

Bibliography for the CRM/Federal Specialist Body of Knowledge

Title	Description
5 U.S.C. 2071	Criminal statute regarding concealment, removal, or mutilation of Federal Records and criminal
5 U.S.C. 552	The Freedom of Information Act, as amended by Public Law No. 104-231
5 U.S.C. 552(a)	Privacy Act of 1974
5 U.S.C. Chapter 41	Training [Federal Employees]
18 U.S.C. 1519	Destruction, alteration, or falsification of records
31 U.S.C. 1535	Economy Act
31 U.S.C. 3512	Executive agency accounting and other financial management reports and plans
40 U.S.C. 11101-11704	Information Technology Information Reform Act (ITMRA) also known as the Clinger-Cohen Act
44 U.S.C. Chapter 15	The Federal Register (FR) Act
44 U.S.C. 2107	NARA acceptance of records for historical preservation.
44 U.S.C. 2904	General Responsibilities for Records Management
44 U.S.C 2906	Inspection of Agency Records
44 U.S.C. 2911	Disclosure requirement for official business conducted using non-official electronic messaging
44 U.S.C. 3101	Federal Records Act (FRA)
44 U.S.C. 3303	Disposal of Records
44 U.S.C. 3506	Paperwork Reduction Act
44 U.S.C. 3541	Federal Information Security Modernization Act (FISMA)
5 C.F.R. 332	Definitions for Certificate, List of Eligibles.
32 C.F.R. 2001	Information Security Oversight Office (ISOO) Implementing Guidance
32 C.F.R 2002	Controlled Unclassified Information
36 C.F.R. 1202	Regulations Implementing the Privacy Act of 1974
36 C.F.R. 1220	Federal Records: General
36 C.F.R. 1222	Creation and Maintenance of Federal Records
36 C.F.R. 1223	Managing Vital Records
36 C.F.R. 1224	Records Disposition Programs

Bibliography for the CRM/Federal Specialist Body of Knowledge

Title	Description
36 C.F.R. 1225	Scheduling Records
36 C.F.R. 1226	Implementing Disposition
36 C.F.R. 1227	General Records Schedules
36 C.F.R. 1228	Loan of Permanent Records
36 C.F.R. 1229	Emergency Authorization to Destroy Records
36 C.F.R. 1230	Unlawful or Accidental Removal, Defacing, Alteration, or Destruction of Records
36 C.F.R. 1231	Transfer of Records From the Custody of One Executive Agency to Another
36 C.F.R. 1232	Transfer of Records to Records Storage Facilities
36 C.F.R. 1233	Transfer, Use, and Disposition of Records in a NARA Federal Records Center
36 C.F.R. 1234	Facility Standards for Records Storage Facilities
36 C.F.R. 1235	Transfer of Records to the National Archives of the United States
36 C.F.R. 1236	Electronic Records Management
36 C.F.R. 1237	Audiovisual, Cartographic, and Related Records Management
36 C.F.R. 1238	Microforms Records Management
36 C.F.R. 1239	Program Assistance and Inspections
36 C.F.R. 1250	NARA Records Subject to FOIA
36 C.F.R. 1258	[NARA] Fees
36 C.F.R. 1260	Declassification of National Security information
36 C.F.R. 1270	Presidential Records
OMB Circular A-123	Management's Responsibility for Enterprise Risk Management and Internal Control
OMB Circular A-130	Managing Information as a Strategic Resource
OMB M-12-18	Presidential Records Management Directive
OMB M-14-16	Guidance on Managing Email
E.O. 12656	Assignment of emergency preparedness responsibilities
E.O. 13489	Policies and procedures governing the assertion of executive privilege by incumbent and former records by the National Archives and Records Administration (NARA) pursuant to the President

Bibliography for the CRM/Federal Specialist Body of Knowledge

Title	Description
E.O. 13526	Classified National Security Information. System for classifying, safeguarding, and declassifying
E.O. 13556	Controlled Unclassified Information. Eliminates “For Official Use Only” (FOUO). Establishes con
Public Law 113-101	The Digital Accountability and Transparency Act of 2014 (DATA Act)
Public Law 113-187	The Presidential and Federal Records Act Amendments of 2014
Public Law 113-191	Federal Information Technology Acquisition Reform Act (FITARA)
Public Law 111-372	Government Performance and Results Modernization Act of 2010 (GPRA)
Public Law 107-347	E -Government Act of 2002 (codified in 44 U.S.C. 3606)
Public Law 106-567	Public Interest Declassification Act of 2000
Public Law 95-511	Foreign Intelligence Surveillance Act of 1978

The following citations are for websites, reference materials, publications, and other federal guidance written within the o references provide implementation guidance to comply with those federal laws and regulations.

