

Toolkit for Managing Electronic Records  
All NARA and Non-NARA Tools  
December 11, 2008

ID	TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE
193	ANSI/AIIM ARMA TR48-2006 Revised Framework for Integration of Electronic Document Management Systems and Electronic Records Management Systems	AIIM (The ECM Association)	Provides a framework for the integration of Electronic Document Management Systems (EDMS) and Electronic Records Management Systems (ERMS).	November 6, 2006
194	AIIM White Paper - Records Management and IT: Bridging the Gap	AIIM (The ECM Association)	Deals with the issue of bridging the gap between Records Managers and IT to improve the communications between these key disciplines.	September 15, 2005
268	Archives New Zealand - Continuum Resource Kit	Archives New Zealand	Web site containing Archives New Zealand's current archival/records management standards, tools and guidelines.	Actively updated
267	Archives New Zealand - What to Consider Prior to Implementing an IT 'Solution' to a Recordkeeping Problem	Archives New Zealand	Discusses processes and considerations that should be made prior to implementing IT solutions to meet recordkeeping requirements.	June 1, 2006
266	Archives New Zealand - Electronic Recordkeeping Standard	Archives New Zealand	Provides a set of functional specifications for electronic recordkeeping systems for use within the New Zealand public sector.	June 1, 2005
273	Archives Office of Tasmania - State Records Guideline No.4. Management and Capture of Email	Archives Office of Tasmania	Provides advice for managing e-mail as records.	July 13, 2005
272	Archives Office of Tasmania - State Records Guideline No. 7. Managing Email as Records.	Archives Office of Tasmania	Provides an explanation of recordkeeping principles for managing e-mail and identifies the roles and responsibilities involved.	July 13, 2005
265	State of Arizona - Systems Design Considerations	Arizona State Library, Archives and Public Records	Provides examples of recordkeeping requirements to consider when developing a new IT system.	June 8, 2006
254	State of Arizona - Records Retention and Disposition Schedule, Records Received via E-mail	Arizona State Library, Archives and Public Records	Provides an example of retention and disposition instructions for records received by e-mail.	March 15, 2006

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264	State of Arizona - Electronic Recordkeeping Systems (ERS) Guidelines	Arizona State Library, Archives and Public Records	Specifies recordkeeping functionality that should be incorporated into any digital information system to ensure it can produce records that are accepted as evidence, well managed and preserved.	January 2, 2003
243	ARMA International - Records and Information Management Core Competencies	ARMA International	Defines the knowledge and skills needed to perform successfully in the records and information management (RIM) profession.	2007
278	Australian Government Information Management Office - Archiving Web Resources: Better Practice Checklist: Practical guides for effective use of new technologies in Government	Australian Government - Information Management Office	Outlines a number of issues for consideration when determining and implementing strategies for creating and maintaining records in "online" resources, such as web sites.	2004
137	Center for International Earth Science Information Network (CIESIN) - Geospatial Electronic Records	Center for International Earth Science Information Network (CIESIN)	Serves as a portal to resources on managing and preserving geospatial data and related electronic records.	
139	Models for Action: Practical Approaches to Electronic Records Management & Preservation	Center for Technology in Government	Supplies sets of requirement elicitation questions and an implementation tool to develop automated and policy based implementation strategies for identifying recordkeeping requirements.	1999
138	Electronic Recordkeeping System (ERKS) Requirements for the Central Intelligence Agency	Central Intelligence Agency (CIA)	Guide to the necessary requirements and processes to ensure automated information systems are designed and maintained to meet the mission and legal needs of the business.	July 11, 2005
221	Department of Defense (DOD) - Electronic Records Management Software Applications Design Criteria Standard - DOD 5015.2-STD	Department of Defense (DOD)	Provides baseline functional requirements for implementing and managing a Records Management Application (RMA) used by DOD components.	
295	Department of Energy - Records Management Tips	Department of Energy (DOE)	Provides a web page of records management tips including tips for departing employees.	
296	Department of Energy: Brochure - Records Management Exit Procedures for Departing DOE and Contractor Employees	Department of Energy (DOE)	Provides records exit procedures for Federal and contractor employees who are departing on a permanent basis or for an extended period.	March 1, 2008
189	Department of Energy (DOE) - Acquisition Guide, Chapter 9, Records Management	Department of Energy (DOE)	Provides one agency's approach to records management information needed to administer contracts; including roles and responsibilities.	April 1, 2006

