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Records Management BCT112 Simulation Project Job 1 Alphabetic Filing 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

Records Management BCT112 Simulation Project Job 1

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).

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RECORDS MANAGEMENT © Thomson/South-Western CHAPTER 6 Slide 23 Tips for Indexing On incoming correspondence, the name for storage purposes is usually in the letterhead

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