

## Chapter 9

### Records Management (RM)

Revision: C-1, March 10, 2017

| Section/Addendum | Subject/Addendum Title  |
|------------------|---|
| 1                | General   |
| 2                | Record Series Subject And Description Of Government Records                         |
| 3                | Digital Imaging (Scanned) And Electronic (Born-Digital) Records Process And Formats |
| 4                | Electronic Records Disposition, Storage, And Transfer                               |
| 5                | Transferring Records  |
| A                | Paper Record Transfer Procedures  |
|                  | Figure 9.A-1 Marking And Packing Instructions                                       |
|                  | Figure 9.A-2 Arrangement Of Boxes On Pallets  |
| B                | Electronic Record Transfer Procedures   |
|                  | Figure 9.B-1 Records Transmittal and Receipt (SF-135)                               |

