



**LGMA**

LOCAL GOVERNMENT  
MANAGEMENT ASSOCIATION  
OF BRITISH COLUMBIA

# Records and Information Management Manual for Local Government Organizations



Sixth Edition, 2024

# Local Government Records Management Manual

**Municipal Association of  
Victoria, Victoria**



## **Local Government Records Management Manual:**

Local Government Records Management Manual Tom Lovett, **The Management of Local Government Records** Bruce William Dearstyne, 1988 This step by step guidebook tells you what records management is why it is important and how you can make it work to get control and keep control of the records in your courthouse or city hall Anyone who creates uses studies or relies upon the information in the records of local government needs this manual Back cover *Managing Local Government Records* New York State Archives, 1985 Local Government General Records Retention Schedule & Records Management Manual Washington (State). Division of Archives and Records Management, 1997 **Managing Local Government Archives** John H. Slate, Kaye Lanning Minchew, 2016-07-08 Here is a comprehensive authoritative introduction to the elements of day to day operations of local government archives with special emphasis on best practices and practical solutions and strategies for establishing and improving such things as storage environmental control staffing and intellectual control It includes a chapter on general consideration for preservation of electronic archival records Local government records are the records that most directly touch the lives of U S residents deeds and property records marriage licenses school transcripts law suits and more yet these records are often the most neglected records in the country This guide is designed to appeal both to trained archivists as well as to those without formal training but find they are dealing with the administration of an archives program in a municipality county parish township or borough or a quasi governmental entity such as a water district or a regional transportation authority *Managing Local Government Archives* describes and prescribes the essential elements and best practices of a local government archives program It is intended to be both a text for classroom instruction and a self help tool for both professional and paraprofessional archivists It is also intended to be helpful to local governments considering the planning and implementation of a formal archives program Coverage encompasses the various domains of archival enterprise as practiced in a local government setting acquisition appraisal arrangement and description preservation access relationship to the records management profession and other topics Nevada Local Government Records Management Program Manual Nevada State Library and Archives. Records Management Program, 2007 Records Management for State and Local Government Mary Ellen Huls, 1985 **Records Management Manual for Local Government Organizations** Alexandra Bradley, Stuart Rennie, 2017 *Public Sector Records Management* Kelvin Smith, 2007 Records management has undergone significant change in recent years due to the introduction of freedom of information legislation as well as the development of e government and e business and the need to manage records effectively in both the private and public sector There are very few purely practical texts for records managers and this book aims to fill that gap The author has spent his entire career in public sector records management and has contributed to records management standards for governments around the world The text is wholly practical and written at an accessible level Although the author discusses legislation and examples from the UK the book is relevant to public

sector records management at an international level      **The Wright Brothers at Kitty Hawk ,      Local Government Records, an Introduction to Their Management, Preservation, and Use** Houston Gwynne Jones, American Association for State and Local History, 1980      **Records Management Manual for Local Government** Municipal Association of Victoria, Victoria, 1983      **A Records Management Manual for State and Local Government Agencies** William G. Ray, 1985      Annotation , 1994      Annual Report United States. National Historical Publications and Records Commission, 1988      **National Archives preserving electronic records in an era of rapidly changing technology : report to the Chairman, Committee on Governmental Affairs, U.S. Senate ,      National Archives** United States. General Accounting Office, 1999      Managing America's Cities Roger L. Kemp, 2014-01-10 This work describes the operations of a typical municipal government and examines the many productivity trends that are occurring in city halls across America Much of the focus is on the increasing need for planning in city government to ensure that productivity goals are met It thoroughly examines the roles of the council manager and clerk in promoting increased productivity It then looks at such municipal departments as legal finance fire human services library police and public works demonstrating proven techniques and structures in each that improve service Instructors considering this book for use in a course may request an examination copy here      *Annual Report - National Historical Publications and Records Commission* United States. National Historical Publications and Records Commission, 1990      **National Archives and Records Administration Annual Report** United States. National Archives and Records Administration, 1988

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