TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
Nationwide Records Management Training	Describes NARA's records management training available nationwide.	Updated Regularly	http://www.archives.gov/records-mgmt/training/index.html
Records Express Blog	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.	Updated Regularly	http://blogs.archives.gov/records-express/
Records Control Schedule (RCS) Repository	Provides access to scanned versions of records schedules, or Standard Forms 115, Request for Records Disposition Authority, that have been developed by Federal agencies and approved by the Archivist of the United States.	Updated Regularly	http://www.archives.gov/records-mgmt/rcs/
Guidance on Managing Content on Shared Drives	This Bulletin outlines the records management implications and challenges, agency responsibilities, and benefits of organizing and managing content stored on shared drives.	December, 2011	http://www.archives.gov/records-mgmt/bulletins/2012/2012-02.html
Recordkeeping in Transformation – Top 10 FAQs	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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID411.pdf
Guidance on Managing Mixed-Media Files	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	http://www.archives.gov/records-mgmt/bulletins/2011/2011-04.html
Frequently Asked Questions (FAQs) about Telework	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	http://www.archives.gov/records-mgmt/faqs/telework.html.

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
Establishing Trustworthy Digital Repositories: A Discussion Guide Based on the ISO Open Archival Information System (OAIS) Standard Reference Model	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 "trustworty digital repository" for long term storage of digital records and data that complies with the OAIS Standard, ISO 14721:2003.	January 19, 2011	www.archives.gov/records-mgmt/toolkit/pdf/ID373.pdf
NARA Bulletin 2010-04: Guidance Concerning Notifications for Previously Scheduled Permanent Records	Provides guidance to assist Federal agencies in developing new media neutral records schedules.	September, 2010	http://www.archives.gov/records-mgmt/bulletins/2010/2010-04.html
NARA Bulletin 2010-05: Guidance on Managing Records in Cloud Computing Environments	Addresses records management considerations in cloud computing environments and is a formal articulation of NARA's view of agencies' records management responsibilities.	September, 2010	http://www.archives.gov/records-mgmt/bulletins/2010/2010-05.html
Frequently Asked Questions (FAQs) About Media Neutral Schedule Items	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	http://www.archives.gov/records-mgmt/faqs/media-neutral.html
Report on Federal Web 2.0 Use and Record Value characteristics that may affect the value of information created	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	http://www.archives.gov/records-mgmt/resources/web2.0-use.pdf
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.	February, 2010	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.	June, 2009	http://www.archives.gov/records-mgmt/bulletins/2009/2009-02.html

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
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).	March, 2009	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.	February, 2009	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.	November, 2008	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.	October, 2008	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	September, 2008	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.	July, 2008	http://www.archives.gov/records-mgmt/bulletins/2008/2008-05.html
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).	May, 2008	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.	April, 2008	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.	February, 2008	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.	February, 2008	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

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
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.	September, 2007	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.	September, 2007	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.	September, 2007	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.	September, 2007	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.	August, 2007	http://www.archives.gov/records-mgmt/initiatives/sustainable-faq.html
Tips for Scheduling Potentially Permanent Web Content Records	Provides tips for identifying and collecting technical information about potentially permanent web content records during scheduling.	July, 2007	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.	July, 2007	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.	July, 2007	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.	July, 2007	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.	July, 2007	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.	July, 2007	http://www.archives.gov/records-mgmt/publications/textual-tips.pdf

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Tips for Scheduling Potentially Permanent E-mail Messages	Provides tips for identifying and collecting technical information about potentially permanent e-mail messages during scheduling.	July, 2007	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.	May, 2007	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	Guidance to Federal agencies on records management implications of their use of enterprise rights management (ERM) and	April, 2007	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.	September, 2006	http://www.archives.gov/records-mgmt/initiatives/im-faq.html
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.	September, 2006	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.	July, 2006	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.	June, 2006	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.	May, 2006	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.	May, 2006	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.	May, 2006	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.	May, 2006	http://www.archives.gov/records-mgmt/toolkit/pdf/ID181.pdf

