

GLOSSARY: [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [V](#), [W](#), [X](#), [Y](#), [Z](#)

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[A](#)

Accession. A group of records that have been transferred to a Federal Records Center (FRC) for storage, or into the National Archives and Records Administration's (NARA) Electronic Records Archives (ERA).

Accession Number. A number used to identify shipments of records to the FRC. Accessions have a unique accession number, including 543 (FHFA's record group number), followed by the fiscal year (FY), followed by a four-digit sequential number. The National Archives and Records Administration (NARA) system, Archives and Records Centers Information System (ARCIS), assigns this number and uses it to track the location and retention period of the records housed at the FRC.

Active records. Records necessary to conduct current business and therefore generally maintained in office space and equipment. For electronic records, including databases and websites, active records refers to information that must be easily accessed.

Adequate and Proper Documentation. The concept that a record of agency business is complete and accurate to the extent required to document the organization, functions, policies, decisions, procedures, and essential transactions of the agency and is designed to furnish the information necessary to protect the legal and financial rights of the agency and of persons directly affected by the agency's activities.

Administrative Records. Records relating to budget, human resources, acquisitions, and similar housekeeping or facilitative functions common to most federal agencies. The General Records Schedule (GRS) provides the descriptions, disposition authorities, and instructions for disposing of these records.

Appraisal. The process of determining the value and final disposition of records. *See also* [Evaluation](#).

Archivist of the United States. The chief official overseeing the operation of the National Archives and Records Administration (NARA) and who is responsible for approving an agency's Records Schedule.

ARCIS (Archives and Records Centers Information System). A web-based application implemented by National Archives and Records Administration (NARA) to manage box requests and the lifecycle of records accessioned into the Federal Records Center (FRC).

[B](#)

Block. (1) One segment of cutoff, or closed, records that are in the same series and are dealt with as a unit for disposition purposes, especially for the transfer of permanent records to the National Archives and Records Administration. For example, a transfer of records in 10-year blocks. (2) A grouping of electronic data stored as a unit on an external storage medium and dealt with as a unit by the computer for input or output.

Box Inventory. A document attached to the Standard Form (SF) 135 (Records Transmittal and Receipt) that lists the contents of each box in an accession that is stored at the Federal Records Center (FRC). The box inventory serves as a finding aid if FHFA needs to retrieve the records from the FRC. The box inventory and the SF-135 are a public record. Also called a **Box Index**; *See also* [Inventory](#).

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Breaking Files. Ending files at regular intervals, usually at the close of a fiscal year (September 30) or calendar year (December 31). *See also* [Cutoff](#).

C

Capture. A deliberate action that results in the registration of a record into a recordkeeping system. For certain business activities, this functionality may be built into computer systems so that the capture of records is concurrent with the creation of records.

Case Files. Records, regardless of media, documenting a specific action, event, person, place, project, or other matter. Examples include personnel, project, and transaction files.

Central Files. Files accumulated by several offices or organizational units that are maintained and supervised in one office area or location. Also called **centralized files**.

Charge-out. The act and result of recording the removal and loan of a document, a file, or a box from its home location, and placing it in the care of an authorized individual. Charge-outs require information about the person who will be responsible for that information while it is in their custody.

Classification. (1) The systematic identification and arrangement of business activities and/or records into categories according to logically structured conventions, methods, and procedural rules represented in a records classification system. (2) Determining document or file naming conventions, user permissions, and security restrictions on records. *See also* [Restriction Codes](#).

Classification System. A set of terms and business rules that can be applied to records to facilitate capture, retrieval, maintenance, and disposal.

Closed Files. A series containing documents on which action has been completed and to which more documents are not likely to be added. *See also* [Cutoff](#).

Comprehensive Records Schedules. Agency schedules which incorporate both the General Records Schedules dispositions for common administrative records as well as agency-specific program records dispositions.

Container. A customized receptacle that protects FHFA media during storage and transport.

Convenience Files. Nonrecord copies of correspondence, completed forms, and other documents kept solely for ease of access and reference. *See also* [Reference Files](#).

