



Intensive Records Management

By Henne, Andrea

Cengage Learning, 2006. Book Condition: New. Brand New, Unread Copy in Perfect Condition. A+ Customer Service! Summary: 1. Basic Records Management Concepts. 2. Alphabetic Indexing Rules. 3. Alphabetic Filing Procedures. 4. Numeric Filing Procedures. 5. Subject Filing Procedures. 6. Geographic Filing Procedures. 7. Records Retention, Transfer, and Disposition. Check Your Understanding. Exercises. Appendix A: Computer Applications. Appendix B: Supplemental Computer Applications.



READ ONLINE
[6.63 MB]

DOWNLOAD



Reviews

It in one of the most popular ebook. It usually fails to price an excessive amount of. Its been printed in an extremely basic way in fact it is merely right after i finished reading through this book in which really altered me, change the way i believe.

-- **Sigrid Brown**

Absolutely one of the best pdf We have ever read. I really could comprehend every little thing using this written e book. I am easily could get a satisfaction of reading a written publication.

-- **Dr. Odie Hamill**