It includes activities such as transferring active records to inactive storage, transferring records from.1 one department to another, or transferring records to an archival repository.Addressing these ethical issues requires establishing clear policies and procedures, providing training and awareness programs, conducting regular audits, and promoting a culture of integrity and ethics within the organization. b) Records Manipulation and Tampering: Ethical concerns arise when records are intentionally manipulated or tampered with to misrepresent information, conceal wrongdoing, or deceive stakeholders.The primary goal of records management is to ensure that records are accurately captured, classified, stored, and maintained to meet legal, regulatory, and organizational requirements.It ensures that organizations comply with applicable laws and regulations, facilitates business continuity, and supports accountability and transparency.This includes implementing appropriate security measures, restricting access to authorized personnel, and ensuring that confidential information is not inappropriately disclosed.Records managers should ensure the integrity and authenticity of records by implementing proper version control, audit trails, and security measures to prevent unauthorized alterations.Records Management as a System and Ethics Considerations: Records management functions as a cohesive system that encompasses various processes and activities.Ethical conduct requires preventing unauthorized modifications, ensuring proper version control, and documenting any changes made to records.Active records are actively maintained and regularly updated, as they are essential for ongoing business activities.Ethical records management requires implementing access controls, safeguarding records against unauthorized access, and promoting a culture of confidentiality and data protection.It involves the creation, collection, classification, retention, retrieval, preservation, and disposal of records.The system typically includes policies, procedures, guidelines, and technologies to ensure the proper management of records.These records are typically stored in easily accessible locations, such as office filing systems or electronic databases.c) Archived Records: Archived records are records that have reached the end of their retention period but are deemed to have long-term value and are preserved for historical, research, or reference purposes. Filing Systems: Two main filing systems commonly used in records management are: a) Alphabetical Filing System: In this system, records are arranged and classified alphabetically based on names, subjects, or keywords.Ethical Issues in Records Management: Two ethical issues in records management include: a) Unauthorized Access and Disclosure: This issue arises when individuals gain unauthorized access to records or deliberately disclose confidential information.2.3.4.5.6