TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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.aiim.org/Research-and-Publications/Standards/Catalog/1271
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/Research-and-Publications/Research/ECM-Toolkits/1727
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	http://www.im.gov.ab.ca/documents/publications/ManagingSharedElectronicWorkspace.pdf
Cloud Computing Toolkit	ARA and Aberystwyth University	Provides guidance on outsourcing information storage to the cloud environment.	August, 2010	http://www.archives.org.uk/images/documents/Cloud_Computing_Toolkit-2.pdf
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
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

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
State of Arizona - Guidance, Standards and Statutes	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.azlibrary.gov/arm/guidance-standards-and-statutes
State of Arizona - Guidelines for Managing Public Records Sent and Received Via Electronic Mail	Arizona State Library, Archives and Public Records	Provides an example of retention and disposition instructions for records received by e-mail.	Undated	http://www.azlibrary.gov/sites/azlibrary.gov/files/arm-guidelines-public-records-sent-received-email.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/r1/professional-development/education/competencies
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://prov.vic.gov.au/wp-content/uploads/2011/05/ADRI_statement_re_cloud_computing_v1-0_July_2010.pdf
ADRI Digital Record Exchange Specification	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.gov.au/content/products/digital-record-exchange.aspx
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.	November, 2011	http://www.finance.gov.au/archive/policy-guides-procurement/better-practice-checklists-guidance/bpc-archiving/
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

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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
Audit and Certification of Trustworthy Digital Repositories	Consultative Committee for Space Data Systems (CCSDS)	Defines a CCSDS Recommended Practice on which to base an audit and certification process for assessing the trustworthiness of digital repositories. The scope of application of this document is the entire range of digital repositories.	September, 2011	http://public.ccsds.org/publications/archive/652x0m1.pdf
Reference Model for an Open Archival Information System (OAIS)	Consultative Committee for Space Data Systems (CCSDS)	Defines the CCSDS and International Organization for Standardization (ISO) Reference Model for an Open Archival Information System (OAIS).	June, 2012	http://public.ccsds.org/publications/archive/650x0m2.pdf
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	https://www.statearchivists.org/resource-center/resource-library/
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://www.dtic.mil/whs/directives/corres/pdf/501502std.pdf
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

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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
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://energy.gov/sites/prod/files/cioprod/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/information_management/personal-papers-brochure.cfm
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.justice.gov/archive/jmd/irm/lifecycle/table.htm

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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
DCP Technology Watch Reports	Digital Preservation Coalition (DCP)	A series intended as an advanced introduction to specific issues for those charged with establishing or running services for long term access. They identify and track developments in IT, standards and tools which are critical to digital preservation activities.	Various	http://www.dpconline.org/publications/technology-watch-reports
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
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	2014	https://spaces.internet2.edu/display/2014infosecurityguide/Electronic+Records+Management+Toolkit
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

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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) - 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) - Preservation of Separating, Transferring, or Separated Personnel's Records in Accordance with the Federal Records Act	Environmental Protection Agency (EPA)	Provides guidance to ensure that all records as defined in the Federal Records Act, independent of media and format, created or received by EPA employees who are separating, transferring or have separated from an employment relationship with EPA, are preserved in accordance with their records schedules.	December, 2014	http://www2.epa.gov/irmpoli8/preservation-separating-transferring-or-separated-personnels-records-accordance-federal
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 Policy to Define EPA's Records Management Responsibilities	Environmental Protection Agency (EPA)	Provides the framework for specific guidance and detailed operating procedures governing records management organization.	February, 2015	http://www.epa.gov/irmpoli8/records-management-policy-define-epas-records-management-responsibilities
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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Federal Bureau of Investigation (FBI) - Electronic Recordkeeping Certification Policy Guide	Federal Bureau of Investigation (FBI)	Defines the authorities, roles, responsibilities, processes, and documentation requirements that govern the certification of FBI-owned and FBI-sponsored IT systems.	August, 2015	https://vault.fbi.gov/electronic-recordkeeping-certification-policy-guide-0800pg/Electronic%20Recordkeeping%20Certification%20Policy%20Guide%200800PG%20Part%2001%20of%2001/view
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
Digital Records Guidance	Government Records Branch of North Carolina	Provides guidance and best practices for managing electronic records at the state level.	Regularly updated	http://archives.ncdcr.gov/For-Government/Digital-Records

