

Records Management Advanced Office Systems Procedures

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Book Summary: The title of this book is Records Management (Advanced Office Systems & Procedures) and it was written by Judith Read, Mary Lea Ginn. This particular edition is in a Paperback format. This books publish date is May 25, 2010 and it has a suggested retail price of \$168.95.

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Records Management Office The information presented in the Manual defines a quality system for records management that substantially complies with the requirements. This Procedures Manual for Records Management was Reviewed, Approved and Authorized for Implementation at Southern Leyte State University-Main Campus, Sogod, Southern Leyte.

Astute Office Systems - Records Management, Document ...

Records management, also known as records and information management, is an organizational function devoted to the management of information in an organization throughout its life cycle, from the time of creation or inscription to its eventual disposition. This includes identifying, classifying, storing, securing, retrieving, tracking and destroying or permanently preserving records.

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