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Managing Electronic Records - Julie McLeod 2005

One of the biggest challenges faced by any organization today is that of managing electronic records, a vital but complex undertaking involving multiple roles within the organization and strategies that are still evolving. Bringing together for the first time the views, experience and expertise of international experts in the records management field in the public and the private sectors, this book covers the theory and practice of managing electronic records as business and information assets. It focuses on the strategies, systems and procedures necessary to ensure that electronic records are appropriately created, captured, organized and retained over time to meet business and legal requirements. In addition to chapters covering principles, research and developments, there are case studies relating to practice and lessons learned. The chapters are written by a fully international line-up of contributors. Readership: This book explores issues and addresses solutions, not only for records professionals but also for information, IT and business administration specialists, who, as key stakeholders in managing electronic information, may have taken on crucial roles in managing electronic records in their organization. It will also be a key textbook for records management courses.

9 Keys to Successful Audits - Denise Robitaille 2014-09-25

Auditing is one of the elements that makes your quality management system complete. It fits

snugly into the “check” component of your plan-do-check-act cycle. Auditing isn’t a haphazard or optional occurrence that you tolerate to maintain certification. It’s an invaluable assessment tool that provides a reliable indicator of the integrity of your organization’s system and processes. This book presents nine keys that will help your organization reap benefits from its auditing—internal or external—program: Plan and prepare. Drive fear out of the audit program. Ensure adequate training. Create effective checklists. Hone your interviewing skills. Manage the audit team. Write an informative audit report. Take action on audit findings. Report back to top management.

Substance Misuse - Joy Barlow 2010

Here, leading international contributors outline holistic and specialist approaches to policy and practice, and highlight the shift in emphasis from immediate risk minimization of substance misuse to long-term recovery, the importance of prevention and the pivotal role of workforce development.

Zimbabwe@40 - Lloyd Sachikonye 2021-05-17
Zimbabwe @ 40 is a celebration of the country's four decades of independence and statehood. Forty years is a relatively short period in a nation's life, but it is a formative period: what lessons can be learnt from the successes and failures, challenges and opportunities of the last 40 years? What should be avoided in the next 40? Lloyd Sachikonye and David Kaulemu have assembled a distinguished team of scholars to address these questions, and the book focuses on issues that characterise the country's

development trajectory: the linkage between values and institutions; defects in its democracy; the 'curse' of mineral and agricultural endowment; the impact of migration; and the social exclusion of women and young people. The book is written from a depth of commitment to a just, peaceful and prosperous Zimbabwe, and represents a 'work in progress', reflecting the continuing research, evaluation and dialogue that each of the authors is engaged in, and

signalling the nature and direction of future such work. As the editors conclude: 'None of the chapters are pessimistic, nor are they negative about the country. They are realistic about the gravity of the historical moment the nation faces and the high moral, political and economic mountains we must climb before we can see the Promised Land. Yet they are full of hope - they are convinced that we have not come to the end of history.'