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Griffin, A., & Hoyle, M. (2009). Module 5: Managing Personnel Records in an Electronic Environment. Training in Electronic Records Management Retrieved 2nd November, 2014, from [http://www.irmt.org/documents/educ\\_training/term%20modules/IRMT%20TERM%20Module%205.pdf](http://www.irmt.org/documents/educ_training/term%20modules/IRMT%20TERM%20Module%205.pdf) International Records Management Trust. (2009a). Designing a Records Management

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