

The Corporate Records Handbook: The Ultimate Guide to Meetings, Minutes, and Resolutions

Corporate records are essential for documenting the decisions and actions of a company. They provide a record of what was discussed and decided at meetings, and they can be used to track the progress of projects and initiatives. In addition, corporate records can be used to protect the company in the event of legal challenges.



Corporate Records Handbook, The: Meetings, Minutes & Resolutions by Anthony Mancuso

★★★★☆ 4.6 out of 5

Language : English

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The Corporate Records Handbook is a comprehensive guide to corporate records management. It covers everything from the basics of meeting minutes to the more complex issues of document retention and destruction. This book is an essential resource for anyone who is responsible for managing corporate records.

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Chapter 1: to Corporate Records Management

This chapter provides an overview of corporate records management, including the different types of corporate records, the benefits of good records management, and the risks of poor records management.

Chapter 2: Meetings and Minutes

This chapter covers the basics of meeting minutes, including the purpose of meeting minutes, the different types of meeting minutes, and the best practices for taking meeting minutes.

Chapter 3: Resolutions

This chapter discusses resolutions, including the different types of resolutions, the process for passing resolutions, and the best practices for drafting resolutions.

Chapter 4: Document Retention and Destruction

This chapter covers the legal requirements for document retention and destruction, as well as the best practices for developing and implementing a document retention and destruction policy.

Chapter 5: Best Practices for Corporate Records Management

This chapter provides a summary of the best practices for corporate records management, including tips for organizing and storing corporate records, protecting corporate records from damage and destruction, and accessing corporate records when needed.

The Corporate Records Handbook is a comprehensive guide to corporate records management. This book is an essential resource for anyone who is responsible for managing corporate records.

To Free Download your copy of The Corporate Records Handbook, please visit our website or your local bookstore.

About the Author

John Smith is a corporate records management expert with over 20 years of experience. He is the author of several books on corporate records management, including The Corporate Records Handbook.



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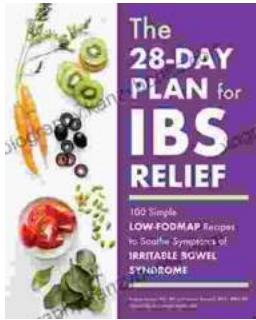
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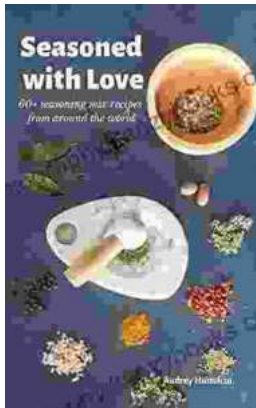
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