

Answers For Records Management Simulation 9th Edition

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An effective records management program will provide you with the knowledge and tools you need to ensure that electronic files are properly managed. Folder structures and names. Creating an electronic folder structure that meets the needs of each department and ensuring that the folders within the structure are logically named are critical for accurate electronic filing, retrieval, and file ...

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management b. poor use of equipment c. human d. excessive records costs ANSWER: c 26. RIM programs should have the following features: a. adherence to the ARMA Principles b. a legally defensible retention schedule c. efficient procedures for managing the five stages of the record life cycle d. well-trained staff e.

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Records Management 10th Edition Test Bank Read Ginn Cengage Learning Testing, Powered by Cognero Page 4 c. R is the key unit. d. Electric is the third unit. ANSWER: c 25. Cross-references for personal names are needed when a. determining the surname is difficult. b. the surname is hyphenated. c. the person has alternate names. d. All of the above ANSWER: d

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Records Management Simulation Answers Job 4

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