

Appendix A: List of Electronic ORCS formats

Electronic formats have been developed by Government Records Service (GRS) to assist in standardized *ORCS* development. Each format is a Word document containing formatting and text for a specific part of the *ORCS*. The formats are presented in the order of their appearance in the *Standard ORCS Kit*. Refer to the appropriate standards and examples provided in the *Standard ORCS Kit* for further direction.

Electronic versions of these formats are available in a self-extracting zip file available for download.

FORMAT NUMBER	FORMAT NAME
1.	Executive Summary
2.	<i>ORCS</i> Table of Contents
3.	Introduction
4.	Section Title Page
5.	Section Table of Contents
6.	Section Default Primary
7.	Policy Primary
8.	Basic Primary
9.	Systems Section Table of Contents
10.	Simple Systems List
11.	System Overview
12.	System with Subsystems Overview
13.	Subsystem Overview
14.	Web Site Overview
15.	Appendix A: Summary of Amendments
16.	Index
17.	Header Footer
18.	Summary for Legal Review