

## Chapter 2

# Records Management

Section/Addendum	Subject/Addendum Title
1	General
2	<b>Record Series</b> Subject And Description Of Government Records
3	Digital Imaging ( <b>Scanned</b> ) And <b>Electronic (Born-Digital) Records Process And Formats</b>
4	Electronic Records <b>Disposition, Storage, And Transfer</b>
5	Transferring Records (Federal Records Centers (FRCs) And Transitions)
6	Destruction Of Records
A	Paper Record Transfer Procedures
	Figure 2.A-1 Marking And Packing Instructions
	Figure 2.A-2 Arrangement Of Boxes On Pallets
B	Electronic Record Transfer Procedures
	<b>Figure 2.B-1 TMA Overview Of Business Workflow</b>

