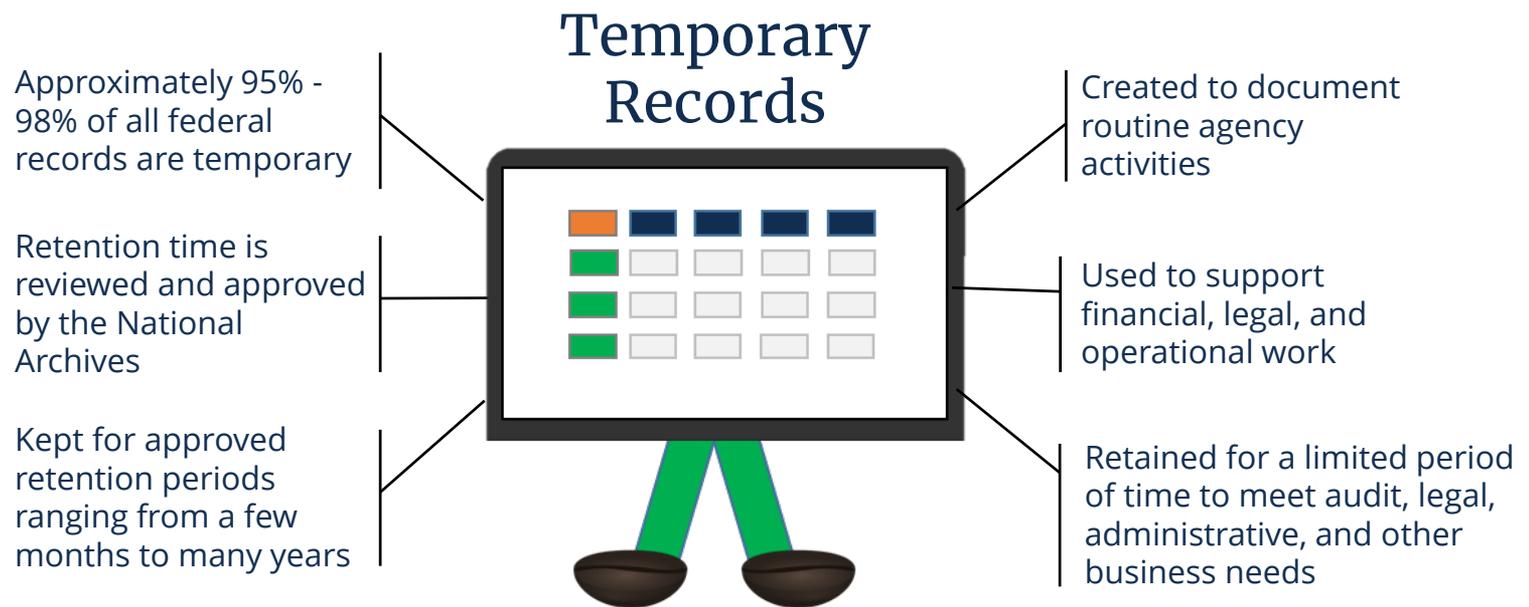


Temporary Records

Here are some things to know about the types of records you will find in federal agency records schedules.

Records schedules describe the types of information created, received, and stored by your agency, and they tell how long each type of information must be kept.

Here are some things to know about temporary records:



Example of a records schedule for temporary records:

Here's what temporary records might look like in a file plan or records schedule. Your own agency records schedule will describe the types of records you create and receive.

Contracting Files

Records created in the acquisition of physical goods, products, and services to be used by the Federal Government.

TEMPORARY.

Cut off upon final payment or cancellation. Delete/destroy 6 years after cutoff.

Learn more:

Check with your agency records management contacts to learn how temporary records are handled at your agency.

You'll also find [free online lessons on temporary records, records schedules, and more](#) in our online training catalog.

Permanent Records

Here are some things to know about the types of records you will find in federal agency records schedules.

Records schedules describe the types of information created, received, and stored by your agency, and they tell how long each type of information must be kept.

Here are some things to know about permanent records:



Example of a records schedule for permanent records:

Here's what a plan for permanent records might look like in an agency file plan or records schedule.

Special Commission Records

Records documenting the formation of the Special Commission on Agency History. Records include charters, bylaws, records of commission meetings and hearings, public comments, final reports, and other materials that document the organization, functions, decisions, and actions of the Commission.

