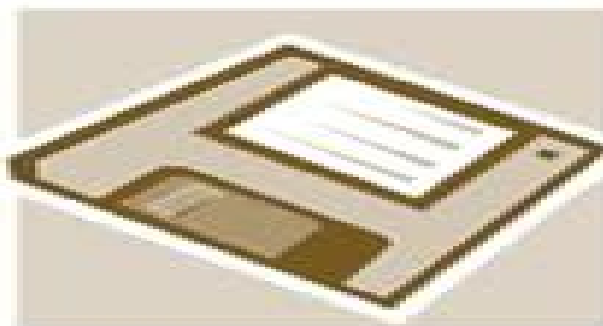


Effective Approaches for Managing Electronic Records and Archives



Edited by
Bruce W. Dearstyne

Effective Approaches For Managing Electronic Records And Archives

K Morrison



Effective Approaches For Managing Electronic Records And Archives:

Effective Approaches for Managing Electronic Records and Archives Bruce W. Dearstyne, 2006-05-24 This is a book of fresh insights perspectives strategies and approaches for managing electronic records and archives The authors draw on first hand experience to present practical solutions including recommendations for building and sustaining strong electronic records programs

Developing and Maintaining Practical Archives Gregory S. Hunter, 2020-04-14 Since its original publication Hunter s manual has been not only a rich and ready reference tool but also a practical resource for solving problems Catholic Library World and no text has served as a better overview of the field of archives Newly revised and updated to more thoroughly address our increasingly digital world including integration of digital records and audiovisual records into each chapter it remains the clearest and most comprehensive guide to the discipline Former editor of American Archivist the journal of the Society of American Archivists SAA Hunter covers such keystone topics as a history of archives including the roles of historical societies and local history collections in libraries new sections on community archives diversity and inclusion conducting a survey and starting an archival program selection appraisal acquisition accessioning and deaccessioning important points of copyright privacy and ethics arrangement of archival collections with a discussion of new theories description including DACS EAD and tools such as ArchivesSpace access reference and outreach with a look at how recent innovations in finding aids can help researchers preservation including guidance on how to handle rare books maps architectural records and artifacts digital records addressing new and popular methods of storage and preservation of email social media image files webpages Word documents spreadsheets databases and media files disaster planning security and theft prevention metrics assessment establishing employee procedures and policies working with interns and volunteers and other managerial duties public relations and marketing from social media and the Web to advocacy and professional guidelines and codes such as the newly developed SAA Statement of Core Values of Archivists Providing in depth coverage of both theory and practice this manual is essential for archivists at all levels of experience and of all backgrounds

Building a Successful Archival Programme Marisol Ramos, Alma Ortega, 2006-04-30 This valuable resource provides information on best practices and solutions to successfully establish an archival programme it uses a practical approach without the use of technical or theoretical jargon Additionally it serves as a companion text in a theoretical archival course The book provides easy to follow advice on how to assess the information needs of any institution and the greater community for which the archives were created to serve Guidelines for achievable goals are provided for starting an archives programme in an environment where a small budget or even a no budget can threaten the future of the archives First book that attempts to demystify archives Practical approaches without the use of technical jargon Easy to follow Plans of Action

Managing Local Government Archives John H. Slate, Kaye Lanning Minchew, 2016-07-08 Here is a comprehensive authoritative introduction to the elements of day to day operations of local government archives with special emphasis on best practices and practical

solutions and strategies for establishing and improving such things as storage environmental control staffing and intellectual control It includes a chapter on general consideration for preservation of electronic archival records Local government records are the records that most directly touch the lives of U S residents deeds and property records marriage licenses school transcripts law suits and more yet these records are often the most neglected records in the country This guide is designed to appeal both to trained archivists as well as to those without formal training but find they are dealing with the administration of an archives program in a municipality county parish township or borough or a quasi governmental entity such as a water district or a regional transportation authority Managing Local Government Archives describes and prescribes the essential elements and best practices of a local government archives program It is intended to be both a text for classroom instruction and a self help tool for both professional and paraprofessional archivists It is also intended to be helpful to local governments considering the planning and implementation of a formal archives program Coverage encompasses the various domains of archival enterprise as practiced in a local government setting acquisition appraisal arrangement and description preservation access relationship to the records management profession and other topics

Digital Democracy: Concepts, Methodologies, Tools, and Applications Management Association, Information Resources, 2012-06-30 This book presents a vital compendium of research detailing the latest case studies architectures frameworks methodologies and research on Digital Democracy Provided by publisher *Managing Records* Elizabeth Shepherd, Geoffrey Yeo, 2003 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 **Handbook of Research on Mixed Methods Research in Information Science** Ngulube, Patrick, 2021-11-26 Mixed methods research is becoming

prevalent in many fields yet little has been done to elevate mixed methods research in information science. A comprehensive picture of information science and its problems is needed to further understand and address the issues associated with it as well as how mixed methods research can be adapted and used. The Handbook of Research on Mixed Methods Research in Information Science discusses the quality of mixed methods studies and methodological transparency sampling in mixed methods research and the application of theory in mixed methods research throughout various contexts. Covering topics such as the issues and potential directions for further research in mixed methods, this comprehensive major reference work is ideal for researchers, policymakers, academicians, librarians, practitioners, instructors, and students.

