



Records Management (Advanced Office Systems & Procedures)

By Judith Read, Mary Lea Ginn

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Editorial Review

About the Author

Judith Read, M. Ed., is a professional educator who taught high school for nine years and has taught for more than 28 years at Portland Community College (PCC). She was named Post-Secondary Teacher of the Year by the Oregon Business Education Association and by the Oregon Vocational Association. She is now an adjunct instructor teaching distance classes for PCC, as well as an active member of ARMA International and the Oregon Chapter of ARMA. Read holds ARMA International certificates in Essentials of RIM and SharePoint Records Management.

Mary Lea Ginn, Ph.D., is Director of International Student Services and the 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. Dr. Ginn has authored and co-authored four college-level textbooks.

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