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Description of document: Federal Deposit Insurance Corporation (FDIC) Records Retention Schedule (RRS) July 2017 and FDIC Records and Information Management (RIM) Policy manual, 2016

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[FDIC's Electronic Request Form](#)

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July 31, 2017

FDIC FOIA Log Number 17-0348

This is in response to your letter of July 7, 2017, in which you request records under the Freedom of Information Act (FOIA), 5 U.S.C. §552. You requested the following:

a copy of the FDIC Records Retention Schedule (RRS). I also request a copy of the FDIC Records and Information Management (RIM) Policy manual.

We are granting your request. I have attached an electronic copy of the records (98 pages).

You may contact me at 703-562-2761 or lsnider@fdic.gov, or our FOIA Public Liaison, FDIC Ombudsman M. Anthony Lowe at MLowe@FDIC.gov or by telephone at (312) 382-7552, for any further assistance and to discuss any aspect of your request.

Sincerely,

Lisa M. Snider

Lisa M. Snider
Government Information Specialist
FOIA/Privacy Act Group, Legal Division

Attachments



FDIC RECORDS RETENTION SCHEDULE

July 2017 Updates

ADM5310 - System Usage / Audit / Review

NEW ADM5600 - Emergency Operations Test Files

PER3020 - Application for Employment Files

NEW PER3200 - Individual Employee Separation Case Files

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Non-Record Material

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 1 - Administration and Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM1000	Administration and Management Administrative / Subject Files Office Administrative Files / Reports	Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	2 Years
ADM1100	Administration and Management Administrative / Subject Files General Correspondence / Subject Files	Files containing correspondence not related to a specific case; includes comments on proposed directives, policies, and regulations relating to FDIC programs and administration; background on FDIC operations; responses to internal audits, FOIA requests, and Ombudsman inquiries; background files for Board recommendations; and other files, records and reports that allow the office or division to fulfill its mission.	5 Years
ADM1200	Administration and Management Administrative / Subject Files Project Control Files	Memoranda, reports, and other records documenting assignments, progress, and completion of projects.	Close of Project + 1 Year
ADM2000	Administration and Management Organizational Documentation Committee, Conference and Meeting Files FDIC Mission Activities	Records created by committee - agendas, minutes, final reports, and related records documenting the accomplishments of boards, committees, task forces, and similar groups. Records related to meetings of the FDIC Board of Directors are not included in this item (see ADM2200 and following). Includes records created by the Executive Secretary Section or other divisions which document activities central to the mission of the FDIC; and records created by the Audit Committee including agendas, minutes, final reports, and related records documenting and supporting committee mission. Also includes jackets of subsidiary committees' meetings, which complement official minutes of Subsidiary Committees. Jackets are maintained for only those committees where the Board of Directors has delegated final authority to the committee. Additionally includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by high level officials of the Corporation while serving in an official capacity.	Permanent (Offer to NARA When 10 Years Old)

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM2010	Administration and Management Organizational Documentation Committee, Conference and Meeting Files Routine Meeting and Conference Files	Records created by committees, other than committees formed by the FDIC's Board of Directors (see ADM2000) - agendas, minutes, final reports, and related records documenting the accomplishments of boards, committees, task forces, and similar groups. Records related to meetings of the FDIC Board of Directors are not included in this item (see ADM2100). Includes routine meeting files and all other committee and conference records, as well as copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions, excluding those kept by the sponsor or Secretariat. Also includes calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by non-executive employees of the Corporation while serving in an official capacity.	3 Years
ADM2100	Administration and Management Organizational Documentation Board of Directors Meetings Official Meeting Minutes / Jackets	Bound manuscript ribbon copy of official minutes of the FDIC Board of Directors since 1933. Original record set held by the Executive Secretary Section, which comprises the official record of Board decisions relating to program activities of the Corporation. Includes textual transcripts, as well as automated electronic index (and supporting technical documentation) to the minutes of the Board of Directors and Standing Committees' meetings and to orders that are issued under delegated authority. Also includes jackets that complement official Board minutes, containing agendas, notices, and supporting documentation (memoranda, exhibits, correspondence, and similar material) used by the Board for general information or in consideration of the requested action.	Permanent (Dffer to NARA 30 Years After Last Meeting Date in Volume)
ADM2200	Administration and Management Organizational Documentation Planning / Regulations and Policy Statement Preparation	Contains documents relating to the establishment of and changes in organization, functions, and relationships affecting the management and operations of FDIC divisions and offices. Includes FDIC organizational charts, delegations of authority, field restructuring data, re-delegations, and mission and functional statements. Also contains documents relating to workload, workload analyses, and work measurement studies; background materials; drafts; progress reports; decisional memoranda; and related papers accumulated in the organization and planning of projects and surveys.	Permanent (Dffer to NARA When 10 Years Old)

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM2300	Administration and Management Organizational Documentation Regulations and Policy Statement Preparation Other FDIC Division and Office Documentation	Contains copies of regulations and policy statements prepared by other FDIC divisions and offices (see ADM2200 for OPD documentation). Includes all marked up copies and drafts of comments. Also includes records documenting the ordering of and payment for the FDIC Rules and Regulations, such as subscription order blanks, renewal cards, copies of checks, bank statements, FIMS reports, and related documents, which are used for reconciliation and subscription fulfillment purposes.	5 Years
ADM3000	Administration and Management Public Relations / Communications Freedom of Information Act (FOIA) Non-Appealed Request Responses / Control Files	Files created in response to requests for information under the FOIA, consisting of the original request, a copy of the reply thereto, and all related supporting files. Includes correspondence and supporting documents for non-appealed requests such as those serving to deny access to all or part of the records requested, those granting access to all the requested records, as well as responses to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees. Also includes files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	6 Years
ADM3010	Administration and Management Public Relations / Communications Freedom of Information Act (FOIA) Appealed Request Responses	Files created in responding to administrative appeals under the FOIA for release of information that was denied by the agency, or where the agency responded to requests for nonexistent records; to requestors who provided inadequate descriptions; or to those who failed to pay agency reproduction fees.	7 years after agency's final determination or 3 years after court's final determination of appeal, whichever is longer

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Retention Requirement			
ADM3100	Administration and Management Public Relations / Communications Privacy Act Non-Appealed Request Responses	Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)1. Files contain original request, copy of reply thereto, and all related supporting documents. Includes records relating to non-appealed requests, such as those denying access to all or part of the records requested, those granting access to all the requested records, as well as responses to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.	5 Years
ADM3110	Administration and Management Public Relations / Communications Privacy Act Non-Appealed Amendment Responses Agreed Amendments	Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)2, where the request is agreed to by agency. Includes individual's requests to amend, copies of agency's replies thereto, and related materials.	Upon Agreement to Amend + 4 Years
ADM3111	Administration and Management Public Relations / Communications Privacy Act Non-Appealed Amendment Responses Refused Amendments	Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)2, where the request is refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.	Destroy 4 Years after Date Closed
ADM3120	Administration and Management Public Relations / Communications Privacy Act Appealed Request / Amendment Responses	Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to grant a request for records, or to amend a record.	After Final Adjudication by Courts + 3 Years
ADM3130	Administration and Management Public Relations / Communications Privacy Act Accounting of Disclosure / Control Files	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable. Also includes files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.	Review After 5 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM3200	Administration and Management Public Relations / Communications Office of Ombudsman Case Files	Contains various documents created by the Office of the Ombudsman in support of specific cases. Documents may include letters, internal memoranda, and paper copies of electronic (e-mail) responses. NOTE: Not all case files will contain each type of document.	Close of Case + 5 Years
ADM3210	Administration and Management Public Relations / Communications Office of Ombudsman Trend Analysis Reports	Reports from Ombudsman Automated Tracking System (OATS) database containing aggregate case analysis information.	10 Years
ADM3300	Administration and Management Public Relations / Communications Reports to Congress CFOA Annual Report / OIG Semi-Annual Report	Records relating to FDIC management reports to Congress. Includes Chief Financial Officer Act (CFOA) report, an annual management report to Congress as required by the Chief Financial Officers' Act of 1990, as well as FDIC management responses that accompany the Office of the Inspector General Semi-annual Report to Congress.	Permanent (Dffer to NARA When 10 Years Old)
ADM3310	Administration and Management Public Relations / Communications Reports to Congress Various Reports	Reports on a variety of subjects that various units of the FDIC are required to transmit to Congress.	Until No Longer Referenced (Transfer to FDIC Library Services Section After 12 Years)
ADM3400	Administration and Management Public Relations / Communications Miscellaneous Publications / Public Relations	Publications and documents pertaining to banking informational services. Includes FDIC / consumer news; analytical and statistical data published for distribution to banks, news media, and the public; FDIC and bank operational data; RTC historical reports, rules and regulations; charts and booklets; annual reports and studies; consumer information; as well as financial institution letters sent to selected institutions announcing new guidelines, reporting requirements, policy statements, and proposed and adopted regulations; news/press releases containing announcements issued for distribution to the news media and the public; speeches and Congressional testimony of the Chairman and other personnel testifying on behalf of the Corporation; special or one-time case research files / compilations of records, speeches, news releases, and other documentation involving major FDIC cases or other significant or precedent setting events; and Congressional and White House correspondence, signed by the Chairman of the FDIC, regarding a legislative or public policy issue.	Permanent (Dffer to NARA When 10 Years Old)

