Records Management

By Judith Read, Mary Lea Ginn

Records Management By Judith Read, Mary Lea Ginn

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 manager's 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.

 Download Records Management ...pdf

 Read Online Records Management ...pdf

Records Management

By Judith Read, Mary Lea Ginn

Records Management By Judith Read, Mary Lea Ginn

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 manager's 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.

Records Management By Judith Read, Mary Lea Ginn Bibliography

- Sales Rank: #241237 in Books
- Brand: imusti
- Published on: 2015-01-01
- Ingredients: Example Ingredients
- Original language: English
- Number of items: 1
- Dimensions: 12.00" h x 10.00" w x 1.00" l, .0 pounds
- Binding: Paperback
- 432 pages

Download and Read Free Online Records Management By Judith Read, Mary Lea Ginn

Editorial Review

Review
"I've used this book for nearly 30 years for my classes in Records Management and it is still the best book for this class. It is easy to understand and the examples make it easy to understand the filing rules."

"Love the new updated information. This information changes so quickly with the changes we have in technology that we have to stay on top of it."

About the Author
Judith Read, M. Ed., is a professional educator who taught high school for nine years and has taught for more than 28 years at Portland Community College (PCC). She was named Post-Secondary Teacher of the Year by the Oregon Business Education Association and by the Oregon Vocational Association. She is now an adjunct instructor teaching distance classes for PCC, as well as an active member of ARMA International and the Oregon Chapter of ARMA. Read holds ARMA International certificates in Essentials of RIM and SharePoint Records Management.

Mary Lea Ginn, Ph.D., is Director of International Student Services and the Institutional Review Board at Union Institute & University in Cincinnati, Ohio. Her professional experience includes positions as a university instructor, textbook development editor, and consulting editor in business and records management areas. Dr. Ginn has authored and co-authored four college-level textbooks.

Users Review

From reader reviews:

Molly Cooper:

Why don't make it to become your habit? Right now, try to prepare your time to do the important action, like looking for your favorite reserve and reading a guide. Beside you can solve your condition; you can add your knowledge by the guide entitled Records Management. Try to make book Records Management as your good friend. It means that it can for being your friend when you really feel alone and beside that course make you smarter than ever. Yeah, it is very fortuned for you personally. The book makes you a lot more confidence because you can know everything by the book. So , we need to make new experience along with knowledge with this book.

Barbara Rubio:

People live in this new morning of lifestyle always try and and must have the free time or they will get lot of stress from both daily life and work. So , once we ask do people have extra time, we will say absolutely without a doubt. People is human not just a robot. Then we inquire again, what kind of activity do you possess when the spare time coming to an individual of course your answer will probably unlimited right. Then ever try this one, reading guides. It can be your alternative within spending your spare time, typically the book you have read is usually Records Management.

Donnie Ned:

Many people spending their time by playing outside with friends, fun activity with family or just watching TV the entire day. You can have new activity to shell out your whole day by studying a book. Ugh, do you think reading a book really can hard because you have to accept the book everywhere? It fine you can have the e-book, having everywhere you want in your Mobile phone. Like Records Management which is having the e-book version. So , why not try out this book? Let's view.

Rosemarie Nicoll:

What is your hobby? Have you heard this question when you got scholars? We believe that that concern was given by teacher to their students. Many kinds of hobby, All people has different hobby. And also you know that little person including reading or as studying become their hobby. You need to know that reading is very important as well as book as to be the point. Book is important thing to incorporate you knowledge, except your own teacher or lecturer. You see good news or update concerning something by book. Different categories of books that can you choose to adopt be your object. One of them is Records Management.

Download and Read Online Records Management By Judith Read, Mary Lea Ginn #T1KONWBUEG7

Read Records Management By Judith Read, Mary Lea Ginn for online ebook

Records Management By Judith Read, Mary Lea Ginn Free PDF d0wnl0ad, audio books, books to read, good books to read, cheap books, good books, online books, books online, book reviews epub, read books online, books to read online, online library, greatbooks to read, PDF best books to read, top books to read Records Management By Judith Read, Mary Lea Ginn books to read online.

Online Records Management By Judith Read, Mary Lea Ginn ebook PDF download

Records Management By Judith Read, Mary Lea Ginn Doc

Records Management By Judith Read, Mary Lea Ginn Mobipocket

Records Management By Judith Read, Mary Lea Ginn EPub

T1KONWBUEG7: Records Management By Judith Read, Mary Lea Ginn