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provides a comprehensive  
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features sound principles of records and information management that include the entire range of records physical (paper), image records, and electronic media used in computerized systems.

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International Organization for  
Standardization, ISO  
15489-1:2001, Information and  
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(Geneva, Switzerland: ISO, 2001).

4 Definitions throughout this textbook are consistent with those in the Glossary of Records and Information Management Terms by ARMA International and A Glossary for Archivists, Manuscript Curators, and Records

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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

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Question Number Answer Level 1

Head Reference for Answer

Difficulty 1 A Corporate and IT

Governance. E 2 Transfer (This

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choice does not exists) Enterprise  
Risk Management. M 3 C  
Enterprise Risk Management. D 4  
D Enterprise Risk Management. M  
5 Near sourcing A Global  
Perspective. E 6 Off shoring A  
Global Perspective

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Answers to Chapters

1,2,3,4,5,6,7,8,9 - End of Chapter

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resource includes alphabetic filing rules, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records.

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applicable must be considered as such in accordance with DOE O 243.1, “Records Management Program.” The same holds true for documents posted on websites and portals. Additional policy and guidance addressing e-mail and

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web/portal records will be forthcoming in the Records Management Manual and the Records Management Handbook.

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## CHAPTER 9 RECORDS MANAGEMENT - National

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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-

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mail transmissions and receipt data, and filled out corresponding folder within your commands or activitys records management system

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Records Management (Department

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of the Navy): Advanced...  
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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

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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

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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



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to be stored and the placing on  
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

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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

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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

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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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Vital Records

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Slack & Brandon-Jones,  
Operations Management, 9th  
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Archives and records management  
is based upon the records series  
concept and two primary  
principles, the "records life cycle"

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and "records appraisal." The basic unit used in all discussions of records management and all records retention and disposition schedules is the record series. A record series is a group of records or documents

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