

Knowledge Review Questions

Lesson 3 – Maintenance and Use

1. What is the purpose of records maintenance and uses?
2. What is a benefit of using the proper maintenance and use?
3. Who is responsible for maintenance and use?
4. How is maintenance and use carried out?
5. What are some examples of identifiers?
6. What are records series?
7. What are your responsibilities for maintaining and using records?
8. What are some tips to safeguard records?

9. Why records should be protected?

10. What are 2 types of vital records?

11. What is the reason for a records inventory?

12. Why are records inventoried?

13. How is a records inventory conducted?