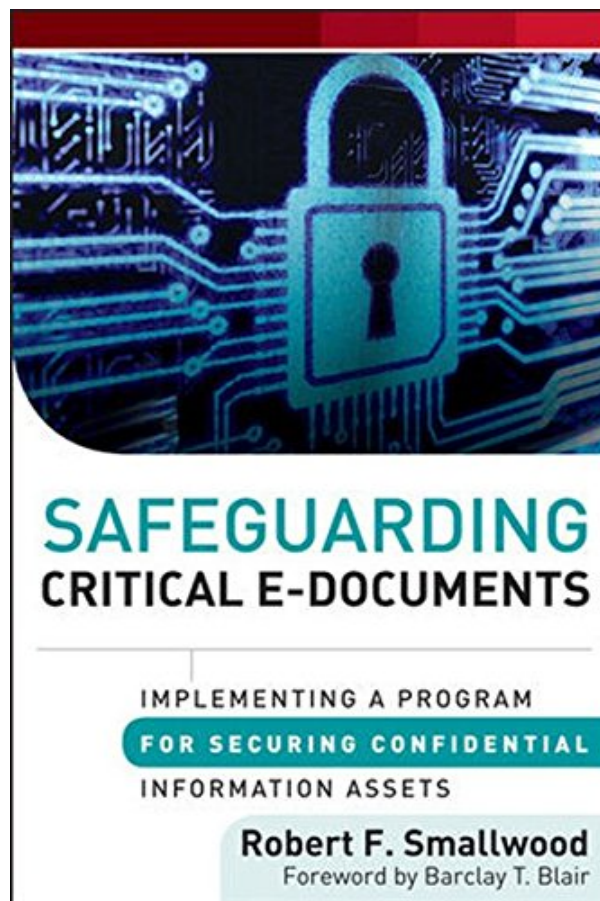
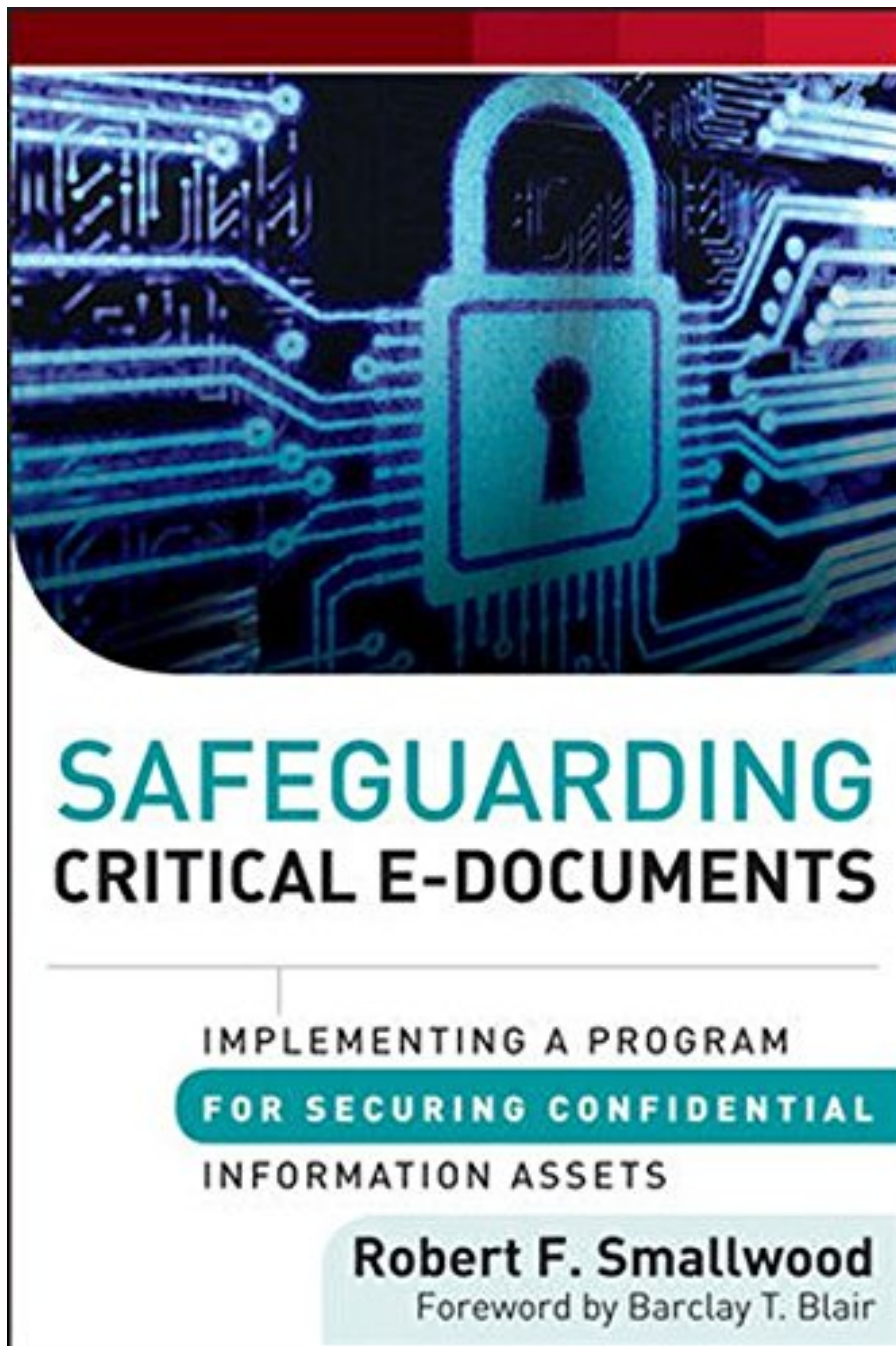


