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Records Management 9th Edition Answer Key

Records system is a group of resources that are interconnected to each other to maintain and perform all the roles of the records management. The resources involved are people, instruments and equipments, procedures, place and supplies.

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The process of using an organization's resources to achieve specific goals through the functions of

planning, organizing, leading and controlling. Records Management. The systematic control of all records from their creation or receipt, through their processing, distribution, organization, storage, and retrieval, to their ultimate goal. ISO 15489.

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Records Management BCT112 Simulation Project Job 1

Records Management. Michigan's Records Management Services (RMS) RMS provides expertise and assistance to state and local government agencies with managing records and information in the most effective, cost efficient, and legally compliant manner. 3400 N. Grand River Ave. Lansing, Michigan 48909 Phone: 517-335-9132 recordscenter@michigan.gov

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