



Professional Records And Information Management Student Edition with CD-ROM

By Jeffrey Stewart

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Professional Records And Information Management Student Edition with CD-ROM By Jeffrey Stewart

Professional Records and Information Management 2e provides an overview of the field of records and information management. The text identifies the skills that are applicable to the management of records in all fields, including those in specialized areas - medical, legal, financial, and archived records management, as well as records center and depository management and records management consulting. The text discusses employment and career opportunities as a records management professional and addresses legal and ethical issues in the records management field. The basics for both manual filing and electronic records management are addressed and reinforced through text and workbook practice set activities. The text includes a student CD-ROM containing **Filing Rules Tutorial**, a click-and-drag filing simulation, and templates for electronic activities in the textbook.

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