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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.	March, 2006	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.	February, 2006	http://www.archives.gov/records-mgmt/memos/nwm15-2006.html
NARA Code of Federal Regulations - 36 CFR 1236 - Electronic Records Management (ERM)	Establishes the basic requirements for the creation, maintenance, use, and disposition of Federal electronic records and electronic mail applications.	February, 2006	http://www.archives.gov/about/regulations/part-1236.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.	December, 2005	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.	December, 2005	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.	December, 2005	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.	December, 2005	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.	December, 2005	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	November, 2005	http://www.archives.gov/records-mgmt/policy/cots-eval-guidance.html

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
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.	March, 2005	http://www.archives.gov/records-mgmt/policy/pki.html
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.	January, 2005	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.	September, 2004	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	August, 2004	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.	April, 2004	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.	November, 2003	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.	June, 2003	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.	March, 2003	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.	March, 2003	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.	December, 2002	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.	September, 2002	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.	October, 2000	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.	April, 2000	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.	April, 2000	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.	April, 2000	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.	April, 2000	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.	April, 2000	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.	April, 2000	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).	April, 2000	http://www.archives.gov/records-mgmt/policy/prod2fnl.html
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.	April, 2000	http://www.archives.gov/records-mgmt/policy/prod6a.html

TITLE	SHORT DESCRIPTION	PUBLICATION DATE	URL
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.	April, 2000	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	April, 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.	April, 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).	November, 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

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	http://aiimknowledgecenter.typepad.com/weblog/2009/02/what-is-email-management.html
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	http://www.techstreet.com/cgi-bin/detail?product_id=1320648
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	http://www.aiim.org/erm/paper/Records-Management-IT-Bridging-Gap
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	https://www.rimp.gov.ab.ca/publications/pdf/ManagingSharedElectronicWorkspace.pdf
Cloud Computing Toolkit	ARA and Aberystwyth University	Provides guidance on outsourcing information storage to the cloud environment.	2011	http://www.archives.org.uk/latest-news/cloud-computing-toolkit-launched-by-ara-and-aberystwyth-university.html
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	http://aabc.ca/TK_08_electronic_records.html
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	http://archives.govt.nz/advice/continuum-resource-kit
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	http://archives.govt.nz/sites/default/files/S7_2.pdf
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	http://archives.govt.nz/sites/default/files/S8_0.pdf

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
Archives New Zealand - Technical Specifications for the Electronic Recordkeeping Metadata Standard	Archives New Zealand	Describes information about records and the contexts in which they are captured and used. This is information that Archives New Zealand recommends be captured in business systems used to create and capture records.	June, 2008	http://archives.govt.nz/sites/default/files/TS_4.pdfhttp://archives.govt.nz/sites/default/files/TS_4.pdf
Archives New Zealand - What to Consider Prior to Implementing an IT 'Solution' to a Recordkeeping Problem	Archives New Zealand	Discusses processes and considerations that should be made prior to implementing IT solutions to meet recordkeeping requirements.	June, 2006	http://archives.govt.nz/sites/default/files/g3.pdf
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	http://archives.govt.nz/sites/default/files/S5_Digital_Recordkeeping_Standard_PDF_0.pdf
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.	July, 2005	http://www.archives.tas.gov.au/guidelines/guideline_07.doc
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.	July, 2005	http://www.archives.tas.gov.au/advice/advice_04.doc
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	http://www.lib.az.us/records/Standards_and_Guidelines.cfm?/GuidanceAndRelatedResources/systems_design_consideration.cfm
State of Arizona - Electronic Recordkeeping Systems (ERS) Guidelines	Arizona State Library, Archives and Public Records	Specifies recordkeeping functionality that should be incorporated into any digital information system to ensure it can produce records that are accepted as evidence, well managed and preserved.	January, 2003; Updated June, 2010	http://www.lib.az.us/records/GuidanceAndRelatedResources/ers_guide.aspx
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	http://www.lib.az.us/records/documents/pdf/GuidanceAndRelatedResources/email_management.pdf
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	http://www.arma.org/bookstore/productdetail.cfm?ProductID=2276

