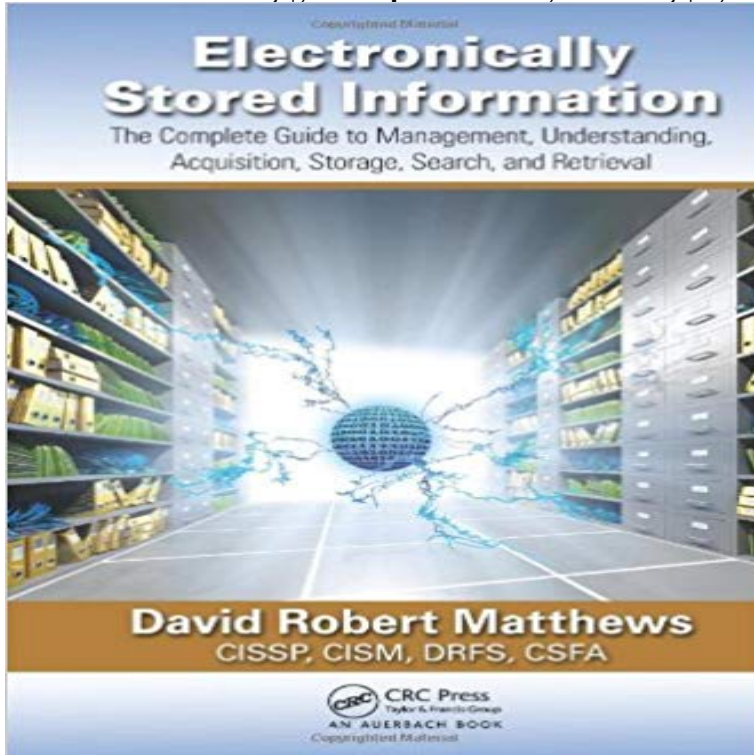


# Electronically Stored Information: The Complete Guide to Management, Understanding, Acquisition, Storage, Search, and Retrieval



Although we live in a world where we are surrounded in an ever-deepening fog of data, few understand how the data are created, where data are stored, or how to retrieve or destroy data. Accessible to readers at all levels of technical understanding, *Electronically Stored Information: The Complete Guide to Management, Understanding, Acquisition, Storage, Search, and Retrieval* covers all aspects of electronic data and how it should be managed. Using easy-to-understand language, the book explains: exactly what electronic information is, the different ways it can be stored, why we need to manage it from a legal and organizational perspective, who is likely to control it, and how it can and should be acquired to meet legal and managerial goals. Its reader-friendly format means you can read it cover to cover or use it as a reference where you can go straight to the information you need. Complete with links and references to additional information, technical software solutions, helpful forms, and time-saving guides, it provides you with the tools to manage the increasingly complex world of electronic information that permeates every part of our world.

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