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM3410	Administration and Management Public Relations / Communications Miscellaneous Avaya Call Management System	Call Center incoming call operations statistics, real-time and historical.	3 Years
ADM3420	Administration and Management Public Relations / Communications Miscellaneous Photograph Files	Contains reproductions of various agency officials and FDIC-related activities, such as a special collection on the history of U.S. banking, especially closings and liquidations, dating back to the 1930s and pictures of the FDIC building site before construction and of various stages of the construction. Collection includes slides, black and white photographs, original negatives, and captioned prints.	Permanent (Differ to NARA When Superseded or Obsolete)
ADM3430	Administration and Management Public Relations / Communications Miscellaneous Congressional / White House Correspondence Signed by Directors	Congressional and White House correspondence signed by the Director, Office of Legislative Affairs (OLA) or Regional Directors (see ADM3400 for correspondence signed by the FDIC Chairman). Includes, but is not limited to, the following: inquiries from Members of Congress on behalf of constituents and referrals by the White House of citizen mail addressed to the President. Files may also include incoming correspondence, hard copies of logging information, and review abstracts.	4 Years after expiration of member's congressional term
ADM3440	Administration and Management Public Relations / Communications Miscellaneous RTC Congressional Correspondence Management System	This system enables the FDIC OLA to retrieve data on correspondence handled by the RTC Office of Government Relations. In use from 1989 to 1995, the system provides reports as needed by subject, author, member of Congress, date, etc.	15 Years
ADM3450	Administration and Management Public Relations / Communications Miscellaneous Consumer Credit Report Requests	Record of requestor, debtor/consumer researched and supervisory approval of credit report requests handled by FDIC Library staff.	2 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM4000	Administration and Management Internal Management / Auditing / Control Directives Corporate-Wide Directives	Record set of approved directives and manuals issued through the directives process. Includes case files for all Corporate-wide directives, internal (program-specific) directives and manuals. Files contain information that relate to the historical development of the directive/manual and include, but are not limited to, documents that reflect coordination and comments, and confirm actions affecting the issuance of the directive/manual; current edited copies of requisitions supporting printing and distribution requirements; printed copy of the directive/manual; and other pertinent background information. Also includes Memoranda and Notices issued by other Division Directors to Headquarter staff.	Permanent (Offer to NARA 5 Years After Directive is Cancelled or Superseded)
ADM4010	Administration and Management Internal Management / Auditing / Control Directives Withdrawn Directives	Records relating to withdrawn directives. Files contain a draft copy of the directive and any documentation created up to the time the directive was officially withdrawn from the system.	When Directive is Withdrawn + 5 Years
ADM4020	Administration and Management Internal Management / Auditing / Control Directives Internal Directives / Manuals Review Files	Files contain information related to the Records and Information Management Unit (RIMU) review of draft internal directives/manuals, and include a copy of the draft directive/manual, RIMU comments, and any other relevant correspondence.	5 Years
ADM4100	Administration and Management Internal Management / Auditing / Control Forms Case Files Forms / Agency Reports	Includes one record copy of each form created by an agency (including proposed new or revised forms that were never finalized and subsequently withdrawn), with related instructions and documentation showing inception, scope, purpose of the form, related background materials, requisitions, specifications, processing data, and control records. Also includes case files maintained for each agency report created or proposed, including public use reports, clearance forms such as OMB 83 (formerly SF 83), copies of pertinent forms or descriptions of format, copies of authorizing directives, preparation instructions, and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Until Form / Report is Discontinued, Superseded, Canceled, Obsolete or Withdrawn + 5 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM4200	Administration and Management Internal Management / Auditing / Control Audit / Review / Investigative Case Files GAO / OIG Audit Reports	Case files on internal and external reviews related to policies and procedures. Internal (FDIC initiated) files contain the following information: copy of the final report, any immediate draft reports, supporting documentation for each observation noted in the report, and any additional supporting working papers, correspondence, and memoranda. External (non-FDIC initiated) files contain copies of report background information, management responses and decisions related to the report's findings and recommendations. Includes GAO and OIG Audit Reports, and Administrative Compliance Reviews of the FDIC Contracting and Administrative Program. Also includes management control certification statement Files, which contains copies of Annual Management Control and Certification statements and accompanying documentation addressing internal control conditions and accomplishments.	Permanent (Offer to NARA After Completion of Management Actions + 10 Years)
ADM4210	Administration and Management Internal Management / Auditing / Control Audit / Review / Investigative Case Files Program Office Files	Case files on internal and external reviews related to policies and procedures. Internal (FDIC initiated) files contain the following information: copy of the final report, any immediate draft reports, supporting documentation for each observation noted in the report, and any additional supporting working papers, correspondence, and memoranda. External (non-FDIC initiated) files contain copies of report background information, management responses and decisions related to the report's findings and recommendations. Includes copies of program offices responses to findings, recommendations, audit reports, corrective actions taken, and any related background files.	When All Management Actions Have Been Completed + 3 Years
ADM4220	Administration and Management Internal Management / Auditing / Control Audit / Review / Investigative Case Files Ad Hoc Review / Analysis	Case files on internal and external reviews related to policies and procedures. Internal (FDIC initiated) files contain the following information: copy of the final report, any immediate draft reports, supporting documentation for each observation noted in the report, and any additional supporting working papers, correspondence, and memoranda. External (non-FDIC initiated) files contain copies of report background information, management responses and decisions related to the report's findings and recommendations. Includes ad hoc review and analysis case files, as well as internal control activities files, which contain documents relating to the following: internal control program procedures, schedules, reporting requirements, preliminary risk assessments, internal control reviews, and alternative internal control reviews. Also includes information from the Chief Financial Officers Act (CFOA) System, which provides a means for each division/office of the FDIC to evaluate and report on internal controls used to carry out the mission, programs, and functions within their division. Quarterly reports are provided to the CFO and a yearly report is sent to Congress.	Close of Case/Project + 10 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM4300	Administration and Management Internal Management / Auditing / Control Records Management Statistical Reports / Records Disposition Files	Includes statistical reports of agency wide holdings, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer. Also includes descriptive inventories, disposal authorizations, schedules, and reports, as well as routine correspondence and memoranda relating to records disposition.	3 Years
ADM4400	Administration and Management Internal Management / Auditing / Control Management Studies and Analyses Case Files Program Office Record Set	Contains documentation of the project including project inception, scope, procedures, and accomplishments. Also includes, but is not limited to, a copy of the finished product (such as a pamphlet or graphic representation) and of the last manuscript report (if not published or processed). Includes record set of studies and analyses held by the program office conducting the project.	Permanent (Offer to NARA When 10 Years Old)
ADM4410	Administration and Management Internal Management / Auditing / Control Management Studies and Analyses Case Files Select Studies	Contains documentation of the project including project inception, scope, procedures, and accomplishments. Also includes, but is not limited to, a copy of the finished product (such as a pamphlet or graphic representation) and of the last manuscript report (if not published or processed). Includes studies conducted to determine whether FDIC organizations should perform work in-house or use temporary contractor support, as well as studies on various issues prepared by the Office of Policy Development (DPD).	Permanent (Offer to NARA 10 Years After Study / Review is Completed)
ADM4500	Administration and Management Internal Management / Auditing / Control Electronic Systems JAMES System / MRS/ ARMS / CCMS	Includes data / reports from various electronic systems used for internal management, auditing and control. Includes: JAMES (Joint Audit Management Enterprise System), an application providing DRR and Internal Review with an automated means of controlling, tracking, monitoring, and reporting the status of audit reports with their findings and corrective actions; MRS (Management Reporting System), an application developed for the RTC that includes information on OIG and GAO audits, and contains summaries of audit conditions, recommendations, and management corrective action plans; ARMS (Automated Records Management System), an application developed for the FDIC to inventory and track active asset files, inactive institution records, and corporate generated records; and CCMS (Correspondence Control Management System), a system for tracking correspondence used in several program areas, including data regarding inquiries to the FDIC under FOIA or Congressional inquiries, or other inquiries which may pertain to failed institution proceedings or asset disposition resolutions.	When Obsolete + 5 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM5000	Administration and Management Information Technology (IT) Electronic System Software and Documentation	All electronic information systems used at the FDIC have 5 record elements in common: software, documentation, input/source documents, electronic data, and output (reports). Electronic data and its peripheral documents have a life cycle similar to paper records: they are created, maintained, retained, and destroyed. Includes system software and system documentation [system software is source code in a compiled language that causes a system to run; system documentation includes all documents required by the System Development Life Cycle (SDLC) procedures, which is defined as the organized series of descriptive documents required to initiate, develop, operate, and maintain specific applications of Information Technology (IT) systems].	When System / Data Becomes Obsolete
ADM5100	Administration and Management Information Technology (IT) Planning Document Files Adopted	Consists of master plan, feasibility studies with associated charts and diagrams, and supporting data that reflect the characteristics of data automation activity for studies that are adopted. Also includes IT standardization files and specific systems, and electronic data processing (EDP) program management files, which consist of data elements, codes, and standardization requests for all data systems developed by or for the Corporation; system documentation containing definition of, and justification for specific systems, including all documents required by the SDL procedures; and development plans, policies, and procedures governing the conversion of electronic machine operations and the supervision, control, coordination, and operation of the mechanization.	Permanent (Differ to NARA 3 Years After Being Superseded)
ADM5110	Administration and Management Information Technology (IT) Planning Document Files Unadopted	Consists of master plan, feasibility studies with associated charts and diagrams, and supporting data that reflect the characteristics of data automation activity for studies that are unadopted.	Completion of Study + 5 Years
ADM5200	Administration and Management Information Technology (IT) Data Automation Planning and Operational Records Hardware Selection Criteria / Management	Created by the Infrastructure Services' Engineering Section of DIT in the course of their operations and dealings with planning, managing, procuring, selecting, utilizing, and accounting for the physical IT facility investment within the division and its composite elements. Includes selection criteria for hardware procurement consisting of Corporation requirements, specifications for hardware, software, and support capabilities of vendors, as well as all other original files concerning the management of the IT equipment.	After Equipment is Discontinued + 2 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM5210	Administration and Management Information Technology (IT) Data Automation Planning and Operational Records Machine Utilization / Supply Requirements	Created by the Infrastructure Services' Engineering Section of DIT in the course of their operations and dealings with planning, managing, procuring, selecting, utilizing, and accounting for the physical IT facility investment within the division and its composite elements. Includes daily and summary machine utilization and maintenance records used for management of operations and copies from invoices (if retained separately from original used for accounting purposes) for rental and other IT charges, as well as IT supply requirements (for magnetic tape cartridges, optical CDs, etc.) and supply inventory.	3 Years
ADM5300	Administration and Management Information Technology (IT) Security Program Files	Includes certification and accreditation documents for general support systems and major applications. Documentation includes sensitivity assessment questionnaires, security plans, risk assessments, security test and evaluation reports, certification and accreditation letters that define security requirements for new applications, and initial and on-going security reviews for automated systems. Also include security certifications, accreditation statements, evaluation reports, FISMA Compliance Statements, Control Matrix Reports, and documentation related to the preparation of the DIT Annual Internal Security Planning Document.	5 Years
ADM5310	Administration and Management Information Technology (IT) Security Logs and Reports System Usage Monitoring / Audit / Review	Electronic files and hard-copy printouts created to monitor / audit / review system usage, including, but not limited to, log-in files, password files, audit trail files, system usage files and cost-back files used to assess charges for system use. Covers files created for all platforms used within the FDIC, including mainframe and LAN platform logs and reports, as well as copies of records relating to system security, such as records documenting periodic audits or review and re-certification of sensitive applications, disaster and continuity plans, and risk analysis as described in OMB Circular No. A-130. Also includes quality assurance standards which document the development and maintenance of mainframe computer systems.	Destroy 3 Years after agreement, control measures, procedures, project, activity, or transaction is obsolete, completed, terminated or superseded.
ADM5311	Administration and Management Information Technology (IT) Security Logs and Reports Intrusion Detection Monitoring	Electronic files and hard-copy printouts created to monitor system usage. These files are created for all platforms used within the FDIC. Includes records related to monitoring intrusion detection, including systems, firewalls, and incident reports.	3 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM5320	Administration and Management Information Technology (IT) Security Employee System Access	Records including e-mails and memoranda that are produced electronically and maintained on-line for computer, mainframe, application, web, and entrust certificate access.	After Employee Separation / Transfer + 6 Months
ADM5330	Administration and Management Information Technology (IT) Security System Access Requests	Records related to the processing and tracking of requests for FDIC application computer access. Includes records maintained within the Identity Access Management System (IAMS).	When Data is Obsolete + 3 Years
ADM5400	Administration and Management Information Technology (IT) Computer Operations Environment Change Control Documents	Change control documents pertaining to the control, testing, and review of changes to the FDIC computer operations environment, including control committee decisions.	1 Year
ADM5500	Administration and Management Information Technology (IT) Web Content Quarterly Snapshots	Quarterly snapshots of material available on FDIC's Website.	10 Years
ADM5600	Administration and Management Information Technology (IT) Emergency Operations Test Files	Files accumulating from tests conducted under agency emergency plans, such as instruction to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports EXCLUDING consolidated and comprehensive reports.	3 Years
ADM6000	Administration and Management Security Identification Card Files FDIC Employees	Employee identification credentials including cards, badges, photographs, visitor passes, and other identification credentials.	Badge destroyed immediately after Employee Separation
ADM6010	Administration and Management Security Identification Card Files Contractors	Contractor identification credentials including cards, badges, photographs, visitor passes and other identification credentials.	After Termination of Contract + 2 Years
ADM6100	Administration and Management Security Information Security Classified Document Receipt / Inventory	Includes records documenting the receipt and issuance of classified documents, as well as forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents.	2 Years

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM6110	Administration and Management Security Information Security Top Secret Files Accountability Registers	Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.	When Obsolete + 5 Years
ADM6111	Administration and Management Security Information Security Top Secret Files Control Forms	Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.	When Obsolete
ADM6120	Administration and Management Security Information Security Classified Access Request Files	Requests and authorizations for individuals to have access to classified files.	After Expiration of Authorization + 2 Years
ADM6130	Administration and Management Security Information Security Classified Document Container Security Files Access Forms and Listings	Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers.	Until Superseded
ADM6131	Administration and Management Security Information Security Classified Document Container Security Files Monitoring Forms	Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, Activity Security Checklist, and SF 702, Security Container Check Sheet.	After Last Entry + 3 Months

