

## Why is Records Management Important?

Information is one of PBGC's most vital and strategic assets. Recent regulatory requirements and court decisions make information both a business priority and a legal obligation that demand the attention of all employees and contractors.

Properly organizing and managing records and information, in paper and electronic formats, is key to successful performance. The ability to identify, organize, maintain, manage, and access record information and properly dispose of non-records will produce cost savings, regulatory compliance, and reduced litigation risk.

### Where do I find out more?

Please take the time to go to the Records Management Section on PBGC's INTRANET site to learn more about PBGC and Records Management News, Info, Announcements, Issues, Laws and why it is important to all PBGC employees and contractors.

**Vital Records** are any and all information considered essential to the core business of PBGC. A Vital Record establishes PBGC's legal and financial position and is critical to preserving the rights of the organization, its employees and the constituency served.

**Record Retention and Disposition** is a comprehensive listing or tool to determine time frames for the retention and disposition of ALL records created, received, used, retained, or otherwise managed by PBGC.



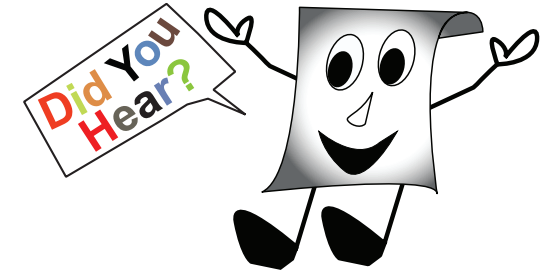
## WHAT IS A RECORD?

**The government defines a record as:** a book, paper, map, photograph, piece of machine readable materials, or other documentation made or received by an agency of the United States government as evidence of the work of the Government. To destroy or not to destroy is often the question that you have to consider in records management.



**A Permanent record** is a record that has sufficient historical or other value to warrant its continued preservation by the Federal Government beyond the time it is needed for administrative, legal, or fiscal purposes.

**A Temporary record** is a record approved by the appropriate authority for disposal, either immediately or after a specified retention period. So often you will find yourself sounding like Shakespeare when you ask that profound question: "to destroy or not to destroy, that is the question." When IN DOUBT... The rule of thumb is if you do not have the explicit authority to destroy a record, you have to keep it. Ask a PBGC Records Coordinator or the PBGC Records Officer before making a decision.



**"REXIE the RECORD"**  
RM's New mascot

## TRAINING IN... RECORDS MANAGEMENT (CBT)

The Records Management (RM) Officer wants every employee and contractor to know about and take the Computer Based Training (CBT) as part of your employment.

There are two modules that have been developed as part of the CBT. One module is for Basic Records Management Training and the second module goes into further detail about the Policies and Procedures that are unique to PBGC. One can find the CBT modules on the PBGC INTRANET website under the Records Management menu.

[http://intranet/records\\_management](http://intranet/records_management)

This Computer Based Training will allow all employees of PBGC to access the Records Management training right from their workstations while on the PBGC Network. We believe that these two CBT modules will improve the efficiency of records management training for everyone.



## WANT TO AVOID THIS FEELING?

What is a *Record*?

What is a *File Plan*?

Who answers *My Questions* regarding Records Management needs?

How do I *Label or Track* my files and/or folders of Records?

How *Long and Which types* of records do I keep?

Can I *Destroy* records?

Where do I *Find* this certain Record?

Are my *E-mails* Records?

What is *Records Management Directive IM 15-1*?

## What is NARA's Role in Records Management?

NARA-The National Archives and Records Administration ensures that information essential to understanding the decisions and policies of the federal government is managed and retained in accordance with procedures established by federal agencies under the FRA, or the Federal Records Act. For more than seven decades, NARA has preserved and provided access to the records of the United States of America. Records help us claim our rights and entitlements, hold our elected officials accountable for their actions, and document our history as a nation. For More Information visit them at [www.nara.gov](http://www.nara.gov) .

### Your Records Management Liaisons

Dept.	Representative	Ext.	E-Mail
FASD			
BAPD			
CPAD			
DISC			
FOD			
HRD			
OCC			
OGC			
OIG			
OIT			
PD			
PRAD			
SPED			

***Come See Us On The PBGC INTRANET under Records Management. Register and Take the CBT Training Today!!***



PBGC EMPLOYEES & CONTRACTORS



## Quick Reference Guide

Essential Information,  
Contacts, Web Sites,  
Acronyms and  
Definitions

Providing Records Management Guidance:  
**Identify, Secure, Protect, Comply...**  
*Get on Record for Improving PBGC, Your Department, and Your Career.*

For More Information about Records Management please access the PBGC Intranet.