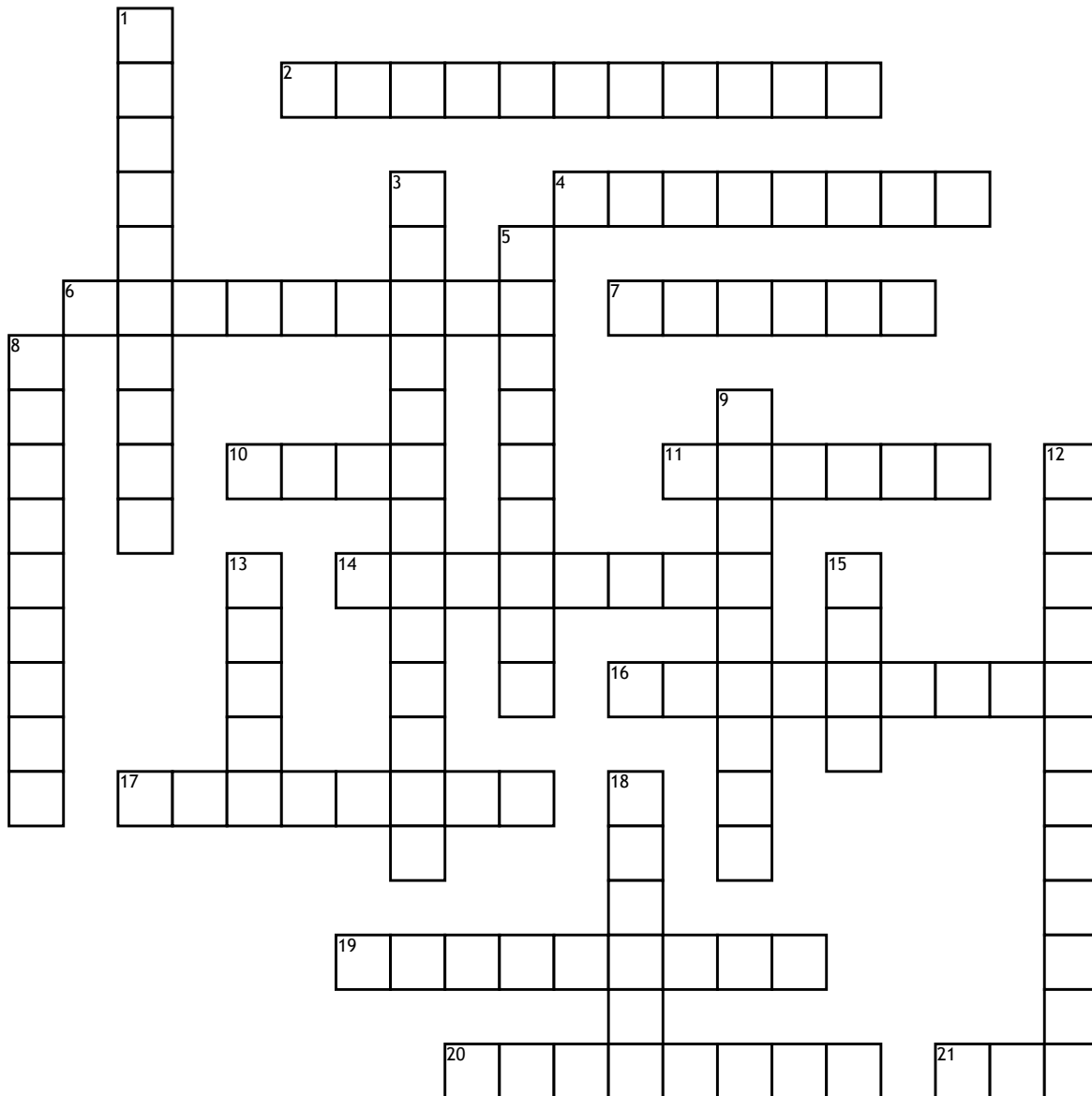


Records Management Crossword



Across

2. The major type of disposal action for temporary records -such as shredding and pulping materials.
 4. The formal conveyance of responsibility for a record from one department or agency to another.
 6. The full series of stages a record passes through: creation, maintenance, and disposition.
 7. The type of record made or received by any agency in connection with the transaction of public business.
 10. An order to preserve selected records by temporarily suspending normal disposition procedures.
 11. What can be done with E-mail messages that are not records.

14. Comprehensive list describing state retention requirements for all public records.

16. Adding a new document can be added to a record in storage.
 17. The organizing function or purpose used to determine records series instead of subjects.
 19. The method used to determine the value of a record.
 20. Work-related texts or emails sent or received on this kind of device are also public records.
 21. The code designating the authority for the final disposition of public records.

Down

1. Records with no retention value which are used for routine tasks and are required for a limited time.

3. A records storage and management resource for all Snohomish County departments.

5. Records appraised by the State Archivist as having historic or enduring value.
 8. Records that do not have permanent value and can be eventually destroyed.
 9. The act of keeping and managing records until the end of their life cycle.
 12. Ensuring public records remain intact and available per Chapter 40.14 RCW.
 13. Proper management of records storage and retention lowers this.
 15. The part of the state schedule covering management of the agency and its resources.
 18. A block (or "bucket") of records having the same disposition authority and retention.