

What's New in the 2026 Edition of *Designing an Effective Corporate Information, Knowledge Management, and Records Retention Compliance Program*

This edition of *Designing an Effective Corporate Information, Knowledge Management, and Records Retention Compliance Program*, as have each of the preceding ones, has added hundreds of new ideas, thoughts, procedures, and practices from highly recognized and distinguished business leaders from a wide variety of business disciplines.

Substantive materials have been added to the following sections:

- § 3:4. Records life cycle concept
- § 4:9. Motivating corporate personnel about effective corporate recordkeeping
- § 4:13. Career orientation for corporate records managers
- § 4:20. Communication with management about corporate records management
- § 5:20. Specific records retention practices for particular compliance areas—Other substantive areas having specific records retention requirements—Architectural information, knowledge, and records
- § 8:17. Data warehouse
- § 8:19. Using social media to promote corporate success
- § 8:20. Technology and automation
- § 10:1. Issues that should be addressed to effectively manage corporate knowledge
- § 11:4. Practically, how does an organization manage its knowledge?
- § 11:7. Effectively implementing corporate information and knowledge
- § 12:2. Adding value to the corporation
- § 13:2. Creating new knowledge through innovation
- § 14:7. Is it critically important for a professional records manager to have a positive attitude and effective people skills?
- § 14:12. What role does trust play in developing and implementing an effective records management practice?
- § 16:1. How does a records management organization, whether inside or outside the corporation, develop customer loyalty?
- § 16:6. What are the major issues leaders of a law practice for managing corporate records or a records management company face in today's global economy?
- § 18:1. Career orientation for corporate records managers—Leadership and management styles
- § 18:2. Career orientation for corporate records managers—Leadership and management styles—Centered leadership and storytelling

- § 18:4. Career orientation for corporate records managers—Leadership and management styles—Leading and managing professionals
- § 18:7. Career orientation for corporate records managers—Leadership and management styles—Leaders as activists
- § 18:8. Career orientation for corporate records managers—Leadership and management styles—Leadership strategies
- § 18:14. Career orientation for corporate records managers—Leadership and management styles—Leadership attributes and results
- § 18:15. Career orientation for corporate records managers—Leadership and management styles—Leadership attributes and results—Essential leadership qualities of passion for integrity, trustworthiness, and character
- § 18:16. Career orientation for corporate records managers—Leadership and management styles—Leadership performance
- § 18:18. Career orientation for corporate records managers—Leadership and management styles—Results-based leadership
- § 18:20. Career orientation for corporate records managers—Leadership and management styles—Infusing leadership throughout a company
- § 18:25. Career orientation for corporate records managers—Leadership and management styles—Leadership authenticity and integrity
- § 18:28. Career orientation for corporate records managers—Leadership and management styles—The importance of emotional intelligence to effective leadership
- § 18:29. Career orientation for corporate records managers—Management resources
- § 18:30. Helping the corporation grow and be more competitive
- § 18:31. Making effective decisions
- § 18:32. Taking action and getting things done

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