



# RM *At-A-Glance*

## Subject: What is a Record?

<b>What is a record?</b>	Records are all documentary materials, regardless of physical form, that are <ul style="list-style-type: none"><li>• Made or received by the agency, and</li><li>• Preserved or appropriate for preservation as evidence of agency organization, functions, policies, decisions, procedures, operations, or other activities of FHFA or because of the informational value of the data in them (44 USC 3301).</li></ul>
<b>Are all documents records?</b>	A document is a record if any of the following apply: <ul style="list-style-type: none"><li>• Contains unique or valuable information developed during the preparation of position papers, reports, studies, publications, or issuances;</li><li>• Documents significant actions taken or decisions made in the course of conducting business;</li><li>• Includes statements of policy or a rationale for a decision or action;</li><li>• Documents oral exchanges (in person or by telephone) during which policy is planned or decided;</li><li>• Adds to the proper understanding or execution of an FHFA action or responsibility;</li><li>• Documents important meetings that facilitate action;</li><li>• Protects the legal, financial, and other rights of the FHFA and the persons directly affected by FHFA actions; or</li><li>• Makes possible a proper scrutiny by the Congress or other duly authorized agencies of the federal government.</li></ul>
<b>When documents are <u>not</u> records?</b>	A document is not a record if any of the following apply: <ul style="list-style-type: none"><li>• Does not document significant actions taken or decisions made in the course of conducting business or the rationale for these actions or decisions;</li><li>• Is provided “for information only” and you did not take any action as result of the information in it;</li><li>• Duplicates information in existing records that have already been maintained in your office’s informational files;</li><li>• Lacks informational value; or</li><li>• Contains only personal information unrelated to your job or work.</li></ul>
<b>Where can I find more information about Records Management?</b>	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.