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID114.pdf
Advice on Managing the Recordkeeping Risks Associated with Cloud Computing	Australasian Digital Recordkeeping Initiative	Provides cloud computing guidance.	2010	http://www.adri.gov.au/products/Advice%20on%20managing%20the%20recordkeeping%20risks%20associated%20with%20cloud%20computing.pdf
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	http://www.adri.govt.nz/products/DRES-BRS-20080623.pdf
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	http://www.finance.gov.au/e-government/better-practice-and-collaboration/better-practice-checklists/archiving.html
Australian Project for Sustainable Repositories (APSR) - Web Site	Australian National University	Documents a center of excellence for programs addressing digital sustainability.	2005 - Present	http://apsr.anu.edu.au/index.html
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	http://www.casparpreserves.eu/caspar-project.html
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.		http://www.ciesin.columbia.edu/ger/index.html

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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 identifing recordkeeping requirements.	1999	http://www.ctg.albany.edu/publications/guides/practical_tools_for_ermp
Central Intelligence Agency (CIA) - Electronic Recordkeeping System (ERKS) Requirements for the Central Intelligence Agency	Central Intelligence Agency (CIA)	Guide to the necessary requirements and processes to ensure automated information systems are designed and maintained to meet the mission and legal needs of the business.	July, 2005	http://www.foia.cia.gov/ERKS_Reqs_IMS_RevC.asp
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	http://www.statearchivists.org/iper/rim/index.htm
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	http://rc.statearchivists.org/
Department of Commerce (DOC) - Records Management Policy	Department of Commerce (DOC)	Provides basic guidance on records management, including employee requirements and responsibilities.	May, 2007	http://ocio.os.doc.gov/ITPolicyandPrograms/Policy___Standards/DEV01_003750
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	http://ocio.os.doc.gov/ITPolicyandPrograms/Records_Management/PROD01_002018
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.		http://jitc.fhu.disa.mil/recmgt/standards.html
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID366.pdf
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	http://energy.gov/sites/prod/files/cioprod/documents/Social_Media_Records_and_You_v2_JD.pdf

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID189.pdf
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	http://cio.energy.gov/documents/Exit_Brochure.pdf
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.		http://www.archives.gov/records-mgmt/toolkit/pdf/ID303.pdf
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.		http://www.archives.gov/records-mgmt/toolkit/pdf/ID302.pdf
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.		http://www.archives.gov/records-mgmt/toolkit/pdf/ID317.pdf
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID237.pdf
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.		http://www.archives.gov/records-mgmt/toolkit/pdf/ID192.pdf
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.		http://www.doi.gov/ocio/records/tools/paper2.pdf
Department of Interior (DOI) - Web-based Records Management Training for E-mail Users	Department of Interior (DOI)	Provides interactive on-line training for all staff on how to identify e-mail records and records subject to FOIA requests.		http://www.doi.gov/ocio/records/training/index.html
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	http://www.cybercrime.gov/eprocess.htm

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.usdoj.gov/jmd/irm/lifecycle/table.htm
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID287.pdf
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID288.pdf
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID286.pdf
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	http://www.dcc.ac.uk/resources/external/tools-services
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 life-cycle.	July, 2006	http://www.dcc.ac.uk/resources/curation-reference-manual/completed-chapters/curating-e-mails
Variety	Digital Curation Centre (DCC)	Assistance and advice, including FAQs about digital curation and data management throughout the research lifecycle.	Updated Regularly	http://www.dcc.ac.uk
Preservation Management of Digital Materials: The Handbook	Digital Preservation Coalition	Provides practical guidance for long-term management and access to digital resources.	November, 2008	http://www.dpconline.org/advice/preservationhandbook
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	http://www.digitalpreservationeurope.eu/registries/resources/
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	http://www.educause.edu/wiki/Electronic+Records+Management+Toolkit

