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The objective of UNDP's records management and archives procedures is to establish and implement a systematic records/file management programme which enables staff members to create, maintain, appraise and preserve official UNDP records, and which ensures easy accessibility and continuity of information.

5.3.2.3 Core Policy

Chapter 04

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CHAPTER 6 Slide 23
Tips for Indexing On incoming correspondence, the

name for storage purposes is usually in the letterhead

Chapter 5: Records Management - WGARM

Chapter 05 1. Chapter 5 Alphabetic Indexing Rules 9?10 RECORDS MANAGEMENT Judith Read and Mary Lea Ginn 1 2. Rule 9: Identical Names • When names are identical, the filing order is determined by the addresses (Read & Ginn, 2015, p. 89).

Chapter 05

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Rules 1-4 The
principles and rules
for indexing,
coding, cross-

referencing, and storing (filing) for Rules 1-4 are applied in this job. A customer information database is maintained for our cell phone users. Auric

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