

# RECORDS MANAGEMENT EXIT PROCEDURES

For Departing FHFA  
Federal and Contractor  
Personnel

2011

Office of Technology and  
Information Management,  
Records and Information  
Management Program



## RECORDS MANAGEMENT EXIT PROCEDURES FOR DEPARTING FEDERAL AND CONTRACTOR EMPLOYEES

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### PURPOSE

The purpose of this brochure is to provide records exit procedures for federal and contractor employees who are departing on a permanent basis or for an extended period of time on military, medical, or disability leave.

### PRESERVATION OF FEDERAL RECORDS

The Federal Records Act of 1950, as amended, requires FHFA's Information Management Officer to remind departing Federal and contractor employees that federal records **may not** be removed from government custody and **may not** be destroyed unless they have met the requirements of a records disposition schedule that has been approved by the Archivist of the United States. The creation of adequate documentation and the preservation of federal records is required by law and regulation (contained in 36 CFR Chapter XII). As federal and contractor employees, you have important recordkeeping responsibilities to ensure the retention and preservation of federal records.

### WHAT ARE FEDERAL RECORDS?

By law, federal records are all documentary materials regardless of physical form, that are:

- Made or received by an agency, and
- Preserved or are appropriate for preservation as evidence of agency activities (44 USC 3301).

A record is any final work product related to administration, management, enforcement, supervision, or other agency function and all documentation necessary to support that work product. Records are created or received in connection with the transaction of FHFA's business and preserved as evidence of its organization, functions, policies, decisions, procedures, operations, and other activities. Records may appear on a variety of media - paper and electronic (disk, film, tape, and e-mails).

Determining whether a particular document is a record does not necessarily depend on whether it is an original or a copy. Multiple copies of the same document may each have record status if they serve a separate purpose and are controlled under different office's files or filing systems.

## WHAT ARE NOT FEDERAL RECORDS?

Documents that lack administrative, legal, or financial value are not considered federal records. Examples of non-federal records include:

- Working files that consist of rough notes, drafts, or calculations *not needed* to support the decision trail. In other words, papers that lose all value after the work is finalized;
- Extra copies of records kept only as “convenience copies;”
- Personal papers that are documents unrelated to or having no effect upon the conduct of agency business;
- Library materials intended only for reference; and
- Supply of blank forms and publications.

## WHAT ARE PERSONAL PAPERS?

Materials belonging to an individual that are not used to conduct agency business and are related solely to an individual’s own affairs or used exclusively for that individual’s convenience. They include:

- Papers created before entering the government service that are not used to conduct government business such as previous work files or reference files;
- Materials that relate solely to an individual’s family matters, outside business pursuits, professional activities or private associations; and
- Private papers brought into, created, or received in the office, such as family and

personal correspondence or volunteer and community service records.

You **may** remove personal files at your discretion without agency permission. If you are unsure whether materials are personal or federal records, consult with the FHFA Records Officer.

## YOU MAY NOT TAKE THEM WITH YOU

Records you create or acquire in the course of conducting government business are the property of the United States government. Federal records **may not** be removed from government custody, or destroyed except in accordance with a records disposition schedule that has been approved by the Archivist of the United States.

Extra copies of documents retained specifically for personal reference and warranted by the level and distinction of the position held by the originator, are considered nonrecord material rather than federal records or personal papers. Please note that nonrecord material may **NOT** be removed from FHFA without examination and prior approval from your supervisor and FHFA’s Information Management Officer. Approval may be granted only if all of the following conditions are met:

- Removal would not diminish the official records of the agency;
- The materials do not contain confidential information; and
- The information removed is not subject to the Privacy Act of 1974.

## RECORDS EXIT PROCEDURES

Prior to leaving the agency, you must:

- Identify all federal records in your possession;
- Turn over paper and electronic records to your supervisor or the employee your supervisor designates;
- Identify personal papers for removal;
- Shred nonrecords;
- Delete personal e-mails and personal documents from your computer; and
- Complete and sign FHFA’s Form 044.

You must meet with your supervisor and FHFA’s Information Management Officer to certify that all federal records have been identified and transferred to your supervisor or reassigned to another employee.

## FURTHER ASSISTANCE

If you need further assistance with your records management responsibilities or the agency’s records management exit procedures, please contact one of the following RIM employees:

- Information Management Officer, Jeanne Ratchford, 202-649-3670
- Records Officer, Susan Sallaway, 202-649-3674
- Records and Information Management Specialist, Karen Rogers, 202-649-3673
- Records and Information Management Specialist, Brigitte Tolbert, 202-649-3675