

Toolkit for Managing Electronic Records  
All NARA and Non-NARA Tools  
July 16, 2013

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
AIIM - What is Email Management?	AIIM (The ECM Association)	Provides an explanation and overview of a policy development framework for managing email as records.	February, 2009	<a href="http://aiimknowledgecenter.typepad.com/weblog/2009/02/what-is-email-management.html">http://aiimknowledgecenter.typepad.com/weblog/2009/02/what-is-email-management.html</a>
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, 2006	<a href="http://www.techstreet.com/cgi-bin/detail?product_id=1320648">http://www.techstreet.com/cgi-bin/detail?product_id=1320648</a>
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, 2005	<a href="http://www.aiim.org/erm/paper/Records-Management-IT-Bridging-Gap">http://www.aiim.org/erm/paper/Records-Management-IT-Bridging-Gap</a>
Managing Shared Electronic Workspace (Non-EIM Environment): Business Rules	Alberta Government (Canada)	This guide focuses on managing electronic workspace on shared drives for the storage, use, and protection of common office documents (including spreadsheets and presentations.)	December, 2005	<a href="https://www.rimp.gov.ab.ca/publications/pdf/ManagingSharedElectronicWorkspace.pdf">https://www.rimp.gov.ab.ca/publications/pdf/ManagingSharedElectronicWorkspace.pdf</a>
Cloud Computing Toolkit	ARA and Aberystwyth University	Provides guidance on outsourcing information storage to the cloud environment.	2011	<a href="http://www.archives.org.uk/latest-news/cloud-computing-toolkit-launched-by-ara-and-aberystwyth-university.html">http://www.archives.org.uk/latest-news/cloud-computing-toolkit-launched-by-ara-and-aberystwyth-university.html</a>
The AABC Archivist's Toolkit	Archives Association of British Columbia	Provides general resources to address issues of electronic records management, maintaining authenticity, and preservation	Updated Regularly	<a href="http://aabc.ca/TK_08_electronic_records.html">http://aabc.ca/TK_08_electronic_records.html</a>
Archives New Zealand - Continuum Resource Kit	Archives New Zealand	Web site containing Archives New Zealand's current archival/records management standards, tools and guidelines.	Updated Regularly	<a href="http://archives.govt.nz/advice/continuum-resource-kit">http://archives.govt.nz/advice/continuum-resource-kit</a>
Archives New Zealand - Create and Maintain Recordkeeping Standard	Archives New Zealand	Specifies minimum requirements for the creation and maintenance of records under the New Zealand Public Records Act 2005.	June, 2008	<a href="http://archives.govt.nz/sites/default/files/S7_2.pdf">http://archives.govt.nz/sites/default/files/S7_2.pdf</a>
Archives New Zealand - Electronic Recordkeeping Metadata Standard	Archives New Zealand	Establishes a framework for recordkeeping metadata applicable to any operational electronic environment in public offices and local authorities.	June, 2008	<a href="http://archives.govt.nz/sites/default/files/S8_0.pdf">http://archives.govt.nz/sites/default/files/S8_0.pdf</a>

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Digital Recordkeeping Standard	Archives New Zealand	Provides a set of functional specifications for electronic recordkeeping systems for use within the New Zealand public sector.	August, 2010	<a href="http://archives.govt.nz/sites/default/files/S5_Digital_Recordkeeping_Standard_PDF_0.pdf">http://archives.govt.nz/sites/default/files/S5_Digital_Recordkeeping_Standard_PDF_0.pdf</a>
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.	15 July, 2009	<a href="http://www.linc.tas.gov.au/_data/assets/pdf_file/0011/335828/State_Records_Guideline_No_7_Revised.pdf">http://www.linc.tas.gov.au/_data/assets/pdf_file/0011/335828/State_Records_Guideline_No_7_Revised.pdf</a>
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.	15 July, 2009	<a href="http://www.linc.tas.gov.au/global/govtrecordkeeping/services/guideadvice/advice_04">http://www.linc.tas.gov.au/global/govtrecordkeeping/services/guideadvice/advice_04</a>
State of Arizona - Standards and Guidelines for Electronic Records	Arizona State Library, Archives and Public Records	Provides examples of recordkeeping considerations for using and developing cloud computing, social networking, and IT systems.	June, 2010	<a href="http://www.lib.az.us/records/Standards_and_Guidelines.cfm?GuidanceAndRelatedResources/systems_design_consideration.cfm">http://www.lib.az.us/records/Standards_and_Guidelines.cfm?GuidanceAndRelatedResources/systems_design_consideration.cfm</a>
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, 2006	<a href="http://www.lib.az.us/records/documents/pdf/GuidanceAndRelatedResources/email_management.pdf">http://www.lib.az.us/records/documents/pdf/GuidanceAndRelatedResources/email_management.pdf</a>
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	<a href="http://www.arma.org/bookstore/productdetail.cfm?ProductID=2276">http://www.arma.org/bookstore/productdetail.cfm?ProductID=2276</a>
Army Corps of Engineers (USACE) - Guidelines and Standards for Implementation of Electronic Document Management Systems (EDMS)	Army Corps of Engineers (USACE)	Addresses issues associated with specification, design and implementation of electronic document management systems.	January, 2003	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID114.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID114.pdf</a>
Advice on Managing the Recordkeeping Risks Associated with Cloud Computing	Australasian Digital Recordkeeping Initiative	Provides cloud computing guidance.	2010	<a href="http://www.adri.gov.au/products/Advice%20on%20managing%20the%20recordkeeping%20risks%20associated%20with%20cloud%20computing.pdf">http://www.adri.gov.au/products/Advice%20on%20managing%20the%20recordkeeping%20risks%20associated%20with%20cloud%20computing.pdf</a>
Record Exchange Standard	Australasian Digital Recordkeeping Initiative	Describes a standardized process of transferring custody of digital records from one system to another in either the public or private sector.	June, 2008	<a href="http://www.adri.govt.nz/products/DRES-BRS-20080623.pdf">http://www.adri.govt.nz/products/DRES-BRS-20080623.pdf</a>

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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.	January, 2008	<a href="http://www.finance.gov.au/e-government/better-practice-and-collaboration/better-practice-checklists/archiving.html">http://www.finance.gov.au/e-government/better-practice-and-collaboration/better-practice-checklists/archiving.html</a>
Australian Project for Sustainable Repositories (APSR) - Web Site	Australian National University	Documents a center of excellence for programs addressing digital sustainability.	2005 - Present	<a href="http://apsr.anu.edu.au/index.html">http://apsr.anu.edu.au/index.html</a>
Cultural, Artistic and Scientific knowledge for Preservation, Access and Retrieval (CASPAR) - Project Web Site	CASPAR Consortium	This website provides access to documentation about a digital preservation initiative to implement, extend, and validate the Open Archival Information System (OAIS) reference model.	2006 - Present	<a href="http://www.casparpreserves.eu/caspar-project.html">http://www.casparpreserves.eu/caspar-project.html</a>
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.		<a href="http://www.ciesin.columbia.edu/geor/index.html">http://www.ciesin.columbia.edu/geor/index.html</a>
Center for Technology in Government (CTG) - 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	<a href="http://www.ctg.albany.edu/publications/guides/practical_tools_for_erpmp">http://www.ctg.albany.edu/publications/guides/practical_tools_for_erpmp</a>
Council of State Archivists (CoSA) - Introduction to Records and Information Management	Council of State Archivists (CoSA)	Explains the basic concepts and processes of records and information management (RIM), including: why records and information management,	March, 2010	<a href="http://www.statearchivists.org/iper/rim/index.htm">http://www.statearchivists.org/iper/rim/index.htm</a>
Council of State Archivists (CoSA) - Resource Center	Council of State Archivists (CoSA)	Provides information, practices, and tools related to archives and records management for state and local governments.	Updated Regularly	<a href="http://rc.statearchivists.org/">http://rc.statearchivists.org/</a>
Department of Commerce (DOC) - Records Management Policy	Department of Commerce (DOC)	Provides basic guidance on records management, including employee requirements and responsibilities.	May, 2007	<a href="http://ocio.os.doc.gov/ITPolicyandPrograms/Policy_Standards/DEV01_003750">http://ocio.os.doc.gov/ITPolicyandPrograms/Policy_Standards/DEV01_003750</a>

