

If I put these records on my hard drive will they be safe?



Have you documented your effort to meet the Secretary's goals?

- 1. National standards, neighborhood solutions.**
- 2. Collaboration, not polarization.**
- 3. Solutions transcend political boundaries.**
- 4. Markets before mandates.**
- 5. Protect privacy.**
- 6. Science for facts, process for priorities.**
- 7. Reward results, not programs.**
- 8. Change a heart, change a nation.**
- 9. Value life.**

NEED MORE INFORMATION?

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February 2009

Documenting Your Public Service



Have you documented your HHS service?

RECORDS vs. NONRECORDS

Our important and sensitive mission at The Department of Health and Human Services (HHS) requires us to be accountable for the decisions, communications, and processes taken to protect the health of all Americans. We must also account for the essential human services provided to those in need. Consequently, records play an integral role in the mission of HHS. Both paper and electronic records need to be managed so that retrieval upon demand is possible.

With more business being conducted electronically, a reliable method for storing and retrieving records, and maintaining their authenticity is essential. Records Management is a HHS-wide program that ensures compliance with the Federal Records Act, while assisting mission areas to operate more efficiently through the optimum use of records management practices. Under this program, effective controls, such as disposition authorities/instructions, are established for the maintenance, use, transfer or destruction of records used to conduct HHS business. Standards and procedures are instituted to improve the management of records and to promote the maintenance and security of records, the preservation of long term and permanent records, and to facilitate records access.

The important work accomplished must be appropriately documented to ensure availability for future decision makers. With this in mind, I am asking every-one to examine your documentation practices and ensure that the “10 Steps for Managing Records” are being followed.. For assistance ask your Records Officer or give us a call.

Records include 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 United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that 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 the data in

Non-record materials are those Federally owned informational materials that do not meet the statutory definition of records (44 U.S.C. 3301) or that have been excluded from coverage by the definition. Excluded materials are extra copies of documents kept only for reference, stocks of publications and processed documents, **and library or museum materials intended solely for reference or exhibit .**

10 Steps for Managing Records

1. **Identify the functions and activities for which each program. Identify who is responsible and determine what records are needed to document those activities and functions.**
2. **Create sufficient records to document those activities and functions.**
3. **Maintain those records in a way that allows all persons who need access to find and retrieve what they need.**
4. **Remove or destroy records only with authorization; don't retain records authorized for destruction.**
5. **Keep official records separate from non-record materials.**
6. **Make someone responsible for the records program.**
7. **Transfer records identified as permanent to the National Archives as required.**
8. **Protect vital records appropriate to their value.**
9. **Protect records that contain security classified, confidential business, or other types of sensitive information with appropriate safeguards.**
10. **Do all of this in a manner that is as cost effective as possible.**

Is this a record? Who do I ask?

