Introduction To Records Management In Sharepoint 2013

This is the "go to" book for newly appointed records managers, as well as experienced records and information management (RIM) professionals who want a review of specific topics. The approach here is practical rather than theoretical and emphasizes best practices and published standards. A brand new and fully updated edition of this seminal work on archival preservation. Access to archival material – the documentary heritage of people all over the world that gives them their identity and ensures their rights – is dependent on the survival of fragile materials: paper, parchment, photographic materials, audiovisual materials and, most recently, magnetic, optical and increasingly digital formats. The primary importance of such survival is widely acknowledged but sometimes overlooked in a rush to provide ever better means of access. But without the basic material, no services can be offered. Preservation is at the heart of archival activity. Archivists in all types of organizations face questions on how to plan a preservation strategy in less than perfect circumstances, or deal with a sudden emergency. This book considers the causes of threats to the basic material, outlines the preservation options available and offers flexible solutions applicable in a variety of situations. It offers a wide range of case studies and examples from international specialists. This revised edition includes additional material on digital preservation and green building as well as a new chapter on the management and training of volunteers, reflecting a key concern for many archival institutions. Key topics are: • Understanding archival materials and their characteristics • Managing digital preservation • Archive buildings and their characteristics • Safeguarding the building and its contents • Managing archival storage • Managing risks and avoiding disaster • Creating and using surrogates • Exhibiting archives • Handling the records • Managing a pest control programme • Training and the use of volunteers • Putting preservation into practice. Readership: Archivists, librarians, curators and enthusiasts, trained and untrained, in museums, local studies centres and voluntary societies in need of good clear advice.

This new and extensively revised second edition offers an international perspective on archives management, providing authoritative guidance relevant to collections-based repositories and to organizations responsible for managing their own institutional archives. Written in clear language with lively examples, Archives: Principles and practices introduces core archival concepts, explains best-practice approaches and discusses the central activities that archivists need to know to ensure the documentary materials in their charge are cared for as effectively as possible. Topics addressed include: core archival principles and conceptsarchival history and the evolution of archival theoriesthe nature and diversity of archival materials and institutionsthe responsibilities and duties of the archivistissues in the management of archival institutionsthe challenges of balancing access and privacy in archival servicebest practice principles and strategic approaches to central archival tasks such as acquisition, preservation, reference and accessdetailed comparison of custodial, fonds-oriented approaches and post-custodial, functional approaches to arrangement and description. Discussion of digital archives is woven throughout the book, including consideration of the changing role of the archivist in the digital age. In recasting her book to address the impact of digital technologies on records and archives, Millar offers us an archival manual for the twenty-first century. This book will be essential reading for archival practitioners, archival studies students and professors, librarians, museum curators, local authorities, small governments, public libraries, community museums, corporations, associations and other agencies with archival responsibility.

Core Services & Plug-in Modules (version 1.1).
Enterprise Content Management, Records Management and Information Culture Amidst E-Government Development
Theory into practice
A management guide to the value of BS ISO 15489-1
The Future of Archives and Recordkeeping
Records Management Training in the Washington, DC Area, October 1, 2002 - September 30, 2003
Integrity in Government through Records Management

Records Management HandbookRoutledge
This groundbreaking text demystifies archival and recordkeeping theory and its role in modern day practice. The book's great strength is in articulating some of the core principles and issues that shape the discipline and the impact and relevance they have for the 21st century professional. Using an accessible approach, it outlines and explores key literature and concepts and the role they can play in practice. Leading international thinkers and practitioners from the archives and records management world, Jeannette Bastian, Alan Bell, Anne Gilliland, Rachel Hardiman, Eric Ketelaar, Jennifer Meehan and Caroline Williams, consider the concepts and ideas behind the practicalities of archives and records management to draw out their importance and relevance. Key topics covered include: • Concepts, roles and definitions of records and archives • Archival appraisal • Arrangement and description • Ethics for archivists and records managers • Archives, memories and identities • The impact of philosophy on archives and records management • Does technological change marginalize recordkeeping theory? Readership: This is essential reading for students and educators in archives and recordkeeping and invaluable as a guide for practitioners who want to better

understand and inform their day-to-day work. It is also a useful guide across related disciplines in the information sciences and humanities.

We are now entering a world of electronic communications where an increasing amount of contemporary information is created and retained only in electronic form. How will such unstable flows of information be preserved for future historians? Will the future have a past? Will the history of ourcontemporary world be lost to our descendants? History and Electronic Artefacts is the first publication to examine the implications of this revolution for historical research. Historians are used to handling paper and parchment record in archives. These are actual pieces of correspondence which passed between historical actors. They are alsorelatively stable artefacts which can be preserved easily. Two factors introduced by the electronic revolution threaten the existence of paper archives: the dissociation between information content and the media by which it is transmitted ruptures the solidity of the archival object. The ability tostore electronic information anywhere and access it remotely via networks could make the central paper archive redundant. Experts from the fields of information management and technology, data archiving, library science, as well as historians, consider the issues raised in depth. The authors also place a unique emphasis on European developments.