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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	http://www.erpanet.org/guidance/index.php
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	http://www.epa.gov/records/tools/toolkits/vital/index.htm
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	http://www.archives.gov/records-mgmt/toolkit/word/ID300.doc
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	http://www.epa.gov/records/faqs/eis.htm
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	http://www.archives.gov/records-mgmt/toolkit/word/ID360.doc
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	http://www.epa.gov/records/
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	http://www.archives.gov/records-mgmt/toolkit/word/ID362.doc
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	http://www.epa.gov/records/tools/RM_for_Senior_Officials.pdf
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	http://www.archives.gov/records-mgmt/toolkit/word/ID361.doc

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Environmental Protection Agency (EPA) - What Every EPA Staffer Should Know About Records Management	Environmental Protection Agency (EPA)	Provides general records management guidance.	May, 2007	http://www.epa.gov/records/what/index.htm
Environmental Protection Agency (EPA) - What is a Record? Decision Tree	Environmental Protection Agency (EPA)	Provides guidance for agency employees on identifying records.	May, 2007	http://www.epa.gov/records/whatis/index.htm
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	http://www.archives.gov/records-mgmt/toolkit/pdf/erkc-manual.pdf
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	http://www.archives.gov/records-mgmt/toolkit/fbi/lcmd-records.html
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	http://www.archives.gov/records-mgmt/toolkit/fbi/rma-current-state.html
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	http://www.archives.gov/records-mgmt/toolkit/fbi/rma-business-conops.html
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	http://www.archives.gov/records-mgmt/toolkit/fbi/rma-system-conops.html
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	http://www.archives.gov/records-mgmt/toolkit/fbi/rma-integrate-with-fbi-ea.html
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	http://www.archives.gov/records-mgmt/toolkit/fbi/rma-transition-strategy.html

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Managing Electronic Records	Government Records Branch of North Carolina	Provides guidance and best practices for managing electronic records at the state level.	June, 2011	http://www.records.ncdcr.gov/erecords/default.htm#dig
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	http://www.businessofgovernment.org/report/blogging-revolution-government-age-web-20
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	http://www.businessofgovernment.org/report/how-federal-agencies-can-effectively-manage-records-created-using-new-social-media-tools
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	http://www.libraries.iub.edu/index.php?pageId=3313
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 "trustworty	January 19, 2011	www.archives.gov/records-mgmt/toolkit/pdf/ID373.pdf
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	http://www.adri.govt.nz/products/ICA-M2-ERMS.pdf
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	http://www.ica.org/10801/studies-and-case-studies/ica-study-n16-electronic-records-a-workbook-for-archivists.html

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://webstore.ansi.org/RecordDetail.aspx?sku=ISO+15489-1%3A2001
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	http://webstore.ansi.org/RecordDetail.aspx?sku=ISO%2fTR+15489-2%3a2001
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	http://www.irmt.org/documents/assessment%20tools/financial_mgmt/IRMT_IFMISGuide.pdf
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	http://www.irmt.org/documents/educ_training/term%20resources/IRMT_Good_Practice_Indicators.pdf
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	http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)creator_guidelines_booklet.pdf
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	http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)policy_framework_document.pdf
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	http://www.interpares.org/ip2/display_file.cfm?doc=ip2(pub)preserver_guidelines_booklet.pdf
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	http://www.interpares.org/book/interpares_book_k_app02.pdf

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.irs.gov/irm/part1/irm_01-015-006.html
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	http://11kitbid.jiscinvolve.org/wp/
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	http://www.jiscinfonet.ac.uk/InfoKits/edrm
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.	2009	http://www.jiscinfonet.ac.uk/records-management/measuring-impact/impact-calculator/index.html
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	http://hul.harvard.edu/jhove/index.html
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 thei 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	www.collectionscanada.gc.ca/digital-initiatives/012018-2200-e.html
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	http://www.digitalpreservation.gov/formats/intro/intro.shtml
Library of Congress (LOC) - Federal Agencies Digitization Guidelines Initiative	Library of Congress	Defines common guidelines, methods, and practices to digitize historical content.	2007 - Present	http://www.digitizationguidelines.gov/
Electronic Records Guidelines	Library of Virginia	These guidelines provide best practices for public bodies that are developing an electronic records management strategy.	December, 2009	http://www.lva.virginia.gov/agencies/records/electronic/electronic-records-guidelines.pdf

