

Office of Information Resources Management
Information Management and Services Division

EPA Records Management Tools

Publications such as mandatory regulations, policy and standards form the basis of a records management program. The titles listed on this page provide information that is critical to the efficient management of Agency records.

Please check (✓) the titles you would like to receive in the space provided, then print your name and address in the box on the last page of this flyer.

Essential Tools

The following is a list of basic EPA records management tools that every records manager should have in his or her office.

_____ ***Information Resources Management Policy Manual (2100), Chapter 10: Records Management***, U.S. Environmental Protection Agency, Office of Information Resources Management, November 1987.

_____ ***Records Management Manual (2160)***, U.S. Environmental Protection Agency, Office of Information Resources Management, 1984. Updates were produced in 1986 and 1988.

_____ ***Records Disposition Schedules***, U.S. Environmental Protection Agency, Office of Information Resources Management.
NOTE: Please specify your program office.

_____ ***List of Records Disposition Schedules***, U.S. Environmental Protection Agency, Office of Information Resources Management, 1991.

_____ ***Guidance for Developing Information Processing Systems***, U.S. Environmental Protection Agency, Office of Information Resources Management, April 1991.

_____ ***Safeguarding and Disposition of Official Records, EPA Notice 88-1***. U.S. Environmental Protection Agency, September 12, 1988.



Send requests to:

National Records Management Program, PM-211D
U.S. Environmental Protection Agency
401 M Street, SW, Washington, DC 20460

Revised July 1993
EPA 220-F-92-009



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_____ **Records Management Series. Index to Agency Records Control Schedules.** Office of Information Resources Management, EPA/IMSD/91-007, July 1991.

_____ **Records Management Series. Using the Federal Records Center: A Guide for Headquarters Staff.** Office of Information Resources Management, EPA/IMSD/91-004, Revised March 1993.

Useful Tools

The following titles produced by the Office of Information Resources Management are recommended as additional sources of information for records management staff.

_____ **ACCESS EPA Records Management Programs.** EPA/IMSD/91-104, 1991.
A directory of EPA records management contacts.

_____ **All-in-1 Records Management Resource Directory.**
EPA 220-F-92-007, August 1992.

_____ **Barcoding Basics.** Technical Leaflet #1. April 1992.

_____ **A Basic Approach to Improving Your Files.** June 1992.

_____ **Draft Agency File Codes.** EPA 220-F-93-001, February 1993.

_____ **Draft Model Regional Records Management Operating Procedures Manual.** Office of Information Resources Management, EPA/IMSD/91-020, November 1991.

_____ **Files Survey Record.** EPA 220-F-92-018, December 1992.

_____ **INFOACCESS:** Records and Library Network Communications.
(monthly bulletin)

_____ **1991 INFOACCESS Index.** March 1992.

_____ **1992 INFOACCESS Index.** EPA 220-B-93-002, January 1993.

_____ **Is Microfilm the Answer?** June 1992.

_____ **Make Your Next Move... A Clean Getaway.**
(brochure) EPA/IMSD/91-011, October 1991.

_____ **Managing Working Files.** EPA 220-F-92-016, October 1992.

_____ **National Records Management Program.**
(brochure) EPA/IMSD/91-009, August 1991.

_____ ***A Practical Guide to Developing Records Disposition Schedules.***
EPA 220-F-92-008, August 1992.

_____ ***A Practical Guide to Personal Papers.*** EPA 220-F-92-019,
December 1992.

_____ ***Records Management Collection.*** EPA 220-F-93-004,
April 1993.

_____ ***Records Management Contacts.*** (Updated monthly)

_____ ***Records Management Fundamentals.*** EPA 220-F-92-012,
August 1992.

***Records Management Resource Directory - see All-in-1 Records
Management Resource Directory,*** EPA 220-F-92-007, June 1992.

***Regional Records Management Manual - see Draft Model Regional
Records Management Operating Procedures Manual,***
EPA/IMSD/91-020, November 1991.

_____ ***Spring Cleaning - In the Fall.*** EPA 220-F-92-015, October 1992.

_____ ***Steps to Improving Your Files,*** (Series of flyers), 1993.

_____ ***6 Months to Better Files.*** EPA 220-F-93-007, May 1993.

_____ ***Step 1: Understanding the Scope of the Problem.***
EPA 220-F-93-008, May 1993.

_____ ***Step 2: Conducting a Records Inventory.***
EPA 220-F-93-009, May 1993.

_____ ***Step 3: Developing the Filing System: The File Structure
and File Plan.*** EPA 220-F-93-010, May 1993.

_____ ***Step 4: Developing Recordkeeping Requirements.***
EPA 220-F-93-012, July 1993.

_____ ***10 Frequently Asked Questions About Records.***
EPA 220-F-92-010, August 1992.

_____ ***10 Quick Ways to Improve Records Management.***
EPA-220-F-92-011, August 1992.

_____ ***10 Steps to Improving Your File Room.*** EPA-220-F-92-017, December 1992.

_____ ***Too Much Paper? Make the Federal Records Center Work For You.***
(brochure) EPA 220-F-92-003, February 1992.

_____ ***What is a Record?*** (decision tree poster)
EPA 220-E-92-001, February 1992.

_____ ***What Makes Papers Personal?*** EPA 220-F-92-013, August 1992.

National Archives and Records Administration (NARA) Publications

NARA can provide a variety of records management publications to records managers including handbooks on topics such as files maintenance and files stations, instructional guides on electronic and other non-textual records, information on records rules and regulations, pamphlets and posters on various topics, and training information.

The following is a list of selected titles available from NARA:

- ◆ **Disposition of Federal Records: A Records Management Handbook, 1992.**
- ◆ **A Federal Records Management Glossary, 1993.**
- ◆ **Federal Records Management Laws and Regulations, 1991.**
- ◆ **The Management of Micrographic Records in Federal Agencies, 1993.**
- ◆ **Managing Audiovisual Records (Instructional Guide Series), 1990.**
- ◆ **Managing Electronic Records (Instructional Guide Series), 1990.**
- ◆ **Managing Cartographic and Architectural Records (Instructional Guide Series), 1989.**
- ◆ **Personal Papers of Executive Branch Officials: A Management Guide (Management Guide Series), 1992.**

For more information about their products, contact the NARA office nearest you, or NARA's Records Administration Information Center (RAIC) in Washington, DC at (202) 241-6025. You can request a NARA Publications Request Form from the RAIC or the National Records Management Program (NRMP) at (202) 260-5272. You may Fax the form to the RAIC at (202) 241-7452. ◆