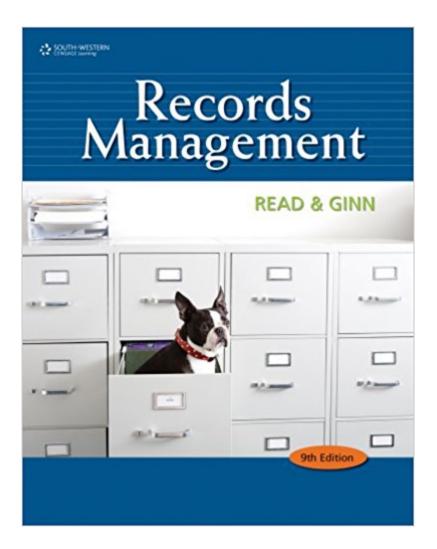
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# Bundle: Records Management, 9th + Simulation





# 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.

## **Book Information**

Paperback Publisher: Cengage Learning; 9 edition (June 24, 2010) Language: English ISBN-10: 0538457708 ISBN-13: 978-0538457705 Product Dimensions: 12.4 x 8.6 x 1.5 inches Shipping Weight: 3.7 pounds (View shipping rates and policies) Average Customer Review: 3.7 out of 5 stars Â See all reviews (3 customer reviews) Best Sellers Rank: #1,183,366 in Books (See Top 100 in Books) #243 in Books > Business & Money > Processes & Infrastructure > Office Automation #261 in Books > Business & Money > Processes & Infrastructure > Office Management #26052 in Books > Textbooks > Business & Finance

## **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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