#### National Archives and Records Administration

Federal Records Management Level 1: Disposition

Participant Guide

Module 7 – Safeguarding Frozen Records

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# Module 7: Safeguarding Frozen Records

## Module 7 Checklist

* Complete this *Safeguarding Frozen Records* module.
* Locate your agency’s guidance regarding records freezes and holds.

## What you’ll learn

In this module, we will:

* Discuss the possible consequences of not safeguarding frozen records
* Learn how to identify materials under a litigation or other freeze
* Consider procedures to notify all appropriate personnel (on and off-site) about the freeze
* Discuss procedures needed to notify all appropriate personnel about a lifting of the freeze

## Why are freezes important? – Notes

## Frozen Records – Notes

## Typical Freeze Process

* An event triggers the need for a freeze.
* Records management team works with agency counsel, audit team, or other relevant authority to define the freeze and issue a hold notice.
* Records custodians identify and safeguard relevant records, electronic data, and other materials.
* Record holders and the records management team monitor the status of the freeze.
* The authority who initiated the freeze lifts the freeze and notifies record holders.

## Events and Circumstances Triggering a Freeze – Notes

## Reflection

What records holds or freezes affect your agency?

## Scope – Notes

## Identifying Who, What, Where, and How – Notes

## Documenting Your Search – Notes

## Responding to a Freeze – Notes