



Electronically Stored Information: The Complete Guide to Management, Understanding, Acquisition, Storage, Search, and Retrieval, Second Edition

David R. Matthews

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By explaining what electronic information is; where it is located; the different ways it can be stored; why we need to manage it both from a legal and organizational perspective; who is likely to control it; and, perhaps most importantly, how it can and should be acquired to meet legal and managerial goals, this book will provide tools and information to assist lawyers, businesses, IT and information security staff, as well as the general public. With the easy to understand explanations and guidelines in this book, readers will have the wherewithal to manage the myriad and complex world of electronic information that permeates every part of our world.



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