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Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM6200	Administration and Management Security Personnel Security Clearance Files	Personnel security clearance case files created under Office of Personnel Management procedures and regulations and related indexes maintained by the personnel security office of the employing agency. Includes case files documenting the processing of investigations on Federal employees or applicants for Federal employment, whether or not a security clearance is granted, and other persons, such as those performing work for a Federal agency under contract, who require an approval before having access to Government facilities or to sensitive data. These files include questionnaires, summaries of reports prepared by the investigating agency, and other records reflecting the processing of the investigation and the status of the clearance, exclusive of copies of investigative reports furnished by the investigating agency. Also includes Investigative reports and related documents furnished to agencies by investigative organizations for use in making security/suitability determinations, as well as related file indexes.	After Employment Relationship Ends + 5 Years
ADM6210	Administration and Management Security Personnel Security Security Violations Files	Case files relating to investigations of alleged violations of Executive orders, laws, or agency regulations for the safeguarding of national security information. Includes files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, as well as all other files, exclusive of files placed in official personnel folders or held by the Department of Justice or Department of Defense offices responsible for making such determinations.	Close of Case + 5 Years
ADM6300	Administration and Management Security Physical Security Survey / Investigation / Accountability Files	Includes reports of surveys and inspections of both Government and privately owned facilities (assigned security cognizance by Government agencies), conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry. Also includes investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements. Additionally includes records relating to police functions, and personal property accountability, such as ledger records and other related documentation.	4 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 1 - Administration and Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM6310	Administration and Management Security Physical Security Property Pass Files	Property pass files, authorizing removal of property or materials.	After Expiration / Revocation + 3 Months
ADM6320	Administration and Management Security Physical Security Key Accountability Files Maximum Security Areas	Files relating to accountability for keys issued for areas under maximum security.	After Turn-In of Key + 3 Years
ADM6321	Administration and Management Security Physical Security Key Accountability Files All Other Areas	Files relating to accountability for keys issued for areas other than those under maximum security.	After Turn-In of Key + 6 Months
ADM6330	Administration and Management Security Physical Security Visitor Control Files	Registers or logs used to record names of outside contractors, service personnel, visitors, employees admitted to areas, and reports on automobiles and passengers for areas under maximum security, as well as all other areas.	After Final Entry + 5 Years
ADM7000	Administration and Management Environmental Health and Safety Health Unit Control Files	Cumulative register of visits to the various health units nationwide and the occupational health and wellness services rendered.	3 Years
ADM7010	Administration and Management Environmental Health and Safety Individual Employee Health and Emergency Contact Information	Individual employee health and emergency contact information, considered to be temporary or short-term records as defined in the Federal Personnel Manual (FPM).	After Employee Separation or Transfer + 1 Year
ADM7020	Administration and Management Environmental Health and Safety Statistical Summaries	Copies of statistical summaries and reports with related papers pertaining to employee health, retained by the reporting unit.	2 Years
ADM7030	Administration and Management Environmental Health and Safety Water and Indoor Air Quality Reports	Results of drinking water testing and indoor air quality evaluations of all FDIC occupied buildings, owned and leased. Retain records as long as FDIC owns or leases building.	No Longer Than 30 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 1 - Administration and Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
ADM7040	Administration and Management Environmental Health and Safety Health and Safety Inspection Records	Records of documented health and safety hazards determined during the course of physical inspections of FDIC occupied buildings, owned or leased.	Until Facility is No Longer Owned or Leased
ADM7050	Administration and Management Environmental Health and Safety Workers Compensation (OWCP) Files	Includes forms for notification of injury, illness, claims, case number cards and other related forms, and transmittal letters.	Settlement of Claim + 10 Years
ADM8000	Administration and Management Diversity Financial Institution's Self-Certification/ Demographics Information	Files accumulated regarding financial institution's diversity and inclusion practices in employment and contracting activities, to include: workforce demographics information; data from financial institution; meeting minutes; correspondence, and analysis; financial institution self-certification(s), financial institution's supplier diversity policies and procedures; financial institution's diversity policies and procedures, which may include diversity improvement plans.	5 years
ADM8100	Administration and Management Diversity Contractor Good Faith Efforts	Files created and accumulated by the Office of Minority and Women Inclusion (OMWI) in conjunction with Acquisition Service Branch (ASB), regarding contractor's good faith efforts to include minorities and women in their workforce. Evidence of good faith effort may include but is not limited to: the total number of Contractor's employees, and the number of minority and women employees, by race, ethnicity, and gender (e.g., and EEO-1 report); and information on the Contractor's plans, initiatives, or programs to ensure that minorities and women have appropriate opportunities to enter and advance within its workforce, including outreach efforts.	3 years
ADM9000	Administration and Management Memorandum of Understanding (MOU)/Memorandum of Agreement (MOA) and Inter-Agency Agreement (IAA)	A formal agreement (not a procurement contract) between the FDIC and other government agencies or non-government organizations, private entities, or individuals which delineates tasks, jurisdiction, standard operating procedures, or other matters which the parties are duly authorized and directed to conduct. Includes Memorandum of Understandings (MOUs)/Memorandum of Agreements (MOAs) and Inter-Agency Agreements (IAAs). Records include signed, amended, or revised MOUs/MOAs and IAAs, performance criteria, communication and activities related to the agreement.	7 Years after superseded or terminated or after final payment for those agreements involving the expenditure of funds

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Federal Deposit Insurance Corporation

Records Retention Schedule

Series 2 - Personnel Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
PER1000	Personnel Management Employee Personnel Records Official Personnel Folders (OPF)	Records filed on the right side of the OPF. (See GRS 1, item 10, for temporary papers on the left side of the OPF). Folders covering employment terminated after December 31, 1920, excluding those selected by NARA for permanent retention.	After Employee Separation from Federal Service + 65 Years
PER1010	Personnel Management Employee Personnel Records Temporary Individual Employee Records OPF Correspondence and Forms Copies	Includes all copies of correspondence and forms maintained on the left side of the Official Personnel Folder in accordance with Chapter 3 of The Guide to Personnel Recordkeeping, EXCLUDING the Immigration and Naturalization Service Form I-9 and performance-related records.	When Superseded or Obsolete, or After Employee Separation or Transfer
PER1020	Personnel Management Employee Personnel Records INS Form I-9	Immigration and Naturalization Service (INS) Form I-9.	After Employee Separation / Transfer + 3 Years
PER2000	Personnel Management Management Information Staffing / Position Management Staffing Tables	Contains staffing requirements for each division and office in the Corporation.	Until Superseded + 10 Years
PER2010	Personnel Management Management Information Staffing / Position Management Position Classification / Identification	Contains U.S. OPM position classification standards and guidelines issued or reviewed by OPM and used to classify and evaluate positions within the agency. Also includes position identification strips, such as the former SF 7D, containing summary data on each position occupied.	Until Superseded
PER2100	Personnel Management Management Information Ethics Reports Disclosure	Includes annual report of all employees required to file a Confidential Disclosure Report. Also includes financial disclosure reports submitted by individuals as required or authorized under the Ethics in Government Act of 1978 (Pub. L. 95-521), as amended, and related records, including records of late filing fee payments or requests for public reporting waivers of late filing fees and responses; comment sheets by report reviewers and filer responses; filing extension requests and determinations; and copies of applications for public release of financial disclosure report.	6 Years
PER2110	Personnel Management Management Information Ethics Reports Ethics Transaction Journal	Includes the Ethics Transaction Journal, a bi-weekly report generated from the Hub Table that consists of personnel changes.	2 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 2 - Personnel Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
PER2200	Personnel Management Management Information Transportation / Travel	Contains commercial freight transportation files including original vouchers, passports, visas and support documents covering commercial freight and passenger transportation charges of settled fiscal accounts, registers and other control documents. Also includes non-commercial travel reimbursement administrative files, which contain copies of records relating to reimbursing individuals, such as travel orders, per diem vouchers, and all other supporting documents relating to official travel by officers, employees, dependents, or others authorized by law to travel.	6 Years
PER3000	Personnel Management Employee Selection Hiring / Eligibility Accepted Offers of Employment	Correspondence, including letters and telegrams, offering appointments to potential employees who accept the offer. For declined offers, when name is received from certificate of eligibles, return to OPM with reply and application; when temporary or excepted appointment, file with application; all others, destroy immediately.	Until Appointment is Effective
PER3010	Personnel Management Employee Selection Hiring / Eligibility Interview Records	Records may include correspondence, interview questions, schedule of interviews, scores/notes provided to the hiring official, resumes and application materials, documentation of reference checks; if panel of interviewers, include panel training documents and instructions, rating scales, rating and ranking forms; and all other records used in the decision making during the process of vetting/interviewing applicants for FDIC job vacancies.	Cut off after final action is taken on the certificate. Destroy/delete 3 years after cut off.
PER3020	Personnel Management Employee Selection Hiring / Eligibility Application For Employment Files	Applications (including OF-612, resumes, and any other application format) that the Corporation develops or uses for unique jobs with specialized requirements and related records, but EXCLUDING records relating to appointments requiring Senatorial confirmation and applications resulting in appointment which are filed in the OPF. Includes both general and excepted service applications for employment. Also includes copies obtained from OPM of certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.	Cut off after case is completed. Destroy/delete 3 years after cut off.

