



# Records and Information Management

*Patricia C. Franks*

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## **Records and Information Management** Patricia C. Franks

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

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