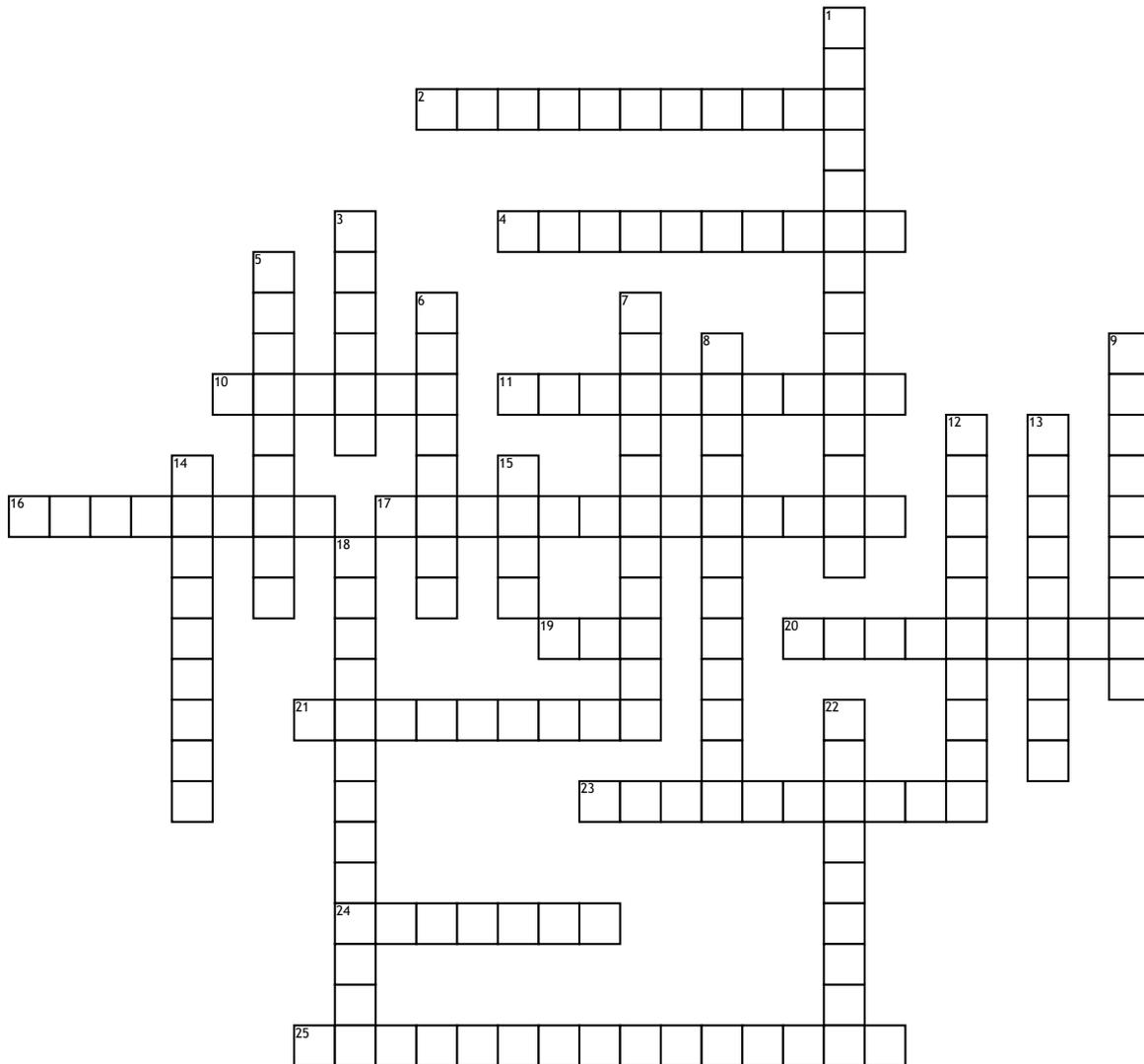


Records Management Crossword Puzzle



Across

2. _____ of records is the major type of disposal action for temporary records - actions such as shredding and pulping materials.
4. Demonstrating that public records are organized, controlled, and only disposed of as part of managed program enhances the professionalism of the county and the public's _____ in county government.
10. A records _____ is defined as a "block of records having the same disposition authority and disposition date." Sometimes called "buckets."
11. Born-digital records should remain in _____ format rather than printed out.
16. Public records are the _____ by which government agencies are able to demonstrate that they took the right action at the right time for the right reasons.
17. The Snohomish County _____ provides records storage, retrieval and delivery, and records management assistance to all County departments.
19. A records _____ provides the authority for the final disposition of public records.
20. Public records must be kept, managed and disposed of lawfully, in accordance with approved records _____ schedules
21. A _____ is a directive or mandate to suspend the normal disposition procedures for selected records in order to preserve the records in anticipation of potential litigation.

23. _____ records are records with no retention value which are required for a limited time for completing routine actions, preparation of final records, or informational or convenience copies.

24. E-mail messages that are not records may be _____

25. A _____ is the formal conveyance of responsibility for a record from one department or agency to another.

Down

1. Records that have passed their retention period in the original office, then sent to the Records Center for destruction are called _____ records.
3. A _____ record is a record made by or received by any agency of the State of Washington in connection with the transaction of public business regardless of physical form or characteristics.
5. Records pass through three stages: 1) creation; 2) maintenance; and 3) disposition - the entire process is known as the _____ of records.
6. Records retention requirements for public records are organized by _____ functions/purposes rather than by broad-based subjects
7. _____ records are those that have been formally transferred to Records Center custody for storage.
8. Chapter 40.14 RCW concerns _____ and destruction of public records
9. _____ records are those records appraised by the State Archivist as having historic or enduring value.

12. Work-related text or email messages sent or received on a _____-owned device are public records subject to records retention rules.

13. _____ is the method used to determine the value of a record.

14. Records that do not have permanent value and can be eventually destroyed are known as _____ records. Approximately 95% of records fall into this category.

15. _____ is the part of the state schedule covering management of the agency and its assets and resources.

18. Minimum retention periods for all public records are defined in the _____.

22. A new document can be added to a record in storage as an _____.