



RM *At-A-Glance*

Subject: What is a File Plan?

What is a file plan?	<p>A document that lists the official records in each FHFA office. A file plan includes:</p> <ul style="list-style-type: none">• Records series title and description;• Location and medium (i.e., paper or electronic);• Disposition authority (legal actions taken when records are no longer needed to conduct agency business); and• Identification of vital and Privacy Act records.
What is the purpose of a file plan?	<p>A file plan is a management tool and one of the essential components of a successful records and information management program. It will help you</p> <ul style="list-style-type: none">• Document your activities effectively;• Identify your records consistently;• Retrieve records quickly;• Implement disposition for records no longer needed; and• Meet statutory and regulatory requirements.
How do I get a copy of my office's file plan?	<p>Contact your office's Records Liaison to request a copy. If you don't know who your Records Liaison is, call the Records and Information Management Program (Karen at 202-649-3673 or Brigitte at 202-649-3675).</p>
How does the FHFA keep its file plans current?	<p>File plans are reviewed annually. After each office has reviewed its file plan and the Program Manager has approved and signed it, each Records Liaison submits the file plan to the Records and Information Management Program for review.</p>
Where can I find more information about Records Management?	<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 (karen.rogers@fhfa.gov) and Brigitte Tolbert at 202-649-3675 (brigitte.tolbert@fhfa.gov); or see the Records Management page on the Intranet.</p>