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190	Department of Energy (DOE) - Records Management Checklist for Capital Planning and Investment Control (CPIC) Proposals	Department of Energy (DOE)	Provides one agency's list of records management questions for program officials submitting CPIC proposals.	
237	Department of Interior (DOI) - Comprehensive Questionnaire for Records/Information Managers, Current State of Records Management in Bureaus	Department of Interior (DOI)	Provides an example of one agency's comprehensive questionnaire used to evaluate the current state of its records management function as an initial step in developing an enterprise-wide ERM solution.	December, 2007
192	Department of Interior - Example Language for Addressing Records Management Compliance in Contracts	Department of Interior (DOI)	Provides an example of contract language used by an agency to address records management compliance in contracts.	
64	Department of Justice (DOJ) - Systems Development Life Cycle Guidance Document	Department of Justice (DOJ)	Establishes procedures and guidelines to govern the life cycle of system development.	January 1, 2003
68	Department of Justice (DOJ) - Legal Considerations in Designing and Implementing Electronic Processes: A Guide for Federal Agencies	Department of Justice (DOJ)	Provides guidance and suggestions on identifying and dealing with legal issues agencies are likely to face in converting to electronic processes.	November 1, 2000
255	Digital Curation Center (DCC) - Curating E-Mails: A life-cycle approach to the management and preservation of e-mail messages	Digital Curation Center (DCC) - University of Edinburgh, Scotland	Provides guidance for the management of e-mail messages throughout their life-cycle.	July 1, 2006
270	Digital Preservation Testbed - From digital volatility to digital permanence: Preserving email.	Digital Preservation Testbed - The Hague, Netherlands	Presents findings of a study regarding use, maintenance and preservation of e-mail messages as records.	April 1, 2003
271	Digital Preservation Testbed - E-mail - XML Demonstrator: Technical description	Digital Preservation Testbed - The Hague, Netherlands	Provides a technical description of an XML-based approach to archival storage of e-mail records.	October 1, 2002
245	Electronic Resource Preservation and Access Network (ERPANET) - Digital Preservation Guidance Tools	Electronic Resource Preservation and Access Network (ERPANET)	Provides five European guidance tools to assist in addressing digital preservation challenges.	2003 - 2004
99	Environmental Protection Agency (EPA) - Developing and Maintaining a Vital Records Program	Environmental Protection Agency (EPA)	Provides a guide for identifying and protecting records essential for operations in case of emergency or disaster.	March 1, 2005

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203	Federal Bureau of Investigation (FBI) Life Cycle and Information Management	Federal Bureau of Investigation (FBI)	Provides one agency's handling instructions for records created in the IT systems life cycle.	September 14, 2005
205	Federal Bureau of Investigation (FBI) Records Management (RM) Architecture - Part 2, Business Concept of Operations	Federal Bureau of Investigation (FBI)	Part of FBI's RM Architecture document - identifies the business concept of operations for developing an RMA.	March 15, 2005
206	Federal Bureau of Investigation (FBI) Records Management (RM) Architecture - Part 3, System Concept of Operations	Federal Bureau of Investigation (FBI)	Part of FBI's RM Architecture document - Provides the system concept of operations for developing an RMA.	March 15, 2005
204	Federal Bureau of Investigation (FBI) Records Management (RM) Architecture - Part 1, Current State Evaluation	Federal Bureau of Investigation (FBI)	The introductory part of FBI's RM architecture - describes FBI's recordkeeping issues at the time of the report and provides the high-level structure for change.	March 15, 2005
208	Federal Bureau of Investigation (FBI) Records Management (RM) Architecture - Part 5 Transition Strategy	Federal Bureau of Investigation (FBI)	Part of FBI's RM Architecture document – Provides the plan for the high-level direction for moving from the FBI Current State to the Target environment.	March 15, 2005
207	Federal Bureau of Investigation (FBI) Records Management (RM) Architecture - Part 4, Integrate with FBI Enterprise Architecture	Federal Bureau of Investigation (FBI)	Part of FBI's RM Architecture document - Provides the plan for integrating RM within the FBI Enterprise Architecture (EA).	March 15, 2005
72	FBI Electronic Recordkeeping Certification Manual	Federal Bureau of Investigation (FBI)	Supports the Systems Development Life Cycle by incorporating electronic recordkeeping requirements in the system planning and development process.	April 30, 2004
280	Gartner, Inc. - MarketScope for Records Management, 2008	Gartner, Inc.	This is a 2008 market analysis of Records Management Application (RMA) vendors	May 20, 2008
277	IBM Center for Business in Government - The Blogging Revolution: Government in the Age of Web 2.0	IBM Center for The Business of Government	Describes a set of lessons learned and a checklist of best practices for government agencies faced with growing use of blogging as a means of communication, records creation and information sharing.	2007
74	Indiana University Office of University Archives and Records Management - Electronic Recordkeeping at Indiana University	Indiana University, Office of University Archives and Records Management	Provides reports, findings, results, and lessons learned on an enterprise-wide electronic recordkeeping project at Indiana University.	1999-2002

