



# Effective Records Management

**Emmett J. Leahy**



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**Records Management For Dummies** Blake Richardson, CRM, 2012-10-16 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

*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

**Effective Document and Data Management** Bob Wiggins, 2016-04-29 Effective Document and Data Management illustrates the operational and strategic significance of how documents and data are captured managed and utilized Without a coherent and consistent approach the efficiency and effectiveness of the organization may be undermined by less poor management and use of its information The third edition of the book is restructured to take this broader view and to establish an organizational context in which information is management Along the way Bob Wiggins clarifies the distinction between information management data management and knowledge management helps make sense of the concept of an information life cycle to present and describe the processes and techniques of information and data management storage and retrieval uses worked examples to illustrate the coordinated application of data and process analysis and provides guidance on the application of appropriate project management techniques for document and records management projects The book will benefit a range of organizations and people from those senior managers who need to develop coherent and consistent business and IT strategies to information professionals such as records managers and librarians who will gain an appreciation of the impact of the technology and of how their particular areas of expertise can best be applied to system designers developers and implementers and finally to users The author can be contacted at curabyte gmail com for further information

**Effective Records Management in Today's Business Environment** John T. Phillips, Oc'e Business Services, 2005 **Records Management** Carolyn Ashe, Chynette Nealy, 2004 For courses in Records Management This up to date text provides in depth coverage of current issues in records and information management RIM topics that are of interest and concern to both students and professionals Its focus on the twenty first century considers past current and future records and information trends substantiating the need for assurance that information will be found or available at the right place and or time Some of the many topics addressed include concern for ethical and legal practices technology storage retrieval and disaster recovery

**Planning and Implementing Electronic Records Management** Kelvin Smith, 2007 Many organizations are moving away from managing records and information in paper form to setting up electronic records management ERM systems There is a range of reasons for this economic considerations may be the driver for change or government policy initiatives may be coming into play Whatever the situation in your organization this book provides straightforward practical

guidance on how to prepare for and enable ERM It sets out and explains the issues organizations need to consider in selecting a system and the procedures required for effective implementation Help is also given with the complexities of managing hybrid records during an interim period between paper and electronic record management The book is divided into three main parts covering the preparation for ERM and its design and implementation The key areas covered are the underlying principles the context making a business case for ERM the main issues for design the information survey the file plan appraisal methodology preservation access the main issues for implementation project management procurement change management training the future of information management Readership This essential guide should be on the desk of any library and information professional records manager archivist or knowledge manager involved in planning and introducing an ERM system whether in a public or private sector organization **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 **The Seven Attributes of an Effective Records Management Program** Thomas D. Norris, New York State Archives. Government Records Services, 2002 *Effective Records Management* National Archives of New Zealand. Records Management Branch, 1988 Effective Records Management. How to Comply with BS ISO 15489-1 Robert McLean, 2007-02-28 Records management Data processing Data management Library and information science Handbooks Document maintenance Information handling Information operations Management operations Performance Records documents IT and Information Management Information and Knowledge Management Effective Records Management David Best, British Standards Institution, 2002 The Need and Feasibility for a More Effective Records Management Program at Brigham Young University Lynn Keyth Durham, 1972 **Records Management in the United States Government** Emmett J. Leahy, 1948 **The Sedona Principles** Jonathan M. Redgrave, 2007 Effective records management: directory of suppliers Touche Ross Management Consultants, 1990 **A Guide to Outsourcing Records Management** Jane Proffitt, 2010-09-13 This book is a distillation of the outsourcing process derived from detailed and wide ranging research of the subject but contextualised to cater for the records management environment Essential for any information professional

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