USA.Gov	Government Structure and Applicable Authorities. Reference website with links to Federal Law Requested U.S. Laws and Regulations
Federal Rules of Civil Procedure	Federal Rules of Civil Procedure (FRCP) govern the procedure in all civil actions and proceeding producing documents and electronically-stored-information (ESI)
Federal Rules of Evidence Rule 1003	Admissibility of Duplicates
Federal Acquisition Regulations (FAR)	The Federal Acquisition Regulations System is established for the codification and publication o agencies.
Generally Accepted Government Auditing Standards (GAGAS)	The Generally Accepted Government Auditing Standards, also known as the Yellow Book, provi competence, integrity, objectivity, and independence. The Yellow Book is for use by auditors of and other audit organizations performing Yellow Book audits. http://www.gao.gov/yellowbook
OPM Recruitment Basics	OPM Policy-Recruitment. Terms used in vacancy announcements https://www.opm.gov/services-for-agencies/recruiting-staffing-solutions/recruitment/
OPM Position Classification Flysheet Series 306	U.S. Office of Personnel Management, Position Classification Flysheet for Government Informa data-oversight/classification-qualifications/classifying-general-schedule-positions/standards/03

Bibliography for the CRM/Federal Specialist Body of Knowledge

Title	Description
OPM Position Classification Flysheet Series 308	U.S. Office of Personnel Management, Position Classification Flysheet for Records and Information Management. https://www.opm.gov/policy-data-oversight/classification-qualifications/classifying-general-sc
Federal Enterprise Architecture Records Management Profile	Establishes a Records Management (RM) Profile in the Federal Enterprise Architecture (FEA) process, incorporating statutory records management requirements and sound records management practices. Issued by the National Archives and Records Administration (NARA) and the Federal Chief Information Officer's Council.
NIST SP-800-53	Security Controls for Federal Information Systems Risk Management Framework and Overlay. Covers all information systems, except those related to national security, to assist federal agencies in implementing FISMA.
FedRAMP Policy	Policy on records and information in cloud storage. Federal Risk and Authorization Management Program (FedRAMP). https://www.fedramp.gov/resources/documents-2016/
DoD 5015.02 STD	Electronic Records Management Software Applications Design Criteria Standard. Accepted as a standard by the National Archives and Records Administration. https://www.archives.gov/records-mgmt/initiatives/dod-standard-5015-2.html
Data.gov	Registry of US Government data sets, including updated lists of Records Management data.
Department of Justice Guide to the Freedom of Information Act	https://www.justice.gov/oip/doj-guide-freedom-information-act-0

The following citations are for publications, bulletins, frequently asked question lists, and other guidance and resources issued by the National Archives and Records Administration.

NARA General Records Schedules	Summary registry of revised General Records Schedules (GRS). Eventually all of the old pre-2013 GRS will be superseded by the new GRS. https://www.archives.gov/files/records-mgmt/grs
NARA Bulletins	The National Archives and Records Administration (NARA) issues NARA bulletins to Federal agencies to provide guidance and assistance on the management and disposition of Federal records. The first bulletin issued each fiscal year contains a list of the NARA bulletins still in effect. https://www.archives.gov/records-mgmt/bulletins
Records Management Self Assessments	NARA Policy: Federal agencies are required to conduct a Records Management Self-Assessment (RMSA) and submit the findings to NARA annually. https://www.archives.gov/records-mgmt/resources/self-assessment.html
The FRC Toolkit	Guide to the Federal Records Center Services https://www.archives.gov/frc/toolkit

Bibliography for the CRM/Federal Specialist Body of Knowledge

Title	Description
Transferring Records to a Federal Records Center	Guidelines and FAQ on Federal Records Center support https://www.archives.gov/frc/records-transfer.html
Records Management Guidance for Political Appointees	Web pamphlet with RM guidance for senior and appointed officials. https://www.archives.gov/files/records-mgmt/publications/rm-for-political-appointees.pdf
Frequently Asked Questions on Identifying and handling Classified Records in Private Papers	https://www.archives.gov/isoo/faqs/identifying-handling-classified-records.html
Management of Electronic Mail under Capstone Guidelines	https://www.archives.gov/records-mgmt/email-mgmt
NARA Guidelines for Flexible Scheduling	Guidelines and FAQ for flexible scheduling https://www.archives.gov/records-mgmt/faqs/flexible-scheduling.html
Toolkit for Managing Electronic Records	Toolkit for Managing Electronic Records provides descriptions of a collection of guidance products for managing electronic records. https://www.archives.gov/records-mgmt/toolkit