

# Frequently Asked Questions: Records Management and the Move

## INTRODUCTION

These FAQs are intended to assist you in preserving records that CNCS needs to maintain past the January 2016 move. The general rule during the move should be not to destroy a record now unless you are sure that its preservation is not mandated by the General Records Schedule or the CNCS Records Schedule. A few examples are provided with specific guidance, primarily to illustrate that all record retention and destruction decisions are heavily dependent on the specific Records Schedule for that type of record.

1. What is a record?

Records include all materials, regardless of physical form or characteristics, made or received by CNCS, connected with transaction of public business as evidence of the organization, function, policies, decisions, procedures, operations, or other activities. (44 U.S.C. 3301).

2. Who should I ask if I'm not sure if something is a record or not?

Each office has a Records Coordinator designated by the office head. See attachment to this policy for who to ask. Your records coordinator will help you determine disposition according to the record schedules.

3. What are some basic principles that determine what we need to keep and what we can get rid of?

The basic principles of records management are articulated in the [CNCS Records Management Policy](#). This policy includes both the General Records Schedule and CNCS Records Schedule. If you have a record in your office that doesn't seem to fall into the categories included in these two schedules, you may discard it.

If the record is in the General Records Schedule or the CNCS Records Schedule, you need to maintain the files as specified. You may transfer files to the National Record Center in Suitland at any time after the current year.

4. Can we throw away all paper files that are more than three years old?

No, you must identify the record schedule and its disposition for that specific type of record in order to know when you may discard. You may also contact the CNCS Records Officer for assistance.

5. I have a file that is in eGrants, and also on my S Drive and in a paper file. What do I need to keep?

Only one copy of a record is required to be maintained according to its record schedule. There is no requirement to maintain drafts or duplicates.

6. My program has boxes of member files from 1986-present. What do we need to keep?

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Depending on the types of records in the files and the program involved, retention periods may vary. For instance, VISTA member alumni files that are covered by Section 9.30 of the CNCS record schedule are permanent. Other member records, such as VISTA payroll records, are kept at CNCS for three years after a member completes service and then held at the FRC for an additional 7 years. Consult your records coordinator and the records schedules to determine the correct action.

7. I have all my files from serving as a staff reviewer for GARP. Which do I need to keep and which can I throw away?

Consult with your Records Coordinator. Different types of GARP files may be covered by different record schedules. See Records Management Policy: 506, page 22, Program Files and GRS 3.3d. (NI-GRS-87-8 item 4d)

8. What is the proper way to dispose of CDs, videos, and other outdated electronic media?

Any CDs, videos, and other outdated electronic media ready for destruction should be delivered to OIT on the 6th floor.

If the electronic media is a CNCS record, you will follow the disposition for Audio Visual records in GRS Schedule 21 in consultation with your records coordinator. If it is a CD provided by a third party, and no longer useful, you may discard.

If the electronic media includes PII, bring it to OIT if it is ready for destruction per records management schedules otherwise move it in a secured PII box or transfer the files to one of our online drives.

### CNCS Records Staff

CNCS Records Officer: Denise Moss

#### **CNCS Records Coordinators and their Supervisors**

##### **Office**

Chief Executive Officer

Chief of Staff

Deputy Chief of Staff for Operations

Office of Program Operations

Senior Advisors

External Affairs

Digital Media

Press/Media

Public Engagement

Strategic Partnerships

Office of General Counsel

##### **Records Coordinator**

Tess Hetzel/Jenny Mauk

Sharron Walker Tendai

LaToya Kirkpatrick

Allison LePage

Samantha Warfield

Robert Bisi

David Premo

Stephanie Soper/Angela Williams

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Government Relations Allman Office of the Inspector General	Debra Cooper/Neil Danner/Kimberly Shirleen Chittams/Tracy King/ Candyce Boose
Office of Administrative and Management Services AmeriCorps NCCC AmeriCorps State and National AmeriCorps VISTA Senior Corps Social Innovation Fund Office of Field Liaison HQ Disaster Service Office of Grants Policy and Operations	Denise Moss/Victoria Emerson Erma Hodge/Jose Phillips Sherry Blue/Cindy Galyen/Sean E. Scott Craig Kinnear/Paul Davis Tamika Becton/Angela Roberts Pat Carpenter/Lois Nembhard Cynthia Salavantis/Mikel Herrington Katrina French/Kelly DeGraff Lenore Smith/Susan Cohn/Femi Estrada-Peterson
Immediate COO Accounting and Financial Management Services	Amy Borgstrom/Monica Kitlas Bernita Jackson-Smith/Allen Friend
Budget and Program Performance Office of the Chief Financial Officer Chief Information Officer Civil Rights and Inclusiveness Continuity of Operations Federal Financial Management Center Human Capital Office of Accountability and Oversight Office of Grants Management Procurement Services Trust Operations Coates	Elizabeth McDonald/Patrick Purvis Shawn Morrison/Jeff Page Vincent Lepore Carolyn Thompson/Tasha Stewart Daniel Smafield/Bethany Jones Lauren Jones/Joseph Liciardello Lizzie Sampson Laura Gray/Kathryn Gillis Bonnie Janicki/Dana Bourne Annie Coley/Henriette Young Mei He/Cindy Tyler/Maggie Taylor