Managing Electronic Records

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Umi Asma' Mokhtar,Zawiyah Mohammad Yusof

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Records and Information Management, Second Edition Patricia C. Franks,2018-10-10 As Information Management put it On the strength of its currency and coverage alone Franks book is poised to take over as the recommended go to reference for both students and RIM professionals for many years to come The new second edition cements this work s status as an up to date classic its content updated and expanded to address emerging technologies most notably blockchain and evolving standards and practices Inside Franks presents complete coverage of the records and information lifecycle model encompassing paper electronic databases office suites email and new media records blogs chat messages and software as a service Informed by an advisory board of experts in the field and with contributions by noted authorities the text addresses such key topics as the origins and development of records and information the discipline of information governance and developing a strategic records management plan creation capture and classification retention strategies inactive records management archives and long term preservation access storage and retrieval electronic records and electronic records management systems the latest on rapidly evolving technologies such as web records social media and mobile devices vital records disaster preparedness and recovery and business continuity monitoring auditing and risk management andeducation and training This book s authoritative blend of theory and practice makes it a matchless resource for everyone in the archives and records management field Instructor trainer extras include a set of ready to go customizable PowerPoint slides to accompany the text Examination copies are available for instructors who are interested in adopting this title for course use

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Encyclopedia of Archival Writers, 1515 - 2015 Luciana Duranti,Patricia C. Franks,2019-04-26 The Encyclopedia of Archival Writers 1515 2015 is a reference work that includes the profiles of authors of literature about records and archives in the Western world who have shaped the records and archives field over a span of 500 years The 144 archival writers from 13 countries who are included in this volume were selected by an international advisory board on the basis of their impact on the records and archives profession and discipline the presence of their publications in educational programs reading lists and the frequency of reference to their work Among the writers included in this volume are Albertino Barisone of Padua 1587 1667 Sir Hilary Jenkinson of England 1882 1961 Adolf Brenneke of Germany 1875 1946 Theodore R Schellenberg of the United States 1903 1970 Robert Henri Bautier of France 1922 2010 Terry Cook of Canada 1947 2014 Vicenta Cort s Alonso of Spain 1925 Eric Ketelaar of the Netherlands 1944 Aurelio Tanodi of Argentina 1914 2011 Ian Maclean of Australia 1919 2003 and Verne Harris of South Africa 1958 Arranged in alphabetical order each entry includes a biography intellectual contributions and a brief essential bibliography A total of 113 educators professionals and students in the records and archives field 55 of whom are also profiled in this Encyclopedia contributed to this volume There is no other book in any language that focuses on the life and work of authors of records and archives literature In fact there is not easily available information on such writers Thus most entries involved quite a bit of research on dead writers and interviews with the living ones Several living writers supported this work by accepting to author their own entry **Handbook of Research on Information Communication Technology Policy: Trends, Issues and Advancements** Adomi, Esharenana E.,2010-07-31 The Handbook of Research on Information Communication Technology Policy Trends Issues and Advancements provides a comprehensive and reliable source of information on current developments in information communication technologies This source includes ICT policies a guide on ICT policy formulation implementation adoption monitoring evaluation and application and background information for scholars and researchers interested in carrying out research on ICT policies

Domesticating Information Carol E. B. Choksy,2006-10-12 Domesticating Information Managing Documents Inside the Organization examines records and documents as complex business objects and explores the many different perspectives required for their management Viewing documents as business objects requires a much different perspective from treating them as cultural artifacts where preservation is the primary concern When viewed as business objects documents must be looked at in terms of integration with business processes in defense of litigation subpoenas or in the implementation of information technology As a consequence records managers are business analysts and therefore are treated as such in this book How information technology the law archives and library information science scholarship address and affect document and records management are all considered Topics covered include how to manage documents and records in any environment hard copy vs electronic documents and how to create a foundation for managing records that addresses the needs of business and government By addressing the needs of business and government the needs of citizens business web

