Records Management Crossword

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| **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. |