



Colorado Certified Records Network
Skill Set 1 – Principles of Records Management

Name: _____ Agency: _____

Colorado State Archives

1. What is the definition of a public record?
2. What are five the various types of public agencies that the Colorado State Archives provides records management guidance to (hint your jurisdiction is probably one of them)?
3. Concerning e-mail, what is metadata, and what does it include?
4. Define a vital record, and provide an example of one that might be found in your office.
5. What are the four primary values to be considered in determining the importance/retention of a record?
6. What are three examples of magnetic storage media?
7. Identify three categories of case reports that are retained permanently.
8. What is a record retention schedule?
9. Should electronic records be part of your department's record retention schedule?
10. There are significant issues related to electronic records. What are they?
11. In terms of records management, what is ROT?
12. You are scanning an old paper homicide case with permanent retention. What file format should you use?
13. What are the two main categories of body camera records according to the State Archives Body Camera policy?



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14. Which of the following is NOT considered a public record? (Can include more than one).
 - a) Alferd Packer's arrest record
 - b) Alferd Packer's diary
 - c) Alferd Packer's Supreme Court Case
 - d) Newspaper article about Alferd Packer

15. What is the difference between original (record copy) records and duplicate records?

16. What is the name of the law that specifies that a record cannot be judged invalid because it is in electronic form or bears an electronic signature?

17. Name the advantages and disadvantages of storing records in the cloud.

18. What is the Colorado Revised Statute that dictates archives?

19. What is a record series? Name two examples.

20. What are two major purposes behind a records schedule?