BEACON HILL
FINANCIAL EDUCATORS

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Course Information

Course Title: Records Management #366516

Number of continuing education credit hours recommended for this course:
In accordance with the standards of the National Registry of CPE Sponsors CPE credits have been granted based on a 50-minute hour.

CPA: 3 (All states)
National Registry of CPE Sponsors ID Number: 107615.
Sponsor numbers for states requiring sponsor registration
Florida Division of Certified Public Accountancy: 4761 (Ethics #11467)
Hawaii Board of Accountancy: 14003
New York State Board of Accountancy: 002146
Ohio State Board of Accountancy: M0021
Texas State Board of Accountancy: 009349

Course Description

The *Records Management* course describes the types of records, the record life cycle, record formats, and the concept of information governance. The course then delves into the use of alphabetic storage, numeric storage, and geographic storage, along with a variety of records management best practices and a discussion of records retention. The course concludes with coverage of electronic records management, including such topics as the different types of electronic media, record safety, and the mitigation of catastrophic record damage. The course is intended for anyone who wants a solid grounding in the concepts of record management.

Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Business Management & Organization

Course Level, Prerequisites, and Advance Preparation Requirements

Program level: Overview
Prerequisites: None.
Advance Preparation: None

Course Content

Publication/Revision date: 4/5/2016
Author: Steven M. Bragg, CPA.
Final exam (online): Fifteen questions (multiple-choice).

Instructions for taking this course

You must complete this course within one year of the date of purchase (if you do not complete the course within one year, contact us to determine whether an updated edition of the course is available, in which case we will provide you with a PDF of the updated course and the online exam at no charge).

A passing grade of at least 70% is required on the final exam for this course. You may retake the exam if you do not pass it on the first attempt (no charge).

Complete the course by following the learning objectives listed on the following page, studying the text, and studying the review questions at the end of each major section (or at the end of the course). Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Final Exam Online

- Login to your account online at www.bhfe.com.
- Go to "*My Account*" and view your course.
- Select "*Take Exam*" for this course and follow instructions.

Additional Information

- The exam may be started, stopped, then resumed at a later date.
- The exam is "open book," it is not timed, and it may be retaken if not passed on the first attempt (no charge).
- Results (correct, incorrect answers) and certificate appear immediately upon passing the exam.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Objectives

- Identify the different types of records.
- Note the different components of a records management system.
- Recognize the steps used to store a record under the alphabetic storage system.
- Recall the rules that apply to sorting and cross-referencing names.
- Note the characteristics of the different types of record storage systems.
- Identify the characteristics of the different types of record storage equipment and supplies.
- Recall the forms and logs used in a records management system.
- Identify the criteria used to retain records for differing periods of time.
- Note the methods used to optimize a directory structure.
- Recognize the types of metadata that may be associated with a record.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been the two-time President of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written numerous books on accounting, finance, and human resources/personnel.

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Published by AccountingTools, Inc., Centennial, Colorado.

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