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Department of Commerce (DOC) - Records Management Training Presentation	Department of Commerce (DOC)	Provides very basic guidance on records management, including employee requirements and responsibilities.	August, 2008	<a href="http://ocio.os.doc.gov/ITPolicyandPrograms/Records_Management/PROD01_002018">http://ocio.os.doc.gov/ITPolicyandPrograms/Records_Management/PROD01_002018</a>
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.		<a href="http://jrtc.fhu.disa.mil/cgi/rma/standards.aspx">http://jrtc.fhu.disa.mil/cgi/rma/standards.aspx</a>
Is it a Record?	Department of Education	Provides a series of questions and decision points where a yes or no answer can assist in determining the status of recorded information as record or nonrecord material.	2009	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID366.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID366.pdf</a>
Managing Social Media Records	Department of Energy (DOE)	Describes recordkeeping responsibilities for organizations who use social media platforms in the course of official business.	September, 2010	<a href="http://energy.gov/sites/prod/files/cjoproducts/documents/Social_Media_Records_and_You_v2_JD.pdf">http://energy.gov/sites/prod/files/cjoproducts/documents/Social_Media_Records_and_You_v2_JD.pdf</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID189.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID189.pdf</a>
Department of Energy (DOE) - 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, 2009	<a href="http://energy.gov/sites/prod/files/cjoproducts/documents/Exit_Brochure.pdf">http://energy.gov/sites/prod/files/cjoproducts/documents/Exit_Brochure.pdf</a>
Department of Homeland Security (DHS) - Records Management at DHS Guidance for Departing Officials Presentation	Department of Homeland Security (DHS)	Provides basic guidance to departing officials on how to handle their records.		<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID303.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID303.pdf</a>
Department of Homeland Security (DHS) - Records Management Guidance for Departing Officials	Department of Homeland Security (DHS)	Provides records management instructions for departing officials and staff.		<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID302.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID302.pdf</a>
Department of Homeland Security (DHS) - Records Management Guidance for Email Management Presentation	Department of Homeland Security (DHS)	Provides an explanation for managing e-mail as Federal records and identifies the roles and responsibilities involved.		<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID317.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID317.pdf</a>

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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	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID237.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID237.pdf</a>
Department of Interior (DOI) - 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.		<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID192.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID192.pdf</a>
Department of Interior (DOI) - Personal Papers Brochure	Department of Interior (DOI)	Provides printable and post-able guidance on employee responsibilities for managing personal files and Federal records.		<a href="http://www.doi.gov/ocio/information_management/personal-papers-brochure.cfm">http://www.doi.gov/ocio/information_management/personal-papers-brochure.cfm</a>
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, 2000	<a href="http://www.ehealthinformation.ca/documents/doj_guide_gpea11_00.pdf">www.ehealthinformation.ca/documents/doj_guide_gpea11_00.pdf</a>
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, 2003	<a href="http://www.usdoj.gov/jmd/irm/lifecycle/table.htm">http://www.usdoj.gov/jmd/irm/lifecycle/table.htm</a>
Department of the Treasury - Brochure: Removal of Records by Departing Officials	Department of Treasury	Provides a quick reference to information about removal of records by departing officials.	Not Dated	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID287.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID287.pdf</a>
Department of the Treasury - Slide Presentation: Removal of Records by Departing Employees	Department of 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.	Not Dated	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID288.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID288.pdf</a>
Department of the Treasury - Treasury Order 101-31: Requests by Departing or Former Employees to Access or Remove Documentary Materials	Department of 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, 2004	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID286.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID286.pdf</a>
Digital Curation Tools & Services	Digital Curation Center (DCC) - University of Edinburgh, Scotland	A collection of tools, software, and services for digital curation and management tasks across the data lifecycle.	2012	<a href="http://www.dcc.ac.uk/resources/external/tools-services">http://www.dcc.ac.uk/resources/external/tools-services</a>
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 lifecycle.	July, 2006	<a href="http://www.dcc.ac.uk/resources/curation-reference-manual/completed-chapters/curating-e-mails">http://www.dcc.ac.uk/resources/curation-reference-manual/completed-chapters/curating-e-mails</a>

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Variety	Digital Curation Centre (DCC)	Assistance and advice, including FAQs about digital curation and data management throughout the research lifecycle.	Updated Regularly	<a href="http://www.dcc.ac.uk">http://www.dcc.ac.uk</a>
DCP Technology Watch Reports	Digital Preservation Coalition (DCP)	A series intended as an advanced introduction to specific issues for those charged with establishing or running services for long term access. They identify and track developments in IT, standards and tools which are critical to digital preservation activities.	Various	<a href="http://www.dpconline.org/publications/technology-watch-reports">http://www.dpconline.org/publications/technology-watch-reports</a>
Preservation Management of Digital Materials: The Handbook	Digital Preservation Coalition	Provides practical guidance for long-term management and access to digital resources.	November, 2008	<a href="http://www.dpconline.org/advice/preservationhandbook">http://www.dpconline.org/advice/preservationhandbook</a>
Digital Preservation Europe (DPE) - Registry of Online Resources	Digital Preservation Europe	A collection of online resources that are of relevance and importance to archives and records management studies.	April, 2006	<a href="http://www.digitalpreservationeurope.eu/registries/resources/">http://www.digitalpreservationeurope.eu/registries/resources/</a>
Electronic Records Management Toolkit	EDUCAUSE	Provides resources to assist members of the higher education community in addressing related issues of electronic records management, e-discovery, and data retention on their own campuses	1999-2011	<a href="http://www.educause.edu/wiki/Electronic+Records+Management+Toolkit">http://www.educause.edu/wiki/Electronic+Records+Management+Toolkit</a>
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	<a href="http://www.erpanet.org/guidance/index.php">http://www.erpanet.org/guidance/index.php</a>
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, 2005	<a href="http://www.epa.gov/records/tools/toolkits/vital/index.htm">http://www.epa.gov/records/tools/toolkits/vital/index.htm</a>
Environmental Protection Agency (EPA) - Electronic Information System Inventory Form	Environmental Protection Agency (EPA)	Provides a form for gathering recordkeeping information about agency electronic information systems.	November, 2010	<a href="http://www.archives.gov/records-mgmt/toolkit/word/ID300.doc">http://www.archives.gov/records-mgmt/toolkit/word/ID300.doc</a>
Environmental Protection Agency (EPA) - Frequent Questions about Electronic Information Systems and Records	Environmental Protection Agency (EPA)	Answers a list of frequently asked questions about Electronic Information Systems	November, 2010	<a href="http://www.epa.gov/records/faqs/eis.htm">http://www.epa.gov/records/faqs/eis.htm</a>

