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Nota di contenuto	Cover; Records Management for Museums and Galleries: An introduction; Copyright; Contents; List of figures; Acronyms; Acknowledgements; Preface; Note; About the authors; 1 The history of record keeping in the UK museum and gallery sector; History; Record keeping in museums: roles; Record keeping in museums: record types; Notes; 2 Records management basics; Introduction; What is a record?; What is records management?; The 'difference' between archives and records management; Basic records management concepts; Notes; 3 Making a business case for records management; Introduction Compile a business case The importance of communication; Notes; 4 Legislation and records management requirements; Introduction; Public Records Acts 1958 and 1967; Local government legislation; Data Protection Act 1998; Freedom of Information Act 2000; Environmental Information Regulations 2004; Other relevant legislation; Notes; 5 The records survey; Why conduct a survey?; Pre-survey: the importance of planning; The survey: issues and tips; Post-survey: analyse, summarise and report; 6 Strategy and action planning; Introduction; Why to plan; How to plan; How to make the plan into a strategy Planning for required resources Notes; 7 Developing a file plan, retention schedule and records management programme; Introduction; The file plan; The records retention schedule; Implementing a records management programme; A final word; Notes; 8 Resources; UK

legislation and regulations; Spoliation and repatriation; Professional bodies; Discussion lists; Useful guidance and training; Standards; Bibliography; Appendix 1: Risk assessment template and scoring framework; Risk rating; Appendix 2: Business case example; 1. Introduction; 2. Defining the boundaries of the records management programme  
3. Establishing the record-keeping situation at the museum 4. Implementing the records management programme; Appendix 3: Sample data protection survey form; Appendix 4: Museum record series commonly containing personal data; Appendix 5: Sample data protection policies; The National Portrait Gallery Data Protection Policy; 1. Introduction; 2. Scope; 3. Definitions; 4. Legal basis; 5. Statement of principles; 6. Responsibilities; 7. Procedures; 8. Breach; 9. Review; 10. Date of approval; Museum of London Data Protection Policy; 1. Introduction; 2. Scope; 3. Purpose; 4. Definition of terms  
5. Responsibilities 6. Policy; 7. Guidance on supporting procedures, related policies and the regulatory environment; 8. Queries; Appendix 6: Sample data protection statements; Introduction; Instructions; Standard statements; Appendix 7: Data subject access request form; Museum of London Data Subject Access Request Form; Appendix 8: Sample records management policy; National Portrait Gallery Archives and Records Management Policy; 1. Introduction; 2. Scope; 3. Definitions; 4. Legal basis; 5. Statement of principles; 6. Responsibilities; 7. Procedures; 8. Breach of policy; 9. Review 10. Date of approval

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Sommario/riassunto

"Offers a comprehensive overview of records management work within the heritage sector and draws on over a decade of experience in applying fundamental principles and practices to the specific circumstances of museums." BOOK JACKET.

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