

Bibliography for the CRM/Federal Specialist Body of Knowledge April 2023

About the CRM/Federal Specialist

The CRM/Federal Specialist was developed for Certified Records Managers (CRMs) whose field of professional practice involves records and information management (RIM) programs of the U.S. Government, whether as a Federal government employee, uniformed military, vendor, consultant, or contractor. The Federal Specialist exam includes 100 questions over a variety of federal government related areas.

Federal Specialist Book of Knowledge

The 3 major outline sections are:

- A. [Domain - MANAGEMENT AND ORGANIZATION STRUCTURE \(30 Questions\)](#)
- B. [Domain - POLICY, COMPLIANCE, GOVERNANCE AND PROTECTIONS \(35 Questions\)](#)
- C. [Domain - RIM PROGRAM OPERATIONS \(35 Questions\)](#)

Bibliography

The Federal Specialty Exam Development Committee has created a comprehensive bibliography which is shown below, with references to the Body of Knowledge (BOK) domains.

BOK domains	Title	Description
B-3	5 U.S.C. 552	Freedom of Information Act, as amended by Public Law No. 104-231
B-3	5 U.S.C. 552(a)	Privacy Act of 1974
A-3	5 U.S.C. Chapter 41	Training [Federal Employees]
B-2	18 U.S.C. 1519	Destruction, alteration, or falsification of records
B-2	18 U.S.C. 2071	Criminal statute regarding concealment, removal, or mutilation of Federal Records etc.
B-1	29 U.S.C. 794d	Section 508 of Rehabilitation Act of 1973, 1998 amendments
A-2	31 U.S.C. 1535	Economy Act
A-2	31 U.S.C. 3512	Executive agency accounting and other financial management reports and plans
B-3	40 U.S.C. 11101-11704	Information Technology Management Reform Act of 1996 (ITMRA) also known as the Clinger-Cohen Act
B-1	44 U.S.C. Chapter 15	Federal Register (FR) Act
C-3	44 U.S.C. 2107	NARA acceptance of records for historical preservation
B-1	44 U.S.C. 2904	General Responsibilities for Records Management
B-2	44 U.S.C. 2906	Inspection of Agency Records
B-1	44 U.S.C. 2911	Disclosure requirement for official business conducted using non-official electronic messaging accounts
B-1	44 U.S.C. 3101	Federal Records Act (FRA)
B-1	44 U.S.C. 3303	Disposal of Records
B-1	44 U.S.C. 3506	Paperwork Reduction Act
B-3	44 U.S.C. 3541	Federal Information Security Modernization Act (FISMA)
A-1	5 CFR 332	Definitions for Certificate, List of Eligibles
B-3	32 CFR 2001	Information Security Oversight Office (ISOO) Implementing Guidance
B-3	32 CFR 2002	Controlled Unclassified Information
B-3	36 CFR 1202	Regulations Implementing the Privacy Act of 1974
B-1	36 CFR 1220	Federal Records: General

<u>B-1</u>	<u>36 CFR 1222</u>	Creation and Maintenance of Federal Records
<u>B-2</u>	<u>36 CFR 1223</u>	Managing Vital Records
<u>A-3, C-1, C-2, C-3</u>	<u>36 CFR 1224</u>	Records Disposition Programs
<u>C-1</u>	<u>36 CFR 1225</u>	Scheduling Records
<u>C-2, C-3</u>	<u>36 CFR 1226</u>	Implementing Disposition
<u>C-1</u>	<u>36 CFR 1227</u>	General Records Schedules
<u>C-3</u>	<u>36 CFR 1228</u>	Loan of Permanent Records
<u>B-2</u>	<u>36 CFR 1229</u>	Emergency Authorization to Destroy Records
<u>B-2</u>	<u>36 CFR 1230</u>	Unlawful or Accidental Removal, Defacing, Alteration, or Destruction of Records
<u>C-2</u>	<u>36 CFR 1231</u>	Transfer of Records from the Custody of One Executive Agency to Another
<u>C-2</u>	<u>36 CFR 1232</u>	Transfer of Records to Records Storage Facilities
<u>C-2</u>	<u>36 CFR 1233</u>	Transfer, Use, and Disposition of Records in a NARA Federal Records Center
<u>C-2</u>	<u>36 CFR 1234</u>	Facility Standards for Records Storage Facilities
<u>C-3</u>	<u>36 CFR 1235</u>	Transfer of Records to the National Archives of the United States
<u>C-2</u>	<u>36 CFR 1236</u>	Electronic Records Management
<u>C-2</u>	<u>36 CFR 1237</u>	Audiovisual, Cartographic, and Related Records Management
<u>C-2</u>	<u>36 CFR 1238</u>	Microforms Records Management
<u>B-2</u>	<u>36 CFR 1239</u>	Program Assistance and Inspections
<u>B-3</u>	<u>36 CFR 1250</u>	NARA Records Subject to FOIA
<u>C-3</u>	<u>36 CFR 1258</u>	[NARA] Fees
<u>B-3</u>	<u>36 CFR 1260</u>	Declassification of National Security information
<u>B-1</u>	<u>36 CFR 1270</u>	Presidential Records
<u>B-3</u>	<u>OMB Circular A-123</u>	<p>Management's Responsibility for Enterprise Risk Management and Internal Control</p> <ul style="list-style-type: none"> Note on White House website: "Portions of this policy have been modified by <u>M-17-26, Reducing Burden for Federal Agencies by Rescinding and Modifying OMB Memoranda</u>, issued June 15, 2017. Please refer to that memorandum for more information."
<u>B-1</u>	<u>OMB Circular A-130</u>	Managing Information as a Strategic Resource
<u>B-1</u>	<u>OMB M-23-07</u>	Update to Transition to Electronic Records Directive
<u>B-1</u>	<u>OMB M-19-21</u>	Transition to Electronic Records Directive
<u>B-1</u>	<u>OMB M-14-16</u>	Guidance on Managing Email
<u>B-2</u>	<u>E.O. 12656</u>	Assignment of emergency preparedness responsibilities
<u>B-1</u>	<u>E.O. 13489</u>	Policies and procedures governing the assertion of executive privilege by incumbent and former Presidents in connection with records by the National Archives and Records Administration (NARA) pursuant to the President.
<u>B-3</u>	<u>E.O. 13526</u>	Classified National Security Information. System for classifying, safeguarding, and declassifying.
<u>B-3</u>	<u>E.O. 13556</u>	Controlled Unclassified Information. Eliminates "For Official Use Only" (FOUO). Establishes consistent markings across agencies.
<u>B-3</u>	<u>Public Law 113-101</u>	Digital Accountability and Transparency Act of 2014 (DATA Act)
<u>B-1</u>	<u>Public Law 113-187</u>	Presidential and Federal Records Act Amendments of 2014

