#### National Archives and Records Administration

Federal Records Management Level 1: Creation and Receipt

Participant Guide

Module 2 – Recognizing Records, Non-records, and Personal Files

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# Module 2: Recognizing Records, Non-records, and Personal Files

## Module 2 Checklist

* Complete this *Records, Nonrecords, and Personal Files* module.
* Complete the *Records, Nonrecords, and Personal Files Practice* module.
* Complete the *Who has the record?* practice.

## Task Goal:

Given a set of materials, you will be able to distinguish between Federal records, non-records, and personal files according to parameters described in NARA definitions, guidelines, and tools.

### Task Objectives:

* Explain the importance of recognizing records, non-records, and personal files.
* Identify the characteristics of personal files, non-records, and Federal records.

## Module 2 Notes

## Characteristics of Records, Non-records, and Personal Files

### Personal Files – Notes

### Non-records – Notes

### Federal Records

Made or received by an agency of the United States Government and are appropriate for preservation as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the government or because of the informational value of data in them.

You’ll find the complete definition in 44 U.S.C. 3301.

Exclusions:

* Library, museum, and exhibition material
* Reference material
* Duplicate copies of records preserved only for convenience of reference

## Records, Non-records, and Personal Files – Notes

## Summary: Characteristics of Records, Non-records, & Personal Files

| **Characteristic** | **Records** | **Non-records** | **Personal Files** |
| --- | --- | --- | --- |
| Related to | Official agency business | Extra copies  Some drafts/notes  Reference material | NOT work related  Life outside work  Employee’s copy of personnel documents |
| Purpose | Document agency business, actions, organization, policies, etc. | Reference materials | Personal life outside work |
| Owned by | Agency | Agency | Employee |
| Retention controlled by | NARA-approved records schedule | Agency policy | Employee |
| Who authorizes destruction? | NARA-approved records schedule | Agency | Employee |
| Can be taken by employee? | No | No | Yes |
| Examples | Project files  Time sheets  Contracts  Case files | Reference books  Magazines  Catalogs  Extra reference copies  Some “FYI” emails | Your child’s practice schedule  Your shopping list  Your insurance information  Your copy of an award letter |

## Is it a Record? Flowchart

