TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
Nationwide Records Management Training	Describes NARA's records management training available nationwide.	Actively Updated	http://www.archives.gov/records-mgmt/training/index.html
Frequently Asked Questions About Managing Federal Records In Cloud Computing Environments	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.	02/05/10	http://www.archives.gov/records-mgmt/faqs/cloud.html
NARA Bulletin 2009-02: Guidance concerning managing records in multi-agency environments	Provides guidance on managing records created or maintained in one "environment" that is used by more than one agency.	06/18/09	http://www.archives.gov/records-mgmt/bulletins/2009/2009-02.html
Continuing Study of Federal Agency Recordkeeping Technologies - 2008	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).	03/20/09	http://www.archives.gov/records-mgmt/resources/recordkeeping-tech-2008.pdf
FAQs in Response to the What's & Why's of Electronic Formats NARA Accepts	Answers a list of frequently asked questions about electronic formats that NARA accepts.	02/01/09	http://archives.gov/records-mgmt/faqs/electronic-formats.html
Memorandum to Federal Agency Records Officers NWM 05.2009: Guidance relating to transition team materials	Provides guidance relating to the records of Presidential transition teams.	11/26/08	http://www.archives.gov/records-mgmt/toolkit/pdf/ID298.pdf
Framework for Developing Records Management Guidance	Explains NARA's framework for developing records management guidance.	10/17/08	http://www.archives.gov/records-mgmt/policy/rm-framework.html
NARA Bulletin 2008-07: Endorsement of DoD Electronic Records Management Application (RMA) Design Criteria Standard, version 3	Information on DoD 5015.2-STD RMA Design Criteria Standard	09/10/08	http://www.archives.gov/records-mgmt/bulletins/2008/2008-07.html
NARA Bulletin 2008-05: Guidance concerning the use of e-mail archiving applications to store e-mail	Discusses e-mail archiving systems and provides guidance for agencies adopting e-mail archiving systems to store Federal records.	07/31/08	http://www.archives.gov/records-mgmt/bulletins/2008/2008-05.html

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Federal Docket Management System (FDMS) Recordkeeping FAQ for Federal Agencies	Reminds Records Management Officers, rulemaking staff, and others about their agency recordkeeping responsibilities when using the Federal Docket Management System (FDMS).	05/16/08	http://www.archives.gov/records-mgmt/faqs/pdf/fdms-faq.pdf
NARA Bulletin 2008-04: Guidance for flexible scheduling	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.	04/30/08	http://www.archives.gov/records-mgmt/bulletins/2008/2008-04.html
NARA Bulletin 2008-02: Protecting Federal records and other documentary materials from unauthorized removal	Reminds heads of Federal agencies that official records must remain in the custody of the agency.	02/04/08	http://www.archives.gov/records-mgmt/bulletins/2008/2008-02.html
A Survey Of Federal Agency Records Management Applications (RMAs)	Provides feedback and lessons learned from Federal agency users of Records Management Applications (RMAs) and E-mail Archiving Software products.	02/01/08	http://www.archives.gov/records-mgmt/resources/rma-study-07.pdf
A Report on Flexible Schedule Implementation by Federal Agencies	Summarizes results of a NARA study of nine Federal agencies who are implementing flexible schedules to manage the disposition of their records.	2008	http://www.archives.gov/records-mgmt/resources/flexible-sched-study.pdf
Checklists for Identifying Records Management Requirements in the Capital Planning and Investment Control (CPIC) Process	Checklists for identifying records management requirements in the Capital Planning and Investment Control (CPIC) process.	09/01/07	http://www.archives.gov/records-mgmt/initiatives/cpic-checklist.pdf
Checklists for Identifying Records Management Requirements in Business Process Design Projects	Checklists to assist in identifying recordkeeping requirements in business process design/re-design project.	09/01/07	http://www.archives.gov/records-mgmt/initiatives/bpd-checklist.pdf
Checklist for Embedding Records Management into the Systems Development Lifecycle (SDLC)	Checklist for embedding recordkeeping and records management into the Systems Development Lifecycle (SDLC) when new IT systems are planned and developed.	09/01/07	http://www.archives.gov/records-mgmt/initiatives/sdlc-checklist.pdf
Frequently Asked Questions (FAQs) about Transferring Permanent Records in PDF/A-1 to NARA	Provides information to assist agencies when considering PDF/A-1 as a transfer format for permanent electronic records.	09/01/07	http://www.archives.gov/records-mgmt/initiatives/pdf-faq.html
Frequently Asked Questions (FAQs) about Selecting Sustainable Formats for Electronic Records	Provides information to assist agencies when selecting and implementing formats for long-term electronic records.	08/01/07	http://www.archives.gov/records-mgmt/initiatives/sustainable-faq.html

