

# RECORDS MANAGEMENT

SECTION	SUBJECT
<b>1</b>	<b>GENERAL</b>
	1.0. Policy
	2.0. Applicability
	3.0. Responsibility
	4.0. Definitions
	5.0. Availability And Accessibility Of Records
	6.0. Establishing A Records Management Program
	7.0. E-Mail Recordkeeping Requirements
	8.0. Records Maintained By Contractors
<b>2</b>	<b>SUBJECT, DESCRIPTION, INDEXING, CATEGORY NUMBER, DISPOSITION AUTHORITY, AND STORAGE LOCATION OF GOVERNMENT RECORDS</b>
	1.0. General
	2.0. Machine Readable Records
	3.0. Disposition Instructions
<b>3</b>	<b>MICROFILMING</b>
	1.0. General
	2.0. Standards
	3.0. Procedures
<b>4</b>	<b>DIGITAL-IMAGING AND OPTICAL DIGITAL DATA DISK STORAGE</b>
	1.0. General
	2.0. Standards
	3.0. Procedures
	4.0. Transition
	5.0. Legal Admissability
<b>5</b>	<b>TRANSFERRING RECORDS (FEDERAL RECORDS CENTERS AND TRANSITIONS)</b>
	1.0. Federal Records Centers
	2.0. Other Contractors
	3.0. Requesting Forms
<b>6</b>	<b>DESTRUCTION OF RECORDS</b>
	1.0. Policy
	2.0. Sale Or Salvage Of Records
	3.0. On-Site Destruction

SECTION    SUBJECT

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**ADDENDUM A - FIGURES**

- Figure 2-A-1 - Marking And Packing Instructions
- Figure 2-A-2 - Records Transmittal And Receipt, SF Form 135
- Figure 2-A-3 - Records Transmittal And Receipt (Continuation) - SF Form 135A
- Figure 2-A-4 - Reference Request - Federal Records Center, OF Form 11
- Figure 2-A-5 - Arrangement Of Boxes On Pallets