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Answer : Records management is a process for the systematic management of all records and the information or data that they contain. Traditionally these were held on paper, or more recently on microfilm or fiche, but are now held increasingly within electronic systems.

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International Organization for Standardization, ISO 15489-1:2001, Information and Documentation—Records Management, Part 1: General (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 Managers ...

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Question Number Answer Level 1 Head Reference for Answer Difficulty 1 A Corporate and IT Governance. E 2 Transfer (This 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

Answers to Chapters 1,2,3,4,5,6,7,8,9 - End of Chapter ...

With these answers firmly in employees' minds, any organization will be able to significantly improve its overall record keeping, lawyers for the organization and its professional records manager will have fewer questions to answer about the organization's record keeping, and employees will be much more satisfied that they are keeping their records effectively.

20 Questions and Answers on the Fundamentals of Records ...

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