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 2 - Personnel Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
PER3100	Personnel Management Employee Selection EEO Files Discrimination / Grievance / Adverse Action Case Files	For cases resolved within the agency, or by the EEOC or a U.S. Court, includes originating agency's official discrimination complaint case file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records. Also includes records relating to grievances raised by agency employees, which include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request. Additionally includes case files and records related to adverse actions and performance-based actions (removal, suspension, reduction-in-grade, furlough) against employees, which contain a copy of the proposed adverse action with supporting documents; statements of witnesses; employee's reply; hearing notices, reports, and decisions; reversals of action; and appeal records. Includes matters before the MSPB.	Close of Case + 4 Years
PER3110	Personnel Management Employee Selection EEO Files Affirmative Action Plans / Preliminary and Background Files	Includes agency copy of EEO Affirmative Action Plans (AAPs), and EEO Workforce computerized reports of on-site Affirmative Action Program reviews. Also includes general correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent later legislation, and agency EEO Committee meeting records, including minutes and reports. Additionally includes preliminary and background records that are not filed in Official Discrimination Complaint Case Files, or that document complaints that do not develop into official Discrimination Complaint Case Files.	5 Years
PER3120	Personnel Management Employee Selection EEO Files FDIC Statistics	The EEO Statistics System processes quantitative data to meet statistical information requirements and produce reports required by the Equal Employment Opportunity Commission (EEOC), the office of Diversity and Economic Opportunity, the U.S. Office of Personnel Management, and any other entities charged with reviewing the Corporation's Affirmative Action Plan. The system's database consists of selected data items from the Corporation's Payroll File (NFC) and the minority code from Form SF-181 completed when hired by the Corporation. An individual data record for each employee exists in the system. Data in the system goes back to 1987.	After Employee Separation + 15 Years
PER3200	Personnel Management Employee Separation Individual Employee Separation Case Files	Records documenting individual employee's transfer to another Federal agency or office of voluntary, involuntary, disability, early retirement, retirement or death separation from career, temporary, and political appointment service; and legal and financial obligations of government to employee and employee to government. Records include: Records of counseling activities and outplacement services; exit interview records/forms/exit clearances; Checklists of returned property; Certifications of removal/non-removal of government records. Note: These records are not included in separating employee's OPF.	4 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 2 - Personnel Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
PER4000	Personnel Management Payroll / Timekeeping Payroll Deductions Authorizations Employee Withholding Allowance	Includes employee withholding allowance certificate such as Internal Revenue Service (IRS) Form W-4 and state equivalents.	When Superseded, Obsolete or After Employee Separation + 4 Years
PER4010	Personnel Management Payroll / Timekeeping Payroll Deductions Authorizations Tax and Wage / Federal Taxes Withheld Statements	Agency copy of employee wages and tax statements, such as IRS Form W-2 and state equivalents, maintained by agency or payroll processor. Also includes copy of employer reports of Federal tax withheld, such as IRS Form W-3, with related papers including reports relating to income and social security tax, and state equivalents, maintained by agency or payroll processor.	4 Years
PER4020	Personnel Management Payroll / Timekeeping Payroll Deductions Authorizations Allotment Authorizations / Change Files	Includes authorizations for individual allotment to the Combined Federal Campaign, as well as other authorizations such as union dues and saving. Also includes records used to direct a change or correction of an individual pay transaction, whether created and maintained by paying agency or payroll processor.	No Longer Than 3 Years
PER4030	Personnel Management Payroll / Timekeeping Payroll Deductions Authorizations Thrift Savings Plan / Direct Deposit	Includes election form TSP-1 authorizing deduction of employee contribution to the Thrift Savings Plan. Also includes direct deposit sign-up form SF 1199A.	Until Superseded or After Separation of Employee
PER4040	Personnel Management Payroll / Timekeeping Payroll Deductions Authorizations Levy and Garnishment Files	Includes official Notice of Levy or Garnishment (IRS Form 668A or equivalent), change slip, work papers, correspondence, release and other forms, and other records relating to charge against retirement funds or attachment of salary for payment of back income taxes or other debts of Federal employees.	After Garnishment is Terminated + 3 Years
PER4100	Personnel Management Payroll / Timekeeping Individual Earning Slips - Individual Pay Record	Records used to direct a change or correction of an individual pay transaction whether created and maintained by paying agency or payroll processor. Includes individual pay record, containing pay data on each employee within an agency.	56 Years
PER4200	Personnel Management Payroll / Timekeeping Time and Attendance Records - Source Records	All time and attendance records upon which leave input data is based, such as time or sign-in sheets; time cards (such as Optional Form OF-1130); flextime records; leave applications for jury and military duty; and authorized premium pay or overtime, maintained at duty post, upon which leave input data is based.	7 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 2 - Personnel Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
PER5000	Personnel Management Employee Advancement Recognition, Awards, and Incentives General Awards Case Files	General awards case file records, EXCLUDING those relating to department-level awards. Includes recommendations, approved nominations, correspondence, reports, and related handbooks pertaining to agency-sponsored cash and noncash awards such as incentive awards, suggestions, and outstanding performance.	After Approval / Disapproval + 2 Years
PER5010	Personnel Management Employee Advancement Recognition, Awards, and Incentives Correspondence / Sick Leave / Commendation	Includes correspondence pertaining to awards from other Federal agencies or non-Federal organizations. Also includes length of service files, as well as letters of commendation for performance and letters of appreciation for length of service and retirement.	2 Years
PER5020	Personnel Management Employee Advancement Recognition, Awards, and Incentives Agency Awards Lists and Indexes	Lists of or indexes to agency award nominations. Includes lists of nominees / winners and indexes of nominations.	Until Superseded
PER5030	Personnel Management Employee Advancement Recognition, Awards, and Incentives Merit Promotion Case Files	Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates.	After OPM Audit or After Completion of Personnel Action + 2 Years, Whichever is Sooner
PER5100	Personnel Management Training Records Case Files / CPE/CEU Course Evaluations and Critiques	Records pertaining to the establishment of a training course or conference. Includes correspondence, memoranda, agreements, authorizations, requirements reviews, plans, and objectives, as well as Federal Financial Institutions Examination Counsel (FFIEC) Instructor files. Also includes course evaluation and critique related records for courses that do provide Continuing Professional Education/Continuing Education Units (CPE/CEU) credit, such as written evaluations by students, instructors, or administrators regarding course quality and/or individual performance; course critiques covering the effectiveness of course material and teaching methods employed; evaluations of student performance forwarded to appropriate regional or headquarters office; and course evaluation ledger summary of critiques prepared by course administrators.	7 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 2 - Personnel Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
PER5110	Personnel Management Training Records Non CPE/CEU Course Evaluations and Critiques	Course evaluation and critique related records for courses that do not provide Continuing Professional Education/Continuing Education Units (CPE/CEU) credit. Contains written evaluations by students, instructors, or administrators regarding course quality and/or individual performance, including course critiques covering the effectiveness of course material and teaching methods employed; evaluations of student performance forwarded to appropriate regional or headquarters office; and course evaluation ledger summary of critiques prepared by course administrators.	1 Year
PER5120	Personnel Management Training Records Course Instructional Materials General	In-house training files containing lesson plans, problem studies, FDIC printed or purchased program instruction books, and other materials specific to teaching a course and/or performance support tools (e.g., Job Aid, Tool Kit). Also includes documentation development of Learning and Development materials, design and evaluation plans. Files may be related to self-study, instructor-led training and/or computer based instruction.	Until Superseded
PER5130	Personnel Management Training Records Bank Examiner / Financial Institution Specialist Course Correspondence / Training Files	Course correspondence and training files on bank examiners and financial institution specialists. Includes materials on trainees in the FDIC Bank Examiner and Financial Institution Specialist Training Program, as well as Graduate School of Banking student records.	Until No Longer Referenced
PER5131	Personnel Management Training Records Bank Examiner / Financial Institution Specialists Annual Course Listing	Course listings issued annually.	Permanent (Offer to NARA in 5 Year Blocks When 5 Years Old)
PER5132	Personnel Management Training Records Bank Examiner / Financial Institution Specialists Candidates Assessment Case Files	Assessments of individual progress in acquiring skills necessary to function as a Commissioned Bank Examiner or Commissioned Financial Institution Specialist. Includes both successful and unsuccessful candidate assessments and evaluations of student performance including results of formal assessments administered.	After Successful Assessment + 1 Year or Employee Separation + 1 Year, Whichever is Sooner

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 2 - Personnel Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
PER5140	Personnel Management Training Records Audiovisual Materials	Duplicate documentary and/or educational films produced outside of the Corporation and acquired through purchase or lease; magnetic sound recordings purchased or produced by the FDIC; and videotape records produced, purchased, or leased by the FDIC for training of Corporation employees. Also includes finding aids used for the proper identification and retrieval of audiovisual records and production files on the origin, acquisition, release, and ownership of the production.	Permanent (Offer to NARA in 5 Year Blocks When 5 Years Old)
PER5150	Personnel Management Training Records Automated Training System	An electronic database designed to track and schedule FDIC sponsored training courses (both in-house and vendor), maintain attendance lists, manage training class waiting lists, track training related information about personnel, and maintain historical records of training completed by employees. The system produces training related reports.	5 Years
PER6000	Personnel Management Labor Management Relations Records Negotiation Agreements	Labor management relations related records, including office negotiating agreements between management and employee unions or other groups.	Destroy Old Agreement 2 years after execution of New Agreement
PER6010	Personnel Management Labor Management Relations Records Arbitration Case Files	Labor arbitration case files, including correspondence, forms, background papers and other related information.	Close of Case + 4 years
PER7100	Personnel Management Employee Benefits Files Insurance / Savings Plan / Retirement and Death Control Documents	FDIC life, dental and vision insurance related files, savings plan files, and retirement and death case files control documents, reports, and registers.	After Employee Separation + 10 Years
PER7200	Personnel Management Employee Benefits Files Retirement and Death Files CSRS/FERS	CSRS/FERS related retirement and death case files.	After Receipt of Official OPM Acceptance of Annual Summary
PER7210	Personnel Management Employee Benefits Files Retirement and Death Files Correspondence / Annuity Estimates	Correspondence, memoranda, annuity estimates, and other records related to retirement and death case files that are used to assist retiring employees or survivors claim insurance or retirement benefits.	Until Settlement of Claim + 1 Year

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Federal Deposit Insurance Corporation

Records Retention Schedule

Series 3 - Services and Facilities

Retention Code	Record Class Title	Record Class Description	Retention Requirement
SAF1000	Services and Facilities Requisition Files Non-Procurement Requisitions / Requests	Contains requisitions and requests for services that do not directly result in a procurement action. Includes requisitions for non-personal services such as duplicating, graphics, etc., and for supplies and equipment from current inventory. Also includes requests for building and equipment maintenance services.	1 Year
SAF1010	Services and Facilities Requisition Files Inventory Requisition and Stock Files	General inventory requisition files, including stockroom copies of requisitions for supplies and equipment for current inventory, stock inventory lists, stock inventory cards, and reports of survey files and other papers used as evidence for adjustment of inventory records.	2 Years
SAF2000	Services and Facilities Internal Services Postal and Mail Control Files	Postal and mail control files, including such things as records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, statistical reports relating to postage used, handling of mail and volume of work performed, requisitions for stamps, records of valuables remitted to the FDIC via mail, and general files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations. Also includes records relating to mail delivery to individuals, including locator cards, directories, indexes, paid bills and miscellaneous receipts, and other related records.	1 Year
SAF2010	Services and Facilities Internal Services Graphics and Printing Job Files	Job or project records containing information relating to the execution of printing, binding, duplication, and distribution jobs. Includes job control registers pertaining to requisitions and work orders, as well as files pertaining to the completion or accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency. Also includes files pertaining to planning and other technical matters.	3 Years
SAF3000	Services and Facilities Parking Credentials	Parking related identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, receipts, indexes, listings, accountable records, and other identification credentials.	Upon Return of Credentials + 3 Months

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 3 - Services and Facilities

Retention Code	Record Class Title	Record Class Description	Retention Requirement
SAF4000	Services and Facilities Motor Vehicle Files Operating / Maintenance / Report Files	Includes correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule. Also includes operating records relating to gas and oil consumption, dispatching, scheduling, etc., maintenance records relating to service and repair, motor vehicle ledger and worksheets providing cost and expense data, and reports on motor vehicles (other than accident reports), including SF 82, Agency Report of Motor Vehicle Data.	3 Years
SAF4010	Services and Facilities Motor Vehicle Files Accident Files	Records relating to motor vehicle accidents that are maintained by transportation offices, including SF 91, Motor Vehicle Accident Report, investigative reports, and SF 94, Statement of Witness.	Close of Case + 6 Years
SAF5000	Services and Facilities Space / Facility Management General	Pertains to the allocation, utilization, and release of space under Corporation control. Includes correspondence, reports, and building plan files used in space planning, assignment, and adjustment, as well as construction drawings, schematics, floor plans, and operational and maintenance procedures. Also contains reports of surveys and inspection of FDIC facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Until Facility is No Longer Owned or Leased
SAF5010	Services and Facilities Space / Facility Management Office Lease Files Procurement Transactions	Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment. Includes procurement or purchase organization copy.	After Final Payment + 7 Years
SAF5011	Services and Facilities Space / Facility Management Office Lease Files Federal Procurement Data System (FPDS)	Data Submitted to the Federal Procurement Data System (FPDS). Electronic data file maintained by fiscal year, containing unclassified records of all procurements, other than small purchases, and consisting of information required under 48 CFR 4.601 for transfer to the FPDS.	5 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 3 - Services and Facilities

Retention Code	Record Class Title	Record Class Description	Retention Requirement
SAF6000	Services and Facilities Miscellaneous Telephone Statements / Call Detail Recording (CDR)	Includes telephone statements and toll slips. Also includes initial reports of use of telephone lines (e.g., telephone calls, facsimile transmissions and electronic mail) during a specified period provided by a telephone company, the General Services Administration, the Defense Information Systems Agency, or a private sector exchange on an agency's premises, as well as records generated from initial reports from administrative, technical, or investigative follow-up. Included is such information as the originating number, destination number, destination city and state, date and time of use, duration of the use, and the estimated or actual cost of the use. EXCLUDED are records accumulated in connection with substantive investigations and audits that are covered by GRS 22, Inspector General Records or GRS 6, Accountable Officers' Accounts Records.	3 Years
SAF6010	Services and Facilities Procurement Related Documents Contract Case Files	Includes contracts, procurement requisitions, purchase orders, and bond and surety records, including correspondence and related documents pertaining to award (e.g., Request for Proposal (RFP), Statement of Work (SOW), winning offeror's proposal, deliverables and inspection and acceptance documents, invoices, and other contract administration documents).	After Final Payment + 7 Years
SAF6020	Services and Facilities Procurement Related Documents Solicitation of Unsuccessful Proposals	Includes unsuccessful offer proposals submitted in response to specific solicitations.	After Final Payment + 1 Year
SAF6030	Services and Facilities Miscellaneous FDIC Purchase Card Program Files	Contains material relating to the FDIC's participation in the GSA-sponsored Commercial Credit Card Program. Includes information relating to initial program set-up, policy, procedures, delegations of authority, purchase limits, individual account detail, invoices and other documents the P-Card holder is required to keep, and purchase reports. Also contains correspondence, forms, and program literature.	5 Years
SAF6040	Services and Facilities Miscellaneous Surplus Property Case Files	Case files on surplus personal property, comprising invitations, bids, acceptances, lists of materials, evidence of sales, and related correspondence. This item covers all transactions, regardless of the dollar value.	Close of Sale + 7 Years

