

Effective Records Management

Part 3: Performance management for BS ISO 15489-1



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key ideas about record keeping in a multi media environment Written by leading figures in the field Comprehensive coverage of the topic Contains the most up to date information **Information Governance and Assurance** Alan

MacLennan,18-06-14 This comprehensive textbook discusses the legal organizational and ethical aspects of information governance assurance and security and their relevance to all aspects of information work Information governance describes the activities and practices which have developed to control the use of information including but not limited to practices mandated by law In a world in which information is increasingly seen as a top level asset the safeguarding and management of information is of concern to everyone From the researcher who is responsible for ethical practices in the gathering analysis and storage of data to the reference librarian who must deliver unbiased information from the records manager who must respond to information requests to the administrator handling personnel files this book with equip practitioners and students alike to implement good information governance practice in real world situations Key topics covered include Information as an asset The laws and regulations Data quality management Dealing with threats Security risk management and business continuity Frameworks policies ethics and how it all fits together Readership Fully supported by examples discussion points and practical exercises this is essential reading for everyone who needs to understand implement and support information assurance policies and information governance structures It will be particularly valuable for LIS students taking information management and information governance courses and information professionals with an advisory or gatekeeping role in information governance within an organization **Records Management and Knowledge**

Mobilisation Stephen Harries,2011-11-09 This book argues that records management can contribute to public sector reform and transformation in the new climate of austerity without losing its essential characteristics Over the last 15 years records management has prospered tackling problems of electronic information and building a strong case for information governance based on a model of regulation and management control The public sector environment is now changing rapidly with more emphasis on efficiency flexibility and innovation devolving control loosening regulation and cutting budgets By linking practical ideas about the use and management of knowledge the author will draw on insights from the study of policy making and programme delivery to show how managing the relationship between records and knowledge their creation and use can not only make an important contribution to public sector innovation in itself but also reconcile the demands of regulation through a wider concept of the governance of knowledge as well as information Draws on practical real world examples Focuses on how records management can respond to the challenges of transformation in this period of public sector retrenchment as yet little discussed elsewhere Integrates concepts from records and knowledge management in a coherent applied framework and locates this within the context of policy making and delivery to achieve positive benefits

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