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Records system is a group of resources that are interconnected to each other to maintain and perform all the roles of the records management. The resources involved are people, instruments and equipments, procedures, place and supplies.

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-Organized in fields and records •Field –One or more characters treated as a unit -Examples: name, date of birth, age •Record –All fields in the table related to one thing, person, place, or organization 3

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You can configure records management settings to allow or prevent the creation of records within specific lists or libraries on a site. You can also configure lists and libraries so that all items added to them will automatically be declared as records. C onfigure in place records management for a list or library

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The SharePoint 2010 Records Center makes use of a new feature called metadata based navigation, which allows you to expose key metadata as virtual folders: Top of Page. In-place records management . Any site can be enabled for in-place records management can be configured as a records management system.

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third unit. ANSWER: c 25. Cross-references for personal names are needed when a. determining the surname is difficult. b. the surname is hyphenated. c. the person has alternate names. d. All of the above ANSWER: d

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