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Records Retention Schedule

Series 4 - Financial Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
FIN1000	Financial Management Principal FDIC Financial Records Annual Budget / Staffing / Accounting Policy	Those accounting records which document, often in summary form, the Corporation's accounting transactions, expenditures, budget, periodic statements of financial status, and accounting policy and practice. Includes Corporation annual budget, staffing tables, and accounting policy files, as well as FDIC and FICO Memorandum of Understanding (MOU) of FDIC as collection agent for FICO assessments.	Permanent (Offer to NARA When 20 Years Old)
FIN1010	Financial Management Principal FDIC Financial Records General Ledger / Investment Management	Includes general accounts ledgers, showing debit and credit entries, and reflecting expenditures in summary. Also includes records and reports documenting the investment of DIF funds in U.S. Treasury securities and receivership funds in government money market mutual funds and agency discount notes as well as for any fund borrowed from the U.S. Treasury of the Federal Financing Bank or any lending of funds to receiverships.	7 Years
FIN1020	Financial Management Principal FDIC Financial Records Collection and Disbursement / Expenditure Files	Records not covered elsewhere in this schedule, including appropriation warrants, certificates of deposits, and other collection and disbursement files relating to availability, collection, custody, and deposit of funds, as well as expenditure file related records used as posting and control media, subsidiary to the general and allotment ledgers.	3 Years
FIN1030	Financial Management Principal FDIC Financial Records Banking Transaction Authorization Forms	Forms executed by FDIC staff to enable access to various banking transactions. Includes copies of signature cards authorizing ACH transactions, check signatures, outgoing wires, securities safekeeping instructions on behalf of the FDIC in its corporate capacity and the FDIC as receiver, and other transactions with a financial institution. Cut off file at end of agreement with individual financial institution.	Termination of Agreement + 3 Years
FIN1040	Financial Management Principal FDIC Financial Records Tax Exemption Files	Tax exemption certificates and related papers.	After Period Covered by Related Account + 3 Years
FIN2000	Financial Management Budget Reports / Accounting Records Summary Reports / Information	Records maintained within the New Financial Environment (NFE), including reports produced by the NFE that document in summary form the Corporation's accounting transactions, expenditures, budget, and periodic statements of financial status. Includes corporate-level executive summary reports and accounting records summarizing cash receipts and disbursements.	7 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 4 - Financial Management

Retention Code	Record Class Title	Record Class Description	Retention Requirement
FIN2010	Financial Management Budget Reports / Accounting Records Annual Reports / Budget Background	Includes annual reports on the status of appropriation accounts and apportionment, as well as budget background estimates, justifications, and working papers.	5 Years
FIN2020	Financial Management Budget Reports / Accounting Records Other Reports	Other reports produced by the NFE that are not addressed by FIN2000 and FIN2010, including periodic Status Reports, Program Reports, Monthly Expense Trial Balance Reports, Period Spread Reports, and Expense Type Reports.	3 Years
FIN3000	Financial Management Real Property Acquisition Files General	Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921, as well as actual Abstracts or Certificates of Title (see FIN3010).	Disposition of Property + 10 Years
FIN3010	Financial Management Real Property Acquisition Files Abstracts or Certificates of Title	Abstracts or certificates of title documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise), excluding records relating to property acquired prior to January 1, 1921.	Disposition of Property (Transfer to Purchaser)
FIN4000	Financial Management Insurance Assessment Files General	Records that document deposit and Financing Corporation (FICO) assessment payments from open and closed insured depository institutions. Includes certified statements from banks for assessments, related correspondence, audit reports, insurance appeal files, and records documenting errors in call reports that affect insurance assessments, as well as agreements, correspondence, and reports covering FDIC's collection of FICO assessments. Also includes appeal file related information including letter requests or "green sheets," acknowledgement letters, and if appropriate, Case Discussion Memos, Regional Office Correspondence, DSC Division Director's Response, Supervision Review Committee Case, and Executive Secretary's Response.	3 Years
FIN4010	Financial Management Insurance Assessment Files Decisions and Appeals	Includes assessment decisions and assessment appeals committee files.	Until Superseded or Obsolete

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Records Retention Schedule

Series 5 - Law and Legal Matters

Retention Code	Record Class Title	Record Class Description	Retention Requirement
LAW1000	Law and Legal Matters Case Files Proposed Legislation Legal Division / OLA Files	Legal Division and/or Office of Legislative Affairs (OLA) files related to document preparation and processing of legislation proposed by or in the interest of the Corporation. Includes drafts of legislation, reports to committees on introduced legislation, legislative histories, and comments on legislative proposals, as well as final comments regarding proposed legislation by the Chairperson and Director, OLA.	Permanent (Offer to NARA 10 Years After Proposal is Enacted into Law or Killed)
LAW1010	Law and Legal Matters Case Files Proposed Legislation Bills of Interest and Bill Summaries	Copies of bills of interest to the FDIC, "tracking sheets," and bill summaries (analyses).	3 Years
LAW1100	Law and Legal Matters Case Files Litigation - FDIC-Corporate and FDIC-Receiver	Civil and bankruptcy litigation involving the FDIC as a party or amicus curiae in either its corporate or receivership capacity. Also, tort claims under the FTCA against the FDIC or FDIC employees sued individually arising out of FDIC business. Includes but is not limited to, documents compiled when investigating the filing of a legal action, court pleadings, correspondence, background, and settlement files.	Close of case + 10 Years
LAW1200	Law and Legal Matters Case Files Insured Depository Open Institution Litigation Subpoenas / 12 CFR 309 Requests	Includes grand jury and third-party civil subpoenas, court papers, and FDIC's responses. Includes disclosure requests under Part 309 and FDIC's responses, as well as amicus curiae requests not resulting in FDIC amicus filings that would be scheduled under LAW1100.	Close of Matter + 10 Years
LAW1300	Law and Legal Matters Case Files Insured Depository Closed Institutions Bank Resolution	Includes Legal Division records relating to bank resolution, including bridge banks, closing documents, purchase and assumption transactions, preliminary materials, termination of receiverships, and all other bank resolution records.	Permanent (Offer to NARA When 20 Years Old)
LAW1310	Law and Legal Matters Case Files Insured Depository Closed Institutions Criminal Proceedings	Criminal proceedings files. Collection tracks the proceedings from investigation, indictment, trial, or plea bargain, through sentencing. Other individual specific files address tracing of assets and may include civil litigation instituted to freeze and repatriate these assets. Includes subpoena responses and record requests.	Entry of Criminal Restitution Order + 20 Years
LAW1320	Law and Legal Matters Case Files Insured Depository Closed Institutions Shared-Loss Agreements	Correspondence with assuming institutions seeking approval to use the FDIC's special receivership powers or rights derived as a result of those institutions acquiring assets from the FDIC as Receiver under Shared-Loss Agreements.	Date of Agreement + 10 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 5 - Law and Legal Matters

Retention Code	Record Class Title	Record Class Description	Retention Requirement
LAW1330	Law and Legal Matters Case Files Insured Depository Closed Institutions Non-Judicial Matters	Legal case/matter files (correspondence, negotiations, advice, and other documentation) involving non-judicial disputes and questions of law concerning receivership claims, depositor claims, FDIC's interest in property obtained from failed or assisted banks, and assets owned by estates of failed banks. Includes, for example, resolution of real estate matters, such as by Assignment of Beneficial Interest in Deed of Trust, Assignment of Mortgage, Satisfaction of Mortgage, Special Warranty Deed, Deed of Release and Reconveyance, Quit Claim Deed, Assignment of Interest in Real Estate Contract, Foreclosure, and Discharge of Mortgage. Also includes liquidation of other assets, such as installment loans, commercial loans, student loans, securities, assets written off by the failed bank, judgments, serviced mortgages, and international loans. Legal issues might pertain, for example, to work out arrangements, compromising on loans, releasing collateral, restructuring debt, foreclosure, repossession, and collections.	Close of Matter + 10 Years
LAW1400	Law and Legal Matters Case Files Criminal Restitution / FinCEN	Includes collections of criminal restitution orders and forfeitures. Also includes case files relating to Financial Crimes Enforcement Network (FinCEN) asset and background searches for criminal restitution defendants and other regulatory purposes.	Entry of Criminal Restitution Order + 20 Years
LAW1500	Law and Legal Matters Case Files Alternate Dispute Resolution	Documentation of alternative dispute resolution (ADR) processes in internal and external conflict management. This includes, but is not limited to, advice and counsel on the use of ADR, dispute resolution programs, and mediation, arbitration and facilitation services.	Close of Matter + 5 Years
LAW2000	Law and Legal Matters Legal Opinions / Reference Files FDIC Final Legal Opinions	Final copies of Legal Division opinions, including memoranda and correspondence on various legal issues, as well as program area subject or topic files.	Until Superseded or Obsolete
LAW3000	Law and Legal Matters Legal Administration Agents for Service of Process	Records document appointment of FDIC bank examiners to receive legal documents on behalf of the Corporation in states, territories, and jurisdictions in which a depository institution is located.	Retain Current and Preceding Agent Records
LAW3100	Law and Legal Matters Legal Administration Outside Counsel Legal Contracts/ Legal Support Vendors	Contract related records documenting execution of: 1) Legal Services Agreements for retention of outside counsel representing the FDIC in its receivership or corporate capacity, and 2) Legal Support Services Agreements for the engagement of experts and legal support services providers.	Termination of Contract + 7 Years
LAW3110	Law and Legal Matters Legal Administration Outside Counsel Fee Bill Packages	Fee bill packages from outside counsel, including a copy of fee bill memoranda and invoices.	Final Payment + 5 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 5 - Law and Legal Matters

Retention Code	Record Class Title	Record Class Description	Retention Requirement
LAW3120	Law and Legal Matters Legal Administration Outside Counsel Conflicts of Interest	Outside Counsel conflict of interest files. Includes: reports or disclosures by outside counsel of actual or potential conflicts of interest or appearances of conflict; outside counsel request for conflict waivers; Conflicts Coordinator recommendations and documentation; outside counsel requests for exceptions to termination or suspension of continued representation of the FDIC on matters; and conflict of interest waiver decisions or resolutions by the Outside Counsel Conflicts Committee, General Counsel, or Chairman of the FDIC.	Close of Matter + 30 Year
LAW3130	Law and Legal Matters Legal Administration Third-Party Studies	Studies, reports, and audits performed by non-attorney professionals external to the FDIC in furtherance of FDIC Corporate's mission, programs, policies, procedures, and functions. Includes reports, supporting documentation, work papers and data.	Close of Study/Matter + 20 Years
LAW3150	Law and Legal Matters Legal Administration Audit Review/Case Files	Includes case files and final reports on internal reviews of Legal Division organizational units to monitor and test internal controls and operational risks throughout the Division. Also includes case files and reports on internal and external post payment reviews of payments made to outside counsel and legal support services providers. Records contain Preliminary Post-Payment (PPR) Review Reports, Final PPR Reports, correspondence with firms for refunds of disallowed fees and expenses, and correspondence with the Outside Counsel Conflicts Committee regarding unresolved PPR issues. Also includes files involving coordination with GAD and DIG audit activities requiring Legal Division involvement. Also includes records on the Legal Division's contributions to the FDIC's Annual Financial Statement Audit and Annual Report.	Close of Case/Matter + 7 Years
LAW3200	Law and Legal Matters Hiring/Eligibility Employee Files	Applications (including resumes and any other application format) used for the Summer Law Clerk Program with specialized job requirements, and related records. Also includes assignment work history for program participants.	After Employee Separation + 10 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 5 - Law and Legal Matters

Retention Code	Record Class Title	Record Class Description	Retention Requirement
LAW4000	Law and Legal Matters Internal Management and Control Electronic Systems LRBTS	Internal Management and Control Includes: Data from various electronic information tracking systems used for management, control, and oversight of internal Legal Division functions. Data is continuously or routinely updated. May have system generated output report capability. Includes: Legal Research Bank Tracking System (LRBTS), an application assigning a document control number and database category to each document included in the FDIC's Legal Research Bank (LRB), information on law firm LRB eligibility and status, and log of research performed for others by the LRB staff.	Destroy when obsolete, superseded, or the administrative value or business need is lost.