Managing Records

Essays in Honour of Anne Thurston

Records Management Training, October 1, 2001 - September 30, 2002

A Report of the Commission on Federal Paperwork

A Literary History of the Legend

Records and Information Management in the Knowledge Age

Records Management for Museums and Galleries

This book investigates who Lady Godiva was, how the story of her naked horseback ride through Coventry arose, and how the whole Godiva legend has evolved from the thirteenth century through to the present day. Traces the erotic myth of Lady Godiva back to its medieval origins. Based on scholarly research but written to be accessible to general readers. Combines history, literature, art and folklore. Focuses on the twin themes of voyeurism and medievalism. Contributes to our understanding of cultural history, medievalism and the history of sexuality.

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.

The Eastern and Southern African Regional Branch of the International Council of Archives (ESARBICA) is dedicated to keeping and preserving records and documents so they may be accessible to the public. Constant research and re-examination of current record-keeping methods, such as the Electronic Document and Records Management System (EDRMS), is necessary to ensure the preservation and dissemination of information. Cases on Electronic Record Management in the ESARBICA Region is an essential reference source that shares case studies on the development and implementation of records management strategies including the procurement and implementation of EDRMS. Covering topics such as record management strategy development, e-records readiness, and legal frameworks, this book is ideally designed for archivists, librarians, records specialists, knowledge managers, ICT professionals, policymakers, system analysts, project managers, legal officers, academicians, researchers, and students.

Organising Knowledge

Records Management in the United States Government

Fundamentals of Professional Practice

Records Management in the Internal Revenue Service

An Introduction

Introduction to Records Management

Exploring the Role of Record-keeping in an Information Culture

The systematic management of records is an important activity for 'information businesses' such as museums and galleries, but is not always recognized as a core function. Record keeping activities are often concentrated on small groups of records, and staff charged with managing them may have limited experience in the field. Records Management for Museums and Galleries offers a comprehensive overview of records management work within the heritage sector and draws on over a decade of experience in applying fundamental principles and practices to the specific circumstances of museums. It introduces readers to the institutional culture, functions, and records common to museums, and examines the legislative and regulatory environments affecting record-keeping practices. The book is comprised of eight chapters, including: a history of records keeping in the UK museum and gallery sector; the basics of records management; making a business case for records management; requirements of legislation for records management; how to conduct a records survey; strategy and action planning; how to

develop a file plan, retention schedule and records management programme; and a guide to useful additional resources. Gives practical and tested solutions to real world issues Fills a gap in the literature as a handbook in this important sector Provides an overview of the sector as a whole

This impressive author team brings the wealth of advances in conservation genetics into the new edition of this introductory text, including new chapters on population genomics and genetic issues in introduced and invasive species. They continue the strong learning features for students - main points in the margin, chapter summaries, vital support with the mathematics, and further reading - and now guide the reader to software and databases. Many new references reflect the expansion of this field. With examples from mammals, birds,...

'Corporate memory' is the body of information that an organization needs to keep for re-use. It is the active and historical information that an organization has that is worth sharing, managing and preserving to enable it to function effectively. This book is aimed at records managers and archivists, who are responsible for maintaining and managing information within an organization. It describes fully the most up-to-date methods and approaches to this essential function. In addition, it also discusses the adoption of an international standard for record management.

Implementing Electronic Document and Record Management Systems

Records Management

Principles and practices

Do Glaciers Listen?

Department of the Treasury

Introduction to Business Records Management

An Introduction Through Gln

Written specifically to introduce advanced undergraduate and beginning graduate students to an important area of mathematics, this book is far more accessible than previous books on Lie algebras. The emphasis is on special cases and explicit calculation, with many examples and exercises with full solutions provided.

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.

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

Archives and Recordkeeping

Records Management Handbook

Lady Godiva

Preserving Archives

Records Management in Federal Agencies

Local Knowledge, Colonial Encounters, and Social Imagination

A Handbook of Principles and Practice

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.

