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Managing Archives: Foundations, Principles and Practice. This book provides an up-to-date, practical overview of archives management, and will benefit those with no prior training who have been tasked by their organization to manage its archives, those who are starting out as professionals or paraprofessionals in a record keeping environment and need basic guidance, and students who are currently studying for a professional qual.

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Managing Archives: Foundations, Principles and Practice Carl Newton (Visiting Professor of Archives, Northumbria University, Newcastle-upon-Tyne, UK) Records Management Journal

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[RH6.eBook] Managing Archives: Foundations, Principles and ...

Managing Archives: Foundations, Principles and Practice (Chandos Information Professional Series) Paperback – 31 Mar. 2006 by Caroline Williams (Author)

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Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or inscription to its eventual disposition.This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.

Records management - Wikipedia

Electronic Records Management - ARM1505; Higher Certificate: Semester module: NQF level: 5: Credits: 12: Module presented in English: Purpose: The purpose of this module is to equip students with a firm theoretical foundation of the best practices regarding the care of electronic records, essential for the management of information in contemporary society.The module also provides students with ...

ARCHIVES AND RECORDS MANAGEMENT - Unisa

1. Preservation of record. It helps in management and control of important records. It helps to protect necessary records with care and disposes useless records. 2. Evaluating progress. It helps in evaluating progress of organization.

Importance of record management | Management Notes | TyroCity

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PART 3 Records Management Principles and Practices

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