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Federal Deposit Insurance Corporation

Records Retention Schedule

Series 6 - Supervision

Retention Code	Record Class Title	Record Class Description	Retention Requirement
SUP1000	Supervision Bank / Financial Institution Records	Supervisory records relating to DSC national banks, member banks, savings and loan associations, State nonmember banks, foreign banks, bank holding companies, and non-bank data centers. Includes examination reports and all correspondence to/from institution, as well as approved applications, denied new bank applications, bank holding company inspection reports/ analysis / correspondence, summary of IT examination reports on data centers, problem bank files / memorandum prepared by Regional Offices, as well as information contained in various systems. See RAR1000 and RAR1010 for case files relating to closed institutions.	30 Years
SUP1010	Supervision Bank / Financial Institution Records Denied or Withdrawn Applications	Records relating to denied or withdrawn applications from various financial institutions, including Notices of Acquisition or Control.	10 Years
SUP1020	Supervision Bank / Financial Institution Records Public Mergers / Consolidations	Files containing copies of non-confidential material pertaining to public mergers or consolidations.	Merger Date + 6 Months
SUP1030	Supervision Bank / Financial Institution Records Change of Control Files	Change of Control files relating to open banks. Includes interagency Notice of Change in Control, or Change in Director or Senior Executive Officer; and Summary of Investigation – Notice of Acquisition of Control (Form 6200/36), or Management Change (Form 6200/35), and CRA Protest. See RAR1000 and RAR1010 for records relating to closed banks.	10 Years
SUP1040	Supervision Bank / Financial Institution Records Member Bank Annual Summary Reports	Concise, analytical, columnar summary of annual bank examination reports on individual FDIC member banks rated 1 through 5 with short narratives attached. These summaries provide a quick history of banks in the United States since 1933.	Permanent (Offer to NARA at 30 Year Intervals)
SUP2000	Supervision Agents / Dealers Transfer Agent Records	Transfer Agent related records, including Form TA-1, registrations, amendments, exemptions, correspondence, summaries of agent examination reports, and all records of examinations conducted by FDIC supervised agents for the State Authority under the cooperative examination program.	10 Years After Deregistration
SUP2010	Supervision Agents / Dealers Municipal Securities Dealer Files	Materials pertaining to the regulation of bank municipal security dealer activities, except examination reports. The collection includes card files containing data on bank municipal securities dealers and their representatives and principals.	10 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 6 - Supervision

Retention Code	Record Class Title	Record Class Description	Retention Requirement
SUP3000	Supervision Securities Analysis Files General	Information pertinent to FDIC investment appraisal service for bank-held securities which usually are not rated by organizations, such as Moody's and Standard and Poor's. Includes confidential FDIC credit review reports, as well as non-FDIC manuals published annually covering issues of United States Government, municipal, and corporate debt.	10 Years
SUP3010	Supervision Securities Analysis Files Non-FDIC Published Audits / Analysis	Includes various non-FDIC published audit reports and other published materials used for analysis.	5 Years
SUP4000	Supervision Problem Bank Files Problem Bank List	A monthly listing of all banks, including bank name, composite rating, examination dates, class, and information on total assets and total deposits.	Permanent (Offer to NARA when 15 Years old)
SUP4010	Supervision Problem Bank Files Section 8 Actions	Work files maintained primarily outside Headquarters related to formal enforcement actions.	After Resolution of Case + 10 Years
SUP5000	Supervision Compliance and Enforcement Enforcement Action Files	Memoranda, legal documents, and other information pertinent to Enforcement Actions that are terminated or withdrawn.	After Action is Terminated / Withdrawn + 8 Years
SUP5100	Supervision Compliance and Enforcement Case Files FDIC Board Decisions	Documents relating to banks or individuals that have violated laws and rules or regulations pertaining to deposit insurance, safety and soundness, unsafe or unsound practices, or undesirable personnel in bank operations. Includes cases of a hearing in which a final decision is issued by the FDIC Board of Directors, or its designee.	Permanent (Offer to NARA 15 Year After Case is Completed)
SUP5110	Supervision Compliance and Enforcement Case Files Section 8(e) or 8(g)	Includes cases that involve the removal of individuals from office, or prohibition from further participating under Section 8(e) or 8(g) of the FDI Act.	After Completion of Case + 15 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 6 - Supervision

Retention Code	Record Class Title	Record Class Description	Retention Requirement
SUP5120	Supervision Compliance and Enforcement Case Files All Other Legal Division Files	Legal Division case and working files not covered under SUP4010, SUP5000 or SUP 5110. Covers both formal and informal actions, as well as legal counsel on laws and regulations governing bank supervision. This includes, but is not limited to, cease and desist orders, change in bank control, civil money penalties, termination of deposit insurance, 10 (c) investigations, Section 19 pre-employment denials and memorandum of understanding. Also covers compliance with, enforcement of, and legal counsel regarding consumer protection laws and regulations.	After Completion of Case + 15 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 6 - Supervision

Retention Code	Record Class Title	Record Class Description	Retention Requirement
SUP6000	Supervision Irregularities Files Criminal Irregularities Documentation	Reports of apparent criminal irregularities and correspondence pertaining to possible criminal irregularities. Includes hard copy and electronic documentation of reported criminal irregularities uncovered in the course of FDIC examinations and/or reported directly by banks. Also includes intelligence name index and change of control data relating to individuals and corporations involved in possible or actual criminal activity, as well as SARs (Suspicious Activity Reports - Form FDIC 6710/06), input into FFIEC database by FINCEN (U.S. Treasury Department).	10 Years
SUP6010	Supervision Irregularities Files Annual Report of Defalcation	Includes documentation used to prepare annual report of defalcations over \$10,000 involving bank personnel.	1 Year
SUP6020	Supervision Irregularities Files FBI Reports	Includes FBI Reports provided to the Corporation pertaining to individuals with possible or actual criminal activity.	Review After 5 Years
SUP6030	Supervision Irregularities Files Name and Identification Checks	Includes name and identification checks that document criminal history or lack thereof on proposed bank directors, officers, and purchasers.	No Longer Than 5 Years
SUP7000	Supervision Miscellaneous Supervisory Records Consumer Complaint / Inquiry Files	Correspondence from individuals regarding complaints or inquiries concerning activities or practices of FDIC insured depository institutions. The information is used to identify concerns of individuals, to manage correspondence received from individuals, and to accurately respond to complaints, inquiries, views, and concerns expressed by individuals. The information in this system supports the FDIC regulatory and supervisory functions.	Greater of 5 Years or 2 Years After Last Activity on File
SUP7010	Supervision Miscellaneous Supervisory Records Trust Examination Review Cards	Information on trust powers granted and summaries with short narratives of examination findings.	20 Years

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Series 7 - Resolutions and Receiverships

Retention Code	Record Class Title	Record Class Description	Retention Requirement
RAR1000	Resolutions and Receiverships Failed Financial Institution Resolution Case Files Permanent Case File / Briefing Documents	Permanent case file and briefing documents containing information on a failing financial institution, nature of its business and problems, valuation of assets, estimation of loss, letter from chartering authority, competitive report, bids, bid approval memo, and information on uninsured depositors and contingent liabilities. Includes Assistance Transactions, Open Assistance Transactions, Receivership Oversight Files, Termination Files, Inactivation Files, and Conservatorship and Bridge Bank case files.	Permanent (Offer to NARA 10 years after bank closing)
RAR1010	Resolutions and Receiverships Failed Financial Institution Resolution Case Files Discontinued Cases	Case files documenting resolutions that were initiated and discontinued because the institution no longer needed assistance/resolution. Files contain documents including, but not limited to, regulatory letter, due diligence resolutions, contingent liability reports, call reports, failed bank letter, information package, and Asset Valuation Review (AVR) documents.	Discontinuance of Case + 2 Years
RAR1020	Resolutions and Receiverships Failed Financial Institution Resolution Case Files Pre-Closing Documentation	Pre-closing documentation items include, but are not limited to, failed financial institution Board case, list of potential bidders, bid packages, press releases, and all other related documents.	After Termination of Receivership + 1 Year
RAR1030	Resolutions and Receiverships Failed Financial Institution Resolution Case Files Non-Permanent Case Files / Information General	Non-permanent case files and other documentation created by FDIC relating to FDIC participation in failed financial institution proceedings. Includes, but is not limited to, documents and work papers detailing the resolution of failed financial institutions, disposition of deposits and assets, monetary/non-monetary servicing of assets, assets purchased, state and Federal receiverships, loans, correspondence, reconciliations, closing information, receivership termination documentation, depositor and creditor claims, post-resolution assistance, settlements, single receivership sales/asset dispositions, receivership proforma files, as well as subsidiary corporation financial records.	After Termination of Receivership + 10 Years (or as established by state or Federal law or court order, if longer)
RAR1031	Resolutions and Receiverships Failed Financial Institution Resolution Case Files Non-Permanent Case Files / Information Single and Multi-Receivership Asset Disposition	Transfer of deposits and sale of assets from receiverships. Documents obtained or created by the FDIC post-closing in the management and disposition / sale of assets from receiverships, such as securities, loans and owned real and personal property. These documents include, but are not limited to, Board cases, correspondence and financial reports from obligors; advisory, management, appraisal and environmental reports from contracted services; executed agreements and other sales-related documents from asset bidders and purchasers; tax, insurance and foreclosure notices; FDIC financial analyses, asset valuations, property inspections, appraisal reviews, terms and conditions of the sale, case memoranda approved under delegated authority, correspondence related to legal actions, and other documents contained in management and sales files.	After Termination of Last Receivership + 10 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 7 - Resolutions and Receiverships

Retention Code	Record Class Title	Record Class Description	Retention Requirement
RAR1032	Resolutions and Receiverships Failed Financial Institution Resolution Case Files Non-Permanent Case Files / Information Electronic Databases	Electronic data / information retained in the Claims Administration System (CAS) relating to specific failed financial institutions.	After Termination of Receivership + 20 Years
RAR1033	Resolutions and Receiverships Failed Financial Institution Resolution Case Files Non-Permanent Case Files / Information Real Estate Management and Servicing	Records created by or for FDIC, to manage real estate acquired through bank resolutions. These records include, but are not limited to, those related to ORE Site Visits such as property inspections, utilities, rents, income and expense verifications, maintenance, and repairs. Also includes servicing records for bank accounts when a servicer is assigned to manage various types of accounts.	Document Date + 7 Years
RAR2000	Resolutions and Receiverships Failed Financial Institution Records 10 Years Old or Older	Records created by and/or acquired from a failed financial institution that become the property of the FDIC as a result of receivership proceedings. Includes all records at least 10 years old at the time of appointment as receiver that are not relevant to any pending or probable future litigation.	Upon Appointment as Receiver
RAR2010	Resolutions and Receiverships Failed Financial Institution Records Less Than 10 Years Old	Records created by and/or acquired from a failed financial institution that become the property of the FDIC as a result of receivership proceedings. Includes all records less than 10 years old at the time appointment as receiver, or that may be relevant to any pending or probable future litigation.	Upon Appointment as Receiver + 6 years
RAR2020	Resolutions and Receiverships Failed Financial Institution Records Inventory of Assets	Lists of assets held by failed financial institutions at the time of their receivership. Includes, but not limited to, all official legal papers which concern the resolution, ProForma Statements, Purchase and Assumption Agreement, Initial Liability and Deposit register, and Loan Inventory of all assets retained or repurchased by FDIC. May also include all administrative documents and loan and deposit trial balances.	Permanent (Offer to NARA 10 Years After Termination of Receivership)

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 7 - Resolutions and Receiverships