Records Classification: Concepts, Principles and Methods: Information, Systems, Context introduces classification, an early part of the research lifecycle. Classification ensures systematic organization of documents and facilitates information retrieval. However, classification systems are not prevalent in records management when compared to their use in other information fields. This book views classification from the records management (RM) perspective by adopting a qualitative approach, with case studies, to gather data by means of interview and document content analysis. Current development of information systems do not take into account the concept of classification from a RM perspective. Such a model is required because the incorporation of information and communication technology (ICT) in managing records is inevitable. The concept of classification from an RM perspective ought to be extended to the ICT team to enable the development of a RM system not limited to storage and retrieval functions, but also with relation to disposal and preservation processes. This proposed model introduces function-based classification to ensure records are classified in context. Gives a step-by-step functional model for constructing a classification system within an organization Advocates for the importance of practicing classification for records, towards competent, transparent, and democratic organizations Helps organizations build their own classification system, thus safeguarding information in a secure and systematic fashion Provides local case studies from Malaysia and puts together a generic, globally applicable model Taxonomies are often thought to play a niche role within content-oriented knowledge management projects. They are thought to be 'nice to have' but not essential. In this ground-breaking book, Patrick Lambe shows how they play an integral role in helping organizations coordinate and communicate effectively. Through a series of case studies, he demonstrates the range of ways in which taxonomies can help organizations to leverage and articulate their knowledge. A step-by-step guide in the book to running a taxonomy project is full of practical advice for knowledge managers and business owners alike. Written in a clear, accessible style, demystifying the jargon surrounding taxonomies Case studies give real world examples of taxonomies in use Step-by-step guides take the reader through the key stages in a taxonomy project

ARMA Course Syllabus

A Practical Guide

Effective Records Management

Recordkeeping in International Organizations

Corporate Memory

Cases on Electronic Record Management in the ESARBICA Region

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 store and access electronic documents and records in a manner that allows quick and efficient access to information so an organization may meet the needs of its clients. The book addresses a host of issues related to electronic document and records management systems (EDRMS). From starting the project to systems administration, it details every aspect in relation to implementation and management processes. The text also explains managing cultural changes and business process re-engineering that organizations undergo as they switch from paper-based records to electronic documents. It offers case studies that examine how various organizations across the globe have implemented EDRMS. While the task of creating and employing an EDRMS may seem daunting at best, Implementing Electronic Document and Record Management Systems is the resource that can provide you with the direction and guidance you need to make the transition as seamless as possible.

This book identifies key factors necessary for a well-functioning information infrastructure and explores how information culture impacts the management of public information, stressing the need for a proactive and holistic information management approach amidst e-Government development. In an effort to deal with an organization's scattered information resources, Enterprise Content Management, Records Management and Information Culture Amidst E-Government Development investigates the key differences between Enterprise Content Management (ECM) and Records Management (RM), the impact of e-Government development on information management and the role of information in enhancing accountability and transparency of government institutions. The book hence identifies factors that contribute to a well-functioning information infrastructure and further explores how information culture impacts the management of public information. It highlights the Records Continuum Model (RCM) thinking as a more progressive way of managing digital information in an era of pluralization of government information. It also emphasizes the need for information/records management skills amidst e-Government development. Ideas about records, information, and content management have fundamentally changed and developed because of increasing digitalization. Though not fully harmonized, these new ideas commonly stress and underpin the need for a proactive and holistic information management approach. The proactive approach entails planning for the management of the entire information continuum before the information is created. For private enterprises and government institutions endeavoring to meet new information demands from customers, citizens and the society at large, such an approach is a prerequisite for accomplishing their missions. It could be argued that information is and has always been essential to all human activities and we are witnessing a transformation of the information landscape. Presents research with broad application based on archives and information science, but relevant for information systems, records management, information culture, and e-government Examines the differences between Enterprise Content Management and Records Management Bridges a gap between the proponents of Enterprise Content Management and information professionals, such as records managers and archivists

Do Glaciers Listen? explores the conflicting depictions of glaciers to show how natural and cultural histories are objectively entangled in the Mount Saint Elias ranges. This rugged area, where Alaska, British Columbia, and the Yukon Territory now meet, underwent significant geophysical change in the late eighteenth and nineteenth centuries, which coincided with dramatic social upheaval resulting from European

exploration and increased travel and trade among Aboriginal peoples. European visitors brought with them varying conceptions of nature as sublime, as spiritual, or as a resource for human progress. They saw glaciers as inanimate, subject to empirical investigation and measurement. Aboriginal oral histories, conversely, described glaciers as sentient, animate, and quick to respond to human behaviour. In each case, however, the experiences and ideas surrounding glaciers were incorporated into interpretations of social relations. Focusing on these contrasting views during the late stages of the Little Ice Age (1550-1900), Cruikshank demonstrates how local knowledge is produced, rather than discovered, through colonial encounters, and how it often conjoins social and biophysical processes. She then traces how the divergent views weave through contemporary debates about cultural meanings as well as current discussions about protected areas, parks, and the new World Heritage site. Readers interested in anthropology and Native and northern studies will find this a fascinating read and a rich addition to circumpolar literature.