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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
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.	September, 2011	http://www.ica.org/10801/studies-and-case-studies/ica-study-n16-electronic-records-a-workbook-for-archivists.html
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

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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
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/
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.	December, 2014	http://www.jiscinfonet.ac.uk/tools/impact-calculator/
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.	October, 2015	http://jhove.openpreservation.org/

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Guidelines on File Formats for Transferring Information Resources of Enduring Value	Library and Archives Canada	Provides advice on the digital file formats to be used when transferring information resources of enduring value (IREV) to Library and Archives Canada (LAC).	October, 2014	http://www.bac-lac.gc.ca/eng/services/government-information-resources/guidelines/Pages/guidelines-file-formats-transferring-information-resources-enduring-value.aspx
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
Records Management and Social Networking Sites	Library of Virginia	The purpose of this document is to provide guidance to state and local government agencies regarding the retention of public records of posts to social networking sites such as blogs, wikis, Facebook, Twitter, YouTube, etc.	January, 2013	http://www.lva.virginia.gov/agencies/records/tips/documents/socialmediatips.pdf
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

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Automated Electronic Records Management Report/Plan	National Archives and Records Administration (NARA)	This is a two part document. Section I (the report) identifies suitable approaches for Federal agencies to pursue when automating electronic records management (ERM) and discusses the outcomes, benefits, and risks of these approaches. Section II (the plan) describes a framework to help agencies meet the goals of the Directive and lists ideas or activities that will help NARA, agencies and stakeholders implement Federal electronic records management.	September, 2014	http://www.archives.gov/records-mgmt/prmd/A31report-9-19-14.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
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
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

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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
Documenting Your Public Service	National Archives and Records Administration (NARA)	This guide provides all Government employees, including senior agency officials and political appointees, with information regarding their responsibilities for managing Federal records.	February, 2016	http://www.archives.gov/records-mgmt/publications/documenting-your-public-service.html
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
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

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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
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
Federal RIM Program Maturity Model Tool	National Archives and Records Administration (NARA) and members of the Federal Records Council	This government-wide analytical is intended to help agencies evaluate the effectiveness of their records programs. This tool was created with members of the Federal Records Council. The Records Management Maturity Model (.xls spreadsheet) has a separate user guide (.pdf).	April, 2015	http://www.archives.gov/records-mgmt/prmd/maturity-model-tool.xls
Federal RIM Program Maturity Model Users' Guide	National Archives and Records Administration (NARA) and members of the Federal Records Council	This user guide is intended to assist agencies in using the government-wide analytical tool to evaluate the effectiveness of their records programs. This tool was created with members of the Federal Records Council.	April, 2015	http://www.archives.gov/records-mgmt/prmd/maturity-model-user-guide.pdf

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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 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 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
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
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
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 Bulletin 2011-04: 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
NARA Bulletin 2012-02: 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
NARA Bulletin 2013-02: Guidance on a New Approach to Managing Email Records	National Archives and Records Administration (NARA)	This Bulletin provides agencies with a new records management approach, known as "Capstone," for managing their Federal record emails electronically.	August, 2013	http://www.archives.gov/records-mgmt/bulletins/2013/2013-02.html
NARA Bulletin 2013-03: Guidance for Agency Employees on the Management of Federal Records, Including Email Accounts, and the Protection of Federal Records from Unauthorized Removal	National Archives and Records Administration (NARA)	This Bulletin reaffirms that agencies and agency employees must manage Federal records appropriately and protect them from unauthorized removal from agency custody.	September, 2013	http://www.archives.gov/records-mgmt/bulletins/2013/2013-03.html
NARA Bulletin 2014-04: Revised Format Guidance for the Transfer of Permanent Electronic Records	National Archives and Records Administration (NARA)	This Bulletin specifies which file formats are acceptable when transferring permanent electronic records to NARA. This Bulletin contains an appendix that will be updated to reflect the continual format changes in how agencies create and use electronic records.	February, 2014	http://www.archives.gov/records-mgmt/bulletins/2014/2014-04.html

