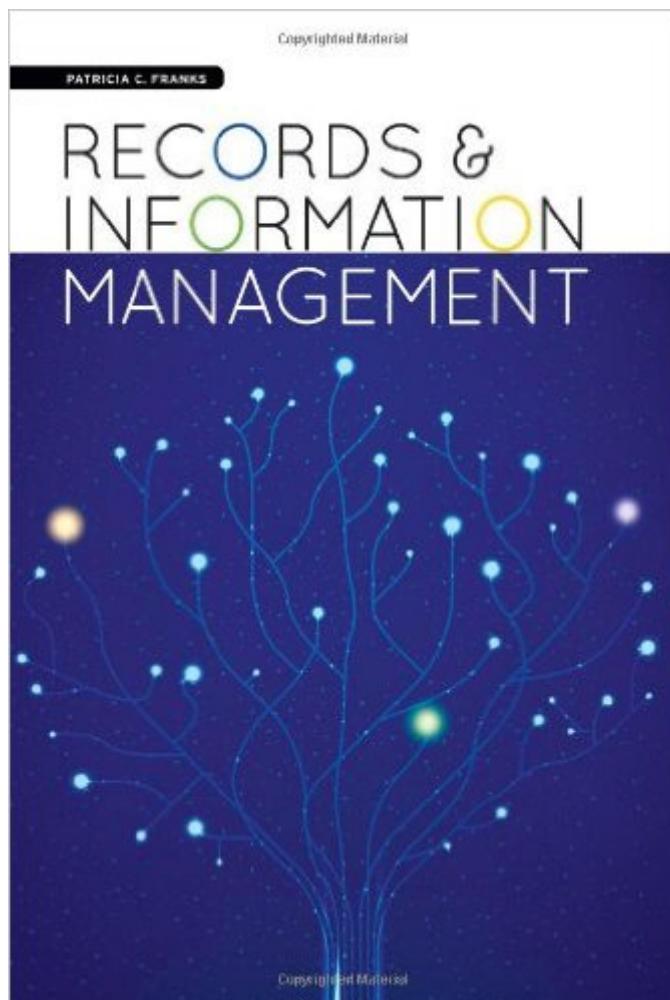


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# Records And Information Management



## 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, 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

## Book Information

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## Customer Reviews

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.

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.

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.

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

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