

3.7 Value of space
3.8 Sense of corporate identity
3.9 Setting up records management
3.10 The routines of records management
3.11 Records management and the searcher
4. Data cleaning software
5. Archiving
6. Correlation tools
7. Ideal futures
7.1 Standards in indexing and retrieval
7.2 Operating systems with indexing power
7.3 The fully organized person
7.4 The fully indexed firm (records management supreme)
7.5 The fully indexed society

3.6 Value of time