Unveiling the Secrets: A Comprehensive Guide to Records Management by Jim Inglis
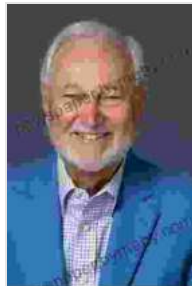
Records Management by Jim Inglis

★★★★☆ 4.5 out of 5

Language	: English
File size	: 33931 KB
Screen Reader	: Supported
Print length	: 448 pages
X-Ray for textbooks	: Enabled

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Records management has evolved into a critical aspect of modern business operations. In today's fast-paced, data-driven world, organizations must effectively manage, preserve, and dispose of vast amounts of information to maintain compliance, mitigate risk, and enhance efficiency. Jim Inglis's "Records Management" serves as an invaluable guide for professionals seeking to navigate the complexities of this multifaceted discipline.

Chapter 1: Foundations of Records Management

Inglis begins by establishing a solid foundation for understanding the core principles and concepts of records management. He clarifies the definition of a record, its distinct characteristics, and its role in organizational governance. The chapter also explores the legal framework governing records management, emphasizing the importance of compliance with industry standards and regulations.

Chapter 2: The Records Lifecycle

Records undergo a predictable lifecycle from creation to disposition. Inglis meticulously details each stage of this lifecycle, providing practical guidance on records creation, capture, classification, storage, and retrieval. He delves into the challenges of managing digital records and discusses strategies for ensuring their authenticity and accessibility over time.

Chapter 3: Electronic Records Management

The advent of electronic records has significantly transformed records management practices. Inglis dedicates an entire chapter to this topic, covering the unique aspects of managing electronic records, including their creation, retention, and disposal. He explores the role of technology in records management, discussing best practices for electronic records management systems (ERMS) implementation and use.

Chapter 4: Disposition Schedule

Effective records management involves determining the appropriate retention and disposition periods for records. Inglis provides a comprehensive overview of disposition schedules, explaining their purpose, structure, and development. He guides readers through the process of establishing retention periods, considering legal requirements, business needs, and risk mitigation strategies.

Chapter 5: Records Storage and Retrieval

Inglis emphasizes the importance of proper storage and retrieval of records throughout their lifecycle. He discusses various storage options, ranging from traditional physical storage to modern electronic records vaults. The

chapter also covers essential considerations for records access, including security measures, retrieval procedures, and disaster recovery plans.

Chapter 6: Vital Records Management

Certain records hold critical importance for an organization's survival and continuity. In this chapter, Inglis outlines best practices for managing vital records, including identification, protection, and backup strategies. He highlights the role of vital records in emergency preparedness and business recovery efforts.

Chapter 7: Records Management in Practice

To enhance the practical applicability of the concepts presented, Inglis includes real-world examples and case studies throughout the book. In Chapter 7, he showcases successful records management implementations in various industries, demonstrating the tangible benefits of effective records management practices.

"Records Management" by Jim Inglis is an indispensable resource for professionals seeking to master the intricacies of this vital discipline. Through its comprehensive coverage of key concepts, practical guidance, and real-world examples, this book empowers readers to implement effective records management programs that enhance compliance, mitigate risk, and drive organizational efficiency.
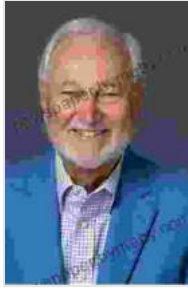
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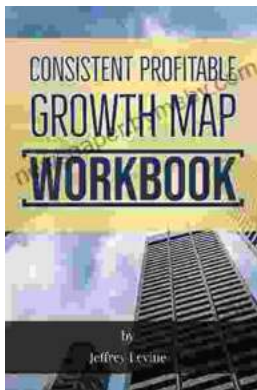|	
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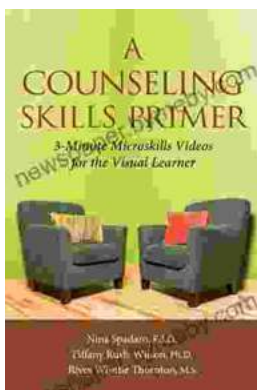|	
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