

Sharepoint Document Lifecycle Management

Managing Electronic Records Safeguarding Critical E-Documents IBM FileNet Content Manager Implementation Best Practices and Recommendations ECM Technology Information Technology Applications in Industry II Electronic Document Management Systems The Information Management Journal Active document lifecycle management International Journal of Micrographics & Optical Technology Document Control Proceedings of the ASME International Design Engineering Technical Conferences and Computers and Information in Engineering Conferences--2005 Datapro Reports on UNIX Systems & Software Proceedings of the ... ASME Design Engineering Technical Conferences Project Management for Engineering and Construction: A Life-Cycle Approach, Fourth Edition The Microsoft .NET Platform and Technologies Proceedings of the DLM-Forum 2002 Information Management & Technology E-doc Standards, Guidelines, and Examples on System and Software Requirements Engineering Proceedings of the PCTE '94 Conference Robert F. Smallwood Robert F. Smallwood Fay Chuck Tom Jenkins Prasad Yarlagadda Larry Bielawski Jonas Lutz Dawit Kassa Garold D. Oberlender Curt Simmons Merlin Dorfman Timothy Lindquist

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the ultimate guide to electronic records management featuring a collaboration of expert

practitioners including over 400 cited references documenting today's global trends standards and best practices nearly all business records created today are electronic and are increasing in number at breathtaking rates yet most organizations do not have the policies and technologies in place to effectively organize search protect preserve and produce these records authored by an internationally recognized expert on e records in collaboration with leading subject matter experts worldwide this authoritative text addresses the widest range of in depth e records topics available in a single volume using guidance from information governance ig principles the book covers methods and best practices for everything from new e records inventorying techniques and retention schedule development to taxonomy design business process improvement managing vital records and long term digital preservation it goes further to include international standards and metadata considerations and then on to proven project planning system procurement and implementation methodologies managing electronic records is filled with current critical information on e records management methods emerging best practices and key technologies thoroughly introduces the fundamentals of electronic records management explains the use of arma's generally accepted recordkeeping principles garp distills e records best practices for email social media and cloud computing reveals the latest techniques for e records inventorying and retention scheduling covers ms sharepoint governance planning for e records including policy guidelines demonstrates how to optimally apply business process improvement techniques makes clear how to implement e document security strategies and technologies fully presents and discusses long term digital preservation strategies and standards managing e records is a critical area especially for those organizations faced with increasing regulatory compliance requirements greater litigation demands and tightened internal governance timely and relevant managing electronic records reveals step by step guidance for organizing managing protecting and preserving electronic records

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enterprise content management ecm describes a critical new segment in information technology ecm describes both a philosophical approach to and the underlying technologies used to help businesses transform their content into competitive advantage

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