Conversion. The process of changing records from one medium to another or from one format to another. Conversion involves a change of the format of the record but ensures that the record retains the identical primary information, or content. Examples include microfilming and digital imaging of paper records. *See also* [Migration](#).

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Copy. (1) A reproduction of the contents of an original document. (2) In electronic records, the action or result of reading data from a source, leaving the source data unchanged, and writing the same data elsewhere on a medium that may differ from the source.

Correspondence. Any form of addressed, written communications that is sent and received, such as letters, emails, memoranda, etc.

Current Records. *See also* [Active Records](#).

Custody. Control of records, either physical possession and/or legal responsibility.

Cutoff. The point at which files are cut off, ended, or “broken” to permit their disposal or transfer in complete blocks, and for correspondence files, to permit the establishment of new files. Case files are generally cut off at the end of the year in which the case is closed. *See also* [Breaking Files](#).

D

Data. Symbols, or representations, of facts or ideas that can be communicated, interpreted, or processed by manual or automated means. Structured data is generally found in databases and spreadsheets. Unstructured data results from office automation applications, such as word processing or presentation documents.

Data File. In electronic records, an organized collection of related data, usually arranged in logical records that are stored together and treated as a unit.

Description. The process of giving a written account of the contents and characteristics of a record series or system. *See also* [Inventory](#).

Destruction. A method of destroying records, which includes burning, pulping, shredding, or discarding with other waste materials. For electronic records, this is the process of eliminating or deleting records beyond any possible reconstruction.

Digital Signature. One type of an electronic signature based upon cryptographic methods of originator authentication, computed by using a set of rules and a set of parameters such that the identity of the signer and the integrity of the data can be verified.

Disaster. An unexpected occurrence inflicting widespread destruction and distress and having long-term adverse effects on agency operations. Each agency defines what a long-term adverse effect is in relation to its most critical program activities.

Disaster Plan. The documented policies and procedures intended to prevent damage, minimize damage, or recover from damage to record materials.

Disposal. The actions taken regarding temporary records after their retention periods expire and consisting usually of destruction. *See also* [Temporary Records](#) and [Nonrecords](#).

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Disposition. Actions taken with records that have met their retention period and are no longer needed to conduct current FHFA business. These actions include transfer of permanent records to the National Archives and disposal of temporary records. Disposition is the third stage of the records life cycle.

Disposition Authority. Legal approval granted by National Archives and Records Administration, through the GRS or approved Requests for Records Disposition Authority (SF-115s), empowering FHFA to destroy temporary records or transfer permanent records to the National Archives.

Document. Bounded physical or digital representation of a body of information designed with the capacity (and usually intent) to communicate. Recorded information regardless of physical form or characteristics. Documents may include records, nonrecord materials, or personal papers.

Documentary Materials. A collective term for records, nonrecord materials, and personal papers that refers to all media on which information is recorded, regardless of the nature of the medium or the method or circumstances of recording.

Documentation. An organized series of descriptive information required to plan, develop, operate, maintain, and use electronic records which include systems specifications, data flows, file specifications, codebooks, record layouts, user guides, and output specifications.

[E](#)

Electronic Record. Any information that is recorded in a form that only a computer can process and that satisfies the definition of a federal record. The term includes both record content and associated metadata that FHFA determines is required to meet agency business needs. Electronic records fall into two major categories: 1) structured data contained in databases, and 2) unstructured data contained in documents. Electronic records may include data files and databases, word processing files, models and spreadsheets, and electronic mail (email).

Electronic Records Archives (ERA). National Archives and Records Administration's (NARA) system that allows Federal agencies to perform critical records management transactions with NARA online, to draft new records retention schedules for records in any format, officially submit those schedules for approval by NARA, request the transfer of records in any format to the National Archives for accessioning or pre-accessioning, and submit electronic records for storage in the ERA electronic recordkeeping system.

Electronic Recordkeeping System. An electronic system in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.

