

Guideline for Managing E-mail



ARMA International
Prairie Village, Kansas

Arma Guideline For Managing Email

David O. Stephens, Roderick C. Wallace



Arma Guideline For Managing Email:

How to Manage Records in the E-environment Julie McLeod, Catherine Hare, 2006 A practical approach to developing and operating an effective programme to manage hybrid records within an organization This title positions records management as an integral business function linked to the organisation s business aims and objectives The authors also address the records requirements of new and significant pieces of legislation such as data protection and freedom of information as well as exploring strategies for managing electronic records Bullet points checklists and examples assist the reader throughout making this a one stop resource for information in this area

How to Manage Records in the E-Environment Catherine Hare, Julie McLeod, 2012-08-06 A practical approach to developing and operating an effective programme to manage hybrid records within an organization This title positions records management as an integral business function linked to the organization s business aims and objectives The authors also address the records requirements of new and significant pieces of legislation such as data protection and freedom of information as well as exploring strategies for managing electronic records Bullet points checklists and examples assist the reader throughout making this a one stop resource for information in this area

Modern Data Strategy Mike Fleckenstein, Lorraine Fellows, 2018-02-12 This book contains practical steps business users can take to implement data management in a number of ways including data governance data architecture master data management business intelligence and others It defines data strategy and covers chapters that illustrate how to align a data strategy with the business strategy a discussion on valuing data as an asset the evolution of data management and who should oversee a data strategy This provides the user with a good understanding of what a data strategy is and its limits Critical to a data strategy is the incorporation of one or more data management domains Chapters on key data management domains data governance data architecture master data management and analytics offer the user a practical approach to data management execution within a data strategy The intent is to enable the user to identify how execution on one or more data management domains can help solve business issues This book is intended for business users who work with data who need to manage one or more aspects of the organization s data and who want to foster an integrated approach for how enterprise data is managed This book is also an excellent reference for students studying computer science and business management or simply for someone who has been tasked with starting or improving existing data management

Information Governance Technologies William Saffady, 2025-03-06 Information governance is the framework an organization follows for managing storing archiving and deleting information Information governance depends on technology to organize and analyze information manage the information lifecycle retrieve information needed for a given purpose and address risk management compliance and security requirements related to information This book surveys nine technologies that support information governance initiatives Electronic Content Management ECM Records Management Application RMA software digital preservation application email archiving systems Digital Asset Management DAM web and social media

archiving applications e discovery software GRC software and database archiving software Some of these technologies are broadly applicable and widely implemented others support specialized business operations For each technology the book explains its historical development and business purpose identifies applicable standards and best practices describes the basic and advanced features of commercially available products and examines issues and concerns related to product evaluation selection and implementation Written by an expert in the field William Saffady this book is intended for information governance specialists information technology managers records managers and others who are responsible for evaluating acquiring and implementing technology that enhances the efficient and effectiveness of an organization s information governance program and the work of its constituent disciplines *E-doc* ,2008 *Health Informatics* United States. Congress. House. Committee on Government Reform. Subcommittee on Technology, Information Policy, Intergovernmental Relations, and the Census,2005 **Federal Electronic Records Management** United States. Congress. House. Committee on Oversight and Government Reform. Subcommittee on Information Policy, Census, and National Archives,2011 **Records and Information Management** Patricia C. Franks,2013-04-30 Benefiting LIS students and professionals alike Franks presents complete coverage of the records and information lifecycle model *Electronic Records Retention* David O. Stephens,Roderick C. Wallace,2003 Building on their 1995 groundbreaking book on electronic records retention David Stephens and Roderick Wallace have authored a comprehensive new book that defines a practical methodology for applying the principles of records retention to computer based recordkeeping environments The book also addresses the implications of the international records management standard the first ever global standard on records management which endorsed the concept of records retention as a best practice for managing the life cycle of information ISO 15489 1 the U S Department of Defense standard prescribing requirements pertaining to records management software applications DoD 5015 2 STD and the U S Internal Revenue Services issued Revenue Procedure 98 25 which imposes certain long term data retention requirements on corporate taxpayers **Electronic Records Management and Digital Discovery** ,2006-05

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