

Toolkit for Managing Electronic Records
NARA Tools by Date

| ID | TITLE | SHORT DESCRIPTION | PUBLICATION DATE | URL |
|-----|---|---|------------------|---|
| 55 | Nationwide Records Management Training | Describes NARA's records management training available nationwide. | Actively Updated | http://www.archives.gov/records-mgmt/training/index.html |
| 298 | 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. | 11/26/2008 | http://www.archives.gov/records-mgmt/toolkit/pdf/ID298.pdf |
| 284 | Framework for Developing Records Management Guidance | Explains NARA's framework for developing records management guidance. | 10/17/2008 | http://www.archives.gov/records-mgmt/policy/rm-framework.html |
| 43 | 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 | 9/10/2008 | http://www.archives.gov/records-mgmt/bulletins/2008/2008-07.html |
| 283 | 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. | 7/31/2008 | http://www.archives.gov/records-mgmt/bulletins/2008/2008-05.html |
| 282 | 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). | 5/16/2008 | http://www.archives.gov/records-mgmt/faqs/pdf/fdms-faq.pdf |
| 285 | 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. | 2/4/2008 | http://www.archives.gov/records-mgmt/bulletins/2008/2008-02.html |
| 239 | 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. | 2/1/2008 | http://www.archives.gov/records-mgmt/resources/rma-study-07.pdf |

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| 234 | 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. | 9/1/2007 | http://www.archives.gov/records-mgmt/initiatives/sdlc-checklist.pdf |
| 235 | 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. | 9/1/2007 | http://www.archives.gov/records-mgmt/initiatives/cpic-checklist.pdf |
| 236 | 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. | 9/1/2007 | http://www.archives.gov/records-mgmt/initiatives/bpd-checklist.pdf |
| 232 | 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. | 9/1/2007 | http://www.archives.gov/records-mgmt/initiatives/pdf-faq.html |
| 231 | 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. | 8/1/2007 | http://www.archives.gov/records-mgmt/initiatives/sustainable-faq.html |
| 233 | 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. | 7/1/2007 | http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html |
| 229 | Tips for Scheduling Potentially Permanent Web Content Records | Provides tips for identifying and collecting technical information about potentially permanent web content records during scheduling. | 7/1/2007 | http://www.archives.gov/records-mgmt/publications/web-tips.pdf |
| 228 | Tips for Scheduling Potentially Permanent Geospatial Data Records | Provides tips for identifying and collecting technical information about potentially permanent geospatial data records during scheduling. | 7/1/2007 | http://www.archives.gov/records-mgmt/publications/geospatial-tips.pdf |

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| 224 | Tips for Scheduling Potentially Permanent E-mail Messages | Provides tips for identifying and collecting technical information about potentially permanent e-mail messages during scheduling. | 7/1/2007 | http://www.archives.gov/records-mgmt/publications/email-tips.pdf |
| 227 | Tips for Scheduling Potentially Permanent Digital Photographic Records | Provides tips for identifying and collecting technical information about potentially permanent digital photographic records during scheduling. | 7/1/2007 | http://www.archives.gov/records-mgmt/publications/photo-tips.pdf |
| 226 | 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. | 7/1/2007 | http://www.archives.gov/records-mgmt/publications/pdf-tips.pdf |
| 225 | 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. | 7/1/2007 | http://www.archives.gov/records-mgmt/publications/textual-tips.pdf |
| 212 | Frequently Asked Questions (FAQ) about Digital Audio and Video Records | Answers a list of frequently asked questions about digital audio and video records. | 5/21/2007 | http://www.archives.gov/records-mgmt/initiatives/dav-faq.html |
| 213 | 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. | 4/30/2007 | http://www.archives.gov/records-mgmt/bulletins/2007/2007-02.html |
| 201 | Frequently Asked Questions about Instant Messaging (IM) | Answers a list of frequently asked recordkeeping questions about Instant Messaging. | 9/30/2006 | http://www.archives.gov/records-mgmt/initiatives/im-faq.html |
| 202 | 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. | 9/30/2006 | http://www.archives.gov/records-mgmt/initiatives/web-tech.html |

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| 220 | 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. | 7/12/2006 | http://www.archives.gov/records-mgmt/bulletins/2006/2006-04.html |
| 188 | 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. | 6/1/2006 | http://www.archives.gov/records-mgmt/policy/lessons-learned.html |
| 179 | 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. | 5/1/2006 | http://www.archives.gov/records-mgmt/toolkit/pdf/ID179.pdf |
| 178 | Transferring Permanent Electronic Records to NARA Answers to the Top 5 Questions | Answers the top 5 common questions about transferring permanent records to NARA. | 5/1/2006 | http://www.archives.gov/records-mgmt/toolkit/pdf/ID178.pdf |
| 180 | Pre-Accessioning: A Strategy for Preserving Permanent Electronic Records | Answers several common questions about pre-accessioning permanent electronic records. | 5/1/2006 | http://www.archives.gov/records-mgmt/toolkit/pdf/ID180.pdf |
| 181 | National Archives and Records Administration Electronic Records Management (ERM) Resource Guide | Lists NARA guidance and information needed to prepare for and implement electronic recordkeeping. | 5/1/2006 | http://www.archives.gov/records-mgmt/toolkit/pdf/ID181.pdf |
| 177 | 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. | 3/1/2006 | http://www.archives.gov/records-mgmt/pdf/pilot-guidance.pdf |
| 222 | 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. | 2/22/2006 | http://www.archives.gov/records-mgmt/memos/nwm15-2006.html |