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NARA Bulletin 2014-05: Guidance on NARA-Created Transfer Requests	National Archives and Records Administration (NARA)	Establishes a time period for agencies to take action on NARA-created Transfer Requests in the Electronic Records Archives (ERA TRs).	September, 2014	http://www.archives.gov/records-mgmt/bulletins/2014/2014-05.html
NARA Bulletin 2014-06: Guidance on Managing Email	National Archives and Records Administration (NARA)	This Bulletin reminds Federal agencies about their records management responsibilities regarding email.	September, 2014	http://www.archives.gov/records-mgmt/bulletins/2014/2014-06.html
NARA Bulletin 2014-02: Guidance on Managing Social Media Records	National Archives and Records Administration (NARA)	This Bulletin provides high-level recordkeeping requirements and best practices for capturing records created when Federal agencies use social media.	October, 2013	http://www.archives.gov/records-mgmt/bulletins/2014/2014-02.html
NARA Bulletin 2015-01: Scheduling Guidance on the Appropriate Age for Legal Transfer of Permanent Records to the National Archives of the United States	National Archives and Records Administration (NARA)	Provides agencies with scheduling guidance on determining the appropriate age at which permanent records, regardless of their media or format, should be transferred into the legal custody to the National Archives of the	June, 2015	http://www.archives.gov/records-mgmt/bulletins/2015/2015-01.html
NARA Bulletin 2015-02: Guidance on Managing Electronic Messages	National Archives and Records Administration (NARA)	Provides records management guidance for electronic messages. Specifically, this Bulletin applies to text messaging, chat/instant messaging, messaging functionality in social media tools or applications, voice messaging, and similar forms of electronic messaging systems.	July, 2015	http://www.archives.gov/records-mgmt/bulletins/2015/2015-02.html
NARA Bulletin 2015-03: Guidance on Managing Digital Identity Authentication Records	National Archives and Records Administration (NARA)	Provides guidance for agencies on managing digital identity authentication related transactional records, such as digital certificates and Public Key Infrastructure (PKI) files, created or used in the course of agency business.	Agust, 2015	http://www.archives.gov/records-mgmt/bulletins/2015/2015-03.html

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NARA Bulletin 2015-04: Metadata Guidance for the Transfer of Permanent Electronic Records	National Archives and Records Administration (NARA)	Defines the minimum set of metadata elements that must accompany transfers of permanent electronic records to the National Archives. Per 36 CFR 1235.48, Federal agencies are required to transfer documentation adequate for NARA to identify, service, and interpret permanent electronic records for as long as they are needed.	September, 2015	http://www.archives.gov/records-mgmt/bulletins/2015/2015-04.html
NARA Bulletin 2016-01: Guidance on NARA Bulletin Expiration Dates	National Archives and Records Administration (NARA)	Informs agencies that NARA Bulletins will be in effect until revoked or superseded by NARA. In a few cases, NARA will give select Bulletins an expiration date.	November, 2015	http://www.archives.gov/records-mgmt/bulletins/2016/2016-01.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
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
Open Source Tools for Records Management Report	National Archives and Records Administration (NARA)	This report was produced in response to item A3.2 in the Managing Government Records Directive (M-12-18) and is available here. This item actively encourages NARA to work with agencies to review and identify open source tools for records management tasks. NARA compiled a selection of open source tools that could be used for various records management functions.	March, 2015	http://www.archives.gov/records-mgmt/prmd/open-source-rm-tools.html
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

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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
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	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.	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 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
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
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
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
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
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

