



# RIM *At-A-Glance*

## Subject: What is a Record?

<b>What is a record?</b>	<p>A <i>record</i> is recorded information, regardless of form or characteristics, that is:</p> <ul style="list-style-type: none"><li>• Made or received by FHFA in connection with the transaction of public business, and</li><li>• Preserved or appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities or because of the informational value of data in them.</li></ul> <p><i>Recorded information</i> includes all forms of records, regardless of format, including information created, manipulated, communicated, or stored by FHFA. (44 USC 3301)</p>
<b>Are all documents records?</b>	<p>A document is a record if it:</p> <ul style="list-style-type: none"><li>• Contains unique or valuable information developed during the preparation of position papers, reports, studies, publications, or issuances;</li><li>• Documents significant actions taken or decisions made in the course of conducting business;</li><li>• Includes statements of policy or a rationale for a decision or action;</li><li>• Documents oral exchanges (in person or by telephone) during which policy is planned or decided;</li><li>• Adds to the proper understanding or execution of a FHFA action or responsibility;</li><li>• Documents important meetings that facilitate action;</li><li>• Is needed for accountability to Congress, federal agencies, or other stakeholders; or</li><li>• Protects the legal, financial, and other rights of FHFA and persons directly affected by FHFA actions.</li></ul>

<p><b>When documents are <u>not</u> records?</b></p>	<p>A document is not a record if it:</p> <ul style="list-style-type: none"> <li>• Does not document the actions taken or decisions made in the course of conducting business or the rationale for the actions or decisions;</li> <li>• Is provided “for information only” and you did not take any action as result of the information in it;</li> <li>• Duplicates information in existing records that have already been maintained in your office’s files;</li> <li>• Lacks informational value; or</li> <li>• Contains only personal information unrelated to your job or work.</li> </ul>
<p><b>Where can I find more information about Records Management?</b></p>	<p>Contact your office’s Records Liaison; contact a member of the Records and Information Management (RIM) team by email <a href="#">!OTIM Records Management Team</a>; or contact FHFA’s Records Officer, Susan Sallaway, at 202-649-3674 or <a href="mailto:susan.sallaway@fhfa.gov">susan.sallaway@fhfa.gov</a>.</p>