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# Bundle: Records Management, 9th + Simulation



## 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

Renting this was basically worthless for me because there is a kit needed that was not included. Luckily, the instructor of my course was able to get me a replacement and allowed me to have an extension on the work I missed because this rental was incomplete. I am very disappointed.

Book was exactly as described. I was happy with the purchase and will consider purchasing my text books this way in the future. It saved me a lot of money.

Excellent! Brand new and came with everything I needed.

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