

## GLOSSARY: N-P

**PURPOSE:** To provide definitions for the most commonly-used records and information management (RIM) terms for use by FHFA employees.

### 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 FRCs.

**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.

**Non-current Records.** Records that are no longer required to conduct day-to-day FHFA business and therefore ready for storage in the FRC. *See also* **Inactive Records.**

**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 on 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* **Reference Materials.**

### 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.

**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 NARA 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.

**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 the 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 the FHFA has a responsibility to protect against unauthorized disclosure.

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

**Purging.** See **Screening** (1).