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242	ISO/TR 15489-2:2001 - Information and documentation - Records management - Part 2: Guidelines	International Organization for Standardization (ISO)	Provides one methodology that will facilitate the implementation of ISO 15489-1 in all organizations that have a need to manage their records.	September 1, 2001
241	ISO 15489-1:2001, Information and documentation -- Records management - Part 1: General	International Organization for Standardization (ISO)	ISO standard developed to standardize international best practice in records management.	September 1, 2001
195	Integrating Records Management Requirements into Financial Management Information Systems (FMIS) - Systems Requirements Gap Analysis Tool	International Records Management Trust (IRMT)	Provides a template for assessing the degree to which an existing Financial Management Information System (FMIS) meets the core set of system requirements for records management.	March 1, 2006
249	InterPARES 2 - Creator Guidelines, Making and Maintaining Digital Materials	InterPARES - The International Research on Permanent Authentic Records in Electronic Systems	Outlines a series of activities to create and maintain digital materials that can be presumed to be authentic, accurate, and reliable.	2002 - 2007
250	InterPARES 2 - Preserver Guidelines, Preserving Digital Records Guidelines for Organizations	InterPARES - The International Research on Permanent Authentic Records in Electronic Systems	Outlines a series of guidelines for institutions, organizations and programs with preservation responsibilities for digital records.	2002 - 2006
252	InterPARES 2 - A Framework of Principles for the Development of Policies, Strategies and Standards for the Long-term Preservation of Digital Records	InterPARES - The International Research on Permanent Authentic Records in Electronic Systems	Establishes a framework of principles to guide the creation of policies, strategies and standards for preserving digital records.	March 1, 2008
251	InterPARES 2 - Requirements for Assessing and Maintaining the Authenticity of Electronic Records	InterPARES - The International Research on Permanent Authentic Records in Electronic Systems	Provides a conceptual framework and the background in the development of the requirements for assessing and maintaining the authenticity of electronic records.	March 1, 2002
269	Loughborough University, Joint Information Systems Committee - Records Management and Email. Generic Policy for Email Retention and Disposal	Loughborough University	Provides generic text that an organization can edit to create an e-mail management policy.	October 29, 2003

