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2023

# Readers Choice Leadership Handbook

**LL Leslie**

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web this master thesis focuses on the concept of records management rm and electronic records management erm and how

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the adoption of an electronic document records management system edrms affects a business setting the research focuses on the factors of perceived efficiency and on the costs that exist in a company

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web this chapter examines the key tools required to implement that programme the file plan and records retention schedule it also examines an important practical issue how to approach the physical management of records for the most part the advice in this chapter is relevant to both paper and electronic records

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