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**Records Management Simulation** Judith Read, 2016 **Research in Education** .1974 **Resources in Education** Technical Abstract Bulletin ,1978 The Digest of Software Reviews: Education, 1985 Medical Office Practice .1998 Monthly Catalog of United States Government Publications ,1975 **Business Education** - IML Atkinson, 1998-09 **Forum** .1980 The Latest and Best of TESS .1991 **Records Management** Debbie West, 2009-07-30 This conversational text offers inviting projects that fulfill requirements for an introductory course in records management Its interactive exercises assess the student's understanding of the principles and concepts supporting each management system Instruction for proficiency in manual subject geographic numeric micrographic and electronic filing systems Authentic simulations of filing practices in contemporary business and industry

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