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142	Trustworthy Information Systems Handbook	Minnesota Historical Society	A "do it yourself" guide to developing new IT systems and developing appropriate electronic recordkeeping requirements.	July 1, 2002
298	Memorandum to Federal Agency Records Officers NWM 05.2009: Guidance relating to transition team materials	National Archives and Records Administration (NARA)	Provides guidance relating to the records of Presidential transition teams.	November 26, 2008
284	Framework for Developing Records Management Guidance	National Archives and Records Administration (NARA)	Explains NARA's framework for developing records management guidance.	October 17, 2008
43	NARA Bulletin 2008-07 Endorsement of DoD Electronic Records Management Application (RMA) Design Criteria Standard, version 3	National Archives and Records Administration (NARA)	Information on DoD 5015.2-STD RMA Design Criteria Standard	September 10, 2008
283	NARA Bulletin 2008-05: Guidance concerning the use of e-mail archiving applications to store e-mail	National Archives and Records Administration (NARA)	Discusses e-mail archiving systems and provides guidance for agencies adopting e-mail archiving systems to store Federal records.	July 31, 2008
282	Federal Docket Management System (FDMS) Recordkeeping FAQ for Federal Agencies	National Archives and Records Administration (NARA)	Reminds Records Management Officers, rulemaking staff, and others about their agency recordkeeping responsibilities when using the Federal Docket Management System (FDMS).	May 16, 2008
285	NARA Bulletin 2008-02: Protecting Federal records and other documentary materials from unauthorized removal	National Archives and Records Administration (NARA)	Reminds heads of Federal agencies that official records must remain in the custody of the agency.	February 4, 2008
239	A Survey Of Federal Agency Records Management Applications (RMAs)	National Archives and Records Administration (NARA)	Provides feedback and lessons learned from Federal agency users of Records Management Applications (RMAs) and E-mail Archiving Software products.	February 1, 2008
235	Checklists for Identifying Records Management Requirements in the Capital Planning and Investment Control (CPIC) Process	National Archives and Records Administration (NARA)	Checklists for identifying records management requirements in the Capital Planning and Investment Control (CPIC) process.	September, 2007
236	Checklists for Identifying Records Management Requirements in Business Process Design Projects	National Archives and Records Administration (NARA)	Checklists to assist in identifying recordkeeping requirements in business process design/re-design project.	September, 2007
234	Checklist for Embedding Records Management into the Systems Development Lifecycle (SDLC)	National Archives and Records Administration (NARA)	Checklist for embedding recordkeeping and records management into the Systems Development Lifecycle (SDLC) when new IT systems are planned and developed.	September, 2007

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232	Frequently Asked Questions (FAQs) about Transferring Permanent Records in PDF/A-1 to NARA	National Archives and Records Administration (NARA)	Provides information to assist agencies when considering PDF/A-1 as a transfer format for permanent electronic records.	September, 2007
55	Nationwide Records Management Training	National Archives and Records Administration (NARA)	Describes NARA's records management training available nationwide.	N/A
233	Frequently Asked Questions (FAQs) about Optical Storage Media: Storing Temporary Records on CDs and DVDs	National Archives and Records Administration (NARA)	Provides information to assist agencies when considering optical storage media (i.e., CDs and DVDs) for temporary electronic records.	July, 2007
231	Frequently Asked Questions (FAQs) about Selecting Sustainable Formats for Electronic Records	National Archives and Records Administration (NARA)	Provides information to assist agencies when selecting and implementing formats for long-term electronic records.	August, 2007
229	Tips for Scheduling Potentially Permanent Web Content Records	National Archives and Records Administration (NARA)	Provides tips for identifying and collecting technical information about potentially permanent web content records during scheduling.	July 1, 2007
228	Tips for Scheduling Potentially Permanent Geospatial Data Records	National Archives and Records Administration (NARA)	Provides tips for identifying and collecting technical information about potentially permanent geospatial data records during scheduling.	July 1, 2007
224	Tips for Scheduling Potentially Permanent E-mail Messages	National Archives and Records Administration (NARA)	Provides tips for identifying and collecting technical information about potentially permanent e-mail messages during scheduling.	July 1, 2007
227	Tips for Scheduling Potentially Permanent Digital Photographic Records	National Archives and Records Administration (NARA)	Provides tips for identifying and collecting technical information about potentially permanent digital photographic records during scheduling.	July 1, 2007
226	Tips for Scheduling Potentially Permanent Records in Portable Document Format (PDF)	National Archives and Records Administration (NARA)	Provides tips for identifying and collecting technical information about potentially permanent records in PDF during scheduling.	July 1, 2007
225	Tips for Scheduling Potentially Permanent Scanned Images of Textual Records	National Archives and Records Administration (NARA)	Provides tips for identifying and collecting technical information about potentially permanent scanned images of textual records during scheduling.	July 1, 2007
212	Frequently Asked Questions (FAQ) about Digital Audio and Video Records	National Archives and Records Administration (NARA)	Answers a list of frequently asked questions about digital audio and video records.	May 21, 2007

