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Electronic Records Management is need of the hour by [Ronan Pointy](#)

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Nothing can be good until it is organized. It goes for anything and everything. Keeping things organized help them being simple and always available. In today's world one needs to be well-informed and alert to compete. One of the most important things that need management today is data which can be either in the form of records or just plain information or some numerical value.

Initially data was less and it could be easily stored on paper and in files, but with the advances the data has increased in size and its importance has increased. To be able to harness the best utilization one needs to do a notch extra. This extra effort can be termed as record management. It combines creation, storage, availability and eventual disposition of data or records.

Record management is just a term and to achieve the numerous benefits it provides, a record management system is needed, which would help in managing records to their full efficiency. A record management system just provides a tool which helps a user to manage the raw records and information, compile it and organize it for further use. The record management system provides an easy interface for the user to work on while it does the complex work at the backhand.

Once all the records and data have been compiled and converted into useful documents, we have at our hands a large number of documents which again need to be taken care of. For managing the documents we need something similar to the records managements system, and document management system is the answer to our problem. It stores the documents that we have created, keeps it ready for anytime use and if needed it can be easily destroy the document for us. Now a document management system can be anything, even a file that has some important documents punched in with confidential information. But the huge amount of data that we are facing today needs an electronic medium of keeping them and their availability can be ensured eventually.

Here comes the electronic records management system in picture. This means that the document needs to be stored on an electronic medium. The advantages of having an electronic records management system is that it does most of the activity automatically leaving very less exposed to human error. As benefits it guarantees a better organization of the records, availability of the same as and when needed, a complete backup in case of an emergency or failure, security as in keeping the records away from unauthorized users.

People can easily avail these services if they need to manage records and documents as there are many electronic records management systems available at a great price. One needs to just ensure that they are opting for a good one. Before going for, one needs to consider how the particular systems fit their needs. They should keep few things in mind like Government standards, Basic functions, optional functions and the price at which they are offered.

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Ronan Pointy writes on a [record management](#) and a [document management system](#). Ronan

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