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.webarchive.org.uk/pan/13514/20070302/www.lboro.ac.uk/computing/irm/generic-policy.html
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	http://www.mnhs.org/preserve/records/electronicrecords/erguidelinestoc.html
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	http://www.mnhs.org/preserve/records/tis/tis.html
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	http://arrow.edu.au/
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	http://www.archives.gov/records-mgmt/resources/flexible-sched-study.pdf
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	http://www.archives.gov/records-mgmt/resources/rma-study-07.pdf
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	http://www.archives.gov/records-mgmt/policy/prod8.html
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID179.pdf

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.archives.gov/records-mgmt/policy/bpa-benchmarking.html
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	http://www.archives.gov/records-mgmt/initiatives/umd-survey.html
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	http://www.archives.gov/records-mgmt/initiatives/sdlc-checklist.pdf
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	http://www.archives.gov/records-mgmt/initiatives/bpd-checklist.pdf
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	http://www.archives.gov/records-mgmt/initiatives/cpic-checklist.pdf
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	http://www.archives.gov/records-mgmt/initiatives/context-for-erm.html
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	http://www.archives.gov/records-mgmt/resources/recordkeeping-tech-2008.pdf
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	http://www.archives.gov/records-mgmt/policy/requirements-guidance.html

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.archives.gov/records-mgmt/policy/prod6b.html
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	http://www.archives.gov/records-mgmt/initiatives/email-attachments.html
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	http://www.archives.gov/records-mgmt/initiatives/scanned-textual.html
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	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	National Archives and Records Administration (NARA)	Specifies requirements for transferring permanent digital photographic records to NARA.	November, 2003	http://www.archives.gov/records-mgmt/initiatives/digital-photo-records.html
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	http://www.archives.gov/records-mgmt/initiatives/pdf-records.html
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	http://www.archives.gov/records-mgmt/initiatives/web-content-records.html
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	http://archives.gov/records-mgmt/faqs/electronic-formats.html
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	http://www.archives.gov/records-mgmt/faqs/pdf/fdms-faq.pdf

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
Framework for Developing Records Management Guidance	National Archives and Records Administration (NARA)	Explains NARA's framework for developing records management guidance.	October, 2008	http://www.archives.gov/records-mgmt/policy/rm-framework.html
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	http://www.archives.gov/records-mgmt/initiatives/dav-faq.html
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	http://www.archives.gov/records-mgmt/faqs/media-neutral.html
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	http://www.archives.gov/records-mgmt/initiatives/temp-opmedia-faq.html
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	http://www.archives.gov/records-mgmt/initiatives/sustainable-faq.html
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	http://www.archives.gov/records-mgmt/faqs/telework.html.
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	http://www.archives.gov/records-mgmt/initiatives/pdf-faq.html
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	http://www.archives.gov/records-mgmt/initiatives/im-faq.html
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	http://www.archives.gov/records-mgmt/faqs/cloud.html

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.archives.gov/records-mgmt/policy/governance-guidance.html
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	http://www.archives.gov/records-mgmt/policy/cpic-guidance.html
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	http://www.archives.gov/records-mgmt/bulletins/2012/2012-02.html
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	http://www.archives.gov/records-mgmt/bulletins/2011/2011-04.html
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	http://www.archives.gov/records-mgmt/initiatives/web-tech.html
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	http://www.archives.gov/records-mgmt/policy/prod5a.html
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID298.pdf
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	http://www.archives.gov/records-mgmt/bulletins/2006/2006-02.html