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213	NARA Bulletin 2007-02, Guidance Concerning the Use of Enterprise Rights Management (ERM) and Other Encryption-related Software on Federal Records	National Archives and Records Administration (NARA)	Guidance to Federal agencies on records management implications of their use of enterprise rights management (ERM) and other software employing encryption technologies.	April 30, 2007
201	Frequently Asked Questions about Instant Messaging (IM)	National Archives and Records Administration (NARA)	Answers a list of frequently asked recordkeeping questions about Instant Messaging.	September 30, 2006
202	Implications of Recent Web Technologies for NARA Web Guidance	National Archives and Records Administration (NARA)	Discusses the recordkeeping implications of Web Portals, Really Simple Syndication (RSS), Web Logs (Blogs) and Wikis.	September 30, 2006
220	NARA Bulletin 2006-04, Scheduling Electronic Copies of E-mail and Word Processing Records	National Archives and Records Administration (NARA)	Directs agencies to use General Records Schedule (GRS) 20 as disposition authority to schedule electronic copies of e-mail and word processing records not included in a recordkeeping system.	July 12, 2006
188	Recommended Practice: Analysis of Lessons Learned for Enterprise-wide ERM Projects	National Archives and Records Administration (NARA)	Analyzes experience of managers involved in ERM projects, summarizing factors that promote success and identifying barriers.	June 1, 2006
179	Appraisal Policy of the National Archives and Records Administration	National Archives and Records Administration (NARA)	Promotes a fundamental understanding of how the National Archives and Records Administration (NARA) determines permanent (or archival) value of Federal records.	May 1, 2006
178	Transferring Permanent Electronic Records to NARA Answers to the Top 5 Questions	National Archives and Records Administration (NARA)	Answers the top 5 common questions about transferring permanent records to NARA.	May 1, 2006
180	Pre-Accessioning: A Strategy for Preserving Permanent Electronic Records	National Archives and Records Administration (NARA)	Answers several common questions about pre-accessioning permanent electronic records.	May 1, 2006
181	National Archives and Records Administration Electronic Records Management (ERM) Resource Guide	National Archives and Records Administration (NARA)	Lists NARA guidance and information needed to prepare for and implement electronic recordkeeping.	May 1, 2006
177	Recommended Practice: Developing and Implementing an Enterprise-wide Electronic Records Management (ERM) Proof of Concept Pilot	National Archives and Records Administration (NARA)	Applies the principles and "best practices" of IT project management to a proof of concept demonstration pilot for ERM whose purpose is to assess whether the solution should be deployed agency-wide.	March 1, 2006

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222	Memorandum to Federal Agency Contacts NWM 15.2006, Final Rule on Disposal of Transitory E-Mail Records	National Archives and Records Administration (NARA)	Final rule authorizing Federal agencies to dispose of very short-term temporary electronic mail records without creating a recordkeeping copy.	February 22, 2006
219	NARA Code of Federal Regulations - 36 CFR 1234 - Electronic Records Management (ERM)	National Archives and Records Administration (NARA)	Establishes the basic requirements for the creation, maintenance, use, and disposition of Federal electronic records and electronic mail applications.	February 21, 2006
171	Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Governance Structure	National Archives and Records Administration (NARA)	Defines IT governance, providing illustrations as to effective governance mechanisms and the benefits derived by agencies when employing them.	December 22, 2005
223	Best Practices in Electronic Records Management - A Survey and Report on Federal Government Agencies' Recordkeeping Policy and Practices	National Archives and Records Administration (NARA)	Presents the results of the Electronic Records Management Best Practices Survey developed by the Center for Information Policy at the University of Maryland.	December 19, 2005
172	Records Management Profile, Federal Enterprise Architecture (FEA) version 1.0	National Archives and Records Administration (NARA)	Explains how the Federal Enterprise Architecture (FEA) reference models provide a context for embedding recordkeeping requirements and effective records management practices into agency business processes.	December 15, 2005
199	NARA Bulletin 2006-02: NARA Guidance for Implementing Section 207(e) of the E-Government Act of 2002	National Archives and Records Administration (NARA)	Provides guidance to assist Federal agencies and other users in meeting legal requirements for electronic records.	December 15, 2005
154	Benchmarking Report on Business Process Analysis and Systems Design for Electronic Recordkeeping	National Archives and Records Administration (NARA)	Report describing six examples of exemplary practices that represent two different yet complementary ways of ensuring that recordkeeping requirements are identified and met in new information systems design.	December 1, 2005
153	Recommended Practice: Evaluating Commercial Off-the-Shelf (COTS) Electronic Records Management (ERM) Applications	National Archives and Records Administration (NARA)	Summarizes the EPA's experience identifying the COTS products that would best meet the needs of agency staff for both EDM and ERM functionality	November 30, 2005
155	Records Management Guidance For PKI Digital Signature Authenticated and Secured Transaction Records	National Archives and Records Administration (NARA)	Assists Federal agencies in the management of PKI digital signature authenticated and secured transaction records in their normal course of conducting electronic commerce.	March 11, 2005

