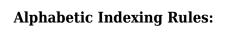
# Alphabetic Records Management

- Most common method
- A method of storing and arranging records according to letters of the alphabet

Filing Segment		Indexing Order of Units		
	Name	Key Unit	Unit 2	Unit 3
1.	Charlene Sample	Sample	Charlene	
2.	Darin Sample	Sample	Darin	
3.	Darlene A. Samples	Samples	Darlene	A
4.	Jeff Simmons	Simmons	Jeff	
5.	Neil S. Simon	Simon	Neil	S
6.	Paula Simon	Simon	Paula	
7.	Neil S. Simone	Simone	Neil	S
8.	Michelle Skrzynski	Skrzynski	Michelle	
9.	Robert Sunderland	Sunderland	Robert	

# **Alphabetic Indexing Rules**

**M** Tight



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