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.  |