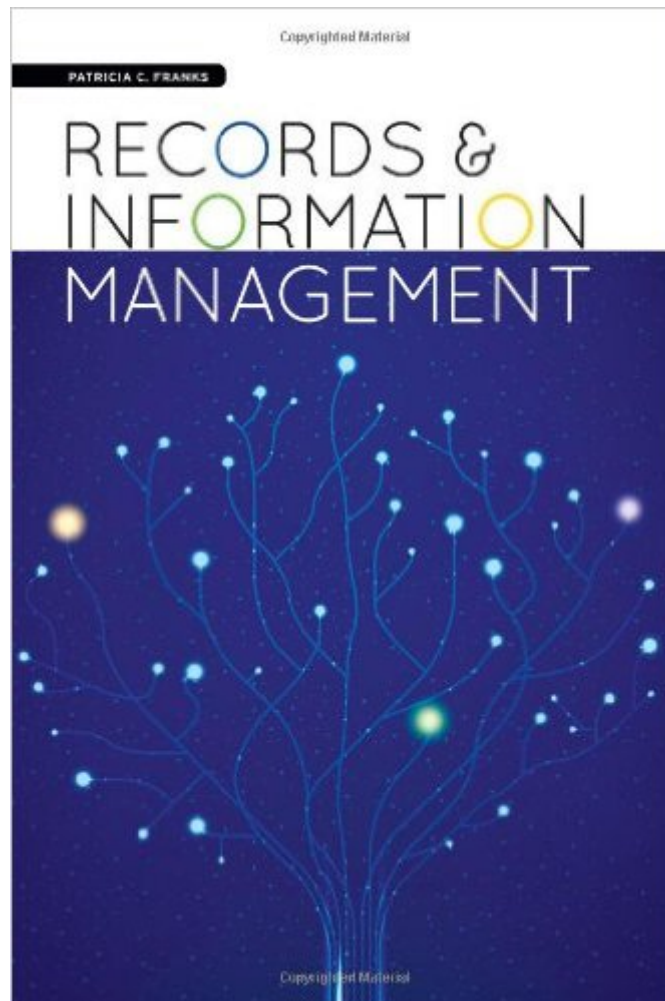# Records And Information Management

Synopsis

Benefiting LIS students and professionals alike, Franks presents complete coverage of the records and information lifecycle model. Encompassing paper, electronic (databases, office suites, email), and new media records (blogs, wikis), as well as records residing in "the cloud" (software as a service), the text addresses a full range of topics, includingThe origins and development of records and informationThe discipline of information governanceCreation/capture, classification, and file plan developmentRetention strategiesAccess, storage, and retrievalElectronic records and electronic records management systemsEmerging technologies such as web records, social media, and mobile devicesVital records, disaster preparedness and recovery, and business continuityMonitoring, auditing, and risk managementInactive records management, archives, and long-term preservationEducation and trainingDeveloping a strategic records management plan

Book Information

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Customer Reviews

This new text provides records and information management (RIM) students and professionals with a much-needed update! It strikes a good balance with material that is heavily-researched, dotted with examples, and includes short case studies.It covers RIM "soup-to-nuts" - the book begins with a solid foundation of RIM fundamentals, progresses through essential program components, risk considerations, prominent standards, vital records considerations, a review of emerging technologies and how they affect RIM, program training and implementation insights, and more.The book replaces previous texts on RIM, and is a key contribution to the field which covers the

essentials for those entering RIM careers, and also more advanced concepts for experienced practitioners.

This book takes a comprehensive look at the field of records and information management (RIM), attempts to put it between two covers, and largely succeeds. I consider RIM to be a survival skill for the 21st century ---this demonstrates why.The basic principals are: to articulate the useful life of information (pretty short for most of it), and get rid of the info as soon as there is no legitimate reason to hold on to it. The book is a needed supplement for the venerable, and still comforting, "Information and Records Management" by Robek, Brown, an Stephens.

Have only gotten 3 chapters in. Have to read it for my Graduate class in Records Management, and as dull as it is to read at times, it is filled with some good information. I'm having some issues with retention, but I think that is because my background is usually in History. I'd still recommend it for anyone trying to learn about the differences and importance of Records and Information Management.

I like the blend of theory and functionality. It's an excellent textbook, but also has real-world applications.

The Records of Holy Trinity (Old Swedes) Church, Wilmington, Del., From 1697 to 1773, With an Abstract of the English Records From 1773 to 1810 and Catalogue and Errata of the Records of Holy Trinity (Old Swedes) Church The Manual to Online Public Records: The Researcher's Tool to Online Resources of Public Records and Public Information Management of Health Information: Functions & Applications (A volume in the Delmar Health Information Management Series) ISO 15489-1:2001, Information and documentation - Records management - Part 1: General Records and Information Management Standard Catalog of American Records (Goldmine Standard Catalog of American Records) The Burlington Court Book of West New Jersey, 1680-1709. American Legal Records, Volume 5: The Burlington Court Book, A Record of Quaker Jurisprudence ... Records / Edited for the American Historical) Official NCAA Men's Final Four Records Book (Official NCAA Final Four Tournament Records) Research Methods for Students, Academics and Professionals, Second Edition: Information Management and Systems (Topics in Australasian Library and Information Studies) ISO/IEC 27002:2005, Information technology - Security techniques - Code of practice for information security management (Redesignation of ISO/IEC 17799:2005) An Account

of the Most Important Public Records of Great Britain, and the Publications of the Record Commissioners: Together With Other Miscellaneous, Historical, and Antiquarian Information Managing the Crowd: Rethinking Records Management for the Web 2.0 World The Daily Note Planner For Busy People: Make Use Of Your Time Effectively With This Easy To Follow Note Planning Guide (Note Taking, Time Management, Management ... Management For Dummies, Stress Reduction) Regulating Code: Good Governance and Better Regulation in the Information Age (Information Revolution and Global Politics) Information Sources in Science and Technology (Library and Information Science Text) Information Sources in Science and Technology, 3rd Edition (Library and Information Science Text (Paperback)) Indexing It All: The Subject in the Age of Documentation, Information, and Data (History and Foundations of Information Science) Reference and Information Services: An Introduction, 5th Edition (Library and Information Science Text) Information and Intrigue: From Index Cards to Dewey Decimals to Alger Hiss (History and Foundations of Information Science) Libraries in the Information Age: An Introduction and Career Exploration, 3rd Edition (Library and Information Science Text)