Electronic Signature. A technologically neutral method of signing an electronic message or record that:

- Identifies and authenticates a particular person as the source of the electronic message or record, and
- Indicates such person's approval of the information contained in the electronic message or record.

Emergency. A situation or an occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action.

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Emergency Operating Records. The type of vital records that is essential to the continued functioning or reconstitution of an organization during and after an emergency. These records are required to ensure the continuation of mission-critical functions within the first five days following an emergency or disaster. Included are emergency plans and directives, orders of succession, delegations of authority, staffing assignments, and selected program records needed to continue the most critical FHFA operations, as well as related policy or procedural records that assist FHFA staff in conducting business under emergency conditions and for resuming normal operations after an emergency. *See also* [Legal and Financial Rights Records](#) and [Vital Records](#).

Evaluation. (1) In records disposition, the process of assessing the value of records to recommend or determine their retention periods, making the records either temporary or permanent. *See also* [Appraisal](#). (2) The inspection, audit, or review of records management programs, including records disposition, either by FHFA, National Archives and Records Administration (NARA), and/or GSA, to ensure compliance with applicable laws and regulations.

F

Federal Records. Records includes “all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government under federal law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them.” (44 USC §3301)

Federal Records Center (FRC). Records storage facilities, operated by National Archives and Records Administration (NARA), where agencies may temporarily store records while maintaining legal custody. FRCs provide low-cost offsite storage for non-current records of federal agencies. *See also* [Off-site Storage](#).

File. (1) An accumulation of record or nonrecord material arranged according to a file plan. (2) A unit, such as a folder, microform, or electronic medium, containing records, nonrecord material, or personal papers. (3) Storage equipment, such as a filing cabinet. (4) A collection of related data which has been organized electronically into logically related records that are stored together and treated as a unit.

File Plan. A document listing a business unit’s records for which they have custodial responsibility. The file plan also lists the location and retention period of those records.

File Room. A file room where agency records are maintained for current use and organized in a manner to ensure their quick retrieval and appropriate disposition.

Form. A document in paper or electronic format with a fixed arrangement of captioned spaces designed for the entering and extracting of prescribed information. Electronic forms can be presented as online documents that can be

- Completed, saved, and sent to a recipient as a separate document; or
- Completed and submitted online.

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Form NA-13001. *Notice of Intent to Destroy Records.* The Federal Records Center (FRC) forwards this form by email to the Agency Records Officer, or designated agency contact, 90 days prior to scheduled destruction.

Form SF-115. *Request for Records Disposition Authority.* This form is used by the Agency Records Officer to request approval from National Archives and Records Administration (NARA) for a proposed records disposition. See also [ERA](#).

Form SF-135 & SF-135-A. *Records Transmittal and Receipt* with accompanying Continuation Sheet, used to request approval to retire records to a Federal Records Center (FRC). The Continuation Sheet, SF-135-A, may be replaced by a box inventory in a format such as Word or Excel. See also [ARCIS](#) and [Box Index](#).

Form SF-258. *Agreement to Transfer Records to the National Archives of the United States.* This form is used to request approval to transfer permanent records from FHFA to the National Archives and Records Administration (NARA). See also [ERA](#).

Form 044. *Records and Information Management Exit Clearance.* This form is used when FHFA employees and contractor personnel are leaving the agency and must certify that all federal records have been identified and transferred to their supervisor or reassigned to another employee.

Form 068. *Disposal of Temporary Records.* This form is used to dispose of temporary FHFA records that have reached their retention. Approval is needed by the originating office's Records Liaison, Office Director or their Designee, Records Officer, and for mission records the Office of General Counsel Designee.

Frozen Records. See also [Legal Holds](#).

G

General Records Schedules (GRS). A National Archives and Records Administration (NARA) issued schedule governing the disposition of specified records common to several or all agencies. The GRS authorizes the disposition instructions for common administrative records regardless of format. See also [Records Schedule](#).

H

I

Inactive Records. Records that are no longer needed for the daily operation of business but must be retained for a period of time for legal, fiscal, administrative, or historical reasons. They are usually boxed, indexed, and sent to the Federal Records Center (FRC) for storage or, if they are permanent records, transferred to National Archives and Records Administration (NARA). See also [Non-current Records](#).

