



# RECORDS MANAGEMENT



# Records Management

**United States. Commission on Federal  
Paperwork**



## **Records Management:**

*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

**Records Management** Judy Read Smith, Judith Read-Smith, Mary Lea Ginn, Norman Francis Kallaus, 2002 This revised text is a comprehensive introduction to the complex field of records management Alphabetic filing rules compatible with the Association of Records Managers and Administrators ARMA guidelines are included along with methods of storing and retrieving alphabetic subject numeric and geographic records Thorough coverage is provided for filing and maintenance of paper automated micro image and electronic imaging records [Information and Records Management](#) Wilmer O. Maedke, Mary F. Robek, Gerald F. Brown, 1974 The role of records management Records organization and evaluation procedures Active records control Records creation control Inactive records control Micrographics Information management and related technologies

**Records Management For Dummies** Blake Richardson, CRM, 2012-09-18 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

**Records Management** Patricia E. Wallace, Jo Ann Lee, Dexter R.

Schubert, Violet S. Thomas, 1992 Focusing on the systems approach to managing information in any form particularly paper microfilm and electronic records this text presents practical guidelines for establishing a records management system

**Records Management Handbook** Ira A. Penn, Gail B. Pennix, 2017-03-02 Records Management Handbook is a complete guide to the practice of records and information management Written from a multi media perspective and with a comprehensive systems design orientation the authors present proven management strategies for developing implementing and operating a 21st century records management programme Where most available titles are biased toward dealing with inactive records this book gives a balanced treatment for all phases of the record s life cycle from creation or receipt through to ultimate disposition The Records Management Handbook is a practical reference for use by records managers analysts and other information management professionals which will aid decision making improve job performance stimulate ideas help avoid legal problems minimize risk and error save time and reduce expense Special features of the second edition include new chapters on record media active records systems and records disposition new information on management strategies and programme implementation revised guidance and material on records appraisal and record inventorying expanded and increased information on retention scheduling records storage and electronic forms *Federal Electronic Records Management* United States. Congress. House. Committee on Oversight and Government Reform. Subcommittee on Information Policy, Census, and National Archives, 2011 [Information and Records Management](#) Mary F. Robek, Gerald F. Brown, David O. Stephens, 1995 Widely regarded as the best in its field this text reflects the revolutionary changes in records and information 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 *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 *Records Management* Julian Mims,1996

**Implementing Electronic Document and Record Management Systems** Azad Adam,2007-08-24 The global shift toward 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 **Implementing Electronic Document and Record Management Systems** explains how to efficiently **Records Management in the Computer Age** Terry D. Lundgren,Carol A. Lundgren,1989 *Records Management* Susan Z. Diamond,1995-01 Records Management is the classic guide to alleviating a perennial business problem how to find information that s needed and sort it out from the avalanche of paper and data that s not This completely updated edition shows records managers like yourself whether you re experienced or new to the field how to establish and maintain a first rate program The volume explains what information is essential to keep what s practical and legal to toss and how to organize it all for quick and easy retrieval It explores both current takes on traditional systems and the latest advancements in imaging technology and CD ROM Plus the author shows you how to effectively protect your organization s vital records its very lifeblood from destruction This new edition of Records Management even includes a crucial new chapter on developing your project management skills a key to success on the job today Records Management leads you through the entire process beginning at the moment a record is created and ending with its ultimate destruction It shows you how to sell your program to senior management develop a records retention schedule store and index records properly manage your company s vast and diverse files and much more *Records Management in Federal Agencies* United States. Commission on Federal Paperwork,1977

**Federal Records Management** United States, United States. National Archives and Records Administration, 1991  
Records Management Handbook, General, Bibliography for Records Managers United States. National Archives and Records Service, 1964

**Value-Added Records Management** Karen L. Sampson, 2002-10-30 Buried in paper As new technologies threats of litigation and the onslaught of e business innovations change the very nature of work organizations need ways to safely and properly manage information This revised and expanded edition of Sampson s earlier classic shows how records and information management practices jointly contribute to an organization s financial well being be it public or private non or for profit Recordkeeping practices affect business objectives processes functions and ultimately everyone in the organization This book covers recordkeeping in all media including paper microfilm electronic and other storage modes Instead of focusing on records media and information technologies Sampson shows why organizations must focus on the content and value of records as they are determined by the organization s operating needs the government s requirements and relevant legislation She shows how to create an essential uniformity in records management one that integrates the many media systems you use into a single master system Also included is a cautionary section explaining why skillful records and information management is essential to safeguard an organization s legal rights This book provides fresh management perspectives and new business strategies showing how to cope with the growing dependence on electronic records

**Records Management and the Library** Candy Schwartz, Peter Herson, 1993 *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 and education 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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