

Information Requirements Clearinghouse

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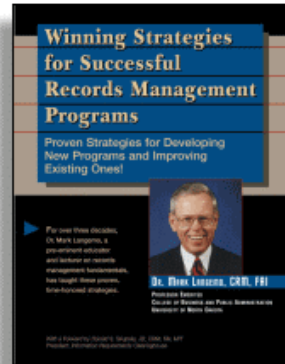
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PDF Version

Winning Strategies for Successful Records Management Programs



Does your company...?

- Have an astronomical accumulation of electronic, paper, and other records?
- Need better access to the mountains of records and information?
- Not have a records management program or have one that isn't working?
- Know what electronic, paper, and other records it has?
- Have legal exposure because of records retained too long or eliminated too quickly?

Records management has finally emerged as a significant issue for upper management, legal departments and information technology groups, and is no longer just an ongoing concern of records management professionals. There are legal, economic, and practical reasons to clean up the mess, establish an appropriate records management program, and properly manage all an organization's records — paper, electronic, or microfilm.

Winning Strategies for Successful Records Management Programs offers the practical advice you need to successfully develop and manage a records management program. And, with the key players motivated for change, you need the proven path to success - there is no room for false starts and wrong turns!

Dr. Mark Langemo is a recognized authority on records management. Thousands of students and seminar attendees have already learned the same strategies you will find in *Winning Strategies for Successful Records Management Programs*. Many have been successfully implementing these strategies for years.

In *Winning Strategies for Successful Records Management Programs*, Dr. Langemo...

- states and explains his strategies.
- actually coaches you on how to successfully implement them as part of a successful records management program.
- offers the practical advice you need to successfully develop and manage a records management program.
- gives you what you need to win this records management battle against neglect and indifference!

Use the strategies from *Winning Strategies for Successful Records Management Programs* to enable your company, government agency, or other organization to develop, implement, and maintain a successful records management program!

Pricing

- Initial purchase: **\$44.00** (plus shipping and handling)
- ISBN: 0-929316-50-9 2002 Edition

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