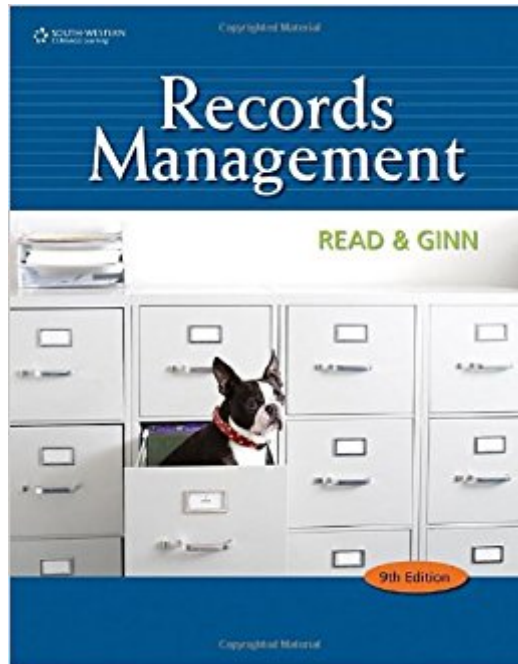




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# Records Management (Advanced Office Systems & Procedures)



## Synopsis

RECORDS MANAGEMENT, 9e is a comprehensive introduction to the complex field of records management. Alphabetic filing rules are included, along with methods of storing and retrieving alphabetic, subject, numeric, and geographic records. Thorough coverage is provided for filing and maintenance of paper, automated, micro image, and electronic imaging records. For additional Student and Instructor Resources, visit the product companion site at [www.cengage.com/officetech/read](http://www.cengage.com/officetech/read).

## Book Information

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## Customer Reviews

Judith Read, M. Ed., is a professional educator who taught high school for nine years and has taught for more than 28 years at Portland Community College (PCC). She was named Post-Secondary Teacher of the Year by the Oregon Business Education Association and by the Oregon Vocational Association. She is now an adjunct instructor teaching distance classes for PCC, as well as an active member of ARMA International and the Oregon Chapter of ARMA. Read holds ARMA International certificates in Essentials of RIM and SharePoint Records Management. Mary Lea Ginn, Ph.D., is Director of International Student Services and the Institutional Review Board at Union Institute & University in Cincinnati, Ohio. Her professional experience includes positions as a university instructor, textbook development editor, and consulting editor in business and records management areas. Dr. Ginn has authored and co-authored four college-level textbooks.

I am teaching a new class this quarter and have found this book most useful. It was not my first choice in file management books, but I believe it is probably better than the book I originally wanted. This book goes further indepth concerning record management than I had expected. It has been very useful.

Love it. Took 1-2 weeks to get here with prime which was weird because it says 2-days shipping. But overall I love it ! Best book ever ! Renting this book is just too good to pass. I would recommend this to any of my friends and family if they need this book for their class and on a budget.

had to return it. needed a "code" that comes with it in the college bookstore.

The book itself is good it's what I needed for class, but if anybody has the supply envelopes that come with it plz contact me I will buy them from you need them for class too

The book was great! Used book I got was in good condition but the box that it came in was a bit concerning for the fact that I felt like it could have fallen out. BUT overall it was great.

This product provided the necessary requirements for the course I was taking. I will also be able to utilize the product on a day to day bases at work.

This book was all I expected and more.

When this book arrived, it did look as if somebody had used it. I kept the book because there was no handwriting it. It is an eye-catching book.

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