

Records Management at DHS

Guidance for Departing Officials



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Records Tell the Story...

Good recordkeeping:

- meets DHS business needs
- demonstrates good management
- provides accountability
- preserves the National experience
- protects rights



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Federal Records

A Federal record may be anything created or received in the course of government business.

A Federal record can be:

- on any media: e.g. paper, electronic, digital, microfilm, microfiche, audio tape, video tape, film - you get the idea;
- temporary (destroyed at some point in time)
- permanent (retained FOREVER)



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A DHS document, paper or electronic, is a record if it:

- Reflects significant actions taken in course of business
- Conveys valuable information about DHS programs, policies, decisions, actions
- Conveys statements of policy or rationale for decisions



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A DHS document is a record if it:

- Documents oral exchanges during which policy is formulated or activities are planned
- Protects legal and financial rights of the Government and the public
- Documents essential transactions of DHS, such as scientific research or reports of inspections of shipped goods
- Documents administrative functions of DHS



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Records Schedules

Are your basic tool, the foundation of any records management program. They...

- Describe records series;
- State how long files must be retained;
- Grant authority for disposal.



Types of Records

- Federal Records: made or received by an agency in the course of business.
- Personal Papers: unrelated to agency business (files relating to political activities, personal and family matters or social and civic activities).
 - Personal Papers/Files:
 - Separate, pack and clearly mark personal papers.
 - Delete all personal items such as email, documents, etc from computer.



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Electronic Records

- DHS Records
- Move all records (email, documents, spreadsheets, etc.) to the network drive.
- Compile a list the Federal records copies requested for removal.
- Send Form 550-1 and list to DHS Records Officer for approval.



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- Criminal penalties for the unlawful removal or destruction of Federal records and unlawful disclosure of national security information.
 - 18 U.S.C. 2071 and 36 CFR 1228.102
 - 18 U.S.C. 793, 794, and 798.



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For Assistance

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