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A management guide for those charged with the responsibility for e-mail policy and managing archived e-mail messages properly for compliance and governance requirements, and electronic discovery in litigation, this resource also serves as a handbook for attorneys as e-mail is the most requested piece of evidence at civil trials.

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

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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

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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.

A practical text on Australian records management. Totally revised to accommodate and support AS4390-1996.

The essential guide to effective IG strategy and

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practice Information Governance is a highly practical and deeply informative handbook for the implementation of effective Information Governance (IG) procedures and strategies. A critical facet of any mid- to large-sized company, this “super-discipline” has expanded to cover the management and output of information across the entire organization; from email, social media, and cloud computing to electronic records and documents, the IG umbrella now covers nearly every aspect of your business. As more and more everyday business is conducted electronically, the need for robust internal management and compliance grows accordingly. This book offers big-picture guidance on effective IG, with

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particular emphasis on document and records management best practices. Step-by-step strategy development guidance is backed by expert insight and crucial advice from a leading authority in the field. This new second edition has been updated to align with the latest practices and regulations, providing an up-to-date understanding of critical IG concepts and practices. Explore the many controls and strategies under the IG umbrella Understand why a dedicated IG function is needed in today's organizations Adopt accepted best practices that manage risk in the use of electronic documents and data Learn how IG and IT technologies are used to control, monitor, and enforce information access and

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security policy IG strategy must cover legal demands and external regulatory requirements as well as internal governance objectives; integrating such a broad spectrum of demands into workable policy requires a deep understanding of key concepts and technologies, as well as a clear familiarity with the most current iterations of various requirements. Information Governance distills the best of IG into a primer for effective action.

With more than 3,000 entries, "The Language of Compliance" is the only glossary endorsed by the Unified Compliance Framework) resource for IT acronyms, terms, and extended definitions. It covers

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the terms found in HIPAA, SOX, GLB, CobiT, ISO 17799 and 27001, BCI, BSI, ISSF, and more than 100 other regulatory bodies and standards agencies. (Computer Books)

This book breaks new grounds in the scholarship of archival science, providing information of nearly 200 authors. This is the first book that describes in one publication the intellectual contributions of all major archival authors in bibliographic context.

Many organizations do not yet have a formal

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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

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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

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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 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

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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.

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