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Tips for Scheduling Potentially Permanent Web Content Records	Provides tips for identifying and collecting technical information about potentially permanent web content records during scheduling.	07/01/07	http://www.archives.gov/records-mgmt/publications/web-tips.pdf
Tips for Scheduling Potentially Permanent Geospatial Data Records	Provides tips for identifying and collecting technical information about potentially permanent geospatial data records during scheduling.	07/01/07	http://www.archives.gov/records-mgmt/publications/geospatial-tips.pdf
Frequently Asked Questions (FAQs) about Optical Storage Media: Storing Temporary Records on CDs and DVDs	Provides information to assist agencies when considering optical storage media (i.e., CDs and DVDs) for temporary electronic records.	07/01/07	http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html
Tips for Scheduling Potentially Permanent Digital Photographic Records	Provides tips for identifying and collecting technical information about potentially permanent digital photographic records during scheduling.	07/01/07	http://www.archives.gov/records-mgmt/publications/photo-tips.pdf
Tips for Scheduling Potentially Permanent Records in Portable Document Format (PDF)	Provides tips for identifying and collecting technical information about potentially permanent records in PDF during scheduling.	07/01/07	http://www.archives.gov/records-mgmt/publications/pdf-tips.pdf
Tips for Scheduling Potentially Permanent Scanned Images of Textual Records	Provides tips for identifying and collecting technical information about potentially permanent scanned images of textual records during scheduling.	07/01/07	http://www.archives.gov/records-mgmt/publications/textual-tips.pdf
Tips for Scheduling Potentially Permanent E-mail Messages	Provides tips for identifying and collecting technical information about potentially permanent e-mail messages during scheduling.	07/01/07	http://www.archives.gov/records-mgmt/publications/email-tips.pdf
Frequently Asked Questions (FAQ) about Digital Audio and Video Records	Answers a list of frequently asked questions about digital audio and video records.	05/21/07	http://www.archives.gov/records-mgmt/initiatives/dav-faq.html
NARA Bulletin 2007-02: Guidance Concerning the Use of Enterprise Rights Management (ERM) and Other Encryption-related Software on Federal Records	Guidance to Federal agencies on records management implications of their use of enterprise rights management (ERM) and other software employing encryption technologies.	04/30/07	http://www.archives.gov/records-mgmt/bulletins/2007/2007-02.html
Frequently Asked Questions about Instant Messaging (IM)	Answers a list of frequently asked recordkeeping questions about Instant Messaging.	09/30/06	http://www.archives.gov/records-mgmt/initiatives/im-faq.html

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Implications of Recent Web Technologies for NARA Web Guidance	Discusses the recordkeeping implications of Web Portals, Really Simple Syndication (RSS), Web Logs (Blogs) and Wikis.	09/30/06	http://www.archives.gov/records-mgmt/initiatives/web-tech.html
NARA Bulletin 2006-04: Scheduling Electronic Copies of E-mail and Word Processing Records	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.	07/12/06	http://www.archives.gov/records-mgmt/bulletins/2006/2006-04.html
Recommended Practice: Analysis of Lessons Learned for Enterprise-wide ERM Projects	Analyzes experience of managers involved in ERM projects, summarizing factors that promote success and identifying barriers.	06/01/06	http://www.archives.gov/records-mgmt/policy/lessons-learned.html
Appraisal Policy of the National Archives and Records Administration	Promotes a fundamental understanding of how the National Archives and Records Administration (NARA) determines permanent (or archival) value of Federal records.	05/01/06	http://www.archives.gov/records-mgmt/toolkit/pdf/ID179.pdf
Transferring Permanent Electronic Records to NARA Answers to the Top 5 Questions	Answers the top 5 common questions about transferring permanent records to NARA.	05/01/06	http://www.archives.gov/records-mgmt/toolkit/pdf/ID178.pdf
Pre-Accessioning: A Strategy for Preserving Permanent Electronic Records	Answers several common questions about pre-accessioning permanent electronic records.	05/01/06	http://www.archives.gov/records-mgmt/toolkit/pdf/ID180.pdf
National Archives and Records Administration Electronic Records Management (ERM) Resource Guide	Lists NARA guidance and information needed to prepare for and implement electronic recordkeeping.	05/01/06	http://www.archives.gov/records-mgmt/toolkit/pdf/ID181.pdf
Recommended Practice: Developing and Implementing an Enterprise-wide Electronic Records Management (ERM) Proof of Concept Pilot	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.	03/01/06	http://www.archives.gov/records-mgmt/pdf/pilot-guidance.pdf
Memorandum to Federal Agency Contacts NWM 15.2006, Final Rule on Disposal of Transitory E-Mail Records	Final rule authorizing Federal agencies to dispose of very short-term temporary electronic mail records without creating a recordkeeping copy.	02/22/06	http://www.archives.gov/records-mgmt/memos/nwm15-2006.html