PERMANENT.

Transfer to the National Archives when records are 15 years old, or upon termination of the Commission, whichever is sooner.

Learn more:

Check with your agency records management contacts to learn how permanent records are handled at your agency.

You'll also find free online lessons on permanent records, records schedules, and more in our [online training catalog](#).

What do all records have in common?

Here are some things to know about the types of records you will find in federal agency records schedules.

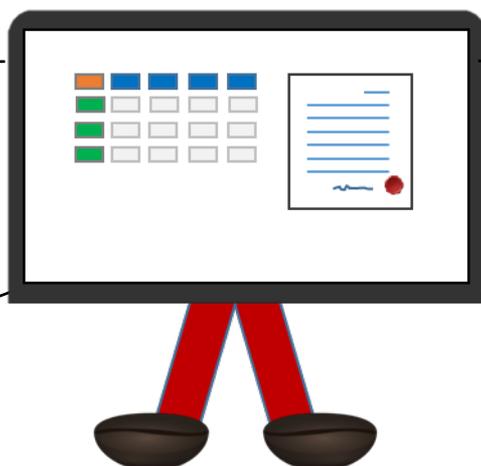
Records schedules describe the types of information created, received, and stored by your agency. Most schedules include temporary records, which are ultimately deleted, and permanent records, which ultimately become part of the National Archives.

Here are some things temporary and permanent records have in common:

Temporary and Permanent Records

Must be created, stored, managed, protected, and retrievable for the records' full retention time

Property of the U.S. government that must be managed, accessed, and protected according to agency policies



Created in many formats, including digital and analog documents, information systems, images, recordings, maps, drawings, websites, email messages, social media posts, texts, and more

Must be retained according to a NARA-approved records retention schedule

Here are some best practices for handling records in your program or office:

- Check the types of records and information systems you work with against your program's file plan or records schedule. Are you keeping these records for the right amount of time?
- When you are planning a new information system or new activity, talk with your records management contacts about the best ways to ensure the records are retained properly.
- Review your records at least once a year. Are there any changes that need to be made to the records' storage, retrieval, or retention? Can some of the records be deleted or transferred?
- Store permanent records separately from your temporary records and reference material.
- Make sure you are capturing the information you'll need to manage your electronic records. Do you have captions for digital photographs? Do you know which file is the latest version?

Learn more:

Contact your agency records management contacts to learn how records are handled at your agency.

You can also learn more about permanent records, temporary records, records schedules, and other records and information management topics in our free [online training catalog](#).

Non-records and Reference Material

Here are some things to know about the types of materials you may find in your program or office.

While non-record materials are not typically included in agency records schedules, they are agency property, and they still need to be managed.

Here are some things to know about items that don't rise to the level of a federal record:



Here are some best practices for non-records:

- Set up a designated space to store reference materials and non-record copies.
- Keep non-records and reference material separate from your official records.
- Review and clear out unneeded non-record copies and reference materials at least yearly.
- Do not mix non-records and reference material with your official agency records. Be sure to store records in designated recordkeeping systems, whether online or physical.
- Delete and recycle non-records regularly.

Learn more:

Check with your agency records management contacts to learn how non-records and reference materials are handled at your agency.

You'll also find free online lessons on how to recognize records, non-records, and personal files and other records management topics in our [online training catalog](#).

Personal Files

Here are some things to know about non-work-related information that finds its way into your office.

It is always best to keep your personal, non-work-related information separate from the records and reference materials you use to do your job.

If personal files like your grocery list, your child's soccer schedule, your personal copies of your own personnel documents, and non-work-related material you create in your personal life outside work find their way into your office or your work computer or phone, here are some things to note:



Here are some best practices:

- ❑ If work-related emails land in your personal, non-work email account, forward them immediately to your work account and respond from there. Do not use personal accounts to conduct official government business.
- ❑ Encourage your family and friends to connect with your personal accounts. Keep your work email, texts, and social media separate from your personal accounts.
- ❑ The information you create, receive, and use as part of your work is a federal record, and it belongs to your agency.
- ❑ Keep personal files at home whenever possible. If you must bring personal information to work, keep it separate from the records and information you use in your job.

Remember, the documents and data you create for work are records. Do not confuse them with personal files.