

Review and Discuss

Type your answers in the space provided.

1. Name and briefly describe the five stages of the electronic records life cycle.

1.	Creation: Electronic files are created in specific software applications such as Microsoft® Word, Excel, Access, email applications, and many others. When the application is opened, the user starts keying the needed information in a new document. Creating and storing (saving) the document is the first step in the records life cycle.
2.	Classification: Classification of records should not be taken lightly. Classification involves planning and making decisions such as what to classify and which classification terms to use. In physical storage systems, indexing involves units and sometimes subjects. Classifying electronic records is similar in that units become fields and subjects become keywords. Classification fields can be used to categorize documents, to track creation or retention dates, or to enter subject matter.
3.	Use and Distribution: Distribution can be through electronic channels described as follows: or files can be printed and sent by regular mail, by facsimile, or by courier.
4.	Retention and Maintenance: A records retention schedule is used to specify how long to keep the records in an organization. Based on retention schedules, maintenance of electronic files follows regularly scheduled times to keep or dispose of the files.
5.	Disposition: When records are transferred to inactive files or archives, systematic storage according to standard filing procedures apply. Storage copies, sometimes called master copies, of electronic records are usually recorded onto removable magnetic, optical, or solid state media. A total retention period, required for most records retention schedules, reflects the length of time that the data should remain in computer accessible form. After that time has expired, all data should be purged from all storage devices supporting the system. The inactive record can either be destroyed or preserved indefinitely. If a record is to be destroyed, it must be done correctly and completely.

2. You are taking the following classes: WR 121 English Composition, SOC 104 Introduction to Sociology, HST 201 History of Western Civilization, and BA 244 Records Management. List the folder names that you will create to store electronic files for each of your classes.

EXAMPLE – Identify how you would label the folder to best remember/use/find/store course information.

Create a folder label for course – AA 10106145 Information Storage Management
You might use - Information Storage Management (10106145 AA)

	Folder Label
WR 121 English Composition	121 Eng. Comp.
SOC 104 Introduction to Sociology	104 Intro. Soc.

Chapter 11 Review Answers

**Raymond Barnett, Michael Ziegler, Karl
Byleen, David Sobecki**



Chapter 11 Review Answers:

All the Math You'll Ever Need Steve Slavin, 1999-03-29 A sharp mind like a healthy body is subject to the same rule of nature Use it or lose it Need a calculator just to work out a 15 percent service charge Not exactly sure how to get the calculator to give you the figure you need Turn to this revised and updated edition of All the Math You'll Ever Need the friendliest funniest and easiest workout program around In no time you'll have total command of all the powerful mathematical tools needed to make numbers work for you In dollars and cents bottom line world where numbers influence everything none of us can afford to let our math skills atrophy This step by step personal math trainer Refreshes practical math skills for your personal and professional needs with examples based on everyday situations Offers straightforward techniques for working with decimals and fractions Demonstrates simple ways to figure discounts calculate mortgage interest rates and work out time rate and distance problems Contains no complex formulas and no unnecessary technical terms

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C# Primer Plus Klaus Michelsen, 2002. C# Primer Plus teaches the C# programming language and relevant parts of the .NET platform from the ground up, walking you through the basics of object-oriented programming, important programming techniques, and problem solving while providing a thorough coverage of C#'s essential elements such as classes, objects, data types, loops, branching statements, arrays, and namespaces. In early chapters, guided tours take you sightseeing to the main attractions of C# and provide a fast learning path that enables you to quickly write simple C# programs. Your initial programming skills are then gradually expanded through the many examples, case studies, illustrations, review questions, and programming exercises to include powerful concepts like inheritance, polymorphism, interfaces, and exception handling, along with C#'s most innovative features such as properties, indexers, delegates, and events. With C# Primer Plus's dual emphasis on C# as well as fundamental programming techniques, this friendly tutorial will soon make you a proficient C# programmer building Windows applications on the .NET platform.

Student's Solutions Manual to Accompany Finite Mathematics, Eighth Edition Margaret L. Lial, Nathan P. Ritchey, 2005. *EBOOK: College Algebra with Trigonometry* Raymond Barnett, Michael Ziegler, Karl Byelen, David Sobecki, 2010-03-16. Barnett, Ziegler, Byelen, and Sobecki's *College Algebra with Trigonometry* text is designed to be user friendly and to maximize student comprehension by emphasizing computational skills, ideas, and problem solving as opposed to mathematical theory. The large number of pedagogical devices employed in this text will guide a student through the course. Integrated throughout the text, students and instructors will find Explore/Discuss boxes which encourage students to think critically about mathematical concepts. In each section, the worked examples are followed by matched problems that reinforce the concept being taught. In addition, the text contains an abundance of exercises and applications that will convince students that math is useful. A MathZone site featuring algorithmic exercises, videos, and other resources accompanies the text.

Preventing Medical Emergencies: Use of the Medical History in Dental Practice Frieda Atherton Pickett, JoAnn R.

Gurenlian,2020-06-17 Identify risk factors and potential emergencies before they occur with Preventing Medical Emergencies the only book on the market to provide dental professionals hygienists and assistants with step by step procedures for preventing medical emergencies and effectively managing them when they occur Organized to follow the most recent American Dental Association Health History form the book includes easy to find follow up questions for all conditions along with clinically relevant treatment plan modifications and strategies for preventing and managing specific emergencies You ll find easy to follow coverage of general pathophysiology medical management of patients with compromised health screening techniques for identifying patients at risk for complications as well as ways to manage in office emergencies such as adverse drug interactions

Strength of Materials Mansfield Merriman,1912 *New National Framework Mathematics 7+ Teacher Resource Pack* M. J. Tipler,2014-11 New National Framework Mathematics features extensive teacher support materials which include dedicated resources to support each Core and Plus Book The 7 Plus Teacher Resource Pack contains a wealth of resources to support and extend the work covered in the 7 Plus pupil book and Teacher Planning Pack

Sandra Smith's Review for NCLEX-PN Sandra Fucci Smith,2005 Recently Acquired Questions based on Critical Thinking Principles NCLEX Procedures Study Guidelines Test taking Tips and a CD ROM with more than 2300 Q As are included in this all in one resource Topics include Management Priciples Legal Issues Nursing Through the Life Cycle General Nursing Concepts Pharmacology Nutritional Management Laboratory Tests Infection Control Disaster Nursing Bioterrorism Medical Surgical Nursing Emergency Nursing Oncology Nursing Geriatric Nursing Maternal Newborn Gynecological Nursing Pediatric Nursing Mental Health Nursing

Pacific Marine Review ,1922 1, 2, 3

Code!-Instructor's Manual Ken Green,2006-08 *Epistles of the New Testament* New York Sunday School Commission, inc,1907

Sandra Smith's Review for NCLEX-RN Sandra Fucci Smith,2001 The perfect resource to help nursing students prepare to take the NCLEX RN exam Sandra Smith s Review can be used in conjunction with any nursing course to help students master test taking strategies or in review courses that focus on preparation for the NCLEX exam Comprehensive current and logically presented in the nursing process this very popular review text contains all the information needed to successfully pass the NCLEX RN It features an outline review of all nursing content highlights key information that typically appears on the exam and includes thousands of practice questions An accompanying CD ROM provides additional practice questions

Addison-Wesley Access to Algebra and Geometry Phares G. O'Daffer,1995 **Preparing for Career Success Teacher's Edition** Jerry Ryan,McGraw-Hill Staff,2001-02 **Holt Social Studies Grade 3** Cangemi,1986

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