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the filing segment by
which a record is to be
stored and the placing
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must be managed ...

**Records
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Identifying Records

Records Management

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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

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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

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ultimate goal. ISO
15489, a standard for
records management
policies and
procedures. record.

Chapter 1 (Records Management)

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and procedures for the
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Chapter 04

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