Information Owners. Division or Office Heads that are the owners of the information that their division or office creates, obtains, or communicates.

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Information System. A system or organized collection, including processing, transmission, and dissemination of information following defined procedures, whether automated or manual. The term often refers to a system containing electronic records, which is comprised of input or source documents, records on electronic media, and output records along with related documentation and any indexes.

Interfiling. Inserting or adding files or documents to an accession.

Inventory. (1) A survey of agency record and nonrecord materials that is conducted primarily to develop records retention and disposition schedules and also to identify various records management problems, such as improper applications of recordkeeping technology. (2) In archives administration, a description, box index, or finding aid for accessioned records. *See also* [Box Inventory](#) and [Description](#).

[J](#)

[K](#)

[L](#)

Legal and Financial Rights Records. The type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable, social security and payroll, retirement, and insurance records. These records are also called “rights-and-interests” records. *See also* [Emergency Operating Records](#) and [Vital Records](#).

Legal Holds. Temporary records that cannot be destroyed as scheduled because of special circumstances, such as an existing court order or a pending audit or investigation, requiring a temporary extension of the approved retention period.

Life Cycle of Records. The management concept that records, and the information in the records, pass through three stages: creation, maintenance and use, and disposition.

[M](#)

Media. The various types of storage materials on which information is recorded such as paper, photographs, and computer data storage devices.

Metadata. Data about data; it provides information about a certain item's content.

Migration. The process or result of moving files from one computer system to another and validating that the complete set of files and information was moved. *See also* [Conversion](#).

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N

National Archives and Records Administration (NARA). The U.S. Government agency that is responsible for overseeing an agencies' adequacy of documentation and records disposition programs and practices. This includes appraising, accessioning, preserving, securing, and making available (when applicable) the permanent records of the Federal Government. NARA also oversees the Federal Records Centers (FRC).

National Security Emergency. Any occurrence, including natural disaster, military attack, technological emergency, or other emergency, that seriously degrades or threatens the national security of the United States, as defined in Executive Order 12656. *See also* [Emergency](#).

Non-current Records. Records that are no longer required to conduct day-to-day FHFA business and therefore ready for storage in the Federal Records Center (FRC). *See also* [Inactive Records](#).

Non-Public Restricted Information. Information in any medium, whether electronic, hard copy, or unwritten, that FHFA has not made public, that is created by, obtained by, or communicated to an FHFA employee or FHFA contractor personnel, in connection with the performance of official duties, regardless of who is in possession of the information.

Nonrecords. Federally-owned informational materials used for reference or convenience that do not meet the statutory definition of records (44 U.S.C. 3301) or have been excluded from coverage by the definition. Excluded materials include informational copies which no FHFA action is recorded or taken, extra copies of documents kept only for reference, suspense or tickler files, stocks of publications, professional journals, and library or museum materials intended solely for reference or exhibit. *See also* [Convenience Files](#) or [Reference Files](#).

O

Off-site Storage. A facility, other than FHFA's normal place of business, where records are kept until eligible for final disposition. Vital records may be kept at off-site storage to ensure that they are not damaged or destroyed should an emergency occur in an agency's normal place of business. *See also* [Federal Records Center](#).

Office of Origin. The unit within which records are created or received and accumulated in the course of its principal activity.

Office of Record. The unit, which may or may not be the office of origin, that maintains the record copy of a document for the agency.

P

Permanent Records. Any record determined by National Archives and Records Administration as having sufficient historical or other value to warrant continued preservation in the National Archives beyond the time the FHFA needs them for administrative, legal, or fiscal purposes. *See also* [Archivist of the United States](#).

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Personal Papers. Documentary materials belonging to an individual that are not used to conduct FHFA business, or materials related solely to an individual's own affairs, or used exclusively for that individual's convenience. Personal papers must be clearly designated as such and kept separate from FHFA records.