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60	NARA Guidance on Managing Web Records	National Archives and Records Administration (NARA)	Provides agencies with an initial, high-level framework for managing the content records on their web sites as well as the records documenting web site operations.	January 21, 2005
49	Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records WEB CONTENT RECORDS	National Archives and Records Administration (NARA)	Specifies requirements for transferring permanent web content records to NARA.	September 17, 2004
42	Electronic Records Management Guidance on Methodology for Determining Agency-unique Requirements	National Archives and Records Administration (NARA)	Provides a step-by-step approach to identifying and defining agency specific system requirements as building blocks for agency ERM systems.	August 24, 2004
48	Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records DIGITAL GEOSPATIAL DATA RECORDS	National Archives and Records Administration (NARA)	Specifies requirements for transferring permanent digital geospatial data records to NARA.	April 12, 2004
46	Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records DIGITAL PHOTOGRAPHIC RECORDS	National Archives and Records Administration (NARA)	Specifies requirements for transferring permanent digital photographic records to NARA.	November 12, 2003
40	Guidance for Coordinating the Evaluation of Capital Planning and Investment Control (CPIC) Proposals for ERM Applications	National Archives and Records Administration (NARA)	Provides a set of decision points to help determine if office-specific ERM systems should be funded independently or integrated with an agency's enterprise-wide ERM system.	June 23, 2003
47	Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records RECORDS IN PORTABLE DOCUMENT FORMAT (PDF)	National Archives and Records Administration (NARA)	Specifies requirements for transferring permanent PDF records to NARA.	March 31, 2003
38	Records Management Guidance For PKI-Unique Administrative Records	National Archives and Records Administration (NARA)	Provides detailed guidance on retaining and managing PKI-unique administrative records.	March 14, 2003
45	Expanding Acceptable Transfer Requirements: Transfer Instructions for Existing Permanent Electronic Records SCANNED IMAGES OF TEXTUAL RECORDS	National Archives and Records Administration (NARA)	Specifies requirements for transferring existing permanent scanned images of textual records to NARA.	December 22, 2002
44	Expanding Acceptable Transfer Requirements: Transfer Instructions for Existing E-MAIL MESSAGES WITH ATTACHMENTS	National Archives and Records Administration (NARA)	Specifies requirements for transferring existing permanent e-mail messages and their attachments to NARA.	September 30, 2002

