

## The Nononsense Guide To Archives And Recordkeeping

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The No-nonsense Guide to Archives and Recordkeeping

It follows the records' journey from creation, through the application of classification and access techniques, evaluation for business, legal and historical value and finally to destruction or preservation and access in the archive. Based on the internationally renowned training days run by the author and her business partner, The No-nonsense Guide to Archives and Recordkeeping deals with ...

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