Program Records. Records that document the mission or unique, substantive functions for which FHFA is responsible, such as effective supervision, regulation, and housing mission oversight of Fannie Mae, Freddie Mac, and the Federal Home Loan Banks to promote their safety and soundness, support housing finance and affordable housing, and support a stable and liquid mortgage market.

Proprietary Records. Records owned by a private individual or corporation which FHFA has a responsibility to protect against unauthorized disclosure.

Physical Transfer (PT) Number. The first two characters (PT) stand for “Physical Transfer” of the transfer number for any record transfer created in ARCIS. This number consists of four parts. The next three characters indicate the record group number. The next four characters denote the fiscal year. The final four characters are the ARCIS-generated transfer sequence number. If, for example, the number is 0001, that means this was the first transfer from that record group for that fiscal year. *See also* [ARCIS](#).

Public Records. (1) Records accumulated and managed by Government agencies. (2) Records open to public inspection or posted to the Internet.

Purging. *See also* [Screening](#) (1).

Q

R

Reading Files. Outgoing correspondence records arranged chronologically, in contrast to those arranged by subject. Also called **Chronological (chron) Files**.

Record Group (RG) Number. National Archives and Records Administration (NARA) assigned number for records to be transferred to the Federal Records Center (FRC). FHFA is assigned RG number 543 (also assigned to the predecessor agency, Office of Housing Enterprise Oversight (OFHEO)). The predecessor agency, Federal Housing Finance Board (FHFB), was assigned RG number 485.

Recordkeeping Copy. The copy of a record that is captured and managed in a manual or electronic recordkeeping system.

Recordkeeping Requirements. Statements in statutes, regulations, or agency directives that provide general and specific guidance on particular records to be created and maintained by FHFA. Since each agency is legally obligated to create and maintain adequate and proper documentation of its organization, functions, and activities, it needs to issue recordkeeping requirements for all activities for all media and to distinguish records from nonrecord materials and personal papers.

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Recordkeeping System. System in which records are collected, organized, and categorized to facilitate their preservation, retrieval, use, and disposition.

Records. Information created or received, regardless of media that document FHFA's organization, functions, policies, decisions, procedures, operations, or other activities and meet the statutory definition of a record (44 U.S.C. 3301). Agency records:

- Form the basis of actions and decisions by officials;
- Are worthy of management and preservation;
- Allow scrutiny by Congress or oversight agencies; or
- Protect the financial, legal, and other rights of the Government and individuals directly affected by agency activities.

Records Center Boxes. Boxes that are approved by National Archives and Records Administration (NARA) to meet guidelines for the storage of records in a federal records facility or FRC. Official records center boxes should not be used for packing personal or nonrecord materials.

Records Creation. The first of three stages of the records life cycle in which records are created or received by an office. *See also* [Life Cycle of Records](#).

Records Liaison. Designated FHFA employees with front-line responsibility, in coordination with the Agency Records Officer, for implementing and maintaining an efficient and cost-effective agency records management program, including providing advice and direction to employees, ensuring correct and efficient maintenance of files, coordinating the retirement of files to Federal Records Center (FRC), and may assume other relevant duties to assure that records management functions are carried out in their business unit.

Records Maintenance and Use. The second stage of the records' three stage life cycle, involving the storage, retrieval, distribution, and handling of records kept in offices by, or for, FHFA. *See also* [Life Cycle of Records](#).

Records Management. The planning, controlling, directing, organizing, training, promoting, and other managerial activities related to the creation, maintenance and use, and disposition of records to achieve adequate and proper documentation of federal policies and transactions and effective and economical management of agency operations (44 U.S.C. 2901).

Records Management Program. A coordinated set of policies, procedures, and activities used to manage FHFA's recorded information over the life of the records (*See also* [Life Cycle of Records](#)), regardless of media. Essential elements of a Records Management Program include issuing up-to-date program directives, properly training those responsible for implementation, publicizing the program, and evaluating the results to ensure adequacy, effectiveness, and efficiency.

