

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
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SOC 104 Introduction to Sociology	104 Intro. Soc.

Chapter 11 Review Answers

Marcel A. Müller



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