

Organizing and Documenting Data Processing Information

Gildersleeve, Thomas R.

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Organizing And Documenting Data Processing Information

Yi-Tong Ma



Organizing And Documenting Data Processing Information:

Organizing and Documenting Data Processing Information Thomas Robert Gildersleeve,1977 *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 Function and Organization of a National Documentation Centre in a Developing Country ,1975 UNESCO pub Working group study of the functions and administrative aspects of a national level information centre in a developing country covers information planning information retrieval information dissemination financial aspects co ordination and cooperation with the library services user education and publicity international cooperation etc Bibliography pp 217 and 218 flow charts and graphs

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