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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	http://www.archives.gov/records-mgmt/bulletins/2006/2006-04.html
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	http://www.archives.gov/records-mgmt/bulletins/2007/2007-02.html
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	http://www.archives.gov/records-mgmt/bulletins/2008/2008-02.html
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	http://www.archives.gov/records-mgmt/bulletins/2008/2008-04.html
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	http://www.archives.gov/records-mgmt/bulletins/2008/2008-05.html
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	http://www.archives.gov/records-mgmt/bulletins/2008/2008-07.html
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	http://www.archives.gov/records-mgmt/bulletins/2009/2009-02.html
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	http://www.archives.gov/records-mgmt/bulletins/2010/2010-04.html

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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	http://www.archives.gov/records-mgmt/bulletins/2010/2010-05.html
NARA Code of Federal Regulations - 36 CFR 1236 - Electronic Records Management (ERM)	National Archives and Records Administration (NARA)	Establishes the basic requirements for the creation, maintenance, use, and disposition of Federal electronic records and electronic mail applications.	February, 2006	http://www.archives.gov/about/regulations/part-1236.html
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	http://www.archives.gov/records-mgmt/policy/managing-web-records-index.html
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID181.pdf
Nationwide Records Management Training	National Archives and Records Administration (NARA)	Describes NARA's records management training available nationwide.	N/A	http://www.archives.gov/records-mgmt/training/index.html
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID180.pdf
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	http://www.archives.gov/records-mgmt/policy/prod3rev.html
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	http://www.archives.gov/records-mgmt/policy/prod4rev.html
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	http://www.archives.gov/records-mgmt/policy/cots-eval-guidance.html

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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	http://www.archives.gov/records-mgmt/policy/lessons-learned.html
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	http://www.archives.gov/records-mgmt/pdf/pilot-guidance.pdf
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID411.pdf
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 Federal agencies and approved by the Archivist of the United States.	Updated regularly	http://www.archives.gov/records-mgmt/rcs/
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	http://blogs.archives.gov/records-express/
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	http://www.archives.gov/records-mgmt/policy/electronic-signature-technology.html
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	http://www.archives.gov/records-mgmt/policy/pki.html

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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	http://www.archives.gov/records-mgmt/policy/pki-guidance.html
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	http://www.archives.gov/records-mgmt/policy/rm-profile.html
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	http://www.archives.gov/records-mgmt/publications/records-management-self-evaluation-guide.html
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	http://www.archives.gov/records-mgmt/resources/web2.0-use.pdf
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	http://www.archives.gov/records-mgmt/policy/prod5b.html
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	http://www.archives.gov/records-mgmt/policy/prod7.html
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	http://www.archives.gov/records-mgmt/publications/photo-tips.pdf
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	http://www.archives.gov/records-mgmt/publications/email-tips.pdf
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	http://www.archives.gov/records-mgmt/publications/geospatial-tips.pdf

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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	http://www.archives.gov/records-mgmt/publications/pdf-tips.pdf
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	http://www.archives.gov/records-mgmt/publications/textual-tips.pdf
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	http://www.archives.gov/records-mgmt/publications/web-tips.pdf
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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID178.pdf
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	http://www.archives.gov/records-mgmt/policy/prod6a.html
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	http://www.archives.gov/records-mgmt/policy/guide.html
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	http://www.archives.gov/records-mgmt/vital-records/index.html
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	http://www.archives.gov/records-mgmt/policy/prod1b.html
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	http://www.archives.gov/records-mgmt/policy/prod2fnl.html

