



Records Management, Text/Disk Package

Judith Read, Mary Lea Ginn, Norman F. Kallaus

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This revised text is a comprehensive introduction to the complex field of records management. Alphabetic filing rules--compatible with the Association of Records Managers and Administrators (ARMA) guidelines--are included, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records. Thorough coverage is provided for filing and maintenance of paper, automated, micro image, and electronic imaging records.

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