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# Records Management

**Records**
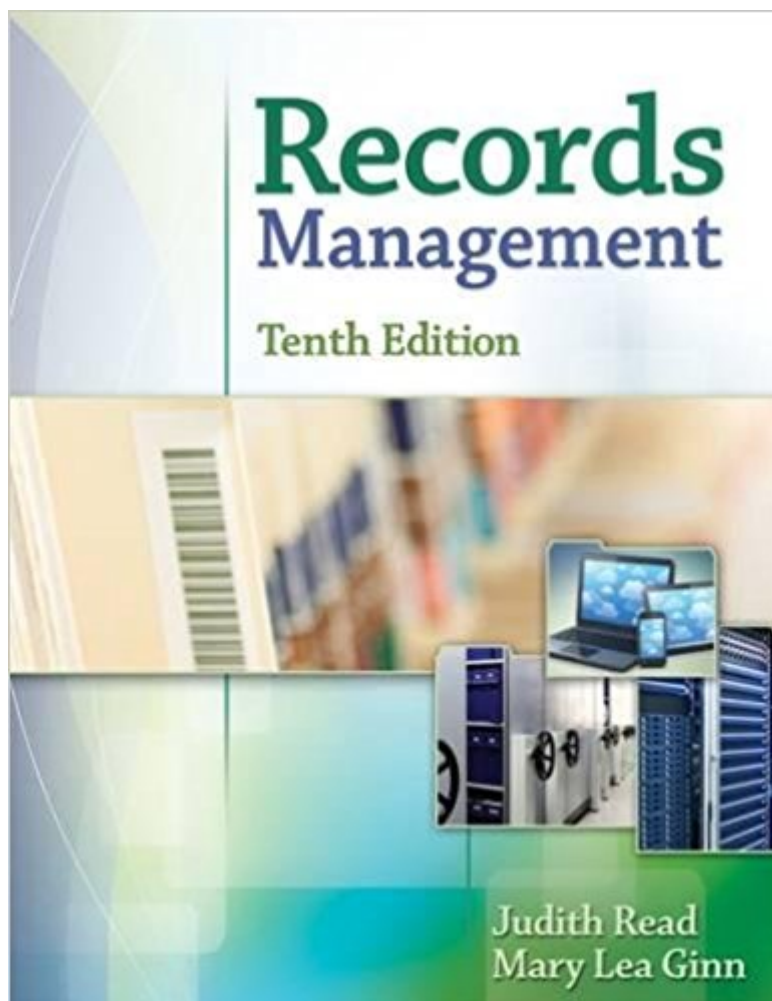**Management**

**Tenth Edition**

**Judith Read**
**Mary Lea Ginn**

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# Synopsis

RECORDS MANAGEMENT, Tenth Edition, provides a comprehensive introduction to the complex field of records management. The text features sound principles of records and information management that include the entire range of records--physical (paper), image records, and electronic media used in computerized systems. Part I, Records and Information Management, provides thorough coverage of alphabetic filing rules, as well as methods of storing and retrieving alphabetic, subject, numeric, and geographic records. The rules agree with the latest standard filing guidelines presented by ARMA International. Part II, Electronic Records Management, introduces electronic records file management as well as classifying electronic files using metadata, taxonomies, and file plans; and the use of magnetic, optical and solid state media through the phases of the records management life cycle.A new chapter introduces Enterprise Content Management (ECM) and describes how Microsoft SharePoint is used in Records Management. Part III, RIM Program Administration, delves into the records and information management (RIM) program components and guidelines; with expanded coverage of information governance, social media, and the records and information manager's responsibilities. In addition to content based on ARMA International standards and best practices, the text features realistic database activities, profiles of real-world professionals, and practical advice and examples to prepare students for career success. The Tenth Edition features extensive updates, including a restructuring of the chapters to reflect the growing importance of electronic records management.

# Book Information

Paperback: 432 pages

Publisher: Delmar Cengage Learning; 10 edition (January 1, 2015)

Language: English

ISBN-10: 1305119169

ISBN-13: 978-1305119161

Product Dimensions:  1 x 10 x 12 inches

Shipping Weight: 1.5 pounds (View shipping rates and policies)

Average Customer Review:    4.0 out of 5 stars    68 customer reviews

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"I've used this book for nearly 30 years for my classes in Records Management and it is still the best book for this class. It is easy to understand and the examples make it easy to understand the filing rules.""Love the new updated information. This information changes so quickly with the changes we have in technology that we have to stay on top of it."

Judith Read, M. Ed., is a professional educator who taught high school for nine years and has

taught for more than 28 years at Portland Community College (PCC). She was named Post-Secondary Teacher of the Year by the Oregon Business Education Association and by the Oregon Vocational Association. She is now an adjunct instructor teaching distance classes for PCC, as well as an active member of ARMA International and the Oregon Chapter of ARMA. Read holds ARMA International certificates in Essentials of RIM and SharePoint Records Management.Mary Lea Ginn, Ph.D., is Director of International Student Services and the Institutional Review Board at Union Institute & University in Cincinnati, Ohio. Her professional experience includes positions as a university instructor, textbook development editor, and consulting editor in business and records management areas. Dr. Ginn has authored and co-authored four college-level textbooks.

I am teaching a new class this quarter and have found this book most useful. It was not my first choice in file management books, but I believe it is probably better than the book I originally wanted. This book goes further indepth concerning record management than I had expected. It has been very useful.

Love it. Took 1-2 weeks to get here with  prime which was weird because it says 2-days shipping. But overall I love it ! Best book ever ! Renting this book is just too good to pass. I would recommend this to any of my friends and family if they need this book for their class and on a budget.

had to return it. needed a "code" that comes with it in the college bookstore.

The book itself is good it's what I needed for class, but if anybody has the supply envelopes that come with it plz contact me I will buy them from you need them for class too

The book was great! Used book I got was in good condition but the box that it came in was a bit concerning for the fact that I felt like it could have fallen out. BUT overall it was great.

This product provided the necessary requirements for the course I was taking. I will also be able to utilize the product on a day to day bases at work.

This book was all I expected and more.

When this book arrived, it did look as if somebody had used it. I kept the book because there was

no handwriting it. It is an eye-catching book.

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