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How Records are Grouped | National Archives
What is a record series? A series is the basic unit for organizing and controlling files. It is a group of files or documents kept together (either physically or intellectually) because they relate a particular subject or function, result from the same activity, document a specific type of transaction, take a particular physical form, or have some other relationship arising out of their ...

Browse | Cornell University Library Making of America ...
Maintain Office Files in accordance with: AR 25-400-2 (ARIMS)

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... • Record Series ... records official for the unit to which the office symbols belong. ARIMS allows you create folders in which to separate the records by individual retention dispositions. Just records are separated in folders in your filing

Record Series Definition - Archives and Records Office ... How Records are Grouped. The most common unit of records is called a "series." A series of records were accumulated and used together for a specific purpose, during a distinct period of time and the records in a series are usually arranged in a particular order.

Texas State Records Retention Schedule - Revised 4th ... COMMON RECORDS SERIES FOR ADMINISTRATIVE FUNCTIONS OF THE GOVERNMENT OF ONTARIO These common records series will assist public bodies in managing the retention and disposal of the records (paper and electronic) created, received and used in common administrative ... record/files have been clear of similar offences for the

Visa Files, July 1, 1924 - March 31, 1944 | USCIS Introduction. The Texas State Records Retention Schedule (RRS) is adopted as an administrative rule of the Texas State Library and Archives Commission and supersedes the schedule of January 1, 1998.. This retention schedule indicates the minimum length of time listed records series must be retained by a state agency before destruction or archival preservation.

Official Record Series 5 Official Record Series 5 United Kingdom Civil Aviation Authority 17 March 2017 Page 1 of 42 CAA Scheme of Charges (Personnel Licensing No: 321 Publication date: 17 March 2017 Commencement date: 01 April 2017 The Civil Aviation Authority, pursuant to Section 11 of the Civil Aviation Act 1982 and after

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Defense Logistics Agency MANUAL

official's personal use (such as reminders and personal observations on work-related topics) and are not for transacting Government business. 2.2.3.1. File personal records separately from the records of the agency. NOTE: The Air Force may later designate some of these materials as official records, depending on the

Registry Files, March 2, 1929 - March 31, 1944 | USCIS

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RECORDS MANAGEMENT TRAINING - MCCS Cherry Point

Series III: Contains the correspondence, orders, reports, and returns of the Union authorities (embracing their correspondence with the Confederate officials) not relating specially to the subjects of the first and second series. It will set forth the annual and special reports of the Secretary of War, of the General-in-Chief, and of the chiefs ...

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Record series are units of files or documents arranged according to a filing system or kept together because they: Relate to a particular subject or function Result from the same activity Document a specific kind of transaction Examples include personnel files, procurement files, or logbooks from a ...

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UK Civil Aviation Authority Official Record Series 5, No. 319 17 March 2017 Page 6 of 21 3.2.2 Basic charge The basic charge payable when the application is submitted and is determined by reference to the aircraft type(s) included in the application and type of variation. Each

Chapter 7 - application 7-3 Flashcards | Quizlet

Between July 1, 1924 and March 31, 1944, Visa Files served as immigrants' official arrival records. The Immigration Service used its Visa Files on a daily basis for verification of lawful admission for naturalization and other purposes. Beginning April 1, 1944, all new visas were filed in Alien Files ("A-Files") and the Visa Files series closed ...

COMMON RECORDS SERIES FOR ADMINISTRATIVE FUNCTIONS OF THE ...

public agency per IC 5-14-3-4(b) (6). TRANSFER to the INDIANA ARCHIVES after three (3) years for EVALUATION, archival principles. 4 GRADM-4 GENERAL FILES Any records that do not develop or document official agency policy, do not fall under another general or agency-specific Record Series, have

Army Records Information Management System

Question 5: What is a Records Series? ... Designate a record copy of each document, deliverable, product, or other record and keep it in an official file. Make someone responsible for the official file and put that responsibility in his or her performance standards.

NAVY RECORDS MANAGEMENT PROGRAM

Another name for an official record or the official copy of a record that is retained for legal, operational, or historical purposes. The record copy is sometimes the original. For example, a document printed from an electronic file is often considered the official record, rather than the electronic file, because the print

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copy can be read easily.

Frequently Asked Questions about Federal Records ...

a. DLA Records Officer will monitor mandatory Records Management training through Learning Management System (LMS) completion reports (or equivalent for contractors) and submit follow-on reports to organizational Component Records Officers (CROs). b. DLA Components will complete file plans (DLA Form 1689) for each administrative and

Chapter 7 Flashcards | Quizlet

Registry Files document the creation of official immigrant arrival records under the Registry Act of March 2, 1929 (45 Stat 1512). The Registry Act applied to persons who entered the United States prior to July 1, 1924, and for whom no arrival record could later be found.

Records Management Questions | U.S. Department of the Interior

5. Does the activity file plan contain a list of record categories, well as disposition dates for each record file, record type and/or group? (SECNAV Manual M-5210.2, Chapter 1, paragraph 2c) _ YES _ NO _ NA Remarks: 6. Have cut off dates (e.g. general correspondence files at the end of each calendar year and budget and accounting

General Records Retention And Disposition ... - Indiana

an item that is not usually included within the scope of official records such as a day file, reference materials, and drafts. record series. a group of related records filed and used together as a unit and evaluated as a unit for retention purposes. ... Records Management Chapter 7 55 Terms. LH1973. Chapter 7 - application 7-3 72 Terms. gina ...

BY ORDER OF THE AIR FORCE INSTRUCTION 33-364

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SECRETARY OF ...

Identifying Records A record series is the basic unit for organizing and controlling records. It represents a group, or category, of records or files that are kept together because they relate to a particular subject or function, result from the same activity, document a specific type of transaction, or have some other relationship.

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