



Understanding Data and Information Systems for Recordkeeping (Archivist's and Records Manager's Bookshelf)

Philip C. Bantin

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Content management systems, data warehouses, relational databases the ways an institution can organize and store its information are changing rapidly. Here is a comprehensive guide to the new technologies that can help us better organize vital documents and information for preservation, search, and retrieval. Bantin looks at the major types of resources relational databases; data warehouses; and content, document, and knowledge management systems and the ways each captures, stores, and manages records. Each system is evaluated in light of its ability to manage digital content over the long-term. Bantin also offers suggestions for adapting turnkey systems to better serve organizational needs, tips for implementing systems assessment, and guidance for ensuring systems comply with legal requirements. This is an essential resource for any organization interested in utilizing technology to better maintain its organizational records and data.

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