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The extensively updated fourth edition of this best-selling classic is an essential practical resource for anyone responsible for the creation, maintenance, management, control and use of electronic records created by computer, audio and video systems. Written by renowned author and educator William Saffady and co-published by ARMA International, this timely guide thoroughly examines the pertinent concepts, procedures, methods of protection and daily management guidelines involved in this rapidly expanding field. Saffady provides start-to-finish guidance for initiating effective programs for storing, retrieving and controlling electronic records, with coverage of vital components including: concepts and issues; storage media; file formats; the electronic records inventory; retention schedules; managing vital electronic records; and, managing electronic files and media. Valuable appendices provide suggestions for further study and research, and a comprehensive glossary defines important terms as they relate specifically to the records management arena.

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