



# Records Management Simulation Package

*Judy Read, Mary Lea Ginn*

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## **Records Management Simulation Package** Judy Read, Mary Lea Ginn

Records Management Simulation provides realistic activities for filing and retrieval of both physical and electronic records in a business environment. Rules are compatible with ARMA International guidelines. This set of practical learning materials consists of 13 filing jobs in which students practice physical document filing in alphabetic, subject, consecutive numeric, terminal-digit numeric, and geographic filing systems as well as requisition/charge-out and transfer procedures. A data CD includes report sheets to be filled out by students after they complete each job, finding test forms, simulated e-mail messages, and files for use with database applications.

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