Managing Electronic Records Julie McLeod, Catherine Hare, 2005. One of the biggest challenges faced by any organization today is that of managing electronic records, a vital but complex undertaking involving multiple roles within the organization and strategies that are still evolving. Bringing together for the first time the views, experience, and expertise of international experts in the records management field in the public and the private sectors, this book covers the theory and practice of managing electronic records as business and information assets. It focuses on the strategies, systems, and procedures necessary to ensure that electronic records are appropriately created, captured, organized, and retained over time to meet business and legal requirements. In addition to chapters covering principles, research, and developments, there are case studies relating to practice and lessons learned. The chapters are written by a fully international line-up of contributors.

Readership: This book explores issues and addresses solutions not only for records professionals but also for information IT and business administration specialists who, as key stakeholders in managing electronic information, may have taken on crucial roles in managing electronic records in their organization. It will also be a key textbook for records management courses.

The Information Management Journal, 2003. *ECIW2009-8th European Conference on Information Warfare and Security* Henrique Santos, 2009. **Archives and Manuscripts**, 2004. 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.

Building an

Electronic Records Archive at the National Archives and Records Administration National Research Council, Computer Science and Telecommunications Board, Committee on Digital Archiving and the National Archives and Records Administration, 2005-07-28 The federal government generates and increasingly saves a large and growing fraction of its records in electronic form In 1998 the National Archives and Record Administration NARA launched its Electronic Archives ERA program to create a system to preserve and provide access to federal electronic records To assist in this project NARA asked the NRC to conduct a two phase study to provide advice as it develops the ERA program The first two reports phase one provided recommendations on design engineering and related issues facing the program This report phase two focuses on longer term more strategic issues including technology trends that will shape the ERA system archival processes of the ERA and future evolution of the system It also provides an assessment of technical and design issues associated with record integrity and authenticity

Managing Historical Records Programs Bruce W. Dearstyne, 2000-09-20 Historical records are a focus and collecting area for many historical societies history museums and other historical agencies Yet many historical records programs face special challenges and needs from inadequate resource levels physical preservation problems under developed documentation appraisal and collecting policies etc In *Managing Historical Records* Dearstyne's goal is to foster stronger more vibrant historical records programs by introducing archival work and describing strategies approaches principles and practices of strong programs Lots of examples checklists and appendices help in finding solutions and approaches A must have resource for anyone considering starting a historical records program or who already has one and wants to strengthen it

The American Archivist, 2002 Includes sections Reviews of books and Abstracts of archive publications Western and Eastern Europe

Academic Archives Aaron D. Purcell, 2012-02-09 This new definition of academic archives programs has redefined the role and training of academic archivists This book gives you the tools to fill that role including collection strategies a management plan for electronic records and development strategies for starting a campus records management program

Handbook of Research on Records and Information Management Strategies for Enhanced Knowledge Coordination Chisita, Collence Takaingehamo, Enakrire, Rexwhite Tega, Durodolu, Oluwole Olumide, Tsabedze, Vusi Wonderboy, Ngoaketsi, Joseph M., 2021-01-15 The convergence of technologies and emergence of interdisciplinary and transdisciplinary modus of knowledge production justify the need for research that explores the disinterestedness or interconnectivity of the information science disciplines The quantum leap in knowledge production increasing demand for information and knowledge changing information needs information governance and proliferation of digital technologies in the era of ubiquitous digital technologies justify research that employs a holistic approach in x raying the challenges of managing information in an increasingly knowledge and technology driven dispensation The changing nature of knowledge production for sustainable development along with trends and theory for enhanced knowledge coordination deserve focus in current times The Handbook of Research on Records and Information

Management Strategies for Enhanced Knowledge Coordination draws input from experts involved in records management information science library science memory and digital technology creating a vanguard compendium of novel trends and praxis While highlighting a vast array of topics under the scope of library science information science knowledge transfer records management and more this book is ideally designed for knowledge and information managers library and information science schools policymakers practitioners stakeholders administrators researchers academicians and students interested in records and information management

Managing Knowledge Resources and Records in Modern Organizations Jain, Priti,Mnjama, Nathan,2016-12-21 Modern organizations and businesses are growing rapidly every day With these advances comes the need for more progressive forms of knowledge management and record keeping techniques Managing Knowledge Resources and Records in Modern Organizations is a pivotal reference source that discusses the current trends technologies and ethics associated with knowledge management Featuring comprehensive coverage on a spectrum of topics such as leadership roles in knowledge sharing knowledge governance electronic resources for public sector reform and record keeping for information in public and private sector organizations this publication is a comprehensive resource for educators professionals practitioners academics and researchers interested in the latest information on knowledge management for business and organizations

