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COMMUNITY COLLEGES

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Records Retention Manual California Schools

Aaron D. Purcell



Records Retention Manual California Schools:

Records Retention Manual California Association of School Business Officials, 1997 **California Immunization Handbook (1996)** S. Kimberly Belshe, 1999-12 Whenever children are brought into group settings there is potential for the spread of dangerous disease To prevent this the California School Immunization Law requires that children receive a series of immunizations before entry to schools or child care programs including a 3 dose hepatitis B series This handbook explains these requirements and the responsibilities they entail for schools child care centers and family child care homes It provides a reference on immunization requirements and procedures and disease reporting regulations Includes chapters on transferring and storing immunization records and computerizing immunization records Resources in Education , 2001-10 California Immunization Handbook , 1999 Catalog of Copyright Entries. Third Series Library of Congress. Copyright Office, 1975 The Digital Archives Handbook Aaron D. Purcell, 2019-02-08 The Digital Archives Handbook provides archivists a roadmap to create and care for digital archives Written by archival experts and practitioners Purcell brings together theoretical and practical approaches to creating managing and preserving digital archives The first section is focused on processes and practices including chapters on acquisitions appraisal arrangement description delivery preservation forensics curation and intellectual property The second section is focused on digital collections and specific environments where archivists are managing digital collections These chapters review digital collections in categories including performing arts oral history architectural and design records congressional collections and email The book discusses the core components of digital archives the technological infrastructure that provides storage access and long term preservation the people or organizations that create or donate digital material to archives programs as well as the researchers use them and the digital collections themselves full of significant research content in a variety of formats with a multitude of research possibilities The chapters emphasize that the people and the collections that make up digital archives are just as important as the technology Also highlighted are the importance of donors and creators of digital archives Building digital archives parallels the cycle of donor work planning cultivation and stewardship During each stage archivists work with donors to ensure that the digital collections will be arranged described preserved and made accessible for years to come Archivists must take proactive and informed actions to build valuable digital collections Knowing where digital materials come from how those materials were created what materials are important what formats or topical areas are included and how to serve those collections to researchers in the long term is central to archival work This handbook is designed to generate new discussions about how archivists of the twenty first century can overcome current challenges and chart paths that anticipate rather than merely react to future donations of digital archives Undergraduate Guide: Two-Year Colleges 2011 Peterson's, 2010-08-24 Peterson's Two Year Colleges 2011 includes information on nearly 2 000 accredited two year undergraduate institutions in the United States and Canada as well as some international schools It also

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