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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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Identifying the records that support the Agency's work is the foundation of a successful records management program. The FAA staff must determine the record status of all of their documentary materials. Federal records, as defined in the Federal Records Act, must be distinguished from nonrecords and personal papers, and must be managed ...

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Electronic records (including e-mail) that are considered official records must be saved within a DoD 5015.2-STD compliant Electronic Records Management (ERM) application or \_\_\_\_\_  
Printed, To include any attachments and e-mail transmissions and receipt data, and filled out corresponding folder within your commands or activities records ...

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What has replaced SECNAVINST 5212.5D (Navy and Marine Corps Records Disposition Manual) and SECNAVINST 5210.15A (Vital Records Program)? SECNAV - M5210.1, Department of the Navy (DON), Navy Records Management Program, Records Management Manual

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Records Management 10th Edition Test Bank Read Ginn Cengage Learning Testing, Powered by Cognero Page 2 a. True b. False ANSWER: True 9. Indexing is the mental process of determining the filing segment by which a record is to be stored and the placing or

## **Test Bank for Records Management 10th Edition by Judith**

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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

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section, you can learn about how to define a record, and what the records lifecycle looks like.

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Note: In SharePoint Online, we've introduced using retention labels to declare content as records, which effectively replaces the need to use the Records Center. If you're using the Records Center, you can continue to use it alongside retention labels. But moving forward, for the purpose of records management, we recommend using retention labels instead of the Records Center.

### **Implement Records Management - SharePoint**

Records management in SharePoint Server. 3/1/2018; 5 minutes to read; In this article. APPLIES TO: 2013 2016 2019 SharePoint in Microsoft 365 A record is a document or other electronic or physical entity in an organization that serves as evidence of an



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activity or transaction performed by the organization and that requires retention for some time period.

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ISBN-13: 9780538731430 Pub. Date: 06/11/2010 Publisher: Cengage Learning. Study Guide for Read/Ginn's Records Management, 9th / Edition 9. by Judith Read, Mary Lea Ginn

### **Study Guide for Read/Ginn's Records Management, 9th ...**

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