Managing Electronic Records Robert F. Smallwood,2013-04-02 The ultimate guide to electronic records management featuring a collaboration of expert practitioners including over 400 cited references documenting today s global trends standards and best practices Nearly all business records created today are electronic and are increasing in number at breathtaking rates yet most organizations do not have the policies and technologies in place to effectively organize search protect preserve and produce these records Authored by an internationally recognized expert on e records in collaboration with leading subject matter experts worldwide this authoritative text addresses the widest range of in depth e records topics available in a single volume Using guidance from information governance IG principles the book covers methods and best practices for everything from new e records inventorying techniques and retention schedule development to taxonomy design business process improvement managing vital records and long term digital preservation It goes further to include international standards and metadata considerations and then on to proven project planning system procurement and implementation methodologies Managing Electronic Records is filled with current critical information on e records management methods emerging best practices and key technologies Thoroughly introduces the fundamentals of electronic records management Explains the use of ARMA s Generally Accepted Recordkeeping Principles GARP Distills e records best practices for email social media and cloud computing Reveals the latest techniques for e records inventorying and retention scheduling Covers MS SharePoint governance planning for e records including policy guidelines Demonstrates how to optimally apply business process improvement techniques Makes clear how to implement e document security strategies and technologies Fully presents and discusses long term digital preservation strategies and standards Managing e

records is a critical area especially for those organizations faced with increasing regulatory compliance requirements greater litigation demands and tightened internal governance Timely and relevant Managing Electronic Records reveals step by step guidance for organizing managing protecting and preserving electronic records [Archives](#) Sue McKemmish, Michael Piggott, Barbara Reed, Frank Upward, 2005-06-01 Archives Recordkeeping in Society introduces the significance of archives and the results of local and international research in archival science It explores the role of recordkeeping in various cultural organisational and historical contexts Its themes include archives as a web of recorded information new information technologies have presented dilemmas but also potentialities for managing of the interconnectedness of archives Another theme is the relationship between evidence and memory in archives and in archival discourse It also explores recordkeeping and accountability memory societal power and juridical power along with an examination of issues raised by globalisation and internationalisation The chapter authors are researchers practitioners and educators from leading Australian and international recordkeeping organisations each contributing previously unpublished research in and reflections on their field of expertise They include Adrian Cunningham Don Schauder Hans Hofman Chris Hurley Livia Iacovino Eric Ketelaar and Ann Pederson The book reflects broad Australian and international perspectives making it relevant worldwide It will be a particularly valuable resource for students of archives and records researchers from related knowledge disciplines sociology and history practitioners wanting to reflect further on their work and all those with an interest in archives and their role in shaping human activity and community culture

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Table of Contents Effective Approaches For Managing Electronic Records And Archives

1. Understanding the eBook Effective Approaches For Managing Electronic Records And Archives
 - The Rise of Digital Reading Effective Approaches For Managing Electronic Records And Archives
 - Advantages of eBooks Over Traditional Books
2. Identifying Effective Approaches For Managing Electronic Records And Archives
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Effective Approaches For Managing Electronic Records And Archives
 - User-Friendly Interface

4. Exploring eBook Recommendations from Effective Approaches For Managing Electronic Records And Archives
 - Personalized Recommendations
 - Effective Approaches For Managing Electronic Records And Archives User Reviews and Ratings
 - Effective Approaches For Managing Electronic Records And Archives and Bestseller Lists
5. Accessing Effective Approaches For Managing Electronic Records And Archives Free and Paid eBooks
 - Effective Approaches For Managing Electronic Records And Archives Public Domain eBooks
 - Effective Approaches For Managing Electronic Records And Archives eBook Subscription Services
 - Effective Approaches For Managing Electronic Records And Archives Budget-Friendly Options
6. Navigating Effective Approaches For Managing Electronic Records And Archives eBook Formats
 - ePub, PDF, MOBI, and More
 - Effective Approaches For Managing Electronic Records And Archives Compatibility with Devices
 - Effective Approaches For Managing Electronic Records And Archives Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Effective Approaches For Managing Electronic Records And Archives
 - Highlighting and Note-Taking Effective Approaches For Managing Electronic Records And Archives
 - Interactive Elements Effective Approaches For Managing Electronic Records And Archives
8. Staying Engaged with Effective Approaches For Managing Electronic Records And Archives
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Effective Approaches For Managing Electronic Records And Archives
9. Balancing eBooks and Physical Books Effective Approaches For Managing Electronic Records And Archives
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Effective Approaches For Managing Electronic Records And Archives
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Effective Approaches For Managing Electronic Records And Archives
 - Setting Reading Goals Effective Approaches For Managing Electronic Records And Archives
 - Carving Out Dedicated Reading Time

12. Sourcing Reliable Information of Effective Approaches For Managing Electronic Records And Archives
 - Fact-Checking eBook Content of Effective Approaches For Managing Electronic Records And Archives
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning
 - Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
 - Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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