Records Officer. Individual delegated the authority for the day-to-day management, implementation, policy and guidance development, planning, and leadership of FHFA's Records and Information Management (RIM) program, as specified in federal laws, National Archives and Records Administration (NARA) regulations, applicable FHFA policies and guidance, and in accordance with FHFA's *Comprehensive Records Schedule*.

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Records Retention. The time period for which records are required to be kept according to National Archives and Records Administration (NARA) approved records schedules.

Records Retirement. The process of gaining approval and physically moving inactive (temporary or permanent) records to a Federal Records Center (FRC) or to an agency-owned or contracted storage facility for temporary storage.

Records Schedule. A policy document that describes records, establishes a period for their retention by the agency, and provides mandatory instructions for when they are no longer needed for business by FHFA. Records schedules are approved by National Archives and Records Administration (NARA) with provision of authority for the final disposition of recurring or nonrecurring records. Often referred to as the FHFA Records Retention, and Disposition Schedule or the Agency Records Schedule. *See also* [General Records Schedule \(GRS\)](#).

Records Scheduling. The process of developing a policy document that provides mandatory instructions for how to handle records (and nonrecord materials) no longer needed for current agency business. This includes establishing instructions for destroying temporary records, as well as instructions for retaining and transferring permanent records. The process involves records and information technology staff, representatives from the business unit, and Office of General Counsel.

Record Series. File units or documents arranged according to a filing system or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship based on their creation, receipt, or use. Records series are maintained together and disposed of in the same manner. For example, examination workpapers are kept together for a specific retention, are filed separately, and managed differently from Accountable Officer's Files.

Reference Files. Nonrecord copies of articles, periodicals, reports, studies, vendor catalogs, and similar materials that are needed for reference and information but are not part of the office's records. *See also* [Convenience Files](#).

Restriction Codes. Codes applied to permanent records when accessioning to National Archives and Records Administration (NARA): C = National Security Confidential, S = Secret, T = Top Secret, P = Privacy Act information, NA = No restriction, or RD = National Security Restricted Data. *See also* [Classification](#).

Retention Period. The length of time that records are to be kept, as authorized by National Archives and Records Administration (NARA), during which the specified records must be retained as a matter of policy before they are destroyed or deleted.

S

Schedule. *See also* [Records Schedule](#).

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Scheduled Records. Records whose final disposition has been approved by National Archives and Records Administration. All records series listed in FHFA's Records Retention Schedule and the General Records Schedules are scheduled records.

Screening. (1) Also referred to as purging or weeding, screening is the process of removing nonrecord or nonessential material from official files. (2) Reviewing files to apply access restrictions.

Series. *See also* [Record Series](#).

Standard Form (SF). *See also* [Form](#).

Structured Data. Data that resides in fixed fields within a record or file, has an enforced composition, and is managed by technology that allows for querying and reporting against predetermined data types and understood relationships. Relational databases are examples of structured data.

Subject Files. A file that contains correspondences, reports, forms, and other materials relating to an office's general activities and functions that occur annually. In contrast to project files that are cut off at the close of a project, subject files are cut off at the end of the calendar or fiscal year. *See also* [Cutoff](#).

Suspended Records. *See also* [Frozen Records](#) or [Legal Holds](#).

System Administrator. The person who administers and operates a computer system or application.

System Owners. Are responsible for the overall procurement, development, integration, modification, security, operation, and maintenance of an IT solution or system. The system owner functions as an information steward and may or may not be the information owner of the information processed by the system.

T

Temporary Records. Records approved by National Archives and Records Administration (NARA) for disposal, either immediately or after their specified retention period expires. Unlike permanent records, these records do not become part of the holdings of the National Archives because they have been determined by the Archivist of the United States to have insufficient value to warrant their preservation by NARA. This determination may take the form of:

- Records designated as disposable in an agency Records Schedule approved by NARA; or
- Records designated as disposable in a General Records Schedule (GRS).

A transitory record is an example of a temporary record.

Transfer. The process of moving records from one location to another, i.e., from FHFA office space to a Federal Records Center (FRC). Permanent records are transferred either from FHFA or from the FRC to National Archives and Records Administration (NARA) for permanent preservation.

