
records management for everyone exam questions and answers

What is the definition of a Federal record? (44 USC 3301) - Answers -Any information, regardless of form or characteristics, made or received by a Federal agency under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the United States Government

How often should the file plan be updated - Answers -B and C

What are the three stages of a records lifecycle? - Answers -Creation, Maintenance and Use, Disposition

What are some examples of permanent records? - Answers -Organizational Charts, Executive Level records, Directives.

How are unscheduled records categorized? - Answers -Permanent.

Which form is required to be completed by all employees prior to departing DHS? - Answers -Form 141-02, Certification of Departure Documentary Materials Request.

Which Federal legislation supports the DHS records management mission? - Answers - Federal Records Act of 1950

If records are inadvertently destroyed, who should you contact immediately? - Answers -Records Officer.

What are some examples of temporary records - Answers -Time and attendance files, budget execution, general accounting, and employee travel documents.

When a litigation hold is received, management _____ in the hold notice to prevent early disposal until the litigation is resolved. - Answers -Suspends the disposition cycle of the record.

Employees are required to contact their Records liaison _____ weeks before departing DHS - Answers -2

Answers To Records Management Report Sheet 11

David Kirk



Answers To Records Management Report Sheet 11:

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