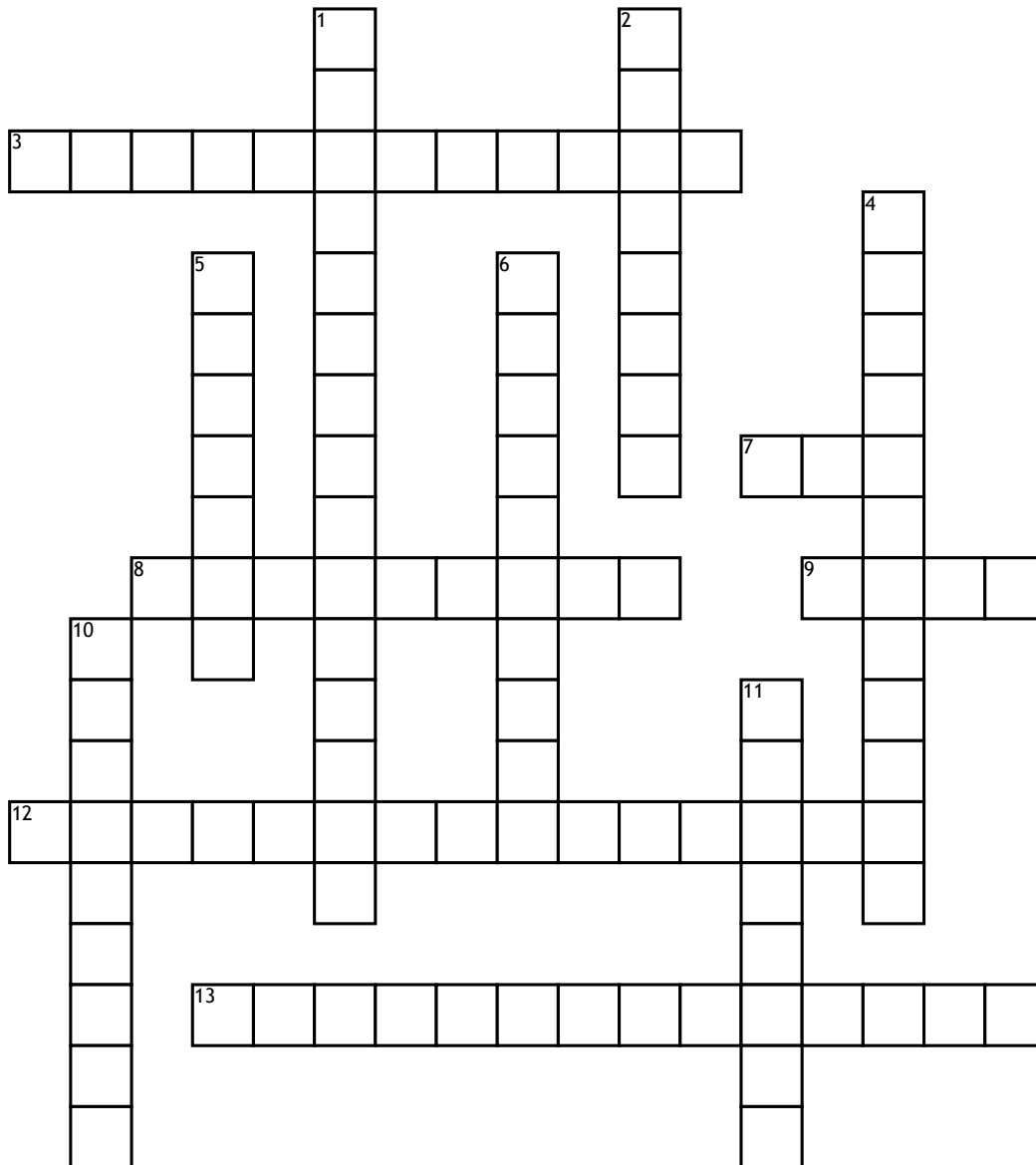


Name: _____

Date: _____

Duties of a Records Delegate



Across

3. The form that is required when records are shipped to offsite storage

7. Set up functionally and subfunctionally

8. The length of time that a set of records must be retained

9. Approved Records Management Storage

12. Perform RM activities on behalf of their business unit.

13. Service to ensure NERC and governing documents are reviewed regularly

Down

1. Records in any format that hold legal, fiscal, operational or historical value

2. Process for how controlled documents are approved

4. Process to ensure access to records is compliant

5. Office electronic records management tool

6. Reporting on records management activities to ensure helps ensure legal accountability and defensibility of our records

10. A list records that are created, processed and retained

11. Converting paper to electronic