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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/social media/index.aspx
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.	July, 2014	http://csrc.nist.gov/groups/ST/toolkit/index.html
National Library of New Zealand - Metadata Extraction Tool	National Library of New Zealand	Software designed to automatically extract metadata from digital files.	2007	http://natlib.govt.nz/librarians/digital-library-tools
Creation, Care, and Storage of Digital Materials	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.nps.gov/museum/publications/conserveogram/cons_toc.html
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.	2012; Revised 2015	https://www.records.nsw.gov.au/recordkeeping/advice/monitoring/records-management-assessment-tool
Tools for Capturing Social Media Information	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.	May, 2015	http://www.records.nsw.gov.au/recordkeeping/advice/designing-implementing-and-managing-systems/strategies-for-managing-social-media-information/tools-for-capturing-social-media-information
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.	May, 2010	http://www.archives.nysed.gov/records/mr_social_media.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 State Agency Social Media Usage in North	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.	March, 2012	http://archives.ncdcr.gov/Portals/26/PDF/guidelines/best_practices_socialmedia_stateagency.pdf
Electronic Records Resources	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	https://www.ohiohistory.org/learn/archives-library/state-archives/local-government-records-program/electronic-records-resources
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
FAQ – How should a social media record be captured	Public Record Office Victoria (Australia)	Provides basic guidance to agencies on capture strategies for social media records.	2013	http://prov.vic.gov.au/government/faq-government-users/faq-how-should-a-social-media-record-be-captured
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) - 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	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.	2012	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.	2005	http://rm.sc.gov/electronicrecords/ERmanagementguidelines/Pages/default.aspx
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

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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 - 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
Advice on Designing, implementing and managing systems	State Records Authority of New South Wales	Provides a list of guidance on designing, implementing, and managing systems.	Updated Regularly	http://www.records.nsw.gov.au/recordkeeping/advice/designing-implementing-and-managing-systems/designing-implementing-and-managing-systems
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/advice/designing-implementing-and-managing-systems/checklist-for-assessing-
Government Information Strategy Unit - Records Management Principles	Tasmanian Government	Outlines principles that highlight the processes and practices that will assist agencies in meeting obligations. Each principle includes formal statements and related tools that can be found by clicking on each principle's title.	Updated Regularly	http://www.informationstrategy.tas.gov.au/Records-Management-Principles/Pages/default.aspx
Information Management Advice 41 Managing Records on Shared Network Drives	Tasmanian Archive and Heritage Office	Provide guidance on the value of managing your shared drives well; how to improve the management of shared drives for better access to information and more efficient use of ICT resources; and how to ensure that your organisation's recordkeeping requirements are met.	June, 2013	https://www.informationstrategy.tas.gov.au/Records-Management-Principles/Document%20Library%20%20Tools/Advice%2041%20Managing%20Records%20on%20Shared%20Network%20Drives.pdf
The National Archives of the United Kingdom - Information Management Page	The National Archives of the United Kingdom	Provides explanation on both the principles and practical implementation strategies for managing digital records.	Updated Regularly	http://www.nationalarchives.gov.uk/information-management/

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Managing Digital Records without an Electronic Records Management System	The National Archives of the United Kingdom	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/information-management/managing-electronic-records-without-an-erms-publication-edition.pdf
The National Archives of the United Kingdom - Best practice guide to appraising and selecting records for The National Archives	The National Archives of the United Kingdom	Provides information on how to appraise and select records for preservation at The National Archives. It applies to public record bodies who transfer records of historical value to The National Archives and third-party contractors acting on their behalf.	March, 2013	http://www.nationalarchives.gov.uk/documents/information-management/best-practice-guide-appraising-and-selecting.pdf
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/RMCAS/CapacityResourceDetail.asp?Id=187
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://www.nationalarchives.gov.uk/information-management/our-services/dc-file-profiling-tool.htm
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 Electronic Age	The Sedona Conference®	Sets forth "guidelines" to help organizations assess their unique needs and responsibilities in managing electronic information and records.	September, 2005	https://thesedonaconference.org/publication/Managing%20Information%20%2526%20Records
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/activities/
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
Records Management - Tools	United States Geological Survey (USGS)	Includes the USGS General Records Disposition Schedule, the Records Appraisal Tool website, and the Offline Archive Media Trade Study	2014	http://eros.usgs.gov/government/records/tools.php

TITLE	ORGANIZATION	SHORT DESCRIPTION	PUBLICATION DATE	URL
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