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Records Management Manual - Chapter 1. Identifying Records

Records Management BCT112 Simulation Project Job 1 Alphabetic Filing Rules 1-4 The principles and rules for indexing, coding, cross-referencing, and storing (filing) for Rules 1-4 are applied in this job. A customer information database is maintained for our cell phone users. Auric

Records Management BCT112 Simulation Project Job 1

Records Management. The systematic control of all records from their creation or receipt, through their processign, distribution, organization, storage, and retrieval, to their ultimate goal. ISO 15489. a standard for records management policies and procedures. record.

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Chapter 04

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