

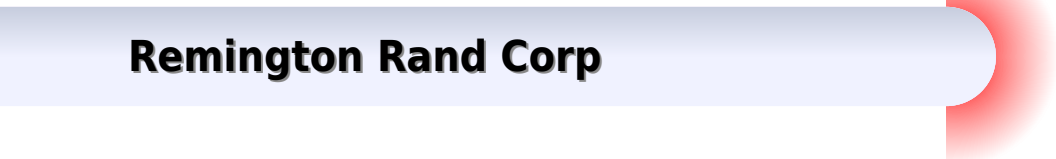
Alphabetic Records Management

- ▶ Most common method
- ▶ A method of storing and arranging records according to letters of the alphabet

Filing Segment		Indexing Order of Units	
Name	Key Unit	Unit 2	Unit 3
1. Charlene Sample	Sample	Charlene	
2. Darin Sample	Sample	<u>D</u> arin	
3. Darlene A. Samples	Samples <u>A</u>	Darlene	A
4. Jeff Simmons	Simmons	Jeff	
5. Neil S. Simon	Simon	Neil	S
6. Paula Simon	Simon	<u>P</u> aula	
7. Neil S. Simone	Simone	Neil	S
8. Michelle Skrzynski	Skrzynski	Michelle	
9. Robert Sunderland	Sunderland	Robert	

Alphabetic Indexing Rules

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Information Communication Occupations (U.S.O.E. Classification Code 14.0400) C.E. Leslie and Associates, 1970
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OE [publication] ,1970 **Alphabetic Filing Rules** Association of Records Managers and Administrators,ARMA Standards Program,1986

Alphabetic Indexing Rules Book Review: Unveiling the Magic of Language

In a digital era where connections and knowledge reign supreme, the enchanting power of language has are more apparent than ever. Its power to stir emotions, provoke thought, and instigate transformation is truly remarkable. This extraordinary book, aptly titled "**Alphabetic Indexing Rules**," published by a very acclaimed author, immerses readers in a captivating exploration of the significance of language and its profound affect our existence. Throughout this critique, we shall delve to the book is central themes, evaluate its unique writing style, and assess its overall influence on its readership.

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