

Records Management Student Instruction Manual

Judith Read, Ginn



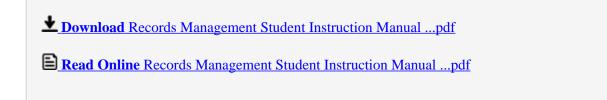
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This simulation provides realistic activities for filing and retrieval of both paper and electronic records in a business environment and is also compatible with ARMA (Association of Records Managers and Administrators, Inc.) guidelines. It is appropriate for records management courses covering filing and management of the records system.



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