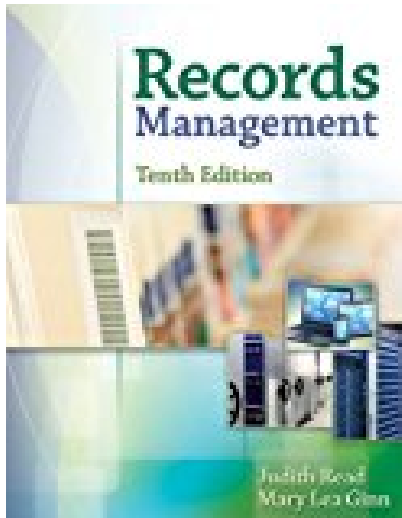


# Records Management

---



## BOOK DETAILS

- Author : Judith Read
- Pages : 432 Pages
- Publisher : Delmar Cengage Learning
- Language : English
- ISBN : 1305119169

[↓ DOWNLOAD](#)

## BOOK SYNOPSIS

RECORDS MANAGEMENT, Tenth Edition, provides a comprehensive introduction to the complex field of records management. The text features sound principles of records and information management that include the entire range of records—physical (paper), image records, and electronic media used in computerized systems. Part I, Records and Information Management, provides thorough coverage of alphabetic filing rules, as well as methods of storing and retrieving alphabetic, subject, numeric, and geographic records. The rules agree with the latest standard filing guidelines presented by ARMA International. Part II, Electronic Records Management, introduces electronic records file management as well as classifying electronic files using metadata, taxonomies, and file plans; and the use of magnetic, optical and solid state media through the phases of the records management life cycle. A new chapter introduces Enterprise Content Management (ECM) and describes how Microsoft SharePoint is used in Records Management. Part III, RIM Program Administration, delves into the records and information management (RIM) program components and guidelines; with expanded coverage of information governance, social media, and the records and information managers responsibilities. In addition to content based on ARMA International standards and best practices, the text features realistic database activities, profiles of real-world professionals, and practical advice and examples to prepare students for career success. The Tenth Edition features extensive updates, including a restructuring of the chapters to reflect the growing importance of electronic records management. Important Notice: Media content referenced within the product description or the product text may not be available in the ebook version.

**RECORDS MANAGEMENT** - Are you looking for Ebook Records Management? You will be glad to know that right now Records Management is available on our online library. With our online resources, you can find Applied Numerical Methods With Matlab Solution Manual 3rd Edition or just about any type of ebooks, for any type of product.

Best of all, they are entirely free to find, use and download, so there is no cost or stress at all. Records Management may not make exciting reading, but Applied Numerical Methods With Matlab Solution Manual 3rd Edition is packed with valuable instructions, information and warnings. We also have many ebooks and user guide is also related with Records Management and many other ebooks. We have made it easy for you to find a PDF Ebooks without any digging. And by having access to our ebooks online or by storing it on your computer, you have convenient answers with Records Management. To get started finding Records Management, you are right to find our website which has a comprehensive collection of manuals listed.