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
NARA Code of Federal Regulations - 36 CFR 1234 - Electronic Records Management (ERM)	Establishes the basic requirements for the creation, maintenance, use, and disposition of Federal electronic records and electronic mail applications.	02/21/06	http://www.archives.gov/about/regulations/part-1234.html
Guidance for Building an Effective Enterprise-wide Electronic Records Management (ERM) Governance Structure	Defines IT governance, providing illustrations as to effective governance mechanisms and the benefits derived by agencies when employing them.	12/22/05	http://www.archives.gov/records-mgmt/policy/governance-guidance.html
Best Practices in Electronic Records Management - A Survey and Report on Federal Government Agencies' Recordkeeping Policy and Practices	Presents the results of the Electronic Records Management Best Practices Survey developed by the Center for Information Policy at the University of Maryland.	12/19/05	http://www.archives.gov/records-mgmt/initiatives/umd-survey.html
Records Management Profile, Federal Enterprise Architecture (FEA) version 1.0	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.	12/15/05	http://www.archives.gov/records-mgmt/policy/rm-profile.html
NARA Bulletin 2006-02: NARA Guidance for Implementing Section 207(e) of the E-Government Act of 2002	Provides guidance to assist Federal agencies and other users in meeting legal requirements for electronic records.	12/15/05	http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html
Benchmarking Report on Business Process Analysis and Systems Design for Electronic Recordkeeping	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.	12/01/05	http://www.archives.gov/records-mgmt/policy/bpa-benchmarking.html
Recommended Practice: Evaluating Commercial Off-the-Shelf (COTS) Electronic Records Management (ERM) Applications	Summarizes the EPA's experience identifying the COTS products that would best meet the needs of agency staff for both EDM and ERM functionality	11/30/05	http://www.archives.gov/records-mgmt/policy/cots-eval-guidance.html
Records Management Guidance For PKI Digital Signature Authenticated and Secured Transaction Records	Assists Federal agencies in the management of PKI digital signature authenticated and secured transaction records in their normal course of conducting electronic commerce.	03/11/05	http://www.archives.gov/records-mgmt/policy/pki.html

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NARA Guidance on Managing Web Records	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.	01/21/05	http://www.archives.gov/records-mgmt/policy/managing-web-records-index.html
Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records WEB CONTENT RECORDS	Specifies requirements for transferring permanent web content records to NARA.	09/17/04	http://www.archives.gov/records-mgmt/initiatives/web-content-records.html
Electronic Records Management Guidance on Methodology for Determining Agency-unique Requirements	Provides a step-by-step approach to identifying and defining agency specific system requirements as building blocks for agency ERM systems.	08/24/04	http://www.archives.gov/records-mgmt/policy/requirements-guidance.html
Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records DIGITAL GEOSPATIAL DATA RECORDS	Specifies requirements for transferring permanent digital geospatial data records to NARA.	04/12/04	http://www.archives.gov/records-mgmt/initiatives/digital-geospatial-data-records.html
Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records DIGITAL PHOTOGRAPHIC RECORDS	Specifies requirements for transferring permanent digital photographic records to NARA.	11/12/03	http://www.archives.gov/records-mgmt/initiatives/digital-photo-records.html
Guidance for Coordinating the Evaluation of Capital Planning and Investment Control (CPIC) Proposals for ERM Applications	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.	06/23/03	http://www.archives.gov/records-mgmt/policy/cpic-guidance.html
Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records RECORDS IN PORTABLE DOCUMENT FORMAT (PDF)	Specifies requirements for transferring permanent PDF records to NARA.	03/31/03	http://www.archives.gov/records-mgmt/initiatives/pdf-records.html
Records Management Guidance For PKI-Unique Administrative Records	Provides detailed guidance on retaining and managing PKI-unique administrative records.	03/14/03	http://www.archives.gov/records-mgmt/policy/pki-guidance.html
Expanding Acceptable Transfer Requirements: Transfer Instructions for Existing Permanent Electronic Records SCANNED IMAGES OF TEXTUAL RECORDS	Specifies requirements for transferring existing permanent scanned images of textual records to NARA.	12/22/02	http://www.archives.gov/records-mgmt/initiatives/scanned-textual.html

