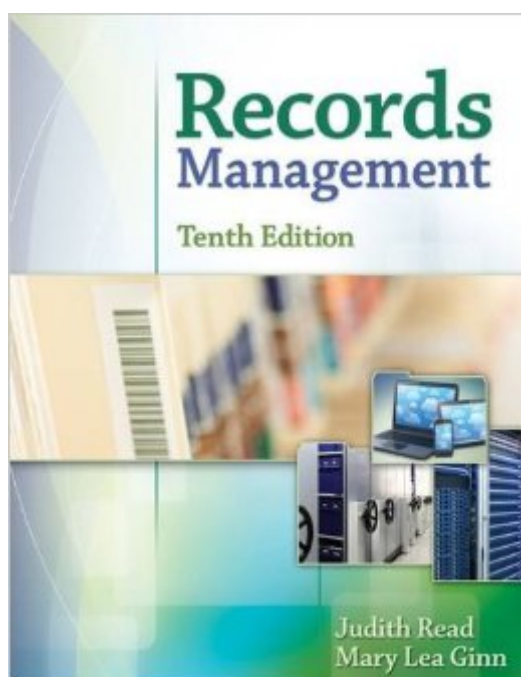


The book was found

# Records Management



## Synopsis

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.

## Book Information

Paperback: 432 pages

Publisher: Cengage Learning; 10 edition (January 1, 2015)

Language: English

ISBN-10: 1305119169

ISBN-13: 978-1305119161

Product Dimensions: 1 x 10 x 12 inches

Shipping Weight: 1.5 pounds (View shipping rates and policies)

Average Customer Review: 4.2 out of 5 stars [See all reviews](#) (11 customer reviews)

Best Sellers Rank: #43,689 in Books (See Top 100 in Books) #8 in [Books > Business & Money > Processes & Infrastructure > Office Automation](#) #10 in [Books > Business & Money > Processes & Infrastructure > Office Management](#) #42 in [Books > Business & Money > Management & Leadership > Information Management](#)

## Customer Reviews

I am teaching a new class this quarter and have found this book most useful. It was not my first choice in file management books, but I believe it is probably better than the book I originally wanted. This book goes further indepth concerning record management than I had expected. It has been very useful.

Love it. Took 1-2 weeks to get here with prime which was weird because it says 2-days shipping. But overall I love it ! Best book ever ! Renting this book is just too good to pass. I would recommend this to any of my friends and family if they need this book for their class and on a budget.

It was easy to read and it was easy to understand the concepts of records management. Also, it had good images that pertained to the subjects or themes of the chapters. Excellent book.

Easy to follow concepts, received quickly and was exactly what I needed for my records management class.

It had everything but It was missing another pieces of a book for my class.

Great timing and helped A LOT with price! I recommend!

[Download to continue reading...](#)

Gymnastics: Great Moments, Records, and Facts: Great Moments, Records, and Facts (Great Sports) Amazing Olympic Records (Amazing Sports Records) Records Management Records Management (Advanced Office Systems & Procedures) Records Management Student Instruction Manual Bundle: Records Management, 9th + Simulation Project Management: 26 Game-Changing Project Management Tools (Project Management, PMP, Project Management Body of Knowledge) Agile Project Management: Box Set - Agile Project Management QuickStart Guide & Agile Project Management Mastery (Agile Project Management, Agile Software Development, Agile Development, Scrum) Agile Project Management: An Inclusive Walkthrough of Agile Project Management (Agile Project Management, Agile Software Developement, Scrum, Project Management) Dreams to Remember: Otis Redding, Stax Records, and the Transformation of Southern Soul Revolution in the Head: The Beatles' Records and the Sixties Crate Digger: An Obsession with Punk Records (Punx) The Cover Art of Studio One Records Respect Yourself: Stax

Records and the Soul Explosion The Story of Cash Money Records (Hip-Hop Hitmakers) The Story of Interscope Records (Hip-Hop Hitmakers) The Story of Death Row Records (Hip-Hop Hitmakers) Scholastic Book Of World Records 2008 Scholastic Book of World Records 2016 Guinness World Records: Fun with Food (I Can Read Level 2)

[Dmca](#)