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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 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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Synopsis: RECORDS MANAGEMENT, 9th edition is a comprehensive introduction to the complex field of records management.

Alphabetic filing rules are included, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records.

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