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
Expanding Acceptable Transfer Requirements: Transfer Instructions for Existing E-MAIL MESSAGES WITH ATTACHMENTS	Specifies requirements for transferring existing permanent e-mail messages and their attachments to NARA.	09/30/02	http://www.archives.gov/records-mgmt/initiatives/email-attachments.html
Records Management Self-Evaluation Guide	Guide for Federal agencies to use as an overview of the basic components of a records management program.	2001	http://www.archives.gov/records-mgmt/publications/records-management-self-evaluation-guide.html
Records Management Guidance for Agencies Implementing Electronic Signature Technologies	Discusses the records management principles that apply to electronic signature technology generally.	10/18/00	http://www.archives.gov/records-mgmt/policy/electronic-signature-technology.html
Preliminary Planning for Electronic Recordkeeping: Checklist for IT Staff	Lists questions for IT staff to address before implementing an electronic recordkeeping system, and provides related guidance.	04/01/00	http://www.archives.gov/records-mgmt/policy/prod3rev.html
Preliminary Planning for Electronic Recordkeeping: Checklist for RM Staff	Identifies high-level issues that Records Officers need to consider before initiating any discussion about moving towards electronic recordkeeping.	04/01/00	http://www.archives.gov/records-mgmt/policy/prod4rev.html
User Guide to Slide Presentation: Electronic Recordkeeping	A user's guide for two presentations that can be used to brief agency managers and staff on electronic recordkeeping.	04/01/00	http://www.archives.gov/records-mgmt/policy/guide.html
Long version of Electronic Recordkeeping presentation content	Forms the basis for a presentation to brief agency managers and staff on electronic recordkeeping.	04/01/00	http://www.archives.gov/records-mgmt/presentations/erk-full-v2.ppt
Short version of Electronic Recordkeeping presentation content	Forms the basis for a presentation to brief agency managers and staff on electronic recordkeeping.	04/01/00	http://www.archives.gov/records-mgmt/presentations/erk-abbrev-v2.ppt
What is Electronic Recordkeeping (ERK)	Presents high level discussions of what electronic recordkeeping [ERK] is in terms of architectures, objectives, and critical success factors.	04/01/00	http://www.archives.gov/records-mgmt/policy/prod1b.html
Why Federal Agencies Need to Move Toward Electronic Recordkeeping	Summarizes the statutory, legal, regulatory requirements plus internal reasons to move towards electronic recordkeeping (ERK).	04/01/00	http://www.archives.gov/records-mgmt/policy/prod2fnl.html

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
Typical Records Management [RM] Functions and Typical RM Program Activities	Provides an overview of basic concepts used in typical records management program activities and functions.	04/01/00	http://www.archives.gov/records-mgmt/policy/prod6a.html
Examples of System Functions for Electronic Recordkeeping (ERK) and Electronic Records Management (ERM)	Gives examples of detailed system functions that an ERKS or ERM system might need to perform in order to satisfy basic records management functions.	04/01/00	http://www.archives.gov/records-mgmt/policy/prod6b.html
Survey of Baseline Organizational Information	Provides a survey questionnaire for gathering baseline organizational information for developing records management system requirements or evaluating ERM and ERK solutions.	4/1/2000	http://www.archives.gov/records-mgmt/policy/prod7.html
Analysis of Costs and Benefits for ERM/ERK Projects	Provides a guide to identify some typical cost categories and possible benefits of an existing RM system, or of the alternative ERM/ERK solutions.	4/1/2000	http://www.archives.gov/records-mgmt/policy/prod8.html
Context for Electronic Records Management (ERM)	Specifies the records management and information technology [IT] terminology associated with Electronic Recordkeeping (ERK).	11/30/1999	http://www.archives.gov/records-mgmt/initiatives/context-for-erm.html
Vital Records and Records Disaster Mitigation and Recovery	Addresses the identification and protection of records needed to conduct business under emergency operating conditions or to protect legal and financial rights.	1996	http://www.archives.gov/records-mgmt/vital-records/index.html