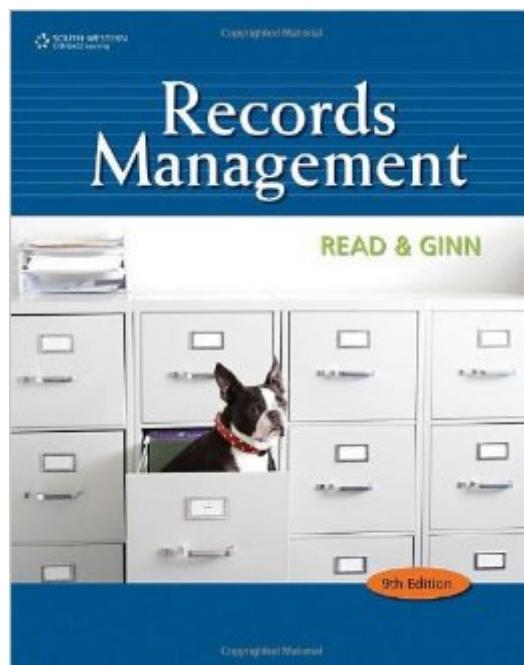


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# Records Management (Advanced Office Systems & Procedures)



## **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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Average Customer Review: 3.9 out of 5 starsÂ  See all reviewsÂ  (50 customer reviews)

Best Sellers Rank: #354,618 in Books (See Top 100 in Books) #75 inÂ  Books > Business & Money > Processes & Infrastructure > Office Automation #91 inÂ  Books > Business & Money > Processes & Infrastructure > Office Management #212 inÂ  Books > Computers & Technology > Business Technology > Management Information Systems

## **Customer Reviews**

The book is very easy to understand but it works so much better if you actually do the exercises and combine it with the Student Instruction Manual. The companion site is not that bad either though I wish it had more practice for actual indexing.

This class Records Management at first seem like an easy task but it's much more than just A B C's there are Rules to and this book breaks it down for you. So I'm happy to say I passed this class with a B : )

This is a poorly written textbook. It is a good thing a lot of the material is common sense or easily found elsewhere. This textbook is hardly any help. I will be making an end of term suggestion to my

professor that they look into changing this book.

I love this book because I realized that there is more to knowing your alphabets but it gives you a clear understanding as to how you're suppose to alphabetize. I recommend this book to anyone who plans on being a secretary or office administration position.

It don't have the access code you need nor the stimulation package you need. Just the book and you still have to get the other things needed.

the book was very easy to read and understand. I feel i have a better understanding of record filing and record managment.

I hated this class! The online software was so complicated even our teacher couldn't figure it out. Almost every day she'd be on the phone with the company asking them questions. You could work for an hour on your online work then once you finished it ducked you points for no reason or gave you none at all! The book itself was very dull. I consider myself to be very intelligent and I found myself having to retrace my steps several times, constantly rereading everything. & it didn't even cover everything! Then it would give you reviews at the end and throw curve balls at you with questions about things it did not cover.

Almost every single exercise was written in. There was a lot of notes written in margins also. Much of it was written in ink. I am so incredibly disappointed. I really needed this book to do the homework for my class. It is almost impossible. This book should never have been sold. Or it should have been sold at a much lower price and a note should have made it clear how bad it was.

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