



# RM *At-A-Glance*

## Subject: What is a Records Schedule?

<b>What is a records schedule?</b>	<p>A records schedule (also called a records retention schedule) is a policy document which</p> <ul style="list-style-type: none"><li>• Describes major series or categories of official records and electronic record systems,</li><li>• States how long records must be kept to meet business needs and legal requirements before they can be destroyed or deleted, and</li><li>• Indicates when FHFA records can be transferred to off-site storage for temporary storage or to the National Archives for permanent retention.</li></ul>
<b>Does FHFA have a records schedule?</b>	<p>Yes. Record schedules that cover FHFA’s mission records are incorporated into the “FHFA Records Retention and Disposition Schedule.” Informally called the FHFA Records Schedule, this document provides retention and disposition authority for both paper and electronic mission records.</p>
<b>Are all FHFA records covered by the FHFA Records Schedule?</b>	<p>No. The General Records Schedule (GRS) provides disposal authority for administrative records common to many federal agencies, such as budget, procurement, personnel, and travel records. The FHFA uses both the FHFA Records Schedule and the GRS for disposition authority.</p>
<b>Can I destroy records without following a records schedule?</b>	<p>No. All records must be destroyed in accordance with either the FHFA Records Schedule or the GRS. In addition, never destroy relevant records after learning that there is a pending or ongoing investigation, audit, court order, or Congressional inquiry.</p>
<b>What if I can’t find my records listed in FHFA’s Records Schedule or in the GRS?</b>	<p>Contact your office’s Records Liaison for assistance in identifying an applicable records schedule. If you require further assistance, call the Records and Information Management Program (Karen at 202-649-3673 or Susan at 202-649-3674) to schedule a meeting to review the records.</p>
<b>Where can I find more information about Records Management?</b>	<p>Contact your office’s Records Liaison; contact a member of the Records and Information Management team by telephone or email: Karen Rogers at 202-649-3673 (<a href="mailto:karen.rogers@fhfa.gov">karen.rogers@fhfa.gov</a>) and Brigitte Tolbert at 202-649-3675 (<a href="mailto:brigitte.tolbert@fhfa.gov">brigitte.tolbert@fhfa.gov</a>); or see the Records Management page on the Intranet.</p>