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Environmental Protection Agency (EPA) - Instructions for Completing the Interagency Records Loan Agreement	Environmental Protection Agency (EPA)	Provides instructions for how to complete an interagency records loan agreement. (See also "Sample Interagency Records Loan Agreement" and "Receipt for Records Loan")	November, 2010	<a href="http://www.archives.gov/records-mgmt/toolkit/word/ID360.doc">http://www.archives.gov/records-mgmt/toolkit/word/ID360.doc</a>
Environmental Protection Agency (EPA) - National Records Management Program Web site	Environmental Protection Agency (EPA)	Provides an example of a Federal agency's web site on records management.	Regularly updated	<a href="http://www.epa.gov/records/">http://www.epa.gov/records/</a>
Environmental Protection Agency (EPA) - Receipt for Records Loan	Environmental Protection Agency (EPA)	Provides an example of a records loan receipt form for delivery confirmation. (See "Sample Interagency Records Loan Agreement" and "Instructions for Completing the Interagency Records Loan Agreement")	November, 2010	<a href="http://www.archives.gov/records-mgmt/toolkit/word/ID362.doc">http://www.archives.gov/records-mgmt/toolkit/word/ID362.doc</a>
Environmental Protection Agency (EPA) - Records Management for Senior Officials	Environmental Protection Agency (EPA)	Provides guidance to senior officials and their staff on requirements and responsibilities for managing Federal records.	January, 2009	<a href="http://www.epa.gov/records/tools/RM_for_Senior_Officials.pdf">http://www.epa.gov/records/tools/RM_for_Senior_Officials.pdf</a>
Environmental Protection Agency (EPA) - Sample Interagency Records Loan Agreement	Environmental Protection Agency (EPA)	Provides a sample interagency records loan agreement that agencies can tailor to their needs. (See also "Instructions for Completing the Interagency Records Loan Agreement" and "Receipt for Records Loan")	November, 2010	<a href="http://www.archives.gov/records-mgmt/toolkit/word/ID361.doc">http://www.archives.gov/records-mgmt/toolkit/word/ID361.doc</a>
Environmental Protection Agency (EPA) - What Every EPA Staffer Should Know About Records Management	Environmental Protection Agency (EPA)	Provides general records management guidance.	May, 2007	<a href="http://www.epa.gov/records/what/index.htm">http://www.epa.gov/records/what/index.htm</a>
Environmental Protection Agency (EPA) - What is a Record? Decision Tree	Environmental Protection Agency (EPA)	Provides guidance for agency employees on identifying records.	May, 2007	<a href="http://www.epa.gov/records/whatis/index.htm">http://www.epa.gov/records/whatis/index.htm</a>
Federal Bureau of Investigation (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, 2004	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/erkc-manual.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/erkc-manual.pdf</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/toolkit/fbi/cmd-records.html">http://www.archives.gov/records-mgmt/toolkit/fbi/cmd-records.html</a>

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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, 2005	<a href="http://www.archives.gov/records-mgmt/toolkit/fbi/rma-current-state.html">http://www.archives.gov/records-mgmt/toolkit/fbi/rma-current-state.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/toolkit/fbi/rma-business-conops.html">http://www.archives.gov/records-mgmt/toolkit/fbi/rma-business-conops.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/toolkit/fbi/rma-system-conops.html">http://www.archives.gov/records-mgmt/toolkit/fbi/rma-system-conops.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/toolkit/fbi/rma-integrate-with-fbi-ea.html">http://www.archives.gov/records-mgmt/toolkit/fbi/rma-integrate-with-fbi-ea.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/toolkit/fbi/rma-transition-strategy.html">http://www.archives.gov/records-mgmt/toolkit/fbi/rma-transition-strategy.html</a>
Managing Electronic Records	Government Records Branch of North Carolina	Provides guidance and best practices for managing electronic records at the state level.	June, 2011	<a href="http://www.records.ncdcr.gov/erecords/default.htm#dig">http://www.records.ncdcr.gov/erecords/default.htm#dig</a>
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	<a href="http://www.businessofgovernment.org/report/blogging-revolution-government-age-web-20">http://www.businessofgovernment.org/report/blogging-revolution-government-age-web-20</a>

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IBM Center for the Business of Government - How Federal Agencies Can Effectively Manage Records Created Using New Social Media Tools	IBM Center for the Business of Government	Provides a framework for understanding records management issues in a Web 2.0 world and provides recommendations, best practices, and practical advice on ways to transform the way records and records management programs and practices are conducted across the government.	November, 2010	<a href="http://www.businessofgovernment.org/report/how-federal-agencies-can-effectively-manage-records-created-using-new-social-media-tools">http://www.businessofgovernment.org/report/how-federal-agencies-can-effectively-manage-records-created-using-new-social-media-tools</a>
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	<a href="http://www.libraries.iub.edu/index.php?pagelid=3313">http://www.libraries.iub.edu/index.php?pagelid=3313</a>
Establishing Trustworthy Digital Repositories: A Discussion Guide Based on the ISO Open Archival Information System (OAIS) Standard Reference Model	Interagency Science Working Group, National Archives and Records Administration (NARA)	A high-level discussion guide for agency managers and staff about the Open Archival Information System (OAIS) standard reference model for agencies interested in developing a "trustworthy digital repository" for long-term storage of	January 19, 2011	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID373.pdf">www.archives.gov/records-mgmt/toolkit/pdf/ID373.pdf</a>
Guidelines and Functional Requirements for Electronic Records Management Systems: Principles and Functional Requirements	International Council on Archives (ICA)	This document articulates a set of functional requirements for electronic records management systems.	2008	<a href="http://www.adri.govt.nz/products/ICA-M2-ERMS.pdf">http://www.adri.govt.nz/products/ICA-M2-ERMS.pdf</a>
ICA Study n°16: Electronic Records, A Workbook for Archivists	International Council on Archives (ICA)	A guide to provide practical assistance to all those who want to capture, preserve, and make available electronic records.	2005	<a href="http://www.ica.org/10801/studies-and-case-studies/ica-study-n16-electronic-records-a-workbook-for-archivists.html">http://www.ica.org/10801/studies-and-case-studies/ica-study-n16-electronic-records-a-workbook-for-archivists.html</a>
International Organization for Standardization (ISO) - 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, 2001	<a href="http://webstore.ansi.org/RecordDetail.aspx?sku=ISO+15489-1%3A2001">http://webstore.ansi.org/RecordDetail.aspx?sku=ISO+15489-1%3A2001</a>
International Organization for Standardization (ISO) - 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, 2001	<a href="http://webstore.ansi.org/RecordDetail.aspx?sku=ISO%2fTR+15489-2%3a2001">http://webstore.ansi.org/RecordDetail.aspx?sku=ISO%2fTR+15489-2%3a2001</a>

