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Record and information management is considered to be a very essential asset. You should therefore be very careful to manage it in an efficient manner, in order to minimize the risk and ensure that there is an adherence to all the records and the different policies and practices. If you want that the records information management in your organization to run successfully, one of the important condition to fulfill this requirement is to have a strong base. You can build a strong base by very clearly understanding the basic fundamentals.

These days it is very necessary that all the record management professionals are generally expected to understand the strategic vision and the mission of the organization, in order to run the organization successfully. Nowadays it is a trend that about more than 90% of the information related to various business functions are created electronically, hence the electronic record management is the need of the hour today. It is very important for you to learn how to manage the electronic records and to understand and realize the importance of managing these records. It is your responsibility to ensure that both your physical and the digital records are well protected and preserved.

The use of the e-management systems is changing the way the business is done. In the earlier days the records were created on the papers and then these papers were authenticated by signing, hence it was a very tiresome and a time taking process. Today the time has changed and now both paper and ink have become irrelevant in many of the business processes today, as these processes are very time consuming and in this century people cannot afford to lose so much of time in these minor things. Life has become very fast and you ought to adopt the new technologies and move forward with them in pace with the others.

But now on the other hand to use the electronic signatures effectively, you first need to make use of the appropriate technological applications and also at the same time make sure that they meet all the necessary legal obligations because the signatures are hence very important for the legal and the other evidentiary values. The legal concerns are considered to be the guiding factors in the selection of the various technologies.

Every organization follows its own rules that will define the legal needs and also connect to their business processes. That will help them in deciding the appropriate electronic signature. In order to maintain the compatibility with otherâ€™s works, chosen technology and architecture becomes an important factor. This will help in synchronizing your work with the records created and preserved by others. Documenting the system key features will be an important step in implementing the application for electronic signature.

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