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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	http://www.naa.gov.au/records-management/publications/cloud-checklist.aspx
National Archives of Australia - Digital Recordkeeping Self-Assessment Checklist	National Archives of Australia	Checklist for evaluating recordkeeping strategies, practices and systems for managing digital records, and for identifying areas needing improvement.	May, 2004	http://www.naa.gov.au/Images/DigitalRecordkeepingChecklist_tcm2-923.pdf
National Archives of Australia - Digital Recordkeeping: Guidelines for Managing and Preserving Digital Records	National Archives of Australia	Provides comprehensive guidlines for creating, managing and preserving digital records for as long as needed.	May, 2004	http://www.naa.gov.au/Images/Digital-recordkeeping-guidelines_tcm2-920.pdf
A Checklist for Records Management and the Cloud	National Archives of Australia	A checklist to help ensure the authenticity, accuracy, and trustworthiness of records stored in cloud environments.	2011	http://www.naa.gov.au/Images/Cloud_checklist_with_logo_and_cc_licence_tcm16-44279.pdf
National Archives of Australia - Managing email: A new form of evidence	National Archives of Australia	Provides guidance for managing e-mail as records.	2007	http://www.naa.gov.au/records-management/systems/email/index.aspx
National Archives of Australia - Functional Specifications for Recordkeeping Functionality in Business Information System Software	National Archives of Australia	Provides electronic recordkeeping requirements for business information systems.	December, 2006	http://www.naa.gov.au/Images/BISspecifications_tcm2-1014.pdf
National Archives of Australia - What is a collaborative workspace?	National Archives of Australia	Provides answers to questions about recordkeeping in collaborative workspaces.		http://www.naa.gov.au/records-management/systems/collaborative.aspx
National Archives of Australia, Chief Information Officer Committee - Australian Government Email Metadata Standard (AGEMS), Version 1.0	National Archives of Australia	Specifies a set of metatags based on business requirements for the identification, processing, management, control and retrieval of e-mail.	December, 2005	http://www.naa.gov.au/records-management/create-capture-describe/describe/AGEMS/index.aspx
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	http://www.naa.gov.au/records-management/agency/digital/socialmedia/index.aspx

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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	http://csrc.nist.gov/publications/nistpubs/800-34-rev1/sp800-34-rev1_errata-Nov11-2010.pdf
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.		http://csrc.nist.gov/CryptoToolkit/
Management Support: Electronic Mail	National Institutes of Health (NIH)	Including FAQ on "Are E-Mail Messages Records?"	March, 2007	http://oma.od.nih.gov/ms/records/email.html#e
National Library of New Zealand - Metadata Extraction Tool	National Library of New Zealand	Software designed to automatically extract metadata from digital files.	2007	http://meta-extractor.sourceforge.net/
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	http://www.cr.nps.gov/museum/publications/conserveogram/22-05.pdf
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	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/
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	http://www.records.nsw.gov.au/recordkeeping/topics/monitoring-records-management/records-management-assessment-tool#records-management-assessment-tool
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	http://www.archives.nysed.gov/a/records/mr_pub85.shtml

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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	http://www.archives.nysed.gov/a/records/mr_social_media.shtml
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	http://www.records.ncdcr.gov/guides/best_practices_socialmedia_usage_20091217.pdf
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	http://ohsweb.ohiohistory.org/ohioerc/index.php?title=Guidelines
Digital Preservation Tool Registry	Open Planets Foundation	A wiki-based registry for digital preservation tools.	May, 2012	http://wiki.opf-labs.org/display/TR/Home
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	http://www.uspto.gov/web/patents/ifw/documents/tsgsigned.doc
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	http://www.archives.qld.gov.au/publications/PublicRecordsBriefs/SharedDrives.pdf
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	http://www.archives.gov/records-mgmt/toolkit/pdf/100.pdf
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	http://www.archives.gov/records-mgmt/toolkit/pdf/98.pdf
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.		http://www.archives.gov/records-mgmt/toolkit/pdf/ID191.pdf

