

Best Practices in Archive and Record Management in Electronic Age: Approaches and challenges.

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Abstract:

An organization's records include the minute details of all its dealings and official actions as created, executed, or received. Proper documentation is essential in every field, including business, education, health, and medicine, and it is equally important in small and large companies. In today's electronic world, there are numerous digital options for storing records, making it simple to keep track of them over time. However, retrieving them quickly and efficiently necessitates implementing a systematic record management system. Record management significantly aids governance, compliance, and risk management. This article discusses the fundamentals of record management and offers valuable insight into its various components. The article describes how to handle records electronically, what available software, and how to store and retrieve previous documents. In the modern era, administrators of historical records should have complete command and instant access to all digital records. The article investigates how electronic media has become an essential component in organizing records management and information preservation for the smooth operation of any organization.

Keywords: Digital record, record management, record managers, electronic record, electronic record management, preservation.

Introduction:

Since ancient times, human beings have tried to store information and keep records for the forthcoming generation in various ways. The process of preserving knowledge began with clay tablets, papyrus rolls, illuminated manuscripts, and printed texts and has progressed to its current form, i.e., digital format. Globalization and the advent of technology open a new way to store information and safely keep records to retrieve it in future. The digital revolution brings tremendous changes in record management; now, there is no need to maintain print files for documents, and record keeping has become accessible in this electronic era. Record management and data archiving is every organization's intricate and challenging task. Data archiving, information protection, and record management are the priority of the

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Wolfgang Guggemos



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