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the global shift toward delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods there has however been very little information on just how to navigate this change until now implementing electronic document and record management systems explains how to efficiently

a management guide for those charged with the responsibility for e mail policy and managing archived e mail messages properly for compliance and governance requirements and electronic discovery in litigation this resource also serves as a handbook for attorneys as e mail is the most requested piece of evidence at civil trials

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