Records, Information and Data
History and Electronic Artefacts
A Reader
Archives in Transition in Digital, Networked Environments
Introduction to Conservation Genetics
Public Sector Records Management
Archives

This dynamic book considers whether and how the management of records (and archives) differs from the management of information (and data).

This practical how-to-do-it guide is ideal for professionals involved in the management of archives and records, especially if they are just starting out or without formal training. The book covers all aspects of recordkeeping and archives management. It follows the records' journey from creation, through the application of classification and access techniques, evaluation for business, legal and historical value and finally to destruction or preservation and access in the archive. Based on the internationally renowned training days run by the author and her business partner, The No-nonsense Guide to Archives and Recordkeeping deals with records and archives in all formats. It utilizes checklists, practical exercises, sample documentation, case studies and helpful diagrams to ensure a very accessible and pragmatic approach, allowing anyone to get to grips with the basics quickly. The book is divided into four main work areas: - current records: including creation, filing, classification and security - records management: including aims, risks, planning, preparation and delivery - archives management: including collecting policies, intellectual property rights, appraisal, digitization and outreach - archival preservation: including policy, disaster prevention and repositories. This one-stop-shop will be essential for a wide readership including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records and managers of archives staff.

Introduction to Electronic Document Management Systems provides an in-depth overview of the technology of electronic document management using modern electronic image processing. It will prove to be a key source of information for management and technical staff of organizations considering a transformation from traditional micrographics-based document storage and retrieval systems to new electronic document capture systems. It will also be useful for those organizations considering improving productivity through electronic management of large volumes of data records.

Organising and Controlling Current Records
Representations of Lie Algebras
Taxonomies, Knowledge and Organisational Effectiveness
The No-nonsense Guide to Archives and Recordkeeping
Introduction to Electronic Document Management Systems
Records Management in the Federal Trade Commission
Disposition of Federal Records

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.

As a celebration of Anne Thurston's pioneering work on records and archives management as an essential basis for demonstrating integrity in government, this

excellent volume brings together scholars and practicing archivists to discuss key issues around records as evidence for accountability, transparency and the protection of citizens' rights. Never before have authors from the developing and developed worlds come together to explore the intersection of records management, public administration and international development. The book covers Thurston's work, the importance of records management for effective governance and digital records management and preservation in developing countries. Case studies from across Africa enhance the theoretical and practical perspectives taken by the authors. This book is essential reading for scholars and students interested in records management and good governance around the world.

The way in which we view the nature of archives and the role of the archivist has changed significantly in the last few decades. With increasing interest from outside of the profession, the idea of archives as the static, impartial carriers of truth and the archivist as a guardian of records has been questioned: how can society take greater control over its own written memory? There have been a number of other changes which have impacted upon the way archivists conceive of themselves and the way in which they work. Chief among these are the rapid rise of technology and the challenges this poses, and the changing place of archives within related fields, such as records and information management. It is imperative that archivists engage with these challenges if archives are to emerge as a renewed force in the 21st century. This much-needed book is designed not as a practical guide to professional practice, but rather as a reader addressing these challenges. The chapters are contributed by leaders in the field, and are grouped around the following four core themes: defining archives shaping a discipline Archives 2.0: archives in society archives in the information age: is there still a role for the archivist? Each chapter represents a defined argument in its own right to enable readers to dip in and out of the collection as they wish, and the book is structured to highlight chapters that share a common theme. Readership: Archivists and students of archive administration.

MoReq2010, Modular Requirements for Records Systems

Records and Information Management

Records Management For Dummies

Information, Systems, Context

Records Management in the Department of Housing and Urban Development

Records Classification: Concepts, Principles and Methods

Recordkeeping in International Organizations offers an important treatment of international organizations from a recordkeeping perspective, while also illustrating how recordkeeping can play a vital role in our efforts to improve global social conditions. Demonstrating that organizations have both a responsibility and an incentive to effectively manage their records in order to make informed decisions, remain accountable to stakeholders, and preserve institutional history, the book offers practical insights and critical reflections on the effective management, protection, and archiving of records. Through policy advice, surveys, mind mapping, case studies, and strategic reflections, the book provides guidance in the areas of archives, records, and information management for the future. Among the topics addressed are educational requirements for recordkeeping professionals, communication policies, data protection and privacy, cloud computing, classification and declassification policies, artificial intelligence, risk management, enterprise architecture, and the concepts of extraterritoriality and inviolability of archives. The book also offers perspectives on how digital recordkeeping can support the UN's 2030 Agenda for Sustainable Development, and the accompanying Sustainable Development Goals (SDGs). Recordkeeping in International Organizations will be essential reading for records and archives professionals, information technology, legal, security, management, and leadership staff, including chief information officers. The book should also be of interest to students and scholars engaged in the study of records, archives, and information management, information technology, information security, and law.