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39	Records Management Guidance for Agencies Implementing Electronic Signature Technologies	National Archives and Records Administration (NARA)	Discusses the records management principles that apply to electronic signature technology generally.	October 18, 2000
25	What is Electronic Recordkeeping (ERK)	National Archives and Records Administration (NARA)	Presents high level discussions of what electronic recordkeeping [ERK] is in terms of architectures, objectives, and critical success factors.	April 1, 2000
26	Why Federal Agencies Need to Move Toward Electronic Recordkeeping	National Archives and Records Administration (NARA)	Summarizes the statutory, legal, regulatory requirements plus internal reasons to move towards electronic recordkeeping (ERK).	April 1, 2000
27	Preliminary Planning for Electronic Recordkeeping: Checklist for IT Staff	National Archives and Records Administration (NARA)	Lists questions for IT staff to address before implementing an electronic recordkeeping system, and provides related guidance.	April 1, 2000
28	Preliminary Planning for Electronic Recordkeeping: Checklist for RM Staff	National Archives and Records Administration (NARA)	Identifies high-level issues that Records Officers need to consider before initiating any discussion about moving towards electronic recordkeeping.	April 1, 2000
29	Typical Records Management [RM] Functions and Typical RM Program Activities	National Archives and Records Administration (NARA)	Provides an overview of basic concepts used in typical records management program activities and functions.	April 1, 2000
30	Examples of System Functions for Electronic Recordkeeping (ERK) and Electronic Records Management (ERM)	National Archives and Records Administration (NARA)	Gives examples of detailed system functions that an ERKS or ERM system might need to perform in order to satisfy basic records management functions.	April 1, 2000
31	Survey of Baseline Organizational Information	National Archives and Records Administration (NARA)	Provides a survey questionnaire for gathering baseline organizational information for developing records management system requirements or evaluating ERM and ERK solutions.	April 1, 2000
32	Analysis of Costs and Benefits for ERM/ERK Projects	National Archives and Records Administration (NARA)	Provides a guide to identify some typical cost categories and possible benefits of an existing RM system, or of the alternative ERM/ERK solutions.	April 1, 2000
34	User Guide to Slide Presentation: Electronic Recordkeeping	National Archives and Records Administration (NARA)	A user's guide for two presentations that can be used to brief agency managers and staff on electronic recordkeeping.	April 1, 2000
35	Long version of Electronic Recordkeeping presentation content	National Archives and Records Administration (NARA)	Forms the basis for a presentation to brief agency managers and staff on electronic recordkeeping.	April 1, 2000

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36	Short version of Electronic Recordkeeping presentation content	National Archives and Records Administration (NARA)	Forms the basis for a presentation to brief agency managers and staff on electronic recordkeeping.	April 1, 2000
19	Context for Electronic Records Management (ERM)	National Archives and Records Administration (NARA)	Specifies the records management and information technology [IT] terminology associated with Electronic Recordkeeping (ERK).	November 30, 1999
56	Records Management Self-Evaluation Guide	National Archives and Records Administration (NARA)	Guide for Federal agencies to use as an overview of the basic components of a records management program.	2001
88	Vital Records and Records Disaster Mitigation and Recovery	National Archives and Records Administration (NARA)	Addresses the identification and protection of records needed to conduct business under emergency operating conditions or to protect legal and financial rights.	1996
263	National Archives of Australia - Functional Specifications for Recordkeeping Functionality in Business Information System Software	National Archives of Australia	Provides electronic recordkeeping requirements for business information systems.	December 1, 2006
275	National Archives of Australia, Chief Information Officer Committee - Australian Government Email Metadata Standard (AGEMS), Version 1.0	National Archives of Australia	Specifies a set of metatags based on business requirements for the identification, processing, management, control and retrieval of e-mail.	December 1, 2005
262	National Archives of Australia - Digital Recordkeeping Self-Assessment Checklist	National Archives of Australia	Checklist for evaluating recordkeeping strategies, practices and systems for managing digital records, and for identifying areas needing improvement.	May 1, 2004
261	National Archives of Australia - Digital Recordkeeping: Guidelines for Managing and Preserving Digital Records	National Archives of Australia	Provides comprehensive guidelines for creating, managing and preserving digital records for as long as needed.	May 1, 2004
258	National Archives of Australia - Managing email: A new form of evidence	National Archives of Australia	Provides guidance for managing e-mail as records.	2007
259	National Electronic Commerce Coordinating Council - Managing E-Mail	National Electronic Commerce Coordinating Council (NECCC)	Provides advice and model documents relating to use and management of e-mail as business records.	December 1, 2002

