



RIM *At-A-Glance*

Subject: What is a Records Schedule?

What is a records schedule?	<p>A records schedule (also called a records retention schedule) is a policy document which:</p> <ul style="list-style-type: none">• Describes major series or categories of official records,• States how long records must be kept to meet business needs, and• Defines when records may be destroyed if designated as temporary or transferred into the National Archives and Records Administration (NARA) for permanent retention.
Does FHFA have a records schedule?	<p>Yes. FHFA's mission and most of its operational records are covered by FHFA's <i>Comprehensive Records Schedule</i>. Informally called FHFA's Records Schedule, this document provides mandatory retention and disposition authority for mission and operational records in all formats, including paper and electronic records.</p>
Are all FHFA records covered by the FHFA Records Schedule?	<p>No. NARA's <i>General Records Schedule (GRS)</i> provides disposal authority for administrative records that are common to most federal agencies. FHFA uses the <i>GRS</i> disposition authority for Human Resources, Freedom of Information Act (FOIA), Privacy Act, and Ethics records. For all other records, use FHFA's Records Schedule.</p>
Can I destroy records without following the records schedule?	<p>No. All records must be destroyed in accordance with either FHFA's Records Schedule or the <i>GRS</i>.</p> <p>In addition, never destroy relevant records after learning there is a pending or ongoing investigation, discovery, audit, court order, or Congressional inquiry.</p>
What if I can't find my records listed in FHFA's Records Schedule or in the <i>GRS</i>?	<p>Contact your office's Records Liaison for assistance in identifying an applicable records schedule. If you require further assistance, call FHFA's Records Officer (Susan Sallaway at 202-649-3674) to schedule a meeting to review the records.</p>
Where can I find more information about Records Management?	<ul style="list-style-type: none">• Contact your Office's Records Liaison;• Contact a member of Records and Information Management at !OTIM Records Management Team;• Contact Susan Sallaway at 202-649-3674; or susan.sallaway@fhfa.gov.