Subject: RM Responsibilities of Every FHFA Employee

What are my records management responsibilities?	As a government employee or contractor, you have three basic obligations regarding federal records: 1. Create records needed to conduct FHFA business, record decisions and actions taken, and adequately document the activities for which you are responsible; 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; and 3. Transfer or dispose of records in accordance with FHFA's *Comprehensive Records Schedule* and the General Records Schedule using the *Disposal of Temporary Records Form 068*.
Can I dispose of records if they are being used in a lawsuit or	No. Never destroy relevant records after learning that there is a pending or ongoing investigation, audit, court order, or Congressional inquiry.
Can I take records with me when I leave the agency?	Records you create or acquire in the course of conducting federal government business are the property of the U.S. Government and may not be removed. Extra copies or nonrecord material may only be removed after examination and prior approval from your supervisor and FHFA's Records Officer. Prior to leaving FHFA, you must complete the Records Exit Procedures found on the *Pre-Exit Clearance Form 016,* and submit a completed *Records and Information Management Exit Clearance Form 044* to the Records and Information Management team.
Where can I find more information about Records Management?	Contact your office's Records Liaison; contact a member of the Records and Information Management team by telephone or email: Susan Sallaway at 202-649-3674 (susan.sallaway@fhfa.gov); !OTIM Records Management Team; or see the Records Management page on the Intranet.