

# PROFESSIONAL RECORDS MANAGEMENT



STEWART

# Professional Records Management

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## **Professional Records Management:**

**Records and Information Management** William Saffady, 2021-04-01 *Records and Information Management Fundamentals of Professional Practice Fourth Edition* presents principles and practices for systematic management of recorded information. It is an authoritative resource for newly appointed records managers and information governance specialists as well as for experienced records management and information governance professionals who want a review of specific topics. It is also a textbook for undergraduate and graduate students of records management or allied disciplines such as library science, archives management, information systems, and office administration that are concerned with the storage, organization, retrieval, retention, or protection of recorded information. The fourth edition has been thoroughly updated and expanded to set the professional discipline of RIM in the context of information governance, risk mitigation, and compliance, and indicate how it contributes to those initiatives in government agencies, businesses, and not-for-profit organizations. Provide a global perspective with international examples and a discussion of the differences in records management issues in different parts of the world. Its seven chapters are practical rather than theoretical and reflect the scope and responsibilities of RIM programs in all types of organizations. Emphasize best practices and relevant standards. The book is organized into seven chapters that reflect the scope and responsibilities of records and information management programs in companies, government agencies, universities, cultural and philanthropic institutions, professional services firms, and other organizations. Topics covered include the conceptual foundations of systematic records management, the role of records management as a business discipline, fundamentals of record retention, management of active and inactive paper records, document imaging technologies, and methods, concepts, and technologies for organization and retrieval of digital documents, and protection of mission-critical records. In every chapter, the treatment is practical rather than theoretical. Drawing on the author's extensive experience, supplemented by insights from records management publications, the book emphasizes key concepts and proven methods that readers can use to manage electronic and physical records.

**Professional Records Management/Teacher's Guide** Jeffrey R. Stewart, 1994-04-01 *Professional Records Management* Jeffrey R. Stewart, 1994-05-01 *Professional Records Management* Jeffrey R. Stewart, 1994 *Archives and Records Management* Mohit Gupta, 2008 *Archives and Records Management* is a comprehensive introduction to the complex field of records management. The alphabetic filing rules are included along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records. The global shift towards delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods. There has, however, been very little information on just how to navigate this change until now. This book provides the readers and archive maintainers with the implementation of archives and record management with the direction and guidance you need to make the transition as seamless as possible.

**Professional Records And Information Management Student Edition with CD-ROM** Jeffrey

Stewart,2000-10-01 Professional Records and Information Management 2e provides an overview of the field of records and information management The text identifies the skills that are applicable to the management of records in all fields including those in specialized areas medical legal financial and archived records management as well as records center and depository management and records management consulting The text discusses employment and career opportunities as a records management professional and addresses legal and ethical issues in the records management field The basics for both manual filing and electronic records management are addressed and reinforced through text and workbook practice set activities The text includes a student CD ROM containing Filing Rules Tutorial a click and drag filing simulation and templates for electronic activities in the textbook [Effective Records Management](#) David Best,Julie McLeod,2002 Records management Data processing Data management Library and information science Handbooks Document maintenance Information handling Information operations Management techniques Records documents IT and Information Management Information and Knowledge Management *Records and Information Management* Patricia C. Franks,2013-04-30 Benefiting LIS students and professionals alike Franks presents complete coverage of the records and information lifecycle model **The New Office Professional's Handbook** American Heritage Dictionary,Houghton Mifflin Company,2001 Provides information on career development the online office document creation telecommunications business English business law information management and other topics **Department of the Interior and Related Agencies Appropriations for 2003** United States. Congress. House. Committee on Appropriations. Subcommittee on Department of the Interior and Related Agencies,2002 [Records and Information Management](#) Patricia C. Franks,2013 Benefiting LIS students and professionals alike Franks presents complete coverage of the records and information lifecycle model Encompassing paper electronic databases office suites email and new media records blogs wikis as well as records residing in the cloud software as a service the text addresses a full range of topics including The origins and development of records and information The discipline of information governance Creation capture classification and file plan development Retention strategies Access storage and retrieval Electronic records and electronic records management systems Emerging technologies such as web records social media and mobile devices Vital records disaster preparedness and recovery and business continuity Monitoring auditing and risk management Inactive records management archives and long term preservation Education and training Developing a strategic records management plan *Information & Records Management* ,1982 [107-2 Hearings: Department of The Interior and Related Agencies Appropriations for 2003, Part 2, 2002, \\*](#) ,2002 *Managing Electronic Records* William Saffady,1992 This third edition of ARMA s best selling classic *Managing Electronic Records* provides a comprehensive discussion of records management concepts and methodologies as they apply to electronic records It is a practical book intended for professional records managers archivists computer systems professionals office systems analysts administrative system specialists data center managers librarians and others responsible for the creation maintenance management control

and use of electronic records created by computer audio and video systems This new edition includes revised chapters that reflect changes in storage technology and file formats updated laws and regulations including new references to regulations pertinent to vital records protection a new discussion of electronic signatures expanded discussions of data migration and backup procedures a new section on records management application software On completion of the book the reader should understand the special records management issues and problems associated with electronic records the physical and application characteristics of electronic records encountered in offices and other work environments principles and procedures for inventorying and scheduling electronic records factors that influence the stability and durability of electronic records methods of protecting vital electronic records against damage and destruction guidelines for the daily management of electronic records as working information resources     **2008 Edwards Disaster Recovery Directory** ,2008

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**ARMA Records Management Quarterly** ,1982     *Information and Records Management* ,1973     **IRM, Information & Records Management** ,1975     **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

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