

SharePoint records management and metadata: Digital archiving in Office 365

By Alfred de Weerd

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This book brings together the worlds of records management and SharePoint

It helps you to create a records management solution that is less complex and expensive, but more dynamic and user-friendly. This book shows how SharePoint can be a full-fledged records management system:

- Provides the theoretical background of records management
- Starts from the business challenges, then uses SharePoint to address them
- Relates SharePoint records management to standards such as ISO 15489 and practices
- Shows how to build a working end-to-end solution
- Shows how to enhance RM functionality by using out-of-the-box features
- Shows caveats and how to address them
- Describes SharePoint records management in much more detail than any other book

Metadata is the corner stone of every SharePoint implementation. Although the basics are simple, using metadata to create applications that are user friendly, structured, simple and easily manageable requires additional knowledge, which is provided in this book.

- Shows how to make your users more efficient
- Helps to make metadata manageable
- Takes the business and user perspective, then shows how requirements can be implemented with SharePoint
- Relates SharePoint metadata to standards like ISO 23081 and Dublin Core
- Provides hands on examples like generating metadata from Word
- Shows how to integrate taxonomy in your SharePoint solutions
- Gives advice on governance processes and implementation

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