GLOSSARY: [A](#), [B](#), [C](#), [D](#), [E](#), [F](#), [G](#), [H](#), [I](#), [J](#), [K](#), [L](#), [M](#), [N](#), [O](#), [P](#), [Q](#), [R](#), [S](#), [T](#), [U](#), [V](#), [W](#), [X](#), [Y](#), [Z](#)

The purpose of this glossary is to provide definitions for the most commonly-used records management terms for use by FHFA employees.

Transfer Media. Agencies may transfer electronic records to the National Archives on the following media: (1) Magnetic Tape; (2) Compact-Disk, Read Only Memory (CD-ROM) -- for fielded data files or text files if they: conform to the International Standards Organization (ISO) 9660 standard and to the American Standard Code for Information Interchange (ASCII); are not compressed unless National Archives and Records Administration (NARA) has approved the transfer of the compressed form in advance; and are individually addressable. The CD-ROMs may contain software files and temporary records, but permanent records must be in files that contain only permanent records; or (3) File Transfer Protocol (FTP) -- for preservation into the National Archives.

Transitory Records. Documents of short-term interest (180 days or less), including those in electronic form (e.g., email messages), which have minimal or no documentary or evidential value. Transitory records can be destroyed immediately or when no longer needed for reference. A transitory record is a type of temporary record. Examples include conference room scheduling, lunch arrangements, and routine inquiries for publications.

Transmission and Receipt Data. Transmission data are the information in email systems that include the identities of sender and addressee(s) and the date and time messages were sent. Receipt data are information in email systems identifying the date and time of receipt of a message, and/or acknowledgment of receipt or access by addressee(s). *See also* [Metadata](#).

Trustworthy Record: A record that exhibits the following characteristics:

- Authenticity—the record is one that is proven to be what it purports to be and to have been created or sent by the person who purports to have created and sent it;
- Integrity—the record is complete and unaltered;
- Reliability—the record’s content can be trusted as a full and accurate representation of the transactions, activities, or facts to which it attests and can be depended upon in the course of subsequent transactions or activities; and
- Usability—the record is one that can be located, retrieved, presented, and interpreted. In any subsequent retrieval and use, the record should be capable of being directly connected to the business activity or transaction that produced it. It should be possible to identify a record within the context of broader business activities and functions.

To preserve a trustworthy record, it is necessary to preserve its content, context, and structure.

U

Unscheduled Records. Federal records that do not have a National Archives and Records Administration (NARA) approved disposition authority or records schedule.

Unstructured data. Information that either does not have a pre-defined data model or fixed location and/or does not fit well into relational tables. Unstructured data consists of two basic categories:

- Bitmap Objects - Inherently non-language based, such as an image, video, or audio files, including PDF files.
- Textual Objects - Based on a written or printed language, such as Microsoft Word documents, emails, or Microsoft Excel spreadsheets.

GLOSSARY: A, B, C, D, E, F, G, H, I, J, K, L, M, N, O, P, Q, R, S, T, U, V, W, X, Y, Z

The purpose of this glossary is to provide definitions for the most commonly-used records management terms for use by FHFA employees.

V

Vital Records. Essential records that are needed to meet FHFA's operational responsibilities under national security emergencies or other emergency conditions (emergency operating records), or are needed to preserve the Government's rights and interests or those of its citizens and those affected by Government activities during emergencies (legal and financial rights records). *See also* [Emergency Operating Records](#) and [Legal and Financial Rights Records](#).

Vital Records Program. Policies, plans, and procedures developed and implemented and the resources needed to identify, use, and protect the vital records needed to meet operational responsibilities under national security emergencies or other emergencies or disaster conditions or to protect the Government's rights or the rights of its citizens. Vital records considerations are part of FHFA's continuity of operations (COOP) disaster prevention and recovery program.

W

Working Files. Documents such as rough notes, calculations, or drafts used to prepare or analyze other documents.

X, Y, Z
