Records Management Program Nan Morrisette, 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 Morrisette 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 **Setting Up a Records Management Program** , 1993

Records Management For Dummies Blake Richardson, CRM, 2012-09-18 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 Patricia E. Wallace, 1987 This newest edition of a practical text provides an understanding of the scope and problems of the

administrative management of records Changes in this edition include expanded coverage of all components of records management more detailed information on careers in records management rewritten chapters on technology and extensive updating of the appendixes Focus is placed on systems approach to managing information recorded in any form and useful guidelines for everything from establishing a records management system to handling paper and electronic media The book also emphasizes managing and controlling documents from the time of their creation until their disposition and prepares the reader to deal with the integration of paper microfilm and digital records Current and future records managers are shown how to create a system that incorporates both paper and electronics

How to Set Up and Implement a Records

Management System Gloria Gold,1995-01 Readers will discover how to put together and organize what they already know about their company using techniques from this guide They ll learn how to conduct a records management evaluation analyze the data and prepare recommendations and much more

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

A Guide for a Systematic Records Management Program Vincent A. Nunziato,1969

Records Management Susan Z. Diamond,1995-01 Records Management is the classic guide to alleviating a perennial business problem how to find information that s needed and sort it out from the avalanche of paper and data that s not This completely updated edition shows records managers like yourself whether you re experienced or new to the field how to establish and maintain a first rate program The volume explains what information is essential to keep what s practical and legal to toss and how to organize it all for quick and easy retrieval It explores both current takes on traditional systems and the latest advancements in imaging technology and CD ROM Plus the author shows you how to effectively protect your

organization's vital records its very lifeblood from destruction This new edition of Records Management even includes a crucial new chapter on developing your project management skills a key to success on the job today Records Management leads you through the entire process beginning at the moment a record is created and ending with its ultimate destruction It shows you how to sell your program to senior management develop a records retention schedule store and index records properly manage your company's vast and diverse files and much more **Records Management** Norman Francis Kallaus, Mina Marie Johnson, 1991 Includes index **Establishing and Managing Successful Records Management Programs** University of Minnesota. Department of Professional Development, 1989* *Records Management* Patricia E. Wallace, Jo Ann Lee, Dexter R. Schubert, Violet S. Thomas, 1992 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 *Information and Records Management* Mary F. Robek, Gerald F. Brown, Wilmer O. Maedke, 1987 **Fundamentals of Establishing a Records Management Program**, 1994 *Establishing and Managing Successful Records Management Programs* Mark Langemo, 1996

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