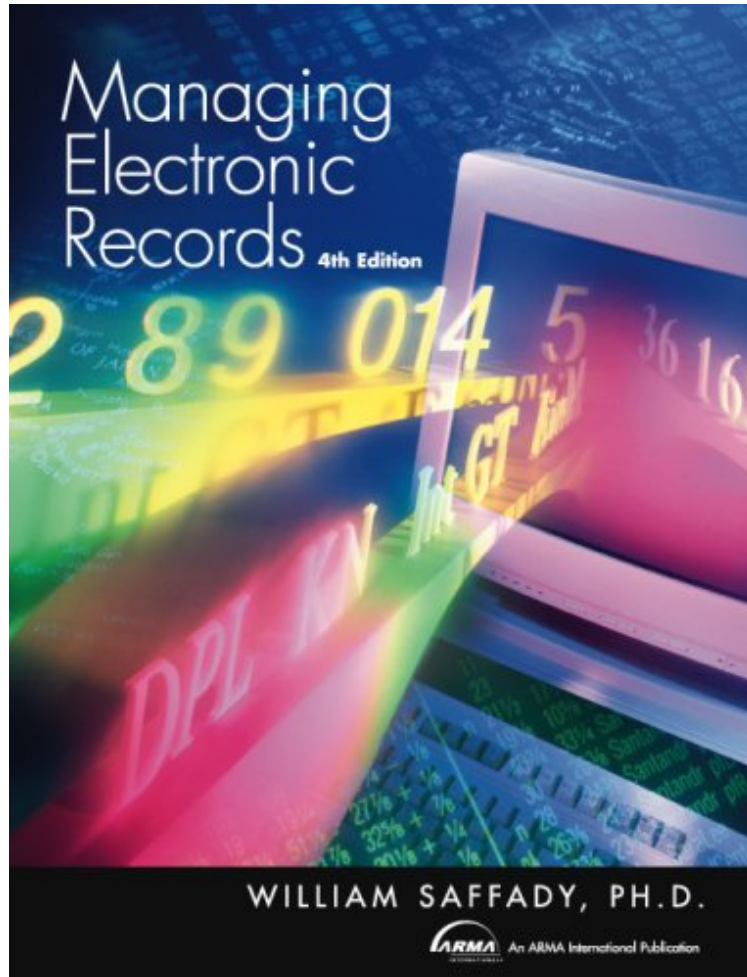


## Managing Electronic Records, Fourth Edition

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About the AuthorWilliam Saffady is a Professor at the Palmer School of Library and Information Science, Long Island University, where he teaches courses on information management topics. He previously held similar faculty positions at the State University of New York at Albany, Vanderbilt University and Pratt Institute. Dr. Saffady is the author of over three dozen books and many articles on records management, document imaging, information storage technologies, office automation, and library automation. In addition to teaching and writing, Dr. Saffady serves as an information management consultant, providing training and analytical services to corporations, government agencies, and other organizations.