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International Records Management Trust (IRMT) - 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, 2006	<a href="http://www.irmt.org/documents/assessment%20tools/financial_mgmt/IRMT_IFMISGuide.pdf">http://www.irmt.org/documents/assessment%20tools/financial_mgmt/IRMT_IFMISGuide.pdf</a>
Integrating Records Management in ICT Systems: Good Practice Indicators	International Records Management Trust (IRMT)	Provides guidance on integrating records management into Information and communications technology systems.	2009	<a href="http://www.irmt.org/documents/educ_training/term%20resources/IRMT_Good_Practice_Indicators.pdf">http://www.irmt.org/documents/educ_training/term%20resources/IRMT_Good_Practice_Indicators.pdf</a>
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	<a href="http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)creator_guidelines_booklet.pdf">http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)creator_guidelines_booklet.pdf</a>
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, 2008	<a href="http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)policy_framework_document.pdf">http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)policy_framework_document.pdf</a>
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	<a href="http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)preserver_guidelines_booklet.pdf">http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)preserver_guidelines_booklet.pdf</a>
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, 2002	<a href="http://www.interpares.org/book/interpares_book_k_app02.pdf">http://www.interpares.org/book/interpares_book_k_app02.pdf</a>
Managing Electronic Records	Internal Revenue Service (IRS)	This guidance provides the basic requirements for electronic records, including electronic mail (email). It also addresses the creation, maintenance, retention, and disposition, of these records.	June, 2010	<a href="http://www.irs.gov/irm/part1/irm_01-015-006.html">http://www.irs.gov/irm/part1/irm_01-015-006.html</a>
Future Proofing: enabling practical preservation of born-digital records	JISC infoNet, a JISC Advance service	The site Includes workflows that show how open source tools and preservation techniques could fit into a wider process for the effective management of electronic records	February, 2012	<a href="http://11kitbid.jiscinvolve.org/wp/">http://11kitbid.jiscinvolve.org/wp/</a>

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Implementing an Electronic Document and Records Management (EDRM) System	JISC infoNet, a JISC Advance service	Provides advice on implementing an EDRM, including how to define requirements. Also provided is a checklist of tasks for EDRM implementation.	2009	<a href="http://www.jiscinfonet.ac.uk/InfoKits/edrm">http://www.jiscinfonet.ac.uk/InfoKits/edrm</a>
Records and Information Management Impact Calculator	JISC infoNet, a JISC Advance service	A calculator that provides comparative cost information related to the benefits of a records management program.	November, 2009	<a href="http://www.jiscinfonet.ac.uk/tools/impact-calculator/">http://www.jiscinfonet.ac.uk/tools/impact-calculator/</a>
JSTOR/Harvard Object Validation Environment (JHOVE)	JSTOR and the President and Fellows of Harvard College	Provides functions to perform format specific identification, validation, and characterization of digital objects.	February, 2009	<a href="http://jhove.sourceforge.net/">http://jhove.sourceforge.net/</a>
Local Digital Format Registry (LDFR) File Format Guidelines for Preservation and Long-term Access Version 1.0	Library and Archives Canada	Identifies the file formats that Library and Archives Canada (LAC) will be supporting within their Trusted Digital Repository (TDR) and are recommended or acceptable for transfer. This tool is also available as a PDF on the web site.	Updated Regularly	<a href="http://www.collectionscanada.gc.ca/obj/012018/f2/012018-2200-e.pdf">www.collectionscanada.gc.ca/obj/012018/f2/012018-2200-e.pdf</a>
Library of Congress - Sustainability of Digital Formats, Planning for Library of Congress Collections	Library of Congress	Identifies and documents digital content formats that are promising (or unpromising) for long-term sustainability.	Updated Regularly	<a href="http://www.digitalpreservation.gov/formats/intro/intro.shtml">http://www.digitalpreservation.gov/formats/intro/intro.shtml</a>
Library of Congress (LOC) - Federal Agencies Digitization Guidelines Initiative	Library of Congress	Defines common guidelines, methods, and practices to digitize historical content.	2007 - Present	<a href="http://www.digitizationguidelines.gov/">http://www.digitizationguidelines.gov/</a>
Electronic Records Guidelines	Library of Virginia	These guidelines provide best practices for public bodies that are developing an electronic records management strategy.	December, 2009	<a href="http://www.lva.virginia.gov/agencies/records/electronic/electronic-records-guidelines.pdf">http://www.lva.virginia.gov/agencies/records/electronic/electronic-records-guidelines.pdf</a>
Records Management and Social Networking Sites	Library of Virginia	The purpose of this document is to provide guidance to state and local government agencies regarding the retention of public records of posts to social networking sites such as blogs, wikis, Facebook, Twitter, YouTube, etc.	January, 2013	<a href="http://www.lva.virginia.gov/agencies/records/tips/documents/socialmediatips.pdf">http://www.lva.virginia.gov/agencies/records/tips/documents/socialmediatips.pdf</a>

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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, 2003	<a href="http://www.webarchive.org.uk/pan/13514/20070302/www.lboro.ac.uk/computing/irm/generic-policy.html">http://www.webarchive.org.uk/pan/13514/20070302/www.lboro.ac.uk/computing/irm/generic-policy.html</a>
Electronic Records Management Guide	Minnesota Historical Society	These guidelines provide information and guidance on a wide- variety of topics related to electronic records management.	March, 2012	<a href="http://www.mnhs.org/preserve/records/electronicrecords/erguidelinestoc.html">http://www.mnhs.org/preserve/records/electronicrecords/erguidelinestoc.html</a>
Minnesota Historical Society - Trustworthy Information Systems Handbook	Minnesota Historical Society	A "do it yourself" guide to developing new IT systems and developing appropriate electronic recordkeeping requirements.	July, 2002	<a href="http://www.mnhs.org/preserve/records/tis/tis.html">http://www.mnhs.org/preserve/records/tis/tis.html</a>
Australian Research Repositories Online to the World (ARROW) - Web Site	Monash University Library	Documents the Australian Research Repositories Online to the World (ARROW) project to identify and test software to support digital repositories for the management of electronic prints, digital theses, and electronic publishing.	December, 2008	<a href="http://arrow.edu.au/">http://arrow.edu.au/</a>
A Report on Flexible Schedule Implementation by Federal Agencies	National Archives and Records Administration (NARA)	Summarizes results of a NARA study of nine Federal agencies who are implementing flexible schedules to manage the disposition of their records.	2008	<a href="http://www.archives.gov/records-mgmt/resources/flexible-sched-study.pdf">http://www.archives.gov/records-mgmt/resources/flexible-sched-study.pdf</a>
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, 2008	<a href="http://www.archives.gov/records-mgmt/resources/rma-study-07.pdf">http://www.archives.gov/records-mgmt/resources/rma-study-07.pdf</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod8.html">http://www.archives.gov/records-mgmt/policy/prod8.html</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID179.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID179.pdf</a>

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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, 2005	<a href="http://www.archives.gov/records-mgmt/policy/bpa-benchmarking.html">http://www.archives.gov/records-mgmt/policy/bpa-benchmarking.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/initiatives/umd-survey.html">http://www.archives.gov/records-mgmt/initiatives/umd-survey.html</a>
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	<a href="http://www.archives.gov/records-mgmt/initiatives/sdlc-checklist.pdf">http://www.archives.gov/records-mgmt/initiatives/sdlc-checklist.pdf</a>
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	<a href="http://www.archives.gov/records-mgmt/initiatives/bpd-checklist.pdf">http://www.archives.gov/records-mgmt/initiatives/bpd-checklist.pdf</a>
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	<a href="http://www.archives.gov/records-mgmt/initiatives/cpic-checklist.pdf">http://www.archives.gov/records-mgmt/initiatives/cpic-checklist.pdf</a>
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).	March, 2000	<a href="http://www.archives.gov/records-mgmt/initiatives/context-for-erm.html">http://www.archives.gov/records-mgmt/initiatives/context-for-erm.html</a>
Continuing Study of Federal Agency Recordkeeping Technologies - 2008	National Archives and Records Administration (NARA)	Summarizes results of a NARA study of three headquarters-level Federal agencies who are implementing Records Management Application (RMA) software products, and one headquarters agency that uses E-mail Archiving Software (EAS).	March, 2009	<a href="http://www.archives.gov/records-mgmt/resources/recordkeeping-tech-2008.pdf">http://www.archives.gov/records-mgmt/resources/recordkeeping-tech-2008.pdf</a>
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, 2004	<a href="http://www.archives.gov/records-mgmt/policy/requirements-guidance.html">http://www.archives.gov/records-mgmt/policy/requirements-guidance.html</a>

