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Jason R. Rich



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web like library management systems records management systems are available as prewritten commercial packages which can be parameterised for local use for example records managers can establish disposal schedules which determine the periods that certain classes of record are retained

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web this chapter examines the key tools required to implement that programme the file plan and records retention schedule

it also examines an important practical issue how to approach the physical management of records for the most part the advice in this chapter is relevant to both paper and electronic records

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