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Records Management Manual and General Records Retention Schedule for Law Enforcement General Records Retention Schedule & Records Retention Manual, District and Municipal Court Records Management Manual and General Records Retention Schedule for Law Enforcement Pennsylvania State Manual Records Management Manual for Illinois State Agencies County Clerk Records Retention Manual The Lawyer's Guide to Records Management and Retention Records Retention Procedures Local Government General Records Retention Schedule & Records Management Manual Records Management Handbook Department of the Navy Records Management Manual Department of the Navy Records Management Manual The Australian Records Retention Manual U.O. Records Management Manual Iowa Municipal Records Manual The Australian Records Retention Manual State of Nevada Local Courts Records Retention Manual Managing Electronic Records Record Retention Manual Records Management Manual Local Records Management Manual Instructional Television Program Guide to Record Retention Requirements Records Retention Scheduling Manual Records Retention and Disposition Manual Records Retention and Disposition Manual for Public School Systems of Maryland Disposition of Federal Records Financial Institutions Record Retention Manual Guide to Selected Readings in Records Management New Jersey Local Records Manual The Australian Record Retention Manual The Ohio County Records Manual Records Management Manual Records of Management Records Retention for Public Colleges and Universities in Ohio South Dakota Department of Revenue Records Retention and Destruction Schedule Manual South Dakota Board of Nursing Records Retention and Destruction Schedule Manual North Dakota City Records Management Manual Disposition of Electronic Records (NARA Bulletin 99-05). Records Management Manual

Records Management Handbook is a complete guide to the practice of records and information management. Written from a multi-media perspective and with a comprehensive systems design orientation, the authors present proven management strategies for developing, implementing and operating a '21st century' records management programme. Where most available titles are biased toward dealing with inactive records, this book gives a balanced treatment for all phases of the record's life cycle, from creation or receipt through to ultimate disposition. The Records Management Handbook is a practical reference for use by records managers, analysts, and other information management professionals, which will aid decision-making, improve job performance, stimulate ideas, help avoid legal problems, minimize risk and error, save time and reduce expense. Special features of the second edition include: ¶ new chapters on record media, active records systems and records disposition ¶ new information on management strategies and programme implementation ¶ revised guidance and material on records appraisal and record inventorying ¶ expanded and increased information on retention scheduling, records storage and electronic forms. 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 Department of the Navy (DON) Records Management (RM) Program establishes policies and procedures for life-cycle management (creation, maintenance, use, and disposition) of DON records. This manual provides guidelines and

procedures for the proper administration of a records management program. This manual implements the policy set forth in Secretary of the Navy Instruction (SECNAVINST) 5210.8D, Department of the Navy Records Management Program, 31 December 2005 and is issued under the authority of SECNAVINST 5430.7N, Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy, 9 June 2005. This manual replaces SECNAV Manual M-5210, Department of the Navy, Navy Records Management Program, Records Management Manual, December 2005. Revisions were made throughout and major changes were made to the disposition schedules for DON records contained in Part III. The disposition schedules are listed by Standard Subject Identification Code (SSIC). The schedules incorporate National Archives and Records Administration (NARA) records disposition policies and guidelines and have been approved by the Archivist of the United States, as required by Title 36 Code of Federal Regulations (CFR) Chapter XII. This manual is the single records disposition authority for all DON records. This manual is effective immediately; it is mandatory and applicable to the offices of the Secretary of the Navy, Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and all Navy and Marine Corps activities, installations, and commands. Reports. Report Control Symbol SECNAV 5212-1 is assigned to the report on accidental destructions of records required by paragraph 6, Part I, and is approved in accordance with DON reports control procedures. The statutory definition of records. Title 44 United States Code (USC) Chapter 33, defines records as "all books, papers, maps, photographs, machine readable materials or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the information value of data in them. Library and museum material made or acquired or preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference, and stock of publication and of processed documents are not included." This book will help any law firm create and maintain an effective and well-organized records management program, including administration and storage of client files and administrative records in all types of media. Firms will learn to implement an efficient information, document, and file retrieval system, thus reducing costs, avoiding ethics violations, and ensuring client satisfaction. In addition, the book covers legal and ethics compliance when it comes to management and retention of both paper and electronic files. Standards, procedures, and guidelines for creation, organization, maintenance, use, and disposition of state records. The Department of the Navy (DON) Records Management (RM) Program establishes policies and procedures for life-cycle management (creation, maintenance, use, and disposition) of DON records. This manual provides guidelines and procedures for the proper administration of a records management program. This manual implements the policy set forth in Secretary of the Navy Instruction (SECNAVINST) 5210.8D, Department of the Navy Records Management Program, 31 December 2005 and is issued under the authority of SECNAVINST 5430.7N, Assignment of Responsibilities and Authorities in the Office of the Secretary of the Navy, 9 June 2005. This manual replaces SECNAV Manual M-5210, Department of the Navy, Navy Records Management Program, Records Management Manual, December 2005. Revisions were made throughout and major changes were made to the disposition schedules for DON records contained in Part III. The disposition schedules are listed by Standard Subject Identification Code (SSIC). The schedules incorporate National Archives and Records Administration (NARA) records disposition policies and guidelines and have been approved by the Archivist of the United States, as required by Title 36 Code of Federal Regulations (CFR) Chapter XII. This manual is the single records disposition authority for all DON records. This manual is effective immediately; it is mandatory and applicable to the offices of the Secretary of the Navy, Chief of Naval Operations (CNO), Commandant of the Marine Corps (CMC), and all Navy and Marine Corps activities, installations, and commands. Reports. Report Control Symbol SECNAV 5212-1 is assigned to the report on accidental destructions of records

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