

Download File PDF Information And Records Management Document Based Information Systems

#Jenny



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Cool! I'am really happy

#Markus Jensen



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#Diego Butler



so many fake sites. this is the first one which worked! Many thanks

Information, Document and Records Management (IDRM)

- Information Management tends to be IT related – backup/restore of information under the control of IT systems
 - IT systems tend by their nature to be centralised
- Records Management tends to be associated with the management of paper records
 - Records tends to be managed in multiple locations across an organisation, local and central filing systems
 - Records are seen as red tape - a relic of the old process-driven way of doing business - a cost to be reduced, if not eliminated
 - Filing, dusty files and basements
- Document Management tends to associated with systems to manage paper (and other) records electronically, either at a departmental or enterprise level
- There is a division between IT information and its management and non-IT managed business records
- Spread of electronic systems has lead to a tendency towards ad hoc or substandard IDRM practices and processes
- Need to bridge the gap:
 - They all share the same management requirements
 - Common business goals and requirements
- Take an integrated approach

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