

1. Record Nr.	UNINA9910452328603321
Autore	Wiggins Bob
Titolo	Effective document and data management [[electronic resource]] : unlocking corporate content / / Bob Wiggins
Pubbl/distr/stampa	Surrey, England, : Gower Pub., 2012
ISBN	1-317-14560-7 1-317-14559-3 1-280-68923-4 9786613666178 1-4094-4625-5
Edizione	[3rd ed.]
Descrizione fisica	1 online resource (267 p.)
Disciplina	651.5
Soggetti	Business records - Management Business records - Management - Data processing Information storage and retrieval systems - Business Electronic books.
Lingua di pubblicazione	Inglese
Formato	Materiale a stampa
Livello bibliografico	Monografia
Note generali	Description based upon print version of record.
Nota di bibliografia	Includes bibliographical references and index.
Nota di contenuto	pt. 1. Context -- pt. 2. The information life cycle -- pt. 3. Projects.
Sommario/riassunto	Effective Document and Data Management illustrates the operational and strategic significance of how documents and data are captured, managed and utilized. Without a coherent and consistent approach the efficiency and effectiveness of the organization may be undermined by less poor management and use of its information. This third edition of the book is restructured to take this broader view and to establish an organizational context in which information is management. Along the way Bob Wiggins clarifies the distinction between information management, data management and knowledge management;