

## 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, <i>SERIES</i> 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 4.0. Transition 5.0. Legal Admissability
<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. FRC Relations 3.0. Procedures For Transferring Records To FRC 4.0. Packing And Labeling Of Records 5.0. Preparing Transmittal Document 6.0. Shipping Records 7.0. Retrieving Records 8.0. Other Contractors 9.0. Requesting Forms

**TRICARE OPERATIONS MANUAL 6010.51-M, AUGUST 1, 2002**  
CHAPTER 2 - RECORDS MANAGEMENT

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<b>SECTION</b>	<b>SUBJECT</b>
<b>6</b>	<b>DESTRUCTION OF RECORDS</b>
	1.0. Policy
	2.0. Sale Or Salvage Of Records
	3.0. On-Site Destruction
<b>ADDENDUM A</b>	<b>FIGURES</b>
	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