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
314	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).	3/20/2009	http://www.archives.gov/records-mgmt/resources/recordkeeping-tech-2008.pdf
304	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.	2/1/2009	http://archives.gov/records-mgmt/faqs/electronic-formats.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

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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
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
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
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

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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
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

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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
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

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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
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

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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
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

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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
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