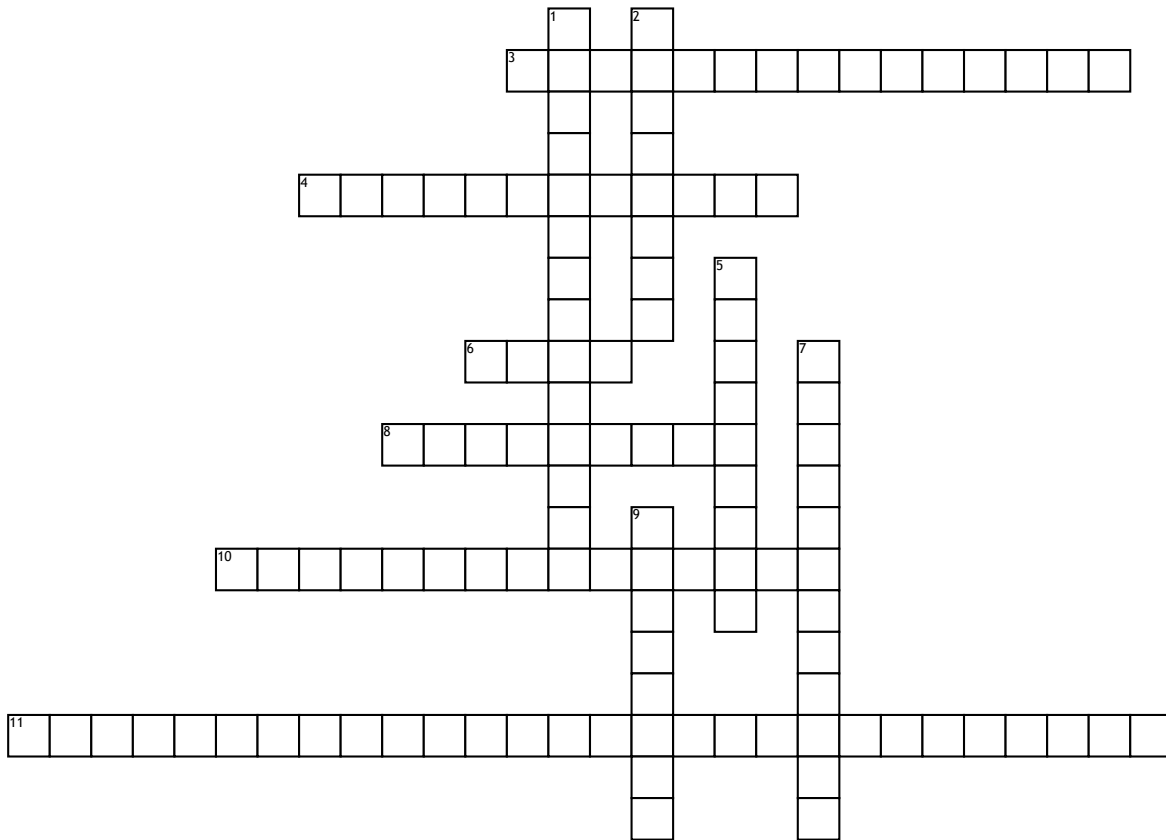


Name: _____

Duties of a Records Champion



Across

- 3. Perform RM activities on behalf of their business unit
- 4. The form that is used when records are to be shipped offsite
- 6. Approved Records Management Storage
- 8. Duration of time for which the information should be maintained or "retained"
- 10. Records in any format that hold legal, fiscal, operational or historical value
- 11. Set up functionally and subfunctionally. Sometimes known as a file index

Down

- 1. BIRM service to ensure NERC and governing documents are reviewed regularly
- 2. The Citadel tool used to approve controlled documents
- 5. A list of records that are created, used and maintained
- 7. Process to ensure access to records is current and compliant
- 9. The process used to convert paper records to electronic