

Electronic Records Retention An Introduction

electronic records and records management practices - retention requirements for electronic records ... electronic records include numeric, graphic, audio, video, and textual information which is recorded or transmitted in analog or digital form such as electronic spreadsheets, word

record retention and destruction - structure. the language in the laws that directly impact electronic records should also be reviewed when determining the retention method for electronic records. the uniform electronic transactions act (ueta) requires two elements for the retention of electronic records (see section 12)

general schedule for electronic and related records - general schedule for electronic and related records i. introduction a general schedule is a class of records retention schedules which governs the retention and disposition of specified records common to several or all public agencies. the general schedule for electronic and related records covers the records common

corporate record retention in an electronic age (outline) - h. impact of technology on creation, retention and destruction of information and records 1. identifying, capturing and managing electronic information and records may be a more difficult task than for paper records 2. electronic records should be kept for the same length of time as paper records 3.

file format guidelines for management and long-term ... - and long-term records retention. for electronic records, long-term retention is considered any period 3 - 5 years or longer. the state archives recommends that any state or local agency record series for which the required retention period is five years or longer be maintained in the following formats.

retention/archiving electronic record com - electronic record retention/archiving with the proliferation of electronic records, and with few rules governing the purchase and use of imaging systems, it is vitally important that state agencies have the means to archive records from a variety of electronic sources. using com, electronic records can be moved from

legal aspects of electronic records - california - under most circumstances, electronic records and electronic signatures may now be used in place of traditional paper-based and handwritten methods. in the area of records retention, electronic records may replace other methods so long as there is assurance the electronic records will provide the accuracy, integrity, and accessibility of

medical record retention and media formats for medical records - which may be electronic, so that medical records may be reviewed and audited by authorized entities. providers must have a medical record system that ensures that the record may be accessed and retrieved promptly. providers may want to obtain legal advice concerning record retention after these time periods and medical document format.

3359-11-11.1 electronic records retention. - uakron - this electronic records retention rule applies to all employees of the university and applies to all electronic records that are made or received in the transaction of university or public business. all electronic records created at the university of akron are governed by and subject to this rule.

the record retention guide - by reviewing and analyzing numerous record retention schedules. before finalizing an entity's record retention procedures, it is recommended that the irs regulations, state and local government retention requirements and the aicpa's filing and record retention procedures guide be reviewed.

electronic records - michiganclerks - michigan law requires that all records be listed on an approved retention and disposal schedule that identifies how long the records must be kept, when they may be destroyed and when certain records can be sent to the state archives of michigan for permanent preservation. retention

local records retention schedules - local records retention schedules missouri revised statutes chapter 109 (public and business records) section 255 authorizes the local records ... permanence of electronic records and digitized records, electronic records management systems must meet the standards outlined in the most current version of iso 15489. certification that records ...

record retention - medpro group - electronic records . as technology has advanced over the years, an increasing number of healthcare practices have transitioned to electronic records. electronic records, like paper records, must be destroyed with a method that provides for no possibility of reconstruction of information. 6

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