

RECORDS MANAGEMENT

SECTION	SUBJECT
1	GENERAL 1.0. Policy 2.0. Applicability 3.0. Responsibilities 4.0. Definitions 5.0. E-Mail Recordkeeping Requirements 6.0. Records Maintained By Contractors
2	RECORD SERIES SUBJECT AND DESCRIPTION OF GOVERNMENT RECORDS 1.0. General
3	DIGITAL IMAGING (SCANNED) AND ELECTRONIC (BORN-DIGITAL) RECORDS PROCESS AND FORMATS 1.0. General 2.0. Standards 3.0. Metadata 4.0. Procedures 5.0. Transition 6.0. Legal Admissability
4	ELECTRONIC RECORDS DISPOSITION, STORAGE, AND TRANSFER 1.0. General 2.0. Standards 3.0. Routine Transfer Of TMA eRecords 4.0. Transfer Of Records In The Event Of Transition
5	TRANSFERRING RECORDS (FEDERAL RECORDS CENTERS (FRCs) AND TRANSITIONS) 1.0. Federal Records Centers (FRCs) 2.0. FRC Relations 3.0. Transfer To Other Contractors/Records Center
6	DESTRUCTION OF RECORDS 1.0. Policy
ADDENDUM A	PAPER RECORD TRANSFER PROCEDURES 1.0. General 2.0. Packing And Labeling Of Records 3.0. Preparing Transmittal Document 4.0. Shipping Records 5.0. Retrieving Records FIGURE 2-A-1 Marking And Packing Instructions FIGURE 2-A-2 Arrangement Of Boxes On Pallets

SECTION **SUBJECT**

ADDENDUM B ELECTRONIC RECORD TRANSFER PROCEDURES

- 1.0. General*
- 2.0. Validator Utility*
- 3.0. Transfer Package Preparation And Labeling Of Electronic Records*
- 4.0. Preparing Transmittal Document And Loading Package Process*
- FIGURE 2-B-1 TMA Overview Of Business Workflow*
- 5.0. Shipping Records*
- 6.0. Retrieving Records*