Retention Code	Record Class Title	Record Class Description	Retention Requirement
RAR3000	Resolutions and Receiverships Receivership Accounting	Creation based accounting records created by the FDIC after a failed financial institution has closed and been placed into receivership. Includes general ledger journal entries and cash management files.	Document Date + 10 Years
RAR3010	Resolutions and Receiverships Receivership Tax Records	Federal, State, and/or local tax returns filed by the FDIC for the receivership, including consolidated returns with wholly-owned or controlled subsidiary corporations.	After Termination of Receivership + 10 Years

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Records Retention Schedule

Series 8 - General Banking, Business and Economics

Retention Code	Record Class Title	Record Class Description	Retention Requirement
BBE1000	General Banking, Business and Economics Supervisory Data Reports Financial Table / Statistics / Trending Support	Supervisory data reports that provide the basis for financial tables and statistics, and help determine trends in the banking environment. Includes call reports, amendment letters, Country Exposure Reports and related supplement schedules that banks are required to file (small, large, and mutual savings banks). Also includes special report form completed by commercial and mutual savings banks regarding various classes of deposits, the results of which are published by FDIC.	7 Years
BBE1010	General Banking, Business and Economics Supervisory Data Reports Call Report Package	Reports requested as part of the call report package, including the Repricing Opportunities for Selected Balance Sheet Categories (Schedule J.); Commitments and Contingencies (Schedule L.), and Past Due, Non-accrual and Renegotiated Loans and Lease Financing Receivables. They are unique from the standard call reports because they contain information which is not inherently statistical in nature and which do not lend themselves to traditional financial data correction processes.	5 Years
BBE1020	General Banking, Business and Economics Supervisory Data Reports Research / Correspondence / Report Tracking	Other special report forms that banks are obliged to file. Used for FDIC research purposes, these include but are not limited to reports and/or surveys on mortgage loans, interest rates, and trust departments. Contains computer listings of all banks and branches expected to file call reports, and transmittals and modifications of those reports to the FDIC. Also contains an annotated master record; bank letters pertaining to late filing of reports; a listing of delinquent banks; and a copy of the formal report to the Legal Division.	2 Years
BBE1030	General Banking, Business and Economics Supervisory Data Reports Requests for Call Report Forms and Instructions	Forms used to record outside requests for preprinted call report forms or call reporting instructions.	3 Months
BBE2000	General Banking, Business and Economics Financial Institution Related Systems Disclosure Support System (DISCLOSURE)	System used to facilitate the distribution of FDIC banking information products to requestors within the FDIC, other agencies, and the general public. The system tracks the status of requests and provides management and accounting information.	20 Years
BBE2010	General Banking, Business and Economics Financial Institution Related Systems Structure System (STRU)	System used to provide a central and definitive source for non-financial data on 16,000 financial institutions and 85,000 branches/offices.	Permanent (Offer to NARA When Data is 10 Years Old)

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 8 - General Banking, Business and Economics

Retention Code	Record Class Title	Record Class Description	Retention Requirement
BBE3000	General Banking, Business and Economics Economic Research Studies General	Recorded results of economic research on banking and related fields, including detailed studies of risk items that are of particular concern or importance to the health of insured financial institutions. The analysis may include extensive market analysis of economic, demographic, regulatory, supervisory and market trends, developments, perspectives, or positions. Records include, but are not limited to "Working Papers" (economic research staff studies which may be published in professional journals) and "Executive Summary" (synopsis of various FDIC economic research studies).	Permanent (Offer to NARA 10 Years After Completion of Study)
BBE3010	General Banking, Business and Economics Economic Research Studies Coverage, Broadlist, and Risk Analysis	Paragraph summaries of broad coverage of significant trends and events related to the economic, financial, and banking industry that could potentially impact the financial stability of insured institutions; initial analyses of potential risks noted in the trends and events related to the economic, financial, and banking industry that may require further monitoring and potential detailed analysis; and detailed analyses of trends and events that address the potential source of the risk impacting the financial stability of insured institutions, background data, and future implications to the banking industry (nationally or regionally) of the pending condition.	3 Years
BBE4000	General Banking, Business and Economics Public Bank Files Original Registration	Files open to the public on banks registered with FDIC in accordance with the Securities and Exchange Act of 1932. Includes original registration form and supporting documents.	Permanent (Offer to NARA 10 Years After Date of Deregistration)
BBE4010	General Banking, Business and Economics Public Bank Files Other Materials - Registered Banks	Files open to the public on banks registered with FDIC in accordance with the Securities and Exchange Act of 1932. Includes reports, correspondence, and all other materials.	After Deregistration + 10 Years
BBE4011	General Banking, Business and Economics Public Bank Files Other Materials - Deregistered Banks	Correspondence with deregistered banks, and related documents.	10 Years
BBE4020	General Banking, Business and Economics Public Bank Files Beneficial Ownership Filings	Beneficial ownership report filings made by insiders of banks with equity securities registered with FDIC. The forms include the Initial Statement of Beneficial Ownership of Securities, Statement of Changes in Beneficial Ownership of Securities, and Annual Statement of Changes in Beneficial Ownership of Securities.	15 Years

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Records Retention Schedule

Series 12 - Inspector General Matters

Retention Code	Record Class Title	Record Class Description	Retention Requirement
IGM1000	Inspector General Matters Significant Office of Inspector General (OIG) Files	Include records and material related to significant OIG audits, evaluations, and investigations, Inspector General official duties, significant changes to agency policies and procedures, significant OIG legal opinions, and significant Congressional correspondence. For purposes of this schedule, records and materials are considered significant if they have received national media attention, involve a Congressional investigation, and/or have been otherwise deemed to have historical value. Also includes the record copy of each audit and evaluation report and the OIG's Semiannual Report to the Congress.	Permanent (Offer to NARA 10 Years After File is Closed)
IGM2000	Inspector General Matters OIG Subject Matter Files	Inspector General subject files contain, but are not limited to, correspondence with FDIC management not related to a specific case; background on FDIC operations; policies and procedures; reference material; and other files and records that allow the OIG to fulfill its mission. Counsel subject files include, but are not limited to, working papers, correspondence, research memoranda and related documents, subpoenas, and litigation case files related to the work of the Counsel to the Inspector General. Excludes records that result in national media attention, Congressional investigation, or substantive changes in agency policies and procedures (see IGM1000).	When No Longer Active + 10 Years
IGM3000	Inspector General Matters OIG Freedom of Information Act / Privacy Act Files	Contain files created to respond to Freedom of Information Act (FOIA) and Privacy Act (PA) requests and appeals, and administrative files to implement the FOIA/PA activities within the OIG, excluding those records that result in national media attention, Congressional investigation, or substantive changes in agency policies and procedures (see IGM1000). Also includes files maintained under the provisions of 5 U.S.C. 552a(c) relating to OIG Privacy Act accounting disclosure files.	When No Longer Active + 6 Years
IGM4000	Inspector General Matters Investigative Files Non-Case Specific	Files containing information or allegations which are of an investigative nature but do not relate to a specific investigation. They include anonymous or vague allegations not warranting an investigation, matters referred to constituents or other agencies for handling, and support files providing general information which may prove useful in Inspector General investigations.	5 Years
IGM4010	Inspector General Matters Investigative Files Case Specific	Case files developed during investigations of known or alleged fraud and abuse, and irregularities and violations of laws and regulations, including hotline cases related to a specific investigation. Excludes cases that result in national media attention, Congressional investigation, or substantive changes in agency policies and procedures (see IGM1000).	Close of Case + 10 Years

Federal Deposit Insurance Corporation

Records Retention Schedule

Series 12 - Inspector General Matters

Retention Code	Record Class Title	Record Class Description	Retention Requirement
IGM5000	Inspector General Matters Audit Case Files	Contain case files of internal audits, evaluations, and other reviews of FDIC programs, operations, and procedures; external audits and other reviews of contractors and grantees; quality reviews of OIG activities; and external peer reviews of other OIGs. These files consist of reports, correspondence, memoranda, and supporting working papers. Excludes records that result in national media attention, Congressional investigation, or substantive changes in agency policies and procedures (see IGM1000).	Close of Audit / Review + 8 Years

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Records Retention Schedule

Non-Record Material

Retention Code	Record Class Title	Record Class Description	Retention Requirement
NRM0000	Non-Record Material Reference Information / Reports / Convenience Copies / Duplicates	<p>Non-record material includes any informational material that does not meet the definition of a record or has been excluded from coverage under the Records Retention Schedule. Examples of such material include:</p> <ol style="list-style-type: none"> 1) Extra or duplicate copies of official records created and kept only for reference purposes on any medium (e.g., paper, microfiche, electronic); 2) Inconsequential letters and notes which require no acknowledgment or follow-up, such as notes of appreciation, congratulations, reminders, etc.; 3) Miscellaneous records or reports not covered elsewhere under the Records Retention Schedule that are prepared for administrative purposes or to inform management, e.g., daily, weekly, or quarterly statistical reports, departmental itineraries, calendar books, and conference room availability schedules; 4) Drafts, convenience copies, or other preliminary versions of records that do not state a final company position on the subject matter discussed, e.g., preliminary drafts and communications between parties regarding a proposed contract before the final contract is signed; 5) Transmittal forms and other records that are used for purposes of transmitting information, e.g., phone messages, forms used for data entry, and meeting announcements; 6) Printed or reproduced documents (usually blank forms) kept for supply purposes; 7) Unsolicited resumes and other resumes and applications not associated with a specific recruitment; 8) Library or reference materials that are acquired from external sources and are not developed by the FDIC, e.g., books, periodicals, newspapers, research materials, posters, or pamphlets acquired and retained by the FDIC solely for reference purposes; 9) Museum or archival materials intended solely for reference or exhibit; 10) Private materials that the FDIC may provide to its employees, e.g., the employee's copy of his/her benefit selection statements or explanation of insurance benefit forms; 11) Legacy data or other information that is temporarily staged, edited, or manipulated for the purpose of loading into a production database; 12) Any other form of information, material, or data that is recorded incidentally and without intent to document the official position of the organization; 13) Non-permanent photos and artwork, includes digital files, slides, color as well as black and white photographs, negatives, etc. 	Destroy When Superseded or No Longer Needed

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FEDERAL DEPOSIT INSURANCE CORPORATION

DIRECTIVE SYSTEM

TYPE AND NUMBER

FDIC Circular 1210.1

CONTACT

Deborah L. Allen

TELEPHONE NUMBER

703-562-6276

DATE

June 2, 2016

DATE OF CANCELLATION (*Bulletins Only*)

TO: All Employees and Contractors

FROM: Arleas Upton Kea *Arleas Upton Kea*
Director, Division of Administration

SUBJECT: FDIC Records and Information Management (RIM) Policy Manual

1. Purpose To issue policies, procedures, and guidelines governing the FDIC RIM Program.

2. Revision FDIC Circular 1210.1, FDIC Records and Information Management (RIM) Policy Manual, dated October 27, 2014, is hereby revised and superseded.

3. Scope The policies and procedures outlined in this Manual govern the lifecycle (creation, management/use, and disposition) of business records and information created or received by the FDIC in the course of conducting business, and apply to:

- a. All FDIC employees in Headquarters, Regional, Area and Field Offices; and
- b. All contractors accessing FDIC email and systems.

The content of this Manual governs the treatment of all business records and non-record material maintained by the FDIC, regardless of format or storage media.

This Circular does not apply to records and non-record information of the National Treasury Employees Union, the employees' exclusive representative under 5 U.S.C., Chapter 71.

4. Background The business records of an organization demonstrate how it fulfills its mission. Therefore, it is fundamental that all business records, created or collected by the FDIC in the course of conducting business, are properly maintained and protected from damage,

Background (cont.)

misuse, or improper disposition. In keeping with the Corporation's initiative to improve operational efficiency, the Division of Administration (DOA), Corporate Services Branch (CSB), Support Services Section (SSS), Records and Information Management Unit (RIMU) developed this consolidated FDIC RIM Policy Manual as the central mechanism to assist FDIC employees and contractors with their records management responsibilities.

