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Answer tips: Try to avoid labels. Some of the more common labels, like progressive, consultative, persuasive, can have several meanings or descriptions depending on which management guru you listen to. The situational style is safe, because it says you will manage according to the situation, instead of one size fits all.

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Answer : Records management is a process for the systematic management of all records and the information or data that they contain. Traditionally these were held on paper, or more recently on microfilm or fiche, but are now held increasingly within electronic systems.

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1, 4 d. 3, 4, 2, 1 ANSWER: a 31. Written rules are required for filing because a. procedures for storing records alphabetically vary ...

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Electronic records (including e-mail) that are considered official records must be saved within a DoD 5015.2-STD compliant Electronic Records Management (ERM) application or \_\_\_\_\_  
Printed, To include any attachments and e-mail transmissions and receipt data, and filled out corresponding folder within your commands or activities records ...

### **Records Management (Department of the Navy): Advanced ...**

Records Management BCT112 Simulation Project Job 2  
Alphabetic Filing Rules 5-8 The principles and rules for indexing,  
*Page 6/11*

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coding, cross-referencing, and filing for Rules 5-8 are applied in this job. You will file in alphabetic order additional customer name cards. Supplies Needed: File Box with guides from Job 1 1 index card (guides) Cards 19 - 36 6 Cross-Reference Cards (Print two pages) Pencil ...

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