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### CHAPTER 9 RECORDS MANAGEMENT - National Archives

Electronic records (including e-mail) that are considered official records must be saved within a DoD 5015.2-STD compliant Electronic Records Management (ERM) application or \_\_\_\_\_ Printed, To include any attachments and e-mail transmissions and receipt data, and filled out corresponding folder within your commands or activities records management system

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### Records Management (Department of the Navy): Advanced ...

Records management is the efficient and systematic control of the creation, receipt, maintenance, use and disposition of records. Records management is the process of identifying and protecting evidence, which comes in the form of records. In this section, you

can learn about how to define a record, and what the records lifecycle looks like.

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Understanding Records Management | Archives and Records ...

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 listing of items in an order that follows a particular system. a. True b. False ANSWER: True 10.

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Test Bank for Records Management 10th Edition by Judith ...

Records management is about controlling records within a comprehensive regime made up of policies, procedures, systems, processes and behaviours. Together they ensure that reliable evidence of actions and decisions is kept and remains available for reference and use when needed, and that the organisation benefits

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Guide 1 What is Records management? (2010)

Vital records include those records which are required to recreate the School ' s legal and financial status, to preserve its rights, and to ensure that it can continue to fulfil its obligations to its stakeholders in the event of a disaster. Vital records may be in any format such as paper, electronic, microfilm etc.

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