5. Authority

- a. The Director, DOA has overall responsibility for the FDIC (RIM) Program.
- b. The Chief, RIMU, with the advice and counsel of the Legal Division, has sole authority to interpret and amend this Manual.
- c. Additionally, working with the Division of Information Technology (DIT), DOA has the authority to define functional requirements and to recommend technical capabilities for maintenance of electronic records stored/captured in FDIC systems and networks in compliance with this Manual.

This Manual will be amended as needed to reflect relevant changes to legal, regulatory, and/or operational requirements for records management. Appropriate modifications to records management materials will be formally proposed to the Corporate Records Officer and approved by the Records and Information Management Governance Committee (RIMGOV) and/or other corporate governing bodies as appropriate.

6. Summary of Significant Changes

This Manual has been amended to include the following major changes:

- a. To reduce redundancy, removed section 1, General from each chapter.
- b. Chapter 1, Records and Information Management Policy
 1. Section 1-1, The language in Applicability, Purpose, and Scope has changed to more clearly define the elements of the RIM Program;
 2. Section 1-9, Freedom of Information Act (FOIA), has been removed due to it not being a function of the RIM Program;
 3. Section 1-10, Sensitive and Controlled Information, has been removed due to it not being a function of the RIM Program;

**Summary of
Significant
Changes
(cont.)**

4. Section 1-11, Privacy Act, has been removed due to it not being a function of the RIM Program.

c. Chapter 2, Roles and Responsibilities. Added the RIMGov Committee and revised the roles of the Chief, RIMU and RIMU staff. Added a requirement for Division/Office Director to appoint an employee to serve as the Division/Office Records Liaison.

d. Section 3-4, added some examples for time based retention.

e. Updated Chapter 5, Departing/Transferring Employees and Contractors, to reflect current processes and to clarify what documents are prohibited from being removed by departing employees.

f. Section 7-4, changed title from Email Retention to Email Management; updated content.

g. Removed Chapter 8, Documents+ RIM Guidelines, and all references to documents+.

h. Changed the title of Chapter 9 from Conversion Guidelines to Digitization Guidelines.

i. Updated Chapters 10, 11, and 12 to reflect updated procedures.

j. Amended RIM Definitions and Topic Index, Appendix A, to include the new definition of a record.

7. Definitions

Terms specific to this Manual are defined in Appendix A, RIM Definitions and Topic Index.

8. Forms

The following forms are available on the FDICnet under 'QuickLinks' and 'Forms:'

a. FDIC 1210/24, Records Destruction Notification;

b. FDIC 1210/18, FDIC Essential Records Inventory;

c. FDIC 1210/19, Automated Records Management System (ARMS) Access Request;

d. FDIC 1210/23, Administrative Hold Request; and

e. FDIC 2150/03, Data Questionnaire for Departing/Transferring Employees/Contractors.

9. Contacts

For additional information on the FDIC RIM Program, visit the RIMU website at: <https://fdicnet.fdic.gov/content/doa/home/rim.html> or contact RIMU via the Records Management Assistance Center (RMAC) mailbox.

10. Effective Date

The provisions outlined in this Manual are effective immediately.

FDIC RECORDS AND INFORMATION MANAGEMENT (RIM) POLICY

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CHAPTER 1

RECORDS AND INFORMATION MANAGEMENT POLICY

1-1. PURPOSE

This chapter provides the overall policy governing the creation, collection, retention, and destruction of business records in the normal course of business at the FDIC.

1-2. SCOPE

FDIC employees and contractors are required to comply with the provisions outlined in this Manual when creating, collecting, storing, retrieving, transmitting, or disposing of FDIC business records and information.

Additionally, third parties with a contractual obligation to maintain business records relating to FDIC actions, activities, decisions, operations, or transactions are also required to comply with the requirements set forth in this Manual.

1-3. POLICY

It is FDIC policy that all employees and contractors, as trusted custodians responsible for managing records and information in the ordinary course of business, comply with the policies and procedures outlined in this Manual when creating, maintaining, transferring, or disposing of Corporation records and information.

Note: Contractors are not the owners of FDIC records and information, including background data and technical documentation that must be submitted to the Oversight Manager (OM) when required. OMs should ensure contractors appropriately determine which records need to be kept by the contractor for audit or other administrative purposes, and the length of time they are to be maintained. OMs should include language in the Statement of Work and contract to ensure that the contractor adheres to the FDIC RIM policies.

The FDIC shall maintain proper documentation of its operations to promote the following goals:

- A. Provide current and historical data pertaining to actions taken by the FDIC in its various roles as a regulatory agency for financial institutions or as receiver for failed financial institutions;
- B. Comply with applicable laws, rules, regulations, and federal standards relating to the retention of business records on a corporate-wide basis;

**POLICY
(cont.)**

C. Inform decision making by FDIC officials and their successors; through the use of sufficient historical data;

D. Provide FDIC employees and contractors with timely and reliable access to needed records and information;

E. Protect the legal and financial rights of the Corporation, its employees, and of individuals directly affected by its activities, including protection of privileged, confidential, and proprietary information; and

F. Manage recordkeeping costs by providing for retention and timely destruction of records and information in accordance with the Records Retention Schedule (RRS) and any applicable legal holds.

Note: Specific policy requirements are defined in Chapter 1, Records and Information Management Policy and in Chapter 2, Roles and Responsibilities.

Implementation procedures are defined in additional chapters of this Manual, as outlined in the Table of Contents.

**1-4. RIM
CONCEPTS**

Several key concepts are especially important for clear understanding and communication regarding RIM. Therefore, even though these terms are listed alphabetically in Appendix A, this chapter introduces them in a logical sequence with clarifying examples.

A. Information: The term *information* applies broadly to media neutral records and information, to include documents and data that have been given value through analysis, interpretation, or compilation in a meaningful form which may be processed by or stored in any kind of communication, storage, or recordkeeping system.

B. Document: Typically refers to user-created content, such as a memorandum, worksheet, or presentation saved in an application-specific file format (e.g., Word, Excel or PowerPoint) or printed to paper. Can also refer to system-generated reports and other output files and to images created by scanning paper documents.

C. Data: The term *data* is often applied to collections of information, particularly the contents of databases and other structured-data applications. However, it may be applied more broadly, in a way that is synonymous with *information*.

D. Electronically Stored Information (ESI) is a term frequently used in the context of a legal hold or litigation discovery process, when focusing on electronic documents.

**RIM
CONCEPTS
(cont.)**

E. **Business Records** are defined broadly as documents and information within the FDIC's possession, custody, or control that reflect the Corporation's actions, activities, decisions, operations, or transactions.

**1-5. DISASTER
RECOVERY**

Business records retained under the RRS are captured as ESI in systems and repositories supported by DIT. For this reason, the FDIC does not consider disaster recovery materials to be readily accessible. Backup media are purged in the ordinary course of business on a regular cycle set by DIT according to operational need.

Hard copy and mixed media Essential Records, not classified as ESI, are stored at designated off-site locations and are retrieved, reviewed, and updated by the RIMU staff.

**1-6. LEGAL
HOLD**

The provisions of this policy are suspended for business records and non-record materials that are subject to a legal hold.

A. The FDIC recognizes its duty to preserve potentially relevant materials under U.S. law, even if those materials no longer serve a valid business purpose or would otherwise be subject to destruction under the RRS. In such an event, Legal Division employees will issue a written legal hold notice to inform the appropriate FDIC employees and contractors of the records and information that must be retained until the matter is resolved.

B. All documents and information that pertain to an active legal hold must be preserved and should not be altered, modified, discarded, or destroyed until written notice is provided by the Legal Division releasing the legal hold.

C. These protection and preservation obligations apply to all relevant FDIC information both business records and non-record material. The obligations apply to relevant hard copy documents and to any ESI that must be preserved in support of eDiscovery requirements.

D. Implementation guidelines and requirements for issuing, tracking, and releasing legal holds are documented in Legal Division internal procedures and FDIC Circular 5500.5, Corporate-wide Legal Hold Policy and Implementation.

1-7. ADMINISTRATIVE HOLD

A. The Administrative Hold process is appropriate when records and information must be retained beyond the normal and expected date of destruction or deletion. Normally this occurs when an employee takes an extended leave of absence.

B. A request is vetted through RIMU and directed to DIT to extend the retention of an employee's email messages and electronic files.

C. Managers and Administrative Officers may request an Administrative Hold by completing form FDIC 1210/23, Administrative Hold Request.

1-8. POLICY VIOLATIONS

Violations of this policy include, but are not limited to, willful and unlawful concealment, alteration, removal, mutilation, obliteration or destruction of business records (or non-record materials that are subject to a legal hold). Violations of this policy should be reported to RIMU. Reported violations will be investigated and may result in disciplinary action.

1-9. CONTACTS

For additional information on proper identification, management, and retention of business records, visit RIMU's website at <https://fdicnet.fdic.gov/content/doa/home/rim.html> or contact RIMU via email at the RMAC mailbox: records@fdic.gov.

CHAPTER 2

ROLES AND RESPONSIBILITIES

2-1. PURPOSE

This chapter outlines the key roles and corresponding responsibilities of FDIC employees and contractors for the effective administration of the FDIC RIM Program.

2-2. RIMGOV COMMITTEE

The **Records and Information Management Governance (RIMGOV) Committee**, comprised of Division/Office representatives, shall:

- A. Oversee implementation of and compliance with appropriate policies, procedures, processes, and controls in order to manage records and information at an enterprise-wide level;
- B. Support the Corporation's immediate and future regulatory, legal, and operational information management requirements;
- C. Provide strategic direction, guidance, and approval for RIM initiatives;
- D. Represent the specific records management interests of individual Divisions and Offices; and
- E. Act as *Champions* for RIM, helping to raise support among other direct and indirect reports.

2-3. DIRECTOR, DIVISION OF ADMINISTRATION (DOA)

The **Director, Division of Administration**, has overall responsibility for the FDIC RIM Program and shall delegate authority for RIM related responsibilities to the Corporate Records Officer; Chief, RIMU; and RIMU staff.

2-4. CORPORATE RECORDS OFFICER

The **Corporate Records Officer** shall:

- A. Provide oversight supervision to RIMU and report on the progress of RIM activities to the Director, DOA;
- B. Review and approve official RIM policies, procedures, and processes endorsed by the RIMGOV Committee and FDIC management; and
- C. Approve all changes to the RRS.

**2-5. CHIEF, RECORDS
AND
INFORMATION
MANAGEMENT
UNIT (RIMU)**

The **Chief, RIMU** shall:

- A. Provide direct supervision to RIMU staff and report on the progress of RIM activities to the Corporate Records Officer;
- B. Serves as the central point of contact for all Record Liaisons, whether there are direct or indirect reporting relationships;
- C. Coordinate development of all corporate-wide records management policies, procedures, and processes;
- D. Conduct an annual evaluation of the RIM Program against stated program objectives and criteria, legally defensible records management practices, and industry standards published by organizations such as the National Archives and Records Administration (NARA) and the Association of Records Managers and Administrators (ARMA);
- E. Maintain and update the FDIC Records Retention Schedule (RRS);
- F. Review file plans and content maps for Divisions and Offices as appropriate; and
- G. Coordinate RIM activities with the Legal Division and DIT.

2-6. RIMU STAFF

RIMU staff shall:

A. Training

- 1. Promote RIM training for all FDIC employees and contractors through appropriate educational opportunities, reference materials, job aids, and learning guides;
- 2. Work with Corporate University in developing basic content for training materials and records management related communications; and
- 3. Track and report on the completion of records management related training by all Record Liaisons and FDIC employees and contractors.

B. Essential Records

- 1. Provide appropriate parties with access to off-site storage as needed to ensure that business records maintained at third-party vendor facilities are protected, accessible, and immediately usable;

**RIMU STAFF
(cont.)**

2. Establish and implement updating cycles for Essential Records to ensure they are current and complete;
3. Provide instructions for recovery of Essential Records and non-Essential Records in the event of damage;
4. Communicate the Essential Records Index and Plan to necessary parties, including the Business Continuity Planning (BCP) staff, Security and Emergency Preparedness Section staff (SEPS), and Division/Office Directors; and
5. Provide instructions for retrieving Essential Records from off-site storage to BCP staff.

C. Paper