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| 219 | 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. | 2/21/2006 | http://www.archives.gov/about/regulations/part-1234.html |
| 171 | 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. | 12/22/2005 | http://www.archives.gov/records-mgmt/policy/governance-guidance.html |
| 223 | 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. | 12/19/2005 | http://www.archives.gov/records-mgmt/initiatives/umd-survey.html |
| 172 | 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. | 12/15/2005 | http://www.archives.gov/records-mgmt/policy/rm-profile.html |
| 199 | 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. | 12/15/2005 | http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html |
| 154 | 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. | 12/1/2005 | http://www.archives.gov/records-mgmt/policy/bpa-benchmarking.html |

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| 153 | 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 | 11/30/2005 | http://www.archives.gov/records-mgmt/policy/cots-eval-guidance.html |
| 155 | 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. | 3/11/2005 | http://www.archives.gov/records-mgmt/policy/pki.html |
| 60 | 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. | 1/21/2005 | http://www.archives.gov/records-mgmt/policy/managing-web-records-index.html |
| 49 | Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records WEB CONTENT RECORDS | Specifies requirements for transferring permanent web content records to NARA. | 9/17/2004 | http://www.archives.gov/records-mgmt/initiatives/web-content-records.html |
| 42 | 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. | 8/24/2004 | http://www.archives.gov/records-mgmt/policy/requirements-guidance.html |
| 48 | 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. | 4/12/2004 | http://www.archives.gov/records-mgmt/initiatives/digital-geospatial-data-records.html |
| 46 | Expanding Acceptable Transfer Requirements: Transfer Instructions for Permanent Electronic Records DIGITAL PHOTOGRAPHIC RECORDS | Specifies requirements for transferring permanent digital photographic records to NARA. | 11/12/2003 | http://www.archives.gov/records-mgmt/initiatives/digital-photo-records.html |

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| 40 | 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. | 6/23/2003 | http://www.archives.gov/records-mgmt/policy/cpic-guidance.html |
| 47 | 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. | 3/31/2003 | http://www.archives.gov/records-mgmt/initiatives/pdf-records.html |
| 38 | Records Management Guidance For PKI-Unique Administrative Records | Provides detailed guidance on retaining and managing PKI-unique administrative records. | 3/14/2003 | http://www.archives.gov/records-mgmt/policy/pki-guidance.html |
| 45 | 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. | 12/22/2002 | http://www.archives.gov/records-mgmt/initiatives/scanned-textual.html |
| 44 | 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. | 9/30/2002 | http://www.archives.gov/records-mgmt/initiatives/email-attachments.html |
| 39 | Records Management Guidance for Agencies Implementing Electronic Signature Technologies | Discusses the records management principles that apply to electronic signature technology generally. | 10/18/2000 | http://www.archives.gov/records-mgmt/policy/electronic-signature-technology.html |
| 25 | What is Electronic Recordkeeping (ERK) | Presents high level discussions of what electronic recordkeeping [ERK] is in terms of architectures, objectives, and critical success factors. | 4/1/2000 | http://www.archives.gov/records-mgmt/policy/prod1b.html |

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| 26 | Why Federal Agencies Need to Move Toward Electronic Recordkeeping | Summarizes the statutory, legal, regulatory requirements plus internal reasons to move towards electronic recordkeeping (ERK). | 4/1/2000 | http://www.archives.gov/records-mgmt/policy/prod2fnl.html |
| 27 | 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. | 4/1/2000 | http://www.archives.gov/records-mgmt/policy/prod3rev.html |
| 28 | 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. | 4/1/2000 | http://www.archives.gov/records-mgmt/policy/prod4rev.html |
| 29 | 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. | 4/1/2000 | http://www.archives.gov/records-mgmt/policy/prod6a.html |
| 30 | 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. | 4/1/2000 | http://www.archives.gov/records-mgmt/policy/prod6b.html |
| 31 | 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 |
| 32 | 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 |
| 34 | 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. | 4/1/2000 | http://www.archives.gov/records-mgmt/policy/guide.html |
| 35 | Long version of Electronic Recordkeeping presentation content | Forms the basis for a presentation to brief agency managers and staff on electronic recordkeeping. | 4/1/2000 | http://www.archives.gov/records-mgmt/presentations/erk-full-v2.ppt |

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| 36 | Short version of Electronic Recordkeeping presentation content | Forms the basis for a presentation to brief agency managers and staff on electronic recordkeeping. | 4/1/2000 | http://www.archives.gov/records-mgmt/presentations/erk-abbrev-v2.ppt |
| 19 | 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 |
| 56 | Records Management Self-Evaluation Guide | Guide for Federal agencies to use as an overview of the basic components of a records management program. | 6/23/1995 | http://www.archives.gov/records-mgmt/publications/records-management-self-evaluation-guide.html |
| 88 | 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. | 6/18/1995 | http://www.archives.gov/records-mgmt/vital-records/index.html |