RIM *At-A-Glance*

Subject: RM Responsibilities While Teleworking at an Alternate Work Site

What are my records management responsibilities in a telework environment?	As a government employee or contractor personnel, you have the same three basic obligations regarding federal records, whether you work in your office, telework from home or from an alternate work site: 1. **Create records needed to conduct FHFA business**, record decisions and actions taken, and adequately document the activities for which you are responsible while protecting data against unauthorized disclosure, access, mutilation, and destruction; 2. **Ensure records are organized** and filed properly so they are safely stored and efficiently retrieved only by authorized personnel. Records should be filed in the official files of the business unit, as identified on the unit's File Plan. Information subject to the Privacy Act must be secured such that the information is accessible only to those who have a need to know; and 3. **Manage records** in accordance with FHFA's *Comprehensive Records Schedule* and the General Records Schedules. FHFA records can only be destroyed in accordance with FHFA's *Comprehensive Records Schedule*, and with the appropriate approvals of the Program Manager, OGC, and the Records Officer.
Are there specific policies that address the management of FHFA information in a telework environment?	Yes. Employees and contractor personnel must comply with the rules and requirements on managing FHFA information, as outlined in official FHFA policies and procedures listed below: • Information Technology Security Policy • Information Classification Policy • Information Classification and Handling Procedures • Information System Rules of Behavior (ROB) • Records Management Policy • Telework Policy • Use and Protection of Personally Identifiable Information Policy (PII) Review these policies and procedures, and discuss questions with your supervisor to ensure the proper handling of the various types of Non-Public FHFA information, including Confidential Supervisory Information (CSI) and proprietary information of the regulated entities, while you are teleworking at home or at another approved alternate work site.

How do I manage Non-Public FHFA information in a telework environment?	The following apply to managing Non-Public, including Non-Public Restricted FHFA information when teleworking: • **Protect** Non-Public information, including Non-Public Restricted information such as PII, from loss, theft, unauthorized access, or disclosure; • **Transport** Non-Public information electronically only through an approved encrypted FHFA device, secure email, or secure file transfer protocol (FTP); • **Store** Non-Public information on FHFA's secure network or on FHFA approved media in accordance with your Division or Office File Plan. Do not send FHFA information to personal email accounts; • **Safeguard** Non-Public information by never allowing family members, friends, or any other unauthorized person to use or gain access to FHFA equipment or information; • **Obtain Authorization** for removal of Non-Public information from FHFA's network from the Chief Information Security Officer using Form 082 - *Information Removal Waiver Request*; • **Securely Destroy** Non-Public nonrecords that are no longer needed for official agency business. For specific destruction details, review *RIM At-A-Glance - Secure Destruction of Sensitive Information that are Not FHFA Records.* • **Report** any suspected or potential breaches of FHFA equipment or information within one hour of discovery to the!OTIMSecurityTeam@FHFA.gov and HelpDesk@FHFA.gov. ○ For breaches involving PII notify the Chief Privacy Officer at Privacy@fhfa.gov.
Can I dispose of records if they are being used in a lawsuit or investigation?	No. Never destroy information (paper or electronic) that is subject to an active legal hold or that is related to discovery, a court order, a pending or ongoing investigation, an audit, a Freedom of Information Act request, or a Congressional inquiry. The list of active legal holds is available for review on the Office of General Counsel page on FHFA's intranet.
Where can I find more information about Records Management?	Contact your office's Records Liaison; contact a member of Records and Information Management by telephone at 202-649-3674; email Susan Sallaway (susan.sallaway@fhfa.gov) or !OTIM Records Management Team; or see the Records Management page on FHFA's intranet.