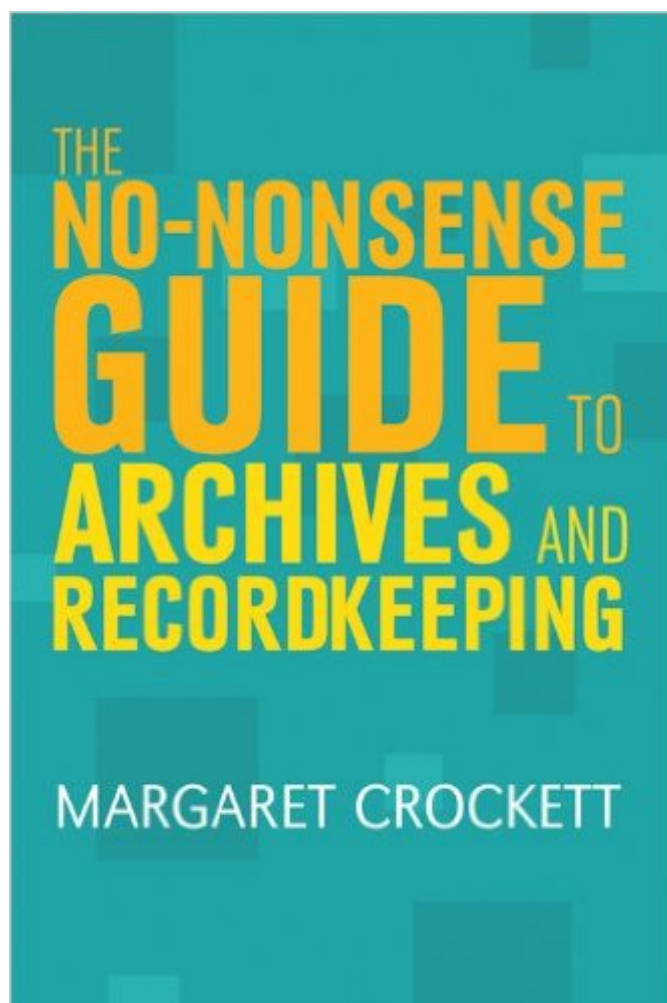


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The No-Nonsense Guide To Archives And Recordkeeping



Synopsis

A how-to-do-it guide to all aspects of archives and records management from creation of records through to making them accessible as archives. Based on the internationally renowned training days run by the author this deals with all materials including born-digital and digitized, photographs and audio-visual. Utilizing checklists, practical exercises, sample documentation, case studies and helpful diagrams the authors ensure a very accessible and pragmatic approach allowing anyone to get to grips with the basics quickly. Topics include: Basic Concepts Recordkeeping Records management Archives management Preservation This one-stop-shop is ideal for practitioners globally involved in the practical management of archives and records, especially if they are just starting out or without formal training, including archives and records assistants, librarians, information managers and IT professionals responsible for archives and records and managers of archives staff.

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