

1. Record Nr.	UNINA9910168749803321
Autore	Megill Kenneth A. <1939->
Titolo	Corporate memory : records and information management in the knowledge age // Kenneth A. Megill
Pubbl/distr/stampa	Munchen, : K.G. Saur, c2005 Munchen, Germany : , : K.G. Saur, , 2005
ISBN	1-282-07366-4 9786612073663 3-598-44011-1
Edizione	[2nd ed.]
Descrizione fisica	1 online resource (xii, 143 pages)
Collana	Gale eBooks
Classificazione	QP 345
Disciplina	658.4038
Soggetti	Corporations - Information services - Management Information resources management Information retrieval Documentation
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Nota di bibliografia	Includes bibliographical references (p. [125]-134) and index.
Nota di contenuto	Frontmatter -- Contents -- Introduction -- CHAPTER ONE. Empowerment -- CHAPTER TWO. The memory problem -- CHAPTER THREE. The corporate memory and Records Management -- CHAPTER FOUR. The document as a verb -- CHAPTER FIVE. Valuing documents -- CHAPTER SIX. The corporate memory manager -- CHAPTER SEVEN. The technologies -- CHAPTER EIGHT. Performance Centered Learning -- CHAPTER NINE. Workflow -- CHAPTER TEN. Improvements -- CHAPTER ELEVEN. Making it happen -- Backmatter
Sommario/riassunto	'Corporate memory' is the body of information that an organization needs to keep for re-use. It is the active and historical information that an organization has that is worth sharing, managing and preserving to enable it to function effectively. This book is aimed at records managers and archivists, who are responsible for maintaining and managing information within an organization. It describes fully the most up-to-date methods and approaches to this essential function. In addition, it also discusses the adoption of an international standard for record management.

