

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 D Reading Review Answers

Puja Mehta



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Table of Contents Chapter 11 D Reading Review Answers

1. Understanding the eBook Chapter 11 D Reading Review Answers
 - The Rise of Digital Reading Chapter 11 D Reading Review Answers
 - Advantages of eBooks Over Traditional Books
2. Identifying Chapter 11 D Reading Review Answers
 - Exploring Different Genres
 - Considering Fiction vs. Non-Fiction
 - Determining Your Reading Goals
3. Choosing the Right eBook Platform
 - Popular eBook Platforms
 - Features to Look for in an Chapter 11 D Reading Review Answers
 - User-Friendly Interface
4. Exploring eBook Recommendations from Chapter 11 D Reading Review Answers
 - Personalized Recommendations
 - Chapter 11 D Reading Review Answers User Reviews and Ratings
 - Chapter 11 D Reading Review Answers and Bestseller Lists

5. Accessing Chapter 11 D Reading Review Answers Free and Paid eBooks
 - Chapter 11 D Reading Review Answers Public Domain eBooks
 - Chapter 11 D Reading Review Answers eBook Subscription Services
 - Chapter 11 D Reading Review Answers Budget-Friendly Options
6. Navigating Chapter 11 D Reading Review Answers eBook Formats
 - ePub, PDF, MOBI, and More
 - Chapter 11 D Reading Review Answers Compatibility with Devices
 - Chapter 11 D Reading Review Answers Enhanced eBook Features
7. Enhancing Your Reading Experience
 - Adjustable Fonts and Text Sizes of Chapter 11 D Reading Review Answers
 - Highlighting and Note-Taking Chapter 11 D Reading Review Answers
 - Interactive Elements Chapter 11 D Reading Review Answers
8. Staying Engaged with Chapter 11 D Reading Review Answers
 - Joining Online Reading Communities
 - Participating in Virtual Book Clubs
 - Following Authors and Publishers Chapter 11 D Reading Review Answers
9. Balancing eBooks and Physical Books Chapter 11 D Reading Review Answers
 - Benefits of a Digital Library
 - Creating a Diverse Reading Collection Chapter 11 D Reading Review Answers
10. Overcoming Reading Challenges
 - Dealing with Digital Eye Strain
 - Minimizing Distractions
 - Managing Screen Time
11. Cultivating a Reading Routine Chapter 11 D Reading Review Answers
 - Setting Reading Goals Chapter 11 D Reading Review Answers
 - Carving Out Dedicated Reading Time
12. Sourcing Reliable Information of Chapter 11 D Reading Review Answers
 - Fact-Checking eBook Content of Chapter 11 D Reading Review Answers
 - Distinguishing Credible Sources
13. Promoting Lifelong Learning

- Utilizing eBooks for Skill Development
 - Exploring Educational eBooks
14. Embracing eBook Trends
- Integration of Multimedia Elements
 - Interactive and Gamified eBooks

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