

ELECTRONIC RECORDS RETENTION:

New Strategies for Data Life Cycle Management

David O. Stephens, CRM, FAI
Roderick C. Wallace, CRM

Electronic Records Retention New Strategies For Data Life Cycle Management

United States. National Park Service



Electronic Records Retention New Strategies For Data Life Cycle Management:

Electronic Records Retention David O. Stephens, Roderick C. Wallace, 2003 Building on their 1995 groundbreaking book on electronic records retention David Stephens and Roderick Wallace have authored a comprehensive new book that defines a practical methodology for applying the principles of records retention to computer based recordkeeping environments The book also addresses the implications of the international records management standard the first ever global standard on records management which endorsed the concept of records retention as a best practice for managing the life cycle of information ISO 15489 1 the U S Department of Defense standard prescribing requirements pertaining to records management software applications DoD 5015 2 STD and the U S Internal Revenue Services issued Revenue Procedure 98 25 which imposes certain long term data retention requirements on corporate taxpayers

Electronic Records in the Manuscript Repository Elizabeth H. Dow, 2009-04-13 *Electronic Records in the Manuscript Repository* defines the problems related to electronic records and digital documents describes the steps the curator should take to manage those electronic records and digital documents and suggests ways to learn the specific skills and perspectives needed to do the job well It provides an introduction to vocabulary basic concepts and best practices to date by collecting and contextualizing data from several real world projects and it contains almost 30 pages of references to resources that the curator can consult for information on specific topics Dow starts with a review of archival concepts including a look at archival practices and then discusses the problems created by electronic materials in that context as well as the research in progress to tackle these problems

The Lawyer's Guide to Records Management and Retention George C. Cunningham, John C. Montaña, 2006 This book will help any law firm create and maintain an effective and well organized records management program including administration and storage of client files and administrative records in all types of media Firms will learn to implement an efficient information document and file retrieval system thus reducing costs avoiding ethics violations and ensuring client satisfaction In addition the book covers legal and ethics compliance when it comes to management and retention of both paper and electronic files

Cases on Electronic Records and Resource Management Implementation in Diverse Environments Krueger, Janice, 2013-08-31 While web based accessible materials have offered academic libraries an effective approach to managing electronic records and resources for its service population a cross discipline approach has not yet been executed *Cases on Electronic Records and Resource Management Implementation in Diverse Environments* brings together real life examples of how electronic records and resource management have been implemented across disciplines Offering theories amid legal and ethical concerns of electronic records and resource management this publication is essential for professionals involved in the education of library and information science and the training of individuals responsible for electronic records management in various disciplines

Issuance of Revised NPS Museum Handbook Part II, Appendix D: Museum Archives and Manuscript Collections, 2008 ,2009 **Museum Handbook** United States. National Park

Service,1984 **Academic Archives** Aaron D. Purcell,2012-02-09 Academic Archives is designed to appeal to archivists of all ranks and experience archivists working both inside and outside of academic libraries archivists in training other information professionals library directors and members of the academic community **Domesticating Information** Carol E. B. Choksy,2006-10-12 Domesticating Information Managing Documents Inside the Organization examines records and documents as complex business objects and explores the many different perspectives required for their management Viewing documents as business objects requires a much different perspective from treating them as cultural artifacts where preservation is the primary concern When viewed as business objects documents must be looked at in terms of integration with business processes in defense of litigation subpoenas or in the implementation of information technology As a consequence records managers are business analysts and therefore are treated as such in this book How information technology the law archives and library information science scholarship address and affect document and records management are all considered Topics covered include how to manage documents and records in any environment hard copy vs electronic documents and how to create a foundation for managing records that addresses the needs of business and government By addressing the needs of business and government the needs of citizens business web stakeholders and archivists are also fully addressed **The Information Management Journal** ,2003 Electronic Records Management and Digital Discovery ,2008 **CRC Handbook of Modern Telecommunications** Patricia A. Morreale,Kornel Terplan,2018-09-03 Addressing the most dynamic areas of the ever changing telecommunications landscape the second edition of the bestselling CRC Handbook of Modern Telecommunications once again brings together the top minds and industry pioneers in wireless communication networks protocols and devices In addition to new discussions of radio frequency identification RFID and wireless sensor networks including cognitive radio networks this important reference systematically addresses network management and administration as well as network organization and governance topics that have evolved since the development of the first edition Extensively updated and expanded this second edition provides new information on Wireless sensor networks RFID Architectures Intelligent Support Systems Service delivery integration with the Internet Information life cycle and service level management Management of emerging technologies Web performance management Business intelligence and analytics The text details the latest in voice communication techniques advanced communication concepts network organization governance traffic management and emerging trends This comprehensive handbook provides telecommunications professionals across all fields with ready access to the knowledge they require and arms them with the understanding of the role that evolving technologies will play in the development of the telecommunications systems of tomorrow *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 David O. Stephens, 2007 **Wiley CMA Exam Review 2022 Study Guide Part 1** Wiley, 2021-11-16 Prepare for success on the first part of the 2022 CMA exam with this essential study aid The Wiley CMA Exam Review 2022 Part 1 Study Guide Financial Planning Performance and Analytics is a comprehensive and accurate handbook designed to help you identify and master each of the competencies covered by the first part of the 2022 Certified Management Accountant exam It includes material on External Financial Reporting Decisions Planning Budgeting and Forecasting Performance Management Cost Management Internal Controls Technology and Analytics Ideal for anyone preparing for the challenging CMA series of exams the Wiley CMA Exam Review 2022 Part 1 Study Guide Financial Planning Performance and Analytics is also a perfect companion resource for early career management accountants seeking a refresher on foundational topics they re likely to encounter regularly at work 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

Data Integrity and Data Governance Robert D McDowall, 2018-11-06 Data integrity is the hottest topic in the pharmaceutical industry Global regulatory agencies have issued guidance after guidance after guidance in the past few years most of which does not offer practical advice on how to implement policies procedures and processes to ensure integrity These guidances state what but not how Additionally key stages of analysis that impact data integrity are omitted entirely The aim of this book is to provide practical and detailed help on how to implement data integrity and data governance for regulated analytical laboratories working in or for the pharmaceutical industry It provides clarification of the regulatory issues and trends and gives practical methods for meeting regulatory requirements and guidance Using a data integrity model as a basis the principles of data integrity and data governance are expanded into practical steps for regulated laboratories to implement The author uses case study examples to illustrate his points and provides instructions for applying the principles of data integrity and data governance to individual laboratory needs This book is a useful reference for analytical chemists and scientists management and senior management working in regulated laboratories requiring either an understanding about data integrity or help in implementing practical solutions Consultants will also benefit from the practical guidance provided

Commonwealth Public Administration Reform 2004 Commonwealth Secretariat, 2003 Commonwealth Public Administration Reform is a comprehensive resource for all those in public and private sectors and civil society who are engaged in reforming public administration It includes in one volume the principal documents of major reform initiatives in the Commonwealth Secretariat and the Commonwealth Association for Public Administration and Management It draws on the richly diverse experience of the association's 54 member countries large and small developing and industrialised The 2004 edition brings together the knowledge and experience of leading experts from around the Commonwealth and covers Reform strategies Democracy and Security Public Private Partnerships Human Resources Management Information Systems Education and Leadership

Computerworld, 2003-11-17 For more than 40 years Computerworld has been the leading source of technology news and information for IT influencers worldwide Computerworld's award winning Web site Computerworld com twice monthly publication focused conference series and

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