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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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod6b.html">http://www.archives.gov/records-mgmt/policy/prod6b.html</a>
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, 2002	<a href="http://www.archives.gov/records-mgmt/initiatives/email-attachments.html">http://www.archives.gov/records-mgmt/initiatives/email-attachments.html</a>
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, 2002	<a href="http://www.archives.gov/records-mgmt/initiatives/scanned-textual.html">http://www.archives.gov/records-mgmt/initiatives/scanned-textual.html</a>
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, 2004	<a href="http://www.archives.gov/records-mgmt/initiatives/digital-geospatial-data-records.html">http://www.archives.gov/records-mgmt/initiatives/digital-geospatial-data-records.html</a>
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, 2003	<a href="http://www.archives.gov/records-mgmt/initiatives/digital-photo-records.html">http://www.archives.gov/records-mgmt/initiatives/digital-photo-records.html</a>
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, 2003	<a href="http://www.archives.gov/records-mgmt/initiatives/pdf-records.html">http://www.archives.gov/records-mgmt/initiatives/pdf-records.html</a>
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, 2004	<a href="http://www.archives.gov/records-mgmt/initiatives/web-content-records.html">http://www.archives.gov/records-mgmt/initiatives/web-content-records.html</a>
FAQs in Response to the What's & Why's of Electronic Formats NARA Accepts	National Archives and Records Administration (NARA)	Answers a list of frequently asked questions about electronic formats that NARA accepts.	February, 2009	<a href="http://archives.gov/records-mgmt/faqs/electronic-formats.html">http://archives.gov/records-mgmt/faqs/electronic-formats.html</a>
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, 2008	<a href="http://www.archives.gov/records-mgmt/faqs/pdf/fdms-faq.pdf">http://www.archives.gov/records-mgmt/faqs/pdf/fdms-faq.pdf</a>

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Framework for Developing Records Management Guidance	National Archives and Records Administration (NARA)	Explains NARA's framework for developing records management guidance.	October, 2008	<a href="http://www.archives.gov/records-mgmt/policy/rm-framework.html">http://www.archives.gov/records-mgmt/policy/rm-framework.html</a>
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, 2007	<a href="http://www.archives.gov/records-mgmt/initiatives/dav-faq.html">http://www.archives.gov/records-mgmt/initiatives/dav-faq.html</a>
Frequently Asked Questions (FAQs) About Media Neutral Schedule Items	National Archives and Records Administration (NARA)	Provides agency records officers with definitions of media neutrality, guidance on writing media neutral schedules for permanent records, and applications of previously approved schedules to electronic records.	September, 2010	<a href="http://www.archives.gov/records-mgmt/faqs/media-neutral.html">http://www.archives.gov/records-mgmt/faqs/media-neutral.html</a>
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	<a href="http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html">http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html</a>
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	<a href="http://www.archives.gov/records-mgmt/initiatives/sustainable-faq.html">http://www.archives.gov/records-mgmt/initiatives/sustainable-faq.html</a>
Frequently Asked Questions (FAQs) about Telework	National Archives and Records Administration (NARA)	This FAQ reiterates basic records management guidance from the National Archives and Records Administration (NARA) to agencies and their employees that applies to Federal records in a telework environment.	June, 2011	<a href="http://www.archives.gov/records-mgmt/faqs/telework.html">http://www.archives.gov/records-mgmt/faqs/telework.html</a>
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	<a href="http://www.archives.gov/records-mgmt/initiatives/pdf-faq.html">http://www.archives.gov/records-mgmt/initiatives/pdf-faq.html</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/initiatives/im-faq.html">http://www.archives.gov/records-mgmt/initiatives/im-faq.html</a>

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Frequently Asked Questions About Managing Federal Records In Cloud Computing Environments	National Archives and Records Administration (NARA)	Provides agency records officers with a basic overview of cloud computing, its benefits and concerns, and records management implications that agencies will need to consider when implementing cloud computing services.	February, 2010	<a href="http://www.archives.gov/records-mgmt/faqs/cloud.html">http://www.archives.gov/records-mgmt/faqs/cloud.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/policy/governance-guidance.html">http://www.archives.gov/records-mgmt/policy/governance-guidance.html</a>
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, 2003	<a href="http://www.archives.gov/records-mgmt/policy/cpic-guidance.html">http://www.archives.gov/records-mgmt/policy/cpic-guidance.html</a>
Guidance on Managing Content on Shared Drives	National Archives and Records Administration	This Bulletin outlines the records management implications and challenges, agency responsibilities, and benefits of organizing and managing content stored on shared drives.	December, 2011	<a href="http://www.archives.gov/records-mgmt/bulletins/2012/2012-02.html">http://www.archives.gov/records-mgmt/bulletins/2012/2012-02.html</a>
Guidance on Managing Mixed-Media Files	National Archives and Records Administration (NARA)	This Bulletin provides agencies with guidance about the records management implications when records in various types of media are intermixed in one file.	July, 2011	<a href="http://www.archives.gov/records-mgmt/bulletins/2011/2011-04.html">http://www.archives.gov/records-mgmt/bulletins/2011/2011-04.html</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/initiatives/web-tech.html">http://www.archives.gov/records-mgmt/initiatives/web-tech.html</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod5a.html">http://www.archives.gov/records-mgmt/policy/prod5a.html</a>
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, 2008	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID298.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID298.pdf</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html">http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html</a>

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TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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, 2006	<a href="http://www.archives.gov/records-mgmt/bulletins/2006/2006-04.html">http://www.archives.gov/records-mgmt/bulletins/2006/2006-04.html</a>
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, 2007	<a href="http://www.archives.gov/records-mgmt/bulletins/2007/2007-02.html">http://www.archives.gov/records-mgmt/bulletins/2007/2007-02.html</a>
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, 2008	<a href="http://www.archives.gov/records-mgmt/bulletins/2008/2008-02.html">http://www.archives.gov/records-mgmt/bulletins/2008/2008-02.html</a>
NARA Bulletin 2008-04: Guidance for flexible scheduling	National Archives and Records Administration (NARA)	Provides information to agencies that want to create flexible "big bucket" or large aggregation schedules for their records or wish to use flexible retentions for record disposition.	April, 2008	<a href="http://www.archives.gov/records-mgmt/bulletins/2008/2008-04.html">http://www.archives.gov/records-mgmt/bulletins/2008/2008-04.html</a>
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, 2008	<a href="http://www.archives.gov/records-mgmt/bulletins/2008/2008-05.html">http://www.archives.gov/records-mgmt/bulletins/2008/2008-05.html</a>
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, 2008	<a href="http://www.archives.gov/records-mgmt/bulletins/2008/2008-07.html">http://www.archives.gov/records-mgmt/bulletins/2008/2008-07.html</a>
NARA Bulletin 2009-02: Guidance concerning managing records in multi-agency environments	National Archives and Records Administration (NARA)	Provides guidance on managing records created or maintained in one "environment" that is used by more than one agency.	June, 2009	<a href="http://www.archives.gov/records-mgmt/bulletins/2009/2009-02.html">http://www.archives.gov/records-mgmt/bulletins/2009/2009-02.html</a>
NARA Bulletin 2010-04: Guidance Concerning Notifications for Previously Scheduled Permanent Records	National Archives and Records Administration (NARA)	Provides guidance to assist Federal agencies in developing new media neutral records schedules.	September, 2010	<a href="http://www.archives.gov/records-mgmt/bulletins/2010/2010-04.html">http://www.archives.gov/records-mgmt/bulletins/2010/2010-04.html</a>

