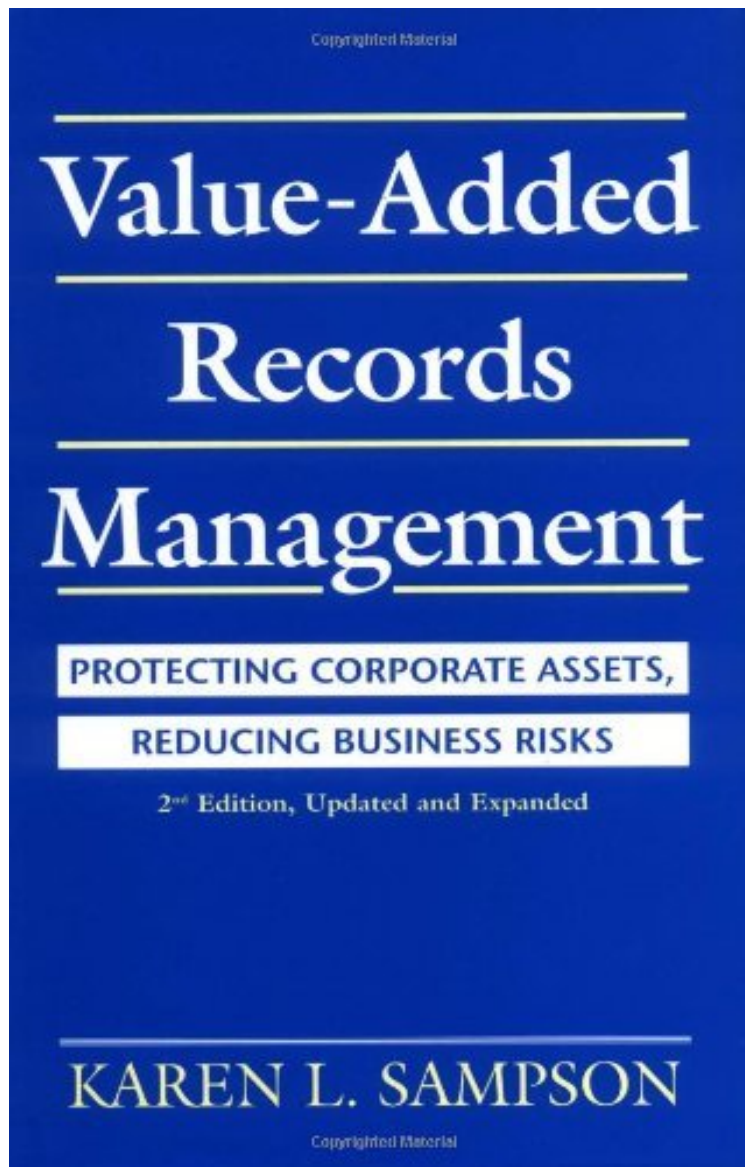


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2nd Edition, Updated and Expanded

Value-Added Records Management: Protecting Corporate Assets, Reducing Business Risks-- 2nd Edition, Updated and Expanded

Karen L. Sampson

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Buried in paper? As new technologies, threats of litigation, and the onslaught of e-business innovations change the very nature of work, organizations need ways to safely and properly manage information. This revised and expanded edition of Sampson's earlier classic shows how records and information management practices jointly contribute to an organization's financial well being, be it public or private, non- or for-profit. Recordkeeping practices affect business objectives, processes, functions, and ultimately everyone in the organization. This book covers recordkeeping in all media, including paper, microfilm, electronic, and other storage modes. Instead of focusing on records media and information technologies, Sampson shows why organizations must focus on the content and value of records as they are determined by the organization's operating needs, the government's requirements, and relevant legislation. She shows how to create an essential uniformity in records management, one that integrates the many media systems you use into a single master system. Also included is a cautionary section explaining why skillful records and information management is essential to safeguard an organization's legal rights. This book provides fresh management perspectives and new business strategies, showing how to cope with the growing dependence on electronic records.