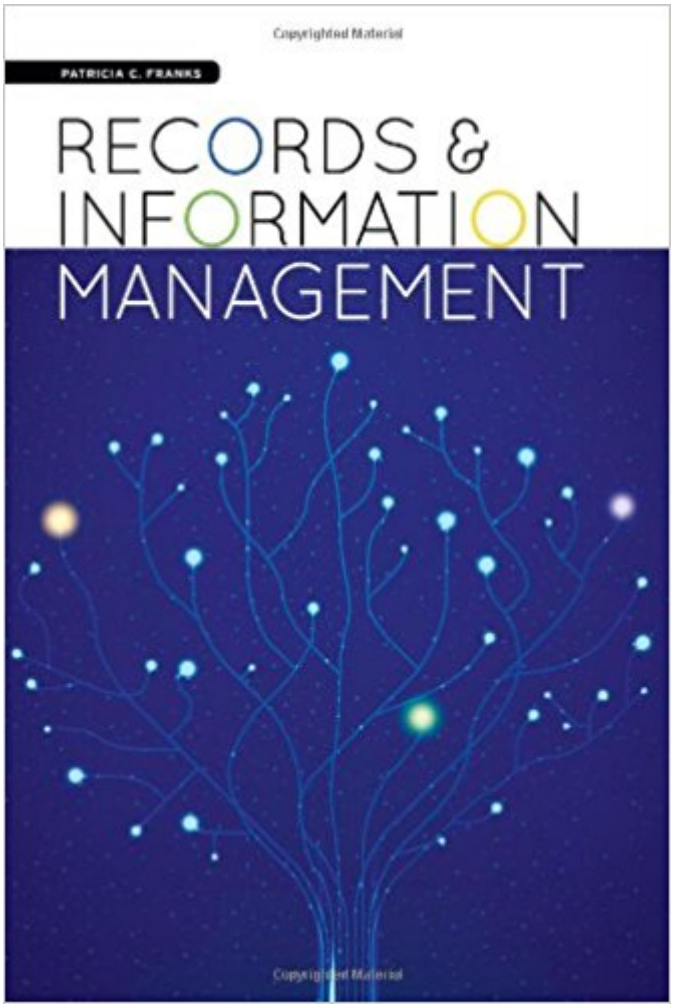
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Records And Information Management



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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

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 ManagementDoes 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 Ã¢â ¬Â| 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

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.

Had to read this for a class. Was not bad. Full of information. Sometimes a bit wordy.

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.

I have read a lot of Records and Information Management textbooks over the years, and this is one of the best in my opinion. It is written in a manner that is easy to read and contains useful modern case studies.

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

Very informative,

everything was great

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.

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.

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