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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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Records Management 10th Edition Test Bank Read Ginn Cengage Learning Testing, Powered by Cognero Page 2 a. True b. False ANSWER: True 9. Indexing is the mental process of determining the filing segment by which a record is to be stored and the placing or

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RECORDS MANAGEMENT, 10th Edition, is an introduction to records management. Part I, Records and Information Management, covers alphabetic filing rules and methods of storing and retrieving alphabetic, subject, numeric, and geographic records.

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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**

1. Define numeric records management and list three reasons for storing records by the numeric method Is any classification system for arranging records that is based on number. Records have a need to preserve confidentiality of their records and information, records are assigned to records to identify their locations in a file, and records are filed by number in ascending order-from the ...

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