

RECORDS MANAGEMENT

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2	SUBJECT, DESCRIPTION, INDEXING, <i>SERIES</i> NUMBER, DISPOSITION AUTHORITY, AND STORAGE LOCATION OF GOVERNMENT RECORDS 1.0. General 2.0. Machine Readable Records 3.0. Disposition Instructions
3	MICROFILMING 1.0. General 2.0. Standards 3.0. Procedures 4.0. Transition 5.0. Legal Admissability
4	DIGITAL-IMAGING AND OPTICAL DIGITAL DATA DISK STORAGE 1.0. General 2.0. Standards 3.0. Procedures 4.0. Transition 5.0. Legal Admissability
5	TRANSFERRING RECORDS (FEDERAL RECORDS CENTERS AND TRANSITIONS) 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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