

Records and Information Management

By Patricia C. Franks


 Download


 Read Online

Records and Information Management By Patricia C. Franks

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, including

- The origins and development of records and information
- The discipline of information governance
- Creation/capture, classification, and file plan development
- Retention strategies
- Access, storage, and retrieval
- Electronic records and electronic records management systems
- Emerging technologies such as web records, social media, and mobile devices
- Vital records, disaster preparedness and recovery, and business continuity
- Monitoring, auditing, and risk management
- Inactive records management, archives, and long-term preservation
- Education and training
- Developing a strategic records management plan

 [Download Records and Information Management ...pdf](#)

 [Read Online Records and Information Management ...pdf](#)

Records and Information Management

By Patricia C. Franks

Records and Information Management By Patricia C. Franks

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, including

- The origins and development of records and information
- The discipline of information governance
- Creation/capture, classification, and file plan development
- Retention strategies
- Access, storage, and retrieval
- Electronic records and electronic records management systems
- Emerging technologies such as web records, social media, and mobile devices
- Vital records, disaster preparedness and recovery, and business continuity
- Monitoring, auditing, and risk management
- Inactive records management, archives, and long-term preservation
- Education and training
- Developing a strategic records management plan

Records and Information Management By Patricia C. Franks Bibliography

- Sales Rank: #597476 in Books
- Brand: Brand: ALA Neal-Schuman
- Published on: 2013-05-01
- Original language: English
- Number of items: 1
- Dimensions: 9.02" h x .87" w x 5.98" l, 1.25 pounds
- Binding: Paperback
- 424 pages

 [Download Records and Information Management ...pdf](#)

 [Read Online Records and Information Management ...pdf](#)

Download and Read Free Online Records and Information Management By Patricia C. Franks

Editorial Review

Review

On the strength of its currency and coverage alone, Franks book is poised to take over as the recommended go-to reference for both students and RIM professionals for many years to come ... an up-to-date, coherent, readable, and highly informative text that all RIM/ IG professionals should keep close at hand for ongoing reference. --Information Management

Does a fine job assembling a seminal text on core records administration topics ... I encourage anyone participating in the archives and records management field today or considering entering an Archives & Records Administration program to acquire this volume. --Technicalities

"The handbook is well constructed and organized with a good balance of theory and practical examples ... It is comprehensive and is easy to understand. This work is highly recommended to all those with an interest in recordkeeping and information management today." --Australian Academic & Research Libraries

About the Author

Patricia C. Franks is an associate Professor in the School of Library and Information Science (SLIS) at San Jose State University in California, where she serves as the Master of Archives and Records Administration (MARA) Program Coordinator and the SLIS Internship Program Coordinator. Dr. Franks supervises virtual interns and teaches courses related to information organizations and management, archival studies, and records management. Her professional activities include working with ARMA International, most recently as Consensus Group Leader for both ANSI/ARMA 1-2011 *Implications of Web-Based, Collaborative Technologies in Records Management* and ARMA TR 21-2012 *Using Social Media in Organizations*.

Users Review

From reader reviews:

Amanda Mathis:

Book is definitely written, printed, or outlined for everything. You can learn everything you want by a publication. Book has a different type. To be sure that book is important issue to bring us around the world. Next to that you can your reading skill was fluently. A publication Records and Information Management will make you to always be smarter. You can feel much more confidence if you can know about every little thing. But some of you think this open or reading a book make you bored. It is not make you fun. Why they are often thought like that? Have you searching for best book or ideal book with you?

Clara Reece:

The knowledge that you get from Records and Information Management is the more deep you searching the information that hide into the words the more you get considering reading it. It does not mean that this book is hard to recognise but Records and Information Management giving you joy feeling of reading. The copy writer conveys their point in selected way that can be understood by anyone who read this because the author of this book is well-known enough. That book also makes your own personal vocabulary increase well. Therefore it is easy to understand then can go with you, both in printed or e-book style are available. We

advise you for having this particular Records and Information Management instantly.

Helen Mota:

The e-book untitled Records and Information Management is the book that recommended to you to see. You can see the quality of the reserve content that will be shown to you. The language that publisher use to explained their ideas are easily to understand. The writer was did a lot of investigation when write the book, and so the information that they share to you is absolutely accurate. You also could possibly get the e-book of Records and Information Management from the publisher to make you a lot more enjoy free time.

Terry McConnell:

A lot of guide has printed but it takes a different approach. You can get it by web on social media. You can choose the most effective book for you, science, comedian, novel, or whatever simply by searching from it. It is identified as of book Records and Information Management. You can include your knowledge by it. Without making the printed book, it could add your knowledge and make you happier to read. It is most significant that, you must aware about reserve. It can bring you from one spot to other place.

**Download and Read Online Records and Information Management
By Patricia C. Franks #K9ZIS3MG50F**

Read Records and Information Management By Patricia C. Franks for online ebook

Records and Information Management By Patricia C. Franks 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 and Information Management By Patricia C. Franks books to read online.

Online Records and Information Management By Patricia C. Franks ebook PDF download

Records and Information Management By Patricia C. Franks Doc

Records and Information Management By Patricia C. Franks Mobipocket

Records and Information Management By Patricia C. Franks EPub