

# effective document management

for the legal professional

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# Effective Document Management Unlocking Corporate Knowledge

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## **Effective Document Management Unlocking Corporate Knowledge:**

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 Document Management* Bob Wiggins, 2000 Document management is a key to business success It has a major contribution to play in delivering effective enterprise knowledge management This book suggests how this can be achieved in the context of knowledge management and improvement approaches such as business process re engineering quality management and Investors in People

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areas of expertise can best be applied to system designers developers and implementers and finally to users **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 *Encyclopedia of Information Science and Technology, First Edition* Khosrow-Pour, D.B.A., Mehdi, 2005-01-31 Comprehensive coverage of critical issues related to information science and technology *Integrative Document & Content Management* Len Asprey, Michael Middleton, 2003-01-01 Portals present unique strategic challenges in the academic environment Their conceptualization and design requires the input of campus constituents who seldom interact and whose interests are often opposite The implementation of a portal requires a coordination of applications and databases controlled by different campus units at a level that may never before have been attempted at the institution Building a portal is as much about constructing intra campus bridges as it is about user interfaces and content Designing Portals Opportunities and Challenges discusses the current status of portals in higher education by providing insight into the role portals play in an institution's business and educational strategy by taking the reader through the processes of conceptualization design and implementation of the portals in different stages of development at major universities and by offering insight from three producers of portal software systems in use at institutions of higher learning and elsewhere **Current Issues in Knowledge Management** Jennex, Murray E., 2008-02-28 This book combines research on the cultural technical organizational and human issues surrounding the creation capture transfer and use of knowledge in today's organizations Topics such as organizational memory knowledge management in enterprises enablers and inhibitors of knowledge sharing and transfer and emerging technologies of knowledge management offering information to practitioners and scholars in a variety of settings Provided by publisher **Managing Information Services** Jo Bryson, 2024-11-01 This third edition of Jo Bryson's highly regarded Managing Information Services has been thoroughly revised with an emphasis on managing for a sustainable future Libraries and information services face uncertain times and this new edition tackles the challenges of planning and managing change future proofing for tomorrow and leading the transformation to a sustainable future The text also addresses the integration of information services including librarianship records management and ICT Essential reading for information students this text also serves as a comprehensive and detailed reference on the key management topics for information service managers **Encyclopedia of Information Science and Technology** Mehdi Khosrow-Pour, Mehdi Khosrowpour, 2009 This set of books represents a detailed compendium of authoritative research based entries that define the contemporary state of knowledge on technology Provided by publisher Computer Science and its Applications James J. (Jong Hyuk) Park, Ivan Stojmenovic, Hwa Young Jeong, Gangman Yi, 2014-11-29 The 6th FTRA International Conference on Computer Science and its Applications CSA 14 will be held in Guam USA Dec 17 19 2014 CSA 14 presents a comprehensive conference focused on the various aspects of advances in engineering systems in computer science and applications

including ubiquitous computing U Health care system Big Data UI UX for human centric computing Computing Service Bioinformatics and Bio Inspired Computing and will show recent advances on various aspects of computing technology Ubiquitous Computing Services and its application *Strategic Knowledge Management in Multinational Organizations* O'Sullivan, Kevin, 2007-08-31 This book presents a comprehensive set of investigations of a wide range of environmental factors both internal and external that contribute to the key challenge of complexity in KM These factors include culture technology communications infrastructure and learning and leadership structures Provided by publisher 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

**Information Architecture** Alan Gilchrist, Barry Mahon, 2004 The advent of the computer has facilitated an exponential growth in the tools and techniques for manipulating information Much of the development has been ad hoc driven by general management practises of gaining productivity and efficiency through the greater use of computers Little attention has been paid to the broader issues of coherence and co ordination of the information increasingly used to drive modern organizations This book addresses these broader issues It starts from the perception that information systems and sources need to be designed within a framework an architecture which requires a detailed understanding of the roles of the information and the tools to manipulate it within the organization The different elements of the architecture are described and analysed and the necessity to undertake detailed and continuous research into developments in computer hardware software and in information management is emphasised In addition the roles of the various parties general management computing personnel and information professionals as joint owners of the information architecture are analysed Chapters include

overview of information architecture hardware networks and software the need to plan IT environments working with IT personnel the software environment knowledge representation taxonomies classification thesauri interoperability the semantic web role of Markup ontologies the user interface designing for users Readership The primary audience is senior and middle managers in the information profession this will include all professionals in the corporate information sector including knowledge managers The book will also be of great interest to all students of information and knowledge management and also on business and IT related courses

**Setting Up a New Library and Information Service** Kirby Porter, 2003-10-31 This book is intended as a guide for those people who have been charged with establishing a library or information service in their organisation It is a practical guide to the steps that need to be taken the people that will need to be dealt with and the procedures that will have to be adopted in order to bring the venture to a successful conclusion The book contains many practical tips and hints from the author based upon his hands on practical experience of setting up many new information services Deals with the whole process from start to finish Based on sound principles that have worked in practice Easy to follow as a step by step guide

**Knowledge Management** Murray E. Jennex, 2008-01-01 Provides comprehensive in depth coverage of all issues related to knowledge management including conceptual methodological technical and managerial issues Presents the opportunities future challenges and emerging trends related to this subject

**American Book Publishing Record** , 2000-07 **International Labour Documentation** International Labour Office. Central Library and Documentation Branch, 2001 **Library & Information Science Abstracts** , 2008 *Sources of Non-official UK Statistics* , 2002 David Mort has compiled statistics on nearly 1000 publications and services including electronic publications in this fifth edition of Sources of Non official UK Statistics The entries are based on data received in the spring and summer of 2001 E-doc , 2002

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