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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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ANSWER: a 31. Written rules are  
required for filing because a. procedures  
for storing records alphabetically vary ...

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Institutional Review Board at Union Institute & University in Cincinnati, Ohio. Her professional experience includes positions as a university instructor, textbook development editor, and consulting editor in business and records management areas.

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Printed, To include any attachments and e-mail transmissions and receipt data, and filled out corresponding folder within your commands or activities records ...

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Bank Read Ginn a. True b. False

ANSWER: True 18. When indexing  
names for an alphabetic filing system, a  
good rule to remember is:  
â&#x20AC;&#x153;Nothing ...

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