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136	National Institute of Standards and Technology (NIST) Computer Security Division's (CSD) Security Technology Group (STG) - Cryptographic Toolkit	National Institute of Standards & Technology (NIST)	Provides standards and guidance that will enable Federal agencies and others to select cryptographic security components and functionality to protect their data.	
100	Sandia National Laboratories (SNL) - Is it a Record?: E-mail Message	Sandia National Laboratories (SNL)	Provides a set of questions and decision points to assist in identifying electronic mail messages as Federal records.	March 1, 2004
98	Sandia National Laboratories (SNL) - Is it a Record?: Recorded Information	Sandia National Laboratories (SNL)	Provides a set of questions and decision points to assist in identifying Federal records.	March 1, 2003
260	Smithsonian Institution Archives (SIA) - Email Records Guidance	Smithsonian Institution	Provides user-level guidance regarding appropriate use and management of e-mail.	March 1, 2007
253	Smithsonian Institution Archives (SIA) - Responsible Recordkeeping: Email Records	Smithsonian Institution	Provides user-level advice to office staff for management of e-mail.	March 1, 2007
244	The Society of American Archivists (SAA) - A Glossary of Archival and Records Terminology	Society of American Archivists (SAA)	Provides a web-based list of archival and records management terms and definitions for browsing and searching.	2005
140	Work Process Analysis for Recordkeeping AS 5090-2003	Standards Australia	Provides guidance on undertaking work process analysis for recordkeeping purposes.	August 1, 2003
73	State of Michigan - Records Management Application (RMA) Pilot Project Web Site	State of Michigan Department of History, Arts and Libraries (HAL)	Provides detailed reports on piloting a Records Management Application (RMA) in state government offices.	2000-2002
257	State of Michigan - Electronic Mail Retention Guidelines	State of Michigan Department of History, Arts and Libraries (HAL)	Provides user-level guidelines for e-mail retention.	2005
256	State of Michigan - Frequently Asked Questions About E-mail Retention	State of Michigan Department of History, Arts and Libraries (HAL)	Provides answers to common questions about e-mail retention.	June 27, 1905
248	Library of Congress - Sustainability of Digital Formats, Planning for Library of Congress Collections	The Library of Congress	Identifies and documents digital content formats that are promising (or unpromising) for long-term sustainability.	Frequently updated
281	The National Archives of the United Kingdom - Business Classification Scheme Design	The National Archives of the United Kingdom	Provides guidance on functional, organizational, thematic, and hybrid approaches to classifying or organizing business records.	October 1, 2003

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<b>ID</b>	<b>TITLE</b>	<b>ORGANIZATION</b>	<b>SHORT DESCRIPTION</b>	<b>PUBLICATION DATE</b>
240	THE SEDONA GUIDELINES: Best Practice Guidelines & Commentary for Managing Information & Records in the Electronic Age	The Sedona Conference®	Sets forth "guidelines" to help organizations assess their unique needs and responsibilities in managing electronic information and records.	September 1, 2005
114	U.S. Army Corps of Engineers - Guidelines and Standards for Implementation of Electronic Document Management Systems (EDMS)	U.S. Army Corps of Engineers (USACE)	Addresses issues associated with specification, design and implementation of electronic document management systems.	January 24, 2003
120	United States Geological Survey (USGS) at the Center for Earth Resources Observation and Science (EROS) - Offline Archive Media Trade Study	U.S. Geological Survey (USGS)	Compares and assesses several digital archives storage technologies and recommends which could be deployed as the next generation standard for the USGS at EROS.	June 1, 2008
200	United States Geological Survey (USGS) - Records Appraisal Tool Web Site	U.S. Geological Survey (USGS)	Provides appraisal questions and a web-based form for collecting information about a records collection.	May 1, 2006
141	USPTO - Electronic Records Management-Technical Standard and Guideline IT-212.03-15	U.S. Patent and Trademark Office (USPTO)	Technical Standard and Guideline used by the USPTO to integrate recordkeeping requirements into all new IT systems.	July 1, 2002
191	United States Secret Service - Enterprise Architecture Review Board (EARB) IT Project Submission Form	U.S. Secret Service	Discusses the EARB process in an agency and points out its benefits to Records Management.	
286	Department of the Treasury: Treasury Order 101-31, Requests by Departing or Former Employees to Access or Remove Documentary Materials	U.S. Treasury	Establishes policy on requests by departing and former employees to access, or remove from the custody of the Department of Treasury, documentary materials.	October 1, 2004
288	Department of the Treasury: Slide Presentation - Removal of Records by Departing Employees	U.S. Treasury	Slide presentation describing the process implemented at the Treasury Department to prevent unauthorized removal and access of records (paper and electronic) by employees and departing officials.	
287	Department of the Treasury: Brochure - Removal of Records by Departing Officials	U.S. Treasury	Provides a quick reference to information about removal of records by departing officials.	
276	United Kingdom Office for Library and Information Networking (UKOLN) Web Site	United Kingdom Office for Library and Information Networking (UKOLN)	Describes and provides links to downloadable guidance tools on creating and managing electronic information and resources.	Updated Regularly