

Record Management Test USMC – Questions With Answers

records are anything papers, memos, presentations, reports, books, Maps, emails, computer / readable material, photographs, or other documentary materials that_____. Correct ans - B, reflect official actions.

true or false commanding officers may or order the emergency destruction of records with regard to statutory and regulatory requirements under 2, specified emergency situations. One when a state of War exists or is threatened, or two when records maintenance property, life or health Correct ans - true

electronic records including email, that are considered official records must be saved within a DOD 5015. 2 / STD compliant electronic records management ERM application or blank Correct ans - B, Printed to include any attachment and e-mail transmission and receipt data, and filed with corresponding folder within your commands or activity's records management

which one of the items listed below is a non record? Correct ans - B, Duplicate copy of the Microsoft PowerPoint etc.

true or false best practices in records management require the management of a record throughout its complete life cycle from creation, to maintenance and use, and final disposition Correct ans - true

What is the correct description of the secnav manual 5210.1. Correct ans - B, contains guide lines supporting records transmittal and receipt, etc.

In your role as a records management... Correct ans - B, distribute official notifications, etc.

true or false records holds and freezes are limited 180 days following receipt or the original notice Correct ans - false

effective and efficient maintenance of Records requires records management support Personnel within the command to perform which of the following Key activities? Correct ans - B

select the correct description of the standard form 135. Correct ans - B, Records transitional and receipts...etc.

Records Management Test And Answers

RJ Alexander



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