stakeholders and archivists are also fully addressed Handbook of Research on Records and Information Management Strategies for Enhanced Knowledge Coordination Chisita, Collence Takaingenhamo,Enakrire, Rexwhite Tega,Durodolu, Oluwole Olumide,Tsabedze, Vusi Wonderboy,Ngoaketsi, Joseph M.,2021-01-15 The convergence of technologies and emergence of interdisciplinary and transdisciplinary modus of knowledge production justify the need for research that explores the disinterestedness or interconnectivity of the information science disciplines The quantum leap in knowledge production increasing demand for information and knowledge changing information needs information governance and proliferation of digital technologies in the era of ubiquitous digital technologies justify research that employs a holistic approach in x raying the challenges of managing information in an increasingly knowledge and technology driven dispensation The changing nature of knowledge production for sustainable development along with trends and theory for enhanced knowledge coordination deserve focus in current times The Handbook of Research on Records and Information Management Strategies for Enhanced Knowledge Coordination draws input from experts involved in records management information science library science memory and digital technology creating a vanguard compendium of novel trends and praxis While highlighting a vast array of topics under the scope of library science information science knowledge transfer records management and more this book is ideally designed for knowledge and information managers library and information science schools policymakers practitioners stakeholders administrators researchers academicians and students interested in records and information management **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 *Records Classification: Concepts, Principles and Methods* Umi Asma' Mokhtar,Zawiyah Mohammad

Yusof,2017-05-19 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 **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

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 **Cases on Electronic Records and Resource Management Implementation in Diverse Environments** Krueger, Janice,2013-08-31 While web based accessible materials have offered academic libraries an effective approach to managing electronic records and resources for its service population a cross

discipline approach has not yet been executed Cases on Electronic Records and Resource Management Implementation in Diverse Environments brings together real life examples of how electronic records and resource management have been implemented across disciplines Offering theories amid legal and ethical concerns of electronic records and resource management this publication is essential for professionals involved in the education of library and information science and the training of individuals responsible for electronic records management in various disciplines *Handbook of Information Management* Alison Scammell,2003-09-02 Effectively the eighth edition of Aslib s flagship Handbook of Special Librarianship and Information Work the definitive reference source on information theory practice and procedure since 1957 Managing Electronic Records Julie McLeod,Catherine Hare,2005 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 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 *Cooperation and Collaboration Initiatives for Libraries and Related Institutions* Chisita, Collence Takaingenhamo,2019-09-20 At a time when budgets are dwindling libraries must overcome insularity through collaborative initiatives that allow them to support each other through resource sharing and networking These collaborative networks can expand beyond libraries to include cooperative efforts with archives and museums in order to surpass challenges in the digital era Cooperation and Collaboration Initiatives for Libraries and Related Institutions is a critical research publication that explores digital advancements in library collaborative technologies and the steps needed to implement them in order to achieve institutional goals Featuring topics such as e records policymaking and open educational resources this book is essential for librarians archival staff museum staff knowledge managers policymakers educators and researchers **Handbook of Research on Technological Advances of Library and Information Science in Industry 5.0** Holland, Barbara Jane,2022-12-29 Industry 5 0 is advancing the

collaboration between humans and machines and is finding value through connected virtual and human experiences This technological revolution benefits numerous fields however the library and information science industry in particular can evolve and expand by embracing Industry 5 0 The Handbook of Research on Technological Advances of Library and Information Science in Industry 5 0 considers the current research and future trends of technological advances in library and information science related to Industry 5 0 Covering key topics such as robotics smart libraries augmented reality digital libraries and artificial intelligence this major reference work is ideal for librarians industry professionals researchers scholars practitioners academicians instructors and students **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 **Comparative Perspectives on E-Government** Peter Hernon,Rowena Cullen,Harold C. Relyea,2006-03-09 E government is a product of the Internet age and Comparative Perspectives on E Government identifies the various facets of e government comparing developments among five countries Australia UK Canada New Zealand and the US E government is a more complex rich phenomena than previously recognized A Subject Index to Current Literature Australian Public Affairs Information Service,

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