

# Cengage Records Management Answer Key Job 11

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records and information management fundamentals of professional practice fourth edition presents principles and practices for systematic management of recorded information it is an authoritative resource for newly appointed records managers and information governance specialists as well as for experienced records management and information governance professionals who want a review of specific topics it is also a textbook for undergraduate and graduate students of records management or allied disciplines such as library science archives management information systems and office administration that are concerned with the storage organization retrieval retention or protection of recorded information the fourth edition has been thoroughly updated and expanded to set the professional discipline of rim in the context of information governance risk mitigation and compliance and indicate how it contributes to those initiatives in government agencies businesses and not for profit organizations provide a global perspective with international examples and a discussion of the differences in records management issues in different parts of the world its seven chapters are practical rather than theoretical and reflect the scope and responsibilities of rim programs in all types of organizations emphasize best practices and relevant standards the book is organized into

seven chapters that reflect the scope and responsibilities of records and information management programs in companies government agencies universities cultural and philanthropic institutions professional services firms and other organizations topics covered include the conceptual foundations of systematic records management the role of records management as a business discipline fundamentals of record retention management of active and inactive paper records document imaging technologies and methods concepts and technologies for organization and retrieval of digital documents and protection of mission critical records in every chapter the treatment is practical rather than theoretical drawing on the author s extensive experience supplemented by insights from records management publications the book emphasizes key concepts and proven methods that readers can use to manage electronic and physical records

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this newest edition of a practical text provides an understanding of the scope and problems of the administrative management of records changes in this edition include expanded coverage of all components of records management more detailed information on careers in

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this conversational text offers inviting projects that fulfill requirements for an introductory course in records management its interactive exercises assess the student s understanding of the principles and concepts supporting each management system instruction for proficiency in manual subject geographic numeric micrographic and electronic filing systems authentic simulations of filing practices in contemporary business and industry

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