# Accessibility Conformance and Remediation Form

## Vendor/Product Information

| Vendor Name | Cengage Learning |
| --- | --- |
| Product Name & ISBN | **Records Management** 9781305119161 |
| Product Version | *Read, Judy / 10e / 2016*  |
| Completion Date |  |
| Contact Name/Title | Accessibility  |
| Contact Email/Phone | Accessbility@cengage.com |

## Specific Issues

| Issue Description | Current Status(Open, Closed, I/P) | Disposition (Planned, Deferred, I/P) | Remediation Timeline | Available Workarounds | *Comments* |
| --- | --- | --- | --- | --- | --- |
| Alt Text – eBook*[Is there alt (alternative) text in the ebook for images?]* | *OPEN* | Deferred | Next edition |  | No future revision or investment planned for this title. |
| Alt Text - PPT*[Is there alt (alternative) text in the PPT for images?]* | *OPEN* | Deferred | Next edition |  | No future revision or investment planned for this title. |
| Audio/Video*[Are there captions and transcripts for audio/video?]* | *OPEN* | Deferred | Next edition |  | No future revision or investment planned for this title. |
| Keyboard Navigation*[Can the product be used without a mouse, i.e. keyboard only?]* | *OPEN* | Deferred | Next edition |  | No future revision or investment planned for this title. |
| Flash Content*[Has all Flash content been replaced by other/more accessible content?]* | *OPEN* | Deferred | Next edition |  | No future revision or investment planned for this title. |
| Tables*[Have images of tables been replaced by tables created in html/text?]* | *OPEN* | Deferred | Next edition |  | No future revision or investment planned for this title. |

## Additional Information [enter any additional info regarding accessibility below]:

NOTE: Accessibility questions can be directed to accessibility@cengage.com.

 **This title, and others in the Office Technology discipline, are no longer being revised. No additional investment planned at this time.**