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NARA Bulletin 2010-05: Guidance on Managing Records in Cloud Computing Environments	National Archives and Records Administration (NARA)	Addresses records management considerations in cloud computing environments and is a formal articulation of NARA's view of agencies' records management responsibilities.	September, 2010	<a href="http://www.archives.gov/records-mgmt/bulletins/2010/2010-05.html">http://www.archives.gov/records-mgmt/bulletins/2010/2010-05.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/policy/managing-web-records-index.html">http://www.archives.gov/records-mgmt/policy/managing-web-records-index.html</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID181.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID181.pdf</a>
Nationwide Records Management Training	National Archives and Records Administration (NARA)	Describes NARA's records management training available nationwide.	N/A	<a href="http://www.archives.gov/records-mgmt/training/index.html">http://www.archives.gov/records-mgmt/training/index.html</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID180.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID180.pdf</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod3rev.html">http://www.archives.gov/records-mgmt/policy/prod3rev.html</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod4rev.html">http://www.archives.gov/records-mgmt/policy/prod4rev.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/policy/cots-eval-guidance.html">http://www.archives.gov/records-mgmt/policy/cots-eval-guidance.html</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/policy/lessons-learned.html">http://www.archives.gov/records-mgmt/policy/lessons-learned.html</a>

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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, 2006	<a href="http://www.archives.gov/records-mgmt/pdf/pilot-guidance.pdf">http://www.archives.gov/records-mgmt/pdf/pilot-guidance.pdf</a>
Recordkeeping in Transformation – Top 10 FAQs	National Archives and Records Administration (NARA)	This FAQ answers NARA staff's questions about individual recordkeeping requirements during its Transformation (reorganization). It is meant as a quick reference guide to help NARA staff identify, store, manage, and protect records created in their jobs so that valuable NARA records are not lost during the Transformation.	August, 2011	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID411.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID411.pdf</a>
Records Control Schedule (RCS) Repository	National Archives and Records Administration (NARA)	Provides access to scanned versions of records schedules, or Standard Forms 115, Request for Records Disposition Authority, that have been developed by	Updated regularly	<a href="http://www.archives.gov/records-mgmt/rcs/">http://www.archives.gov/records-mgmt/rcs/</a>
Records Express Blog	National Archives and Records Administration (NARA)	Provides updates from the National Records Management Program (NRMP), which provides records management leadership, oversight, guidance, and service to Federal agencies so they will appropriately manage their records.	Launched in March 2010; Updated regularly	<a href="http://blogs.archives.gov/records-express/">http://blogs.archives.gov/records-express/</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/electronic-signature-technology.html">http://www.archives.gov/records-mgmt/policy/electronic-signature-technology.html</a>
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, 2005	<a href="http://www.archives.gov/records-mgmt/policy/pki.html">http://www.archives.gov/records-mgmt/policy/pki.html</a>
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, 2003	<a href="http://www.archives.gov/records-mgmt/policy/pki-guidance.html">http://www.archives.gov/records-mgmt/policy/pki-guidance.html</a>

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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, 2005	<a href="http://www.archives.gov/records-mgmt/policy/rm-profile.html">http://www.archives.gov/records-mgmt/policy/rm-profile.html</a>
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	<a href="http://www.archives.gov/records-mgmt/publications/records-management-self-evaluation-guide.html">http://www.archives.gov/records-mgmt/publications/records-management-self-evaluation-guide.html</a>
Report on Federal Web 2.0 Use and Record Value characteristics that may affect the value of information created	National Archives and Records Administration (NARA)	Provides observations of how agencies are using web 2.0 tools to conduct business and identifies characteristics that may affect the value of information created.	September, 2010	<a href="http://www.archives.gov/records-mgmt/resources/web2.0-use.pdf">http://www.archives.gov/records-mgmt/resources/web2.0-use.pdf</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod5b.html">http://www.archives.gov/records-mgmt/policy/prod5b.html</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod7.html">http://www.archives.gov/records-mgmt/policy/prod7.html</a>
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, 2007	<a href="http://www.archives.gov/records-mgmt/publications/photo-tips.pdf">http://www.archives.gov/records-mgmt/publications/photo-tips.pdf</a>
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, 2007	<a href="http://www.archives.gov/records-mgmt/publications/email-tips.pdf">http://www.archives.gov/records-mgmt/publications/email-tips.pdf</a>
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, 2007	<a href="http://www.archives.gov/records-mgmt/publications/geospatial-tips.pdf">http://www.archives.gov/records-mgmt/publications/geospatial-tips.pdf</a>
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, 2007	<a href="http://www.archives.gov/records-mgmt/publications/pdf-tips.pdf">http://www.archives.gov/records-mgmt/publications/pdf-tips.pdf</a>

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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, 2007	<a href="http://www.archives.gov/records-mgmt/publications/textual-tips.pdf">http://www.archives.gov/records-mgmt/publications/textual-tips.pdf</a>
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, 2007	<a href="http://www.archives.gov/records-mgmt/publications/web-tips.pdf">http://www.archives.gov/records-mgmt/publications/web-tips.pdf</a>
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, 2006	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID178.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID178.pdf</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod6a.html">http://www.archives.gov/records-mgmt/policy/prod6a.html</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/guide.html">http://www.archives.gov/records-mgmt/policy/guide.html</a>
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	<a href="http://www.archives.gov/records-mgmt/vital-records/index.html">http://www.archives.gov/records-mgmt/vital-records/index.html</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod1b.html">http://www.archives.gov/records-mgmt/policy/prod1b.html</a>
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, 2000	<a href="http://www.archives.gov/records-mgmt/policy/prod2fnl.html">http://www.archives.gov/records-mgmt/policy/prod2fnl.html</a>
A Checklist for Records Management and the Cloud	National Archives of Australia	This checklist highlights records management considerations for organizations storing records in cloud environments.	2011	<a href="http://www.naa.gov.au/records-management/publications/cloud-checklist.aspx">http://www.naa.gov.au/records-management/publications/cloud-checklist.aspx</a>
Social media: Another type of Commonwealth record	National Archives of Australia	This guidance provides records management issues to consider when using social media tools.	2012	<a href="http://www.naa.gov.au/records-management/agency/digital/social-media/index.aspx">http://www.naa.gov.au/records-management/agency/digital/social-media/index.aspx</a>

