

MANAGING RECORDS
a handbook of principles and practice

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Elizabeth Shepherd and Geoffrey Yeo

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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

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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 specialists

Managing Knowledge Resources and Records in Modern Organizations Jain, Priti,Mnjama, Nathan,2016-12-21 Modern organizations and businesses are growing rapidly every day With these advances comes the need for more progressive forms of knowledge management and record keeping techniques Managing Knowledge Resources and Records in Modern Organizations is a pivotal reference source that discusses the current trends technologies and ethics associated with knowledge management Featuring comprehensive coverage on a spectrum of topics such as leadership roles in knowledge sharing knowledge governance electronic resources for public sector reform and record keeping for information in public and private sector organizations this publication is a comprehensive resource for educators professionals practitioners academics and researchers interested in the latest information on knowledge management for business and organizations

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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 **Manage It!**

Foundation of Records Management (UiTM Press) Siti Noorsiah Jamaludin, Siti Nuur-Ila Mat Kamal, Alwi Mohd Yunus, 2020-11-26 This book is intended to help students understand the records management principles applicable to the information Besides it is published to introduce basic knowledge on records management as reference to manage records effectively and efficiently This book consists of an overview of terms and basic concepts of records management principles of records management records management legislation registry as a place to manage your records file management and appraisal and dispoition of records management program in your organisation **The International Business Archives Handbook**

Alison Turton, 2017-09-19 The International Business Archives Handbook provides up to date information and guidance on key issues relating to the understanding and management of the historical records of businesses Key features include Chapter contributions from a range of experts in their respective fields Content covering business archive and business history initiatives around the world Practical advice combined with thought provoking discussion on issues hitherto little addressed Useful quick reference tables global case study examples and further reading suggestions The handbook is an invaluable guide for students archive professionals and business historians alike It is also an important reference tool for business professionals involved in information management more generally **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 Handbook of Research on Heritage Management and Preservation Ngulube, Patrick, 2018-02-02 Archives museums and libraries are pivotal to the management and preservation of any society's heritage Heritage assets should be systematically managed by putting in place proper policies maintenance procedures security and risks measures and 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

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

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