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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,

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as defined in the Federal Records Act, must be distinguished from nonrecords and personal papers, and must be managed ...

Records Management Manual - Chapter 1. Identifying Records

Records Management BCT112

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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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Records Management. The systematic control of all records from their creation or receipt, through their processing, distribution, organization, storage, and retrieval, to their ultimate goal. ISO 15489. a standard for records management policies and procedures. record.

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Chapter 04

Practical Records Management for the

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