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DOCUMENTS: IMPLEMENTING A
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INFORMATION ASSETS BY ROBERT F.
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From the Inside Flap

A Motorola software designer is nabbed at O'Hare Airport with a one-way ticket to Beijing and thousands of pilfered electronic documents containing trade secrets.

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Despite what you may believe about the integrity of your organization's information security, you already could be hemorrhaging massive amounts of critical information without anyone—including your CIO and CTO—having the slightest idea it's happening.

In *Safeguarding Critical E-Documents*, internationally recognized electronic document management and security expert Robert Smallwood identifies the sources of electronic document leakage in terms non-techies can understand, as well as the many threats to confidential e-documents across a wide range of digital platforms, including e-mail, instant messaging, mobile devices, cloud computing, and social networks. Then he offers proven solutions for proactively defending against each of those threats.

While Smallwood describes proven technological fixes that can be implemented right away, he is careful to

explain why technology alone cannot fix the problem. Real e-document security, he explains, begins at the top, with clear, rigorously enforced Information Governance (IG) policies. Drawing upon his more than quarter-century of experience, he provides step-by-step guidance on how to establish a set of IG protocols appropriate to your organization and for developing an organization-wide program of total life-cycle security for critical electronic documents, from their creation to their eventual archiving or destruction.

Don't let your organization become another casualty of intellectual property theft and information leakage. Read *Safeguarding Critical E-Documents* and discover how to assure the total security of your company's confidential e-documents.

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About the Author

ROBERT F. SMALLWOOD is a Partner and Executive Director of the E-Records Institute at IMERGE Consulting. One of the world's most respected authorities on e-records and document management, he has published more research reports on e-records, e-documents, and e-mail security issues over the past five years than any other person or organization. His research and consulting clients include Johnson & Johnson, IBM, Apple, MillerCoors, Ricoh Americas Corporation, South Carolina Retirement Systems, Dallas Independent School District, U.S. FDA, National Archives and Records Administration, Transportation Safety Board of Canada, Canadian Parliament, Supreme Court of Canada, Canada Mortgage and Housing Corporation, and National Archives of Australia, among others.

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SAFEGUARDING CRITICAL E-DOCUMENTS: IMPLEMENTING A PROGRAM FOR SECURING CONFIDENTIAL INFORMATION ASSETS BY ROBERT F. SMALLWOOD PDF

Practical, step-by-step guidance for corporations, universities and government agencies to protect and secure confidential documents and business records

Managers and public officials are looking for technology and information governance solutions to "information leakage" in an understandable, concise format. Safeguarding Critical E-Documents provides a road map for corporations, governments, financial services firms, hospitals, law firms, universities and other organizations to safeguard their internal electronic documents and private communications.

- Provides practical, step-by-step guidance on protecting sensitive and confidential documents—even if they leave the organization electronically or on portable devices
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- Offers a concise format for securing your organizations from information leakage

In light of the recent WikiLeaks revelations, governments and businesses have heightened awareness of the vulnerability of confidential internal documents and communications. Timely and relevant, Safeguarding Critical E-Documents shows how to keep internal documents from getting into the wrong hands and weakening your competitive position, or possibly damaging your organization's reputation and leading to costly investigations.

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