**Recordkeeping Requirements Template**

1. What are the general records management requirements?

* Federal Records Act
* FOIA
* Privacy Act

2. What are the functions of the office?

* Work on special projects that are related to NARA’s involvement in enhancing access to government records.
* Work on special projects that impact how NARA does its business.
* Work on special projects that are historically significant and relate to NARA’s mission.

3. What records series are created or received within the context of doing work?

* Special Project Working Files DAA-0064-2016-0005-0002
* Special Project Final Reports DAA-0064-2016-0005-0001
* Special Project Supporting Documentation DAA-0064-2016-0005-0002

4. How are the records organized?

* Alphabetically by project title

5. What policies or directives does the office follow that are specific to their function?

* We have some internal SOPs on managing records on the shared drive and in Google Drive. The SOPs include naming conventions, where and how to file records.