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The new Encyclopaed Britannica, 15th edition, Volume(5), London, 1989, P. 127.

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(¹) Andre de Laubadere et Autres-Traite de Contrats administratives, tome.1, L. G. D. J., Paris, 1983, P.716.

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(²) The New Encyclopaedia Britannica, 15th edition, Volume(1), op cit, P.91.

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1. The first part of the document discusses the importance of maintaining accurate records of all transactions and activities. It emphasizes that proper record-keeping is essential for transparency and accountability, particularly in financial reporting and compliance with regulatory requirements.

2. The second part of the document outlines the various methods and tools used to collect, store, and analyze data. It highlights the need for robust data management systems that can handle large volumes of information and provide easy access to key insights and trends.

3. The third part of the document focuses on the role of technology in modern data analysis. It discusses how advanced analytics, machine learning, and artificial intelligence are being leveraged to uncover hidden patterns and predict future outcomes with greater accuracy and speed.

4. The fourth part of the document addresses the challenges and risks associated with data collection and analysis. It notes that data quality, privacy, and security are critical concerns that must be carefully managed to ensure the integrity and reliability of the information used for decision-making.

5. The fifth part of the document provides a summary of the key findings and recommendations. It stresses the importance of ongoing monitoring and evaluation of data management practices to ensure they remain effective and aligned with the organization's goals and objectives.

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The new Encyclopaedia Britannica , 15th edition, Volume(1) and(5), London , 1989.

Andre de Laubadere Et Autres-Traite de Conrtats administratives, tome.1, L. G. D. J.,
Paris, 1983.