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True b. False

ANSWER: True 9.

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mental process of
determining the
filing segment by
which a record is to
be stored and the
placing or

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geographic records.

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policies and
procedures. record.
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made or recieved by
an organization that

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is evidence of its operations and has value requiring its retention for a specific period of time. ARMA International, an association for information management professionals.

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Alphabetic Filing

Rules 1-4 The

principles and rules
for indexing, coding,

cross-referencing,
and storing (filing)

for Rules 1-4 are

applied in this job. A

customer

information

database is

maintained for our

cell phone users.

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