

Certified Records Management Test Practice Test Questions and Answers

1. What is the foundation of effective records management?

- A) Storing all documents indefinitely
- B) Systematic organization, retention schedules, and controlled access
- C) Random filing systems
- D) Eliminating paper documents entirely

2. Which factor is most important for legal compliance in records management?

- A) Employee convenience only
- B) Regulatory requirements and retention schedules
- C) Storage space limitations
- D) Digital format preferences

3. How should confidential records be protected?

- A) Open access for all employees
- B) Access controls, encryption, and audit trails
- C) Shared network folders
- D) No special protection needed

4. What is essential for records disposal?

- A) Random destruction of old files
- B) Authorized disposal following retention schedules and security protocols
- C) Throwing documents in regular trash
- D) Keeping all records permanently

Answers: 1-B 2-B 3-B 4-B

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