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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	http://www.archives.gov/records-mgmt/toolkit/pdf/ID330.pdf
Smithsonian Institution Archives (SIA) - Email Records Guidance	Smithsonian Institution	Provides user-level guidance regarding appropriate use and management of e-mail.	March, 2007	http://siarchives.si.edu/pdf/cerp_Email_guidance_supp_0307.pdf
Smithsonian Institution Archives (SIA) - Records Management Web site	Smithsonian Institution	Provides an example of an institutional archives web site on archives and records management.		http://siarchives.si.edu/records/main.html
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	http://siarchives.si.edu/cerp/RECORDS_RETENTION_SCHEDULE_rev3.pdf
Smithsonian Institution Archives (SIA) - Responsible Recordkeeping: Email Records	Smithsonian Institution	Provides user-level advice to office staff for management of e-mail.	March, 2007	http://siarchives.si.edu/pdf/SIA_EREC_03_07.pdf
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 they may be accepting for deposit.	June, 2007	http://www.archives.gov/records-mgmt/toolkit/pdf/ID331.pdf
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.	2005	http://www.archivists.org/glossary/index.asp
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.	07/03/05	http://arm.scdah.sc.gov/erp/ermanagement+guidelines.htm
Standards Australia - Work Process Analysis for Recordkeeping AS 5090-2003	Standards Australia	Provides guidance on undertaking work process analysis for recordkeeping purposes.	August, 2003	http://www.saiglobal.com/shop/script/Details.asp?DocN=AS398517884108

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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	http://cinch.nclive.org/Cinch/
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	http://www.lib.az.us/records/documents/pdf/Social_Networking.pdf
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	http://www.michigan.gov/documents/E-Mail_Retention_Guidelines_126565_7.pdf
State of Michigan - Electronic Mail Retention Guidelines	State of Michigan Department of History, Arts and Libraries (HAL)	Provides user-level guidelines for e-mail retention.	2005	http://www.michigan.gov/documents/E-Mail_Retention_Guidelines_126565_7.pdf
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	http://www.michigan.gov/documents/hal_mhc_rms_email_faq_161101_7.pdf
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	http://www.records.nsw.gov.au/recordkeeping/resources-for/small-public-offices/records-management-toolkit/records-management-toolkit

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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 managemnent.	Updated Regularly	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
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	http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/rib-57-managing-shared-drives
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	http://www.records.nsw.gov.au/recordkeeping/government-recordkeeping-manual/guidance/recordkeeping-in-brief/recordkeeping-in-brief-42
Electronic Records Toolkits	The National Archives (U.K)	Provides explanation on both the principles and practical implementation strategies for managing digital records.	Updated Regularly	http://www.nationalarchives.gov.uk/information-management/projects-and-work/electronic-records-toolkits.htm
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. Also provides guidance for email management.	2010	http://www.nationalarchives.gov.uk/documents/managing-electronic-records-without-an-erms-publication-edition.pdf
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	http://www.nationalarchives.gov.uk/recordsmanagement/selection/appraisal-toolkits.htm
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	http://www.nationalarchives.gov.uk/documents/bcs_toolkit.pdf
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	http://sourceforge.net/apps/mediawiki/droid/index.php?title=Main_Page

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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	http://www.nationalarchives.gov.uk/PRONOM/Default.aspx
The Sedona Conference® - THE SEDONA GUIDELINES: Best Practice Guidelines & Commentary for Managing Information & Records in the	The Sedona Conference®	Sets forth "guidelines" to help organizations assess their unique needs and responsibilities in managing electronic information and records.	September, 2005	http://www.thesedonaconference.org/dltForm?did=TSG9_05.pdf
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	http://www.ukoln.ac.uk/
Managing Emails as Records	United Nations	Provides an overview of policies and procedures for managing email as records.	2012	http://archives.un.org/ARMS/content/managing-emails-records
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	http://archives.un.org/unarms/index.html
Information on Official Records	United States Geological Survey (USGS)	USGS General Records Disposition Schedule	May, 2009	http://www.usgs.gov/usgs-manual/schedule/432-1-s1/infotouse1.html
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	http://edc.usgs.gov/government/ratool/view_questions.php
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	http://eros.usgs.gov/government/records/media/FY10MediaTradeStudy.pdf
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	http://www.exeter.ac.uk/media/level1/academicserviceswebsite/it/recordsmanagementservice/Shared_drives_Guidance.pdf
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	http://jiscpowr.jiscinvolve.org/files/2008/11/powrhandbookv1.pdf