



Planning and Implementing Electronic Records Management

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Description

Many organizations are moving away from managing records and information in paper form to setting up electronic records management (ERM) systems. There is a range of reasons for this: economic considerations may be the driver for change, or government policy initiatives may be coming into play.

Whatever the situation in your organization, this book provides straightforward, practical guidance on how to prepare for and enable ERM. It sets out and explains the issues organizations need to consider in selecting a system, and the procedures required for effective implementation.

Help is also given with the complexities of managing hybrid records during an interim period between paper and electronic record management.

The book is divided into three main parts covering the preparation for ERM, and its design and implementation. The key areas covered are:

- the underlying principles
- the context
- making a business case for ERM
- the main issues for design
- the information survey
- the file plan
- appraisal methodology
- preservation
- access
- the main issues for implementation
- project management
- procurement
- change management
- training
- the future of information management.

Readership: This essential guide should be on the desk of any library and information professional, records manager, archivist or knowledge manager involved in planning and

introducing an ERM system, whether in a public or private sector organization.

Contents

PART 1: PREPARATION 1. Underlying principles 2. Context 3. Making a business case for ERM PART 2: DESIGN 4. Main issues for design 5. Information survey 6. File plan 7. Appraisal methodology 8. Preservation 9. Access PART 3: IMPLEMENTATION 10. Main issues for implementation 11. Project management 12. Procurement 13. Change management 14. Training PART 4: THE FUTURE 15. The future of information management Appendix. Competency framework.

Author

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