

# Better Information Practices: Improving Records and Information Management in the Public Service (Managing the Public Service: Strategies for Improvement Series)

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# **Better Information Practices: Improving Records and** Information Management in the Public Service (Managing the **Public Service: Strategies for Improvement Series)**

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This book shares best practice in the design of better record management systems, including developing a Retention Schedule. Also covered is a manual used by ministries and departments as an example, and guideline formulas for using a schedule and indexing.



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