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Records Management Topics | New York State Archives

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With a cloud-based records management system, you have all your documents in one place. This digital storage solution acts as a warehouse for the files within your organization, allowing you to access them anytime, anywhere. It's particularly useful for companies with remote teams as well as those with offices in multiple locations.

Types of Records Management Systems | Bizfluent

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An important part of records management is getting rid of materials you don't need and that have met their retention requirements. Don't leave public records at home. When you return to work on site, return any hard copy or digital records to your official record-keeping systems.

Records Management and Remote Work | New York State Archives
Record management improves efficiency. Data is found faster, easier, and decision-making is improved by immediate analysis and information retrieval. Improved record-keeping reduces resource waste. Less paper and storage system space is used when proper protocols are followed.

Importance of Record Management | Bizfluent
The Records Management Program is responsible for the supervision and administration of state records. This includes determining retention (based on legal, audit, historical and administrative values), selecting the appropriate medium (paper, electronic, etc.), choosing the best storage location, and selecting

the best filing system for the ...

Records Management | North Dakota ITD

A records management system (RMS) is a system that captures, manages and provides access to records throughout time. An RMS is designed to manage records and provides controls to manage retention schedules for the record's lifecycle.

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