



Archives and Record Management

Mohit Gupta

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Archives and Records Management is a comprehensive introduction to the complex field of records management. The alphabetic filing rules are included, along with methods of storing and retrieving alphabetic subject, numeric and geographic records. The global shift towards delivering services online requires organizations to evolve from using traditional paper files and storage to more modern electronic methods. There has however been very little information on just how to navigate this changes until now. This book provides the readers and archive maintain people about the implementation of archives and record management with the direction and guidance you need to make the transition as seamless as possible.

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