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National Institute of Standards and Technology (NIST) – Contingency Planning Guide for Information Systems	National Institute of Standards & Technology (NIST)	Provides instructions, recommendations, and considerations for government information technology (IT) contingency planning. Contingency planning refers to interim measures to recover IT services following an emergency or system disruption.	May, 2010	<a href="http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf">http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf</a>
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.		<a href="http://csrc.nist.gov/CryptoToolkit/">http://csrc.nist.gov/CryptoToolkit/</a>
Management Support: Electronic Mail	National Institutes of Health (NIH)	Including FAQ on "Are E-Mail Messages Records?"	March, 2007	<a href="http://oma.od.nih.gov/ms/records/email.html#e">http://oma.od.nih.gov/ms/records/email.html#e</a>
National Library of New Zealand - Metadata Extraction Tool	National Library of New Zealand	Software designed to automatically extract metadata from digital files.	2007	<a href="http://meta-extractor.sourceforge.net/">http://meta-extractor.sourceforge.net/</a>
Digital Storage Media	National Parks Service	This Conserve O Gram provides an overview of digital storage media and general guidelines for its appropriate use and care.	October, 2010	<a href="http://www.cr.nps.gov/museum/publications/conservoogram/22-05.pdf">http://www.cr.nps.gov/museum/publications/conservoogram/22-05.pdf</a>
Records Management and Web 2.0	New South Wales (NSW) Government	Provides guidelines to help records managers understand the issues surrounding the use of web 2.0 applications and their recordkeeping duties in light of these tools.	March, 2009	<a href="http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/guidelines/Guideline-24-Records-management-and-web-2.0/Records-management-and-web-2.0/">http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/guidelines/Guideline-24-Records-management-and-web-2.0/Records-management-and-web-2.0/</a>
Records Management Assessment Tool	New South Wales (NSW) Government	Provides a self-assessment tool designed to assess conformity with statutory requirements and the capacity for achieving best practice records management, that is, extending beyond the minimum requirements.	July, 2010	<a href="http://www.records.nsw.gov.au/recordkeeping/topics/monitoring-records-management/records-management-assessment-tool#records-management-assessment-tool">http://www.records.nsw.gov.au/recordkeeping/topics/monitoring-records-management/records-management-assessment-tool#records-management-assessment-tool</a>
New York State Archives - Developing a Policy for Managing Email	New York State Archives	Provides guidelines for writing policies and procedures to manage e-mail.	October, 2008; Revised 2010	<a href="http://www.archives.nysed.gov/archives/mr_pub85.shtml">http://www.archives.nysed.gov/archives/mr_pub85.shtml</a>

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New York State Archives - Records Advisory: Preliminary Guidance on Social Media	New York State Archives	Provides preliminary guidance on social media related to definitions, risks, appropriate use, service providers, records retention, and preservation.	May, 2010	<a href="http://www.archives.nysed.gov/a/records/mr_social_media.shtml">http://www.archives.nysed.gov/a/records/mr_social_media.shtml</a>
North Carolina Office of the Governor, Office of Information Technology Services, and Department of Cultural Resources - Best Practices for Social Media Usage in North Carolina	North Carolina Office of the Governor, Office of Information Technology Services, and Department of Cultural Resources	Provides guidance to help agencies and their users understand the risks for social media usage and outline some best practices, including records management and preservation guidance.	December, 2009	<a href="http://www.records.ncdcr.gov/guides/best_practices_socialmedia_usage_20091217.pdf">http://www.records.ncdcr.gov/guides/best_practices_socialmedia_usage_20091217.pdf</a>
ERC Guidelines	Ohio Electronic Records Committee (ERC)	A statewide policy committee created to formulate policy for the creation, maintenance, access, and long-term preservation of electronic resources. The OHIO guidelines are based on the model of the Archives Authority of New South Wales, Australia.	Updated Regularly	<a href="http://ohsweb.ohiohistory.org/ohioerc/index.php?title=Guidelines">http://ohsweb.ohiohistory.org/ohioerc/index.php?title=Guidelines</a>
Digital Preservation Tool Registry	Open Planets Foundation	A wiki-based registry for digital preservation tools.	May, 2012	<a href="http://wiki.opf-labs.org/display/TR/Home">http://wiki.opf-labs.org/display/TR/Home</a>
United States Patent and Trademark Office (USPTO) - Electronic Records Management-Technical Standard and Guideline IT-212.03-15	Patent and Trademark Office (USPTO)	Technical Standard and Guideline used by the USPTO to integrate recordkeeping requirements into all new IT systems.	July, 2002	<a href="http://www.uspto.gov/web/patents/ifw/documents/tsgsigned.doc">http://www.uspto.gov/web/patents/ifw/documents/tsgsigned.doc</a>
Managing Shared Drives	Queensland State Archives (Australia)	This public records brief provides advice to public authorities on the challenges that shared drives can pose and suggests actions that will improve their management.	October, 2005	<a href="http://www.archives.qld.gov.au/Recordkeeping/GRKDownloads/Documents/SharedDrives.pdf">http://www.archives.qld.gov.au/Recordkeeping/GRKDownloads/Documents/SharedDrives.pdf</a>
FAQ – How should a social media record be captured	Public Record Office Victoria (Australia)	Provides basic guidance to agencies on capture strategies for social media records.	2013	<a href="http://prov.vic.gov.au/government/faq-government-users/faq-how-should-a-social-media-record-be-captured">http://prov.vic.gov.au/government/faq-government-users/faq-how-should-a-social-media-record-be-captured</a>
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, 2004	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/100.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/100.pdf</a>
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, 2003	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/98.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/98.pdf</a>

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United States Secret Service - Enterprise Architecture Review Board (EARB) IT Project Submission Form	Secret Service	Discusses the EARB process in an agency and points out its benefits to Records Management.		<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID191.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID191.pdf</a>
Smithsonian Institution Archives (SIA) - Email Guidelines for Managers and Employees	Smithsonian Institution	Provides an example of communicating guidance on managing email messages as records to managers and agency staff; written with a focus on non-profits, the information is valuable to other organizations also.	September, 2006	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID330.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID330.pdf</a>
Smithsonian Institution Archives (SIA) - Records Retention and Disposition Guidelines	Smithsonian Institution	Provides an example records retention schedule and disposal guide for common records for non-profit organizations.	November, 2008	<a href="http://siarchives.si.edu/cepr/RECORDS_RETENTION_SCHEDULE_rev3.pdf">http://siarchives.si.edu/cepr/RECORDS_RETENTION_SCHEDULE_rev3.pdf</a>
Smithsonian Institution Archives (SIA) - Responsible Recordkeeping: Email Records	Smithsonian Institution	Provides user-level advice to office staff for management of e-mail.	March, 2007	<a href="http://siarchives.si.edu/pdf/SIA_EREC_03_07.pdf">http://siarchives.si.edu/pdf/SIA_EREC_03_07.pdf</a>
Smithsonian Institution Archives (SIA)- Depositor Survey: Electronic Records Status	Smithsonian Institution	Provides a survey questionnaire for gathering baseline information needed for identifying and inventorying electronic records; created for use by the Smithsonian for describing the records	June, 2007	<a href="http://www.archives.gov/records-mgmt/toolkit/pdf/ID331.pdf">http://www.archives.gov/records-mgmt/toolkit/pdf/ID331.pdf</a>
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.	2012	<a href="http://www.archivists.org/glossary/index.asp">http://www.archivists.org/glossary/index.asp</a>
South Carolina Department of Archives and History - Electronic Records Management Guidelines	South Carolina Department of Archives and History	Provides a collection of guidance resources to serve as a reference in reviewing electronic records management practices and in developing an electronic records management strategy.	2005	<a href="http://rm.sc.gov/electronicrecords/ERmanagementguidelines/Pages/default.aspx">http://rm.sc.gov/electronicrecords/ERmanagementguidelines/Pages/default.aspx</a>
CINCH Tool	State Library of North Carolina	CINCH (Capture INgest CHecksum) is a tool that automates the transfer of online content to a repository, using ingest technologies appropriate for digital preservation.	2011	<a href="http://cinch.nclive.org/Cinch/">http://cinch.nclive.org/Cinch/</a>

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State of Arizona - Guidance on Social Networking	State of Arizona	Provides guidance for records created for, or received from Social Networking / Web 2.0 applications and tools, including records management considerations.	June, 2010	<a href="http://www.lib.az.us/records/documents/pdf/Social_Networking.pdf">http://www.lib.az.us/records/documents/pdf/Social_Networking.pdf</a>
State of Michigan Records Management Services - Electronic Mail Retention Guidelines	State of Michigan	Provides definitions, examples, and filing guidelines for official records, transitory records, nonrecords, and personal materials in the form of e-mail.	October, 2009	<a href="http://www.michigan.gov/documents/E-Mail_Retention_Guidelines_126565_7.pdf">http://www.michigan.gov/documents/E-Mail_Retention_Guidelines_126565_7.pdf</a>
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.	2005	<a href="http://www.michigan.gov/documents/hal_mhc_rms_email_faq_161101_7.pdf">http://www.michigan.gov/documents/hal_mhc_rms_email_faq_161101_7.pdf</a>
State Records Authority of New South Wales - Records Management Program Toolkit for small public offices	State Records Authority of New South Wales	Provides templates for and examples of records management program documents.	2005	<a href="http://www.records.nsw.gov.au/recordkeeping/resources-for-small-public-offices/records-management-toolkit/records-management-toolkit">http://www.records.nsw.gov.au/recordkeeping/resources-for-small-public-offices/records-management-toolkit/records-management-toolkit</a>
Recordkeeping In Brief 59 - An Introduction to Enterprise Architecture for Records Managers	State Records Authority of New South Wales	Provides an introduction to enterprise architecture and discusses its relationship with records management.	Updated Regularly	<a href="http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/recordkeeping-in-brief-59-an-introduction-to-enterprise-architecture-for-records-managers">http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/recordkeeping-in-brief-59-an-introduction-to-enterprise-architecture-for-records-managers</a>
Managing Shared Drives	State Records Authority of New South Wales	This guidance includes sample procedures for staff members explaining how to manage shared drives to meet their organization's unique situation and business practices.	2011	<a href="http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/rib-57-managing-shared-drives">http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/rib-57-managing-shared-drives</a>
Recordkeeping In Brief 42 - Checklist for assessing business systems	State Records Authority of New South Wales Government	This guide provides a checklist against which an existing or new business system may be assessed to determine if it meets recordkeeping requirements.	2010	<a href="http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/rib-42-checklist-for-assessing-business-systems">http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/rib-42-checklist-for-assessing-business-systems</a>
Electronic Records Toolkits	The National Archives (U.K)	Provides explanation on both the principles and practical implementation strategies for managing digital records.	Updated Regularly	<a href="http://www.nationalarchives.gov.uk/information-management/projects-and-work/electronic-records-toolkits.htm">http://www.nationalarchives.gov.uk/information-management/projects-and-work/electronic-records-toolkits.htm</a>

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Managing Digital Records without an Electronic Records Management System	The National Archives (U.K)	Provides guidance for managing electronic records. Includes a discussion of creating RM policies, filing structures, management rules, and access controls.	2010	<a href="http://www.nationalarchives.gov.uk/documents/information-management/managing-electronic-records-without-an-arms">http://www.nationalarchives.gov.uk/documents/information-management/managing-electronic-records-without-an-arms</a>
The National Archives of the United Kingdom - Appraisal Toolkit	The National Archives of the United Kingdom	Provides a set of tools for the appraisal of digital records from the National Archives of the United Kingdom.	Not Dated	<a href="http://www.nationalarchives.gov.uk/recordsmanagement/selection/appraisal-toolkits.htm">http://www.nationalarchives.gov.uk/recordsmanagement/selection/appraisal-toolkits.htm</a>
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, 2003	<a href="http://www.nationalarchives.gov.uk/documents/information-management/bcs_toolkit.pdf">http://www.nationalarchives.gov.uk/documents/information-management/bcs_toolkit.pdf</a>
The National Archives of the United Kingdom - Digital Record Object Identification (DROID)	The National Archives of the United Kingdom	Performs automated batch identification of file formats.	May, 2008	<a href="http://www.nationalarchives.gov.uk/information-management/our-services/dc-file-profiling-tool.htm">http://www.nationalarchives.gov.uk/information-management/our-services/dc-file-profiling-tool.htm</a>
The National Archives of the United Kingdom - PRONOM Technical Registry	The National Archives of the United Kingdom	Provides information about data file formats and the software products that support their preservation.	2002 - Present	<a href="http://www.nationalarchives.gov.uk/PRONOM/Default.aspx">http://www.nationalarchives.gov.uk/PRONOM/Default.aspx</a>
The Sedona Conference® - 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, 2005	
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	<a href="http://www.ukoln.ac.uk/">http://www.ukoln.ac.uk/</a>
Managing Emails as Records	United Nations	Provides an overview of policies and procedures for managing email as records.	2012	<a href="http://archives.un.org/ARMS/content/managing-emails-records">http://archives.un.org/ARMS/content/managing-emails-records</a>
United Nations (UN) - Archives and Records Management Section (ARMS) Web Site	United Nations	Serves as a portal to resources on records management information.	Updated Regularly	<a href="http://archives.un.org/unarms/index.html">http://archives.un.org/unarms/index.html</a>
Information on Official Records	United States Geological Survey (USGS)	USGS General Records Disposition Schedule	May, 2009	<a href="http://www.usgs.gov/usgs-manual/schedule/432-1-s1/infotouse1.html">http://www.usgs.gov/usgs-manual/schedule/432-1-s1/infotouse1.html</a>
United States Geological Survey (USGS) - Records Appraisal Tool Web Site	United States Geological Survey (USGS)	Provides appraisal questions and a web-based form for collecting information about a records collection.	2009	<a href="http://eros.usgs.gov/government/ratool/view_questions.php">http://eros.usgs.gov/government/ratool/view_questions.php</a>

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United States Geological Survey (USGS) at the Center for Earth Resources Observation and Science (EROS) - Offline Archive Media Trade Study	United States 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.	2010	<a href="http://eros.usgs.gov/government/records/media/FY10MediaTradeStudy.pdf">http://eros.usgs.gov/government/records/media/FY10MediaTradeStudy.pdf</a>
RM Guidance: Shared Drives	University of Exeter	This guidance provides an overview of records management best practices when working in a shared drive environment.	January, 2010	<a href="http://www.exeter.ac.uk/media/level1/academicsserviceswebsite/it/recordsmanagementservice/Shared_drives_Guidance.pdf">http://www.exeter.ac.uk/media/level1/academicsserviceswebsite/it/recordsmanagementservice/Shared_drives_Guidance.pdf</a>
University of London Computer Centre (ULCC) - The Preservation of Web Resources Handbook	University of London Computer Centre (ULCC)	Provides suggestions for best practices and advice to enable the preservation of websites and web-based resources.	2008	<a href="http://jiscpowr.jiscinvolve.org/files/2008/11/powrhandbookv1.pdf">http://jiscpowr.jiscinvolve.org/files/2008/11/powrhandbookv1.pdf</a>