A-2	Public Law 113-191	Federal Information Technology Acquisition Reform Act (FITARA)
B-1	Public Law 111-352	Government Performance and Results Modernization Act of 2010 (GPRA)
B-1, B-3	Public Law 107-347	E -Government Act of 2002 (codified in 44 U.S.C. 3606)
B-3	Public Law 106-567	Public Interest Declassification Act of 2000
B-3	Public Law 95-511	Foreign Intelligence Surveillance Act of 1978 (FISA)
<i>The following citations are for websites, reference materials, publications, and other federal guidance written within the confines of the laws and regulations cited above. These references provide implementation guidance to comply with those federal laws and regulations.</i>		
A-1	USA.Gov	Government Structure and Applicable Authorities. Reference website with links to Federal Laws and Regulations, Branches of Government, Commonly Requested U.S. Laws and Regulations
C-2	Federal Rules of Civil Procedure	Federal Rules of Civil Procedure (FRCP) govern the procedure in all civil actions and proceedings in the United States district courts. Significant is Rule producing documents and electronically-stored-information (ESI)
C-2	Federal Rules of Evidence Rule 1003	Admissibility of duplicates
A-2	Federal Acquisition Regulations (FAR)	The Federal Acquisition Regulations System is established for the codification and publication of uniform policies and procedures for acquisition by all executive agencies.
B-2	Generally Accepted Government Auditing Standards (GAGAS)	The Generally Accepted Government Auditing Standards, also known as the Yellow Book, provide a framework for conducting high competence, integrity, objectivity, and independence. The Yellow Book is for use by auditors of government entities and other audit organizations performing Yellow Book audits.
A-1	OPM Recruitment Basics	OPM Policy-Recruitment. Terms used in vacancy announcements.
A-1	OPM Position Classification Flysheet Series 306	U.S. Office of Personnel Management, Position Classification Flysheet for Government Information Series, 0306, March 2012
A-1	OPM Position Classification Flysheet Series 308	U.S. Office of Personnel Management, Position Classification Flysheet for Records and Information Management Series, 0308 Mar
B-1	Federal Enterprise Architecture Records Management Profile	Establishes a Records Management (RM) Profile in the Federal Enterprise Architecture (FEA) provides incorporating statutory records management requirements and sound records management principles (a joint effort between the National Archives and Records Administration (NARA) and the Federal Chief Information Officer's Council.
B-3	NIST SP-800-53	Security Controls for Federal Information Systems Risk Management Framework and Overlay. Catalog of security controls for all systems, except those related to national security, to assist federal agencies in implementing FISMA.
B-3	FedRAMP Policy	Policy on records and information in cloud storage. Federal Risk and Authorization Management Program. Cloud certification.

C-2	DoD 5015.02 STD	Electronic Records Management Software Applications Design Criteria Standard. Accepted as a Government Wide standard by NARA Policy.
B-3	Data.gov	Registry of US Government data sets, including updated lists of Records Management data.
B-3	Department of Justice Guide to the Freedom of Information Act	Department of Justice Guide to the Freedom of Information Act
<i>The following citations are for publications, bulletins, frequently asked question lists, and other guidance and resources issued by the National Archives and Records Administration</i>		
C-1	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.
A-2 , B-1 , B-2 , B-3 , C-1 , C-2 , C-3	NARA Bulletins	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.
B-2	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.
C-2	The FRC Toolkit	Guide to the Federal Records Center Services
C-2	Transferring Records to a Federal Records Center	Guidelines and FAQ on Federal Records Center support
A-3	Records Management Guidance for Political Appointees	Web pamphlet with RM guidance for senior and appointed officials.
B-3 , C-2	Frequently Asked Questions on Identifying and handling Classified Records in Private Papers	Frequently Asked Questions on Identifying and handling Classified Records in Private Papers
C-1	Management of Electronic Mail under Capstone Guidelines	Management of Electronic Mail under Capstone Guidelines
C-1	NARA Guidelines for Flexible Scheduling	Guidelines and FAQ for flexible scheduling
C-2	Toolkit for Managing Electronic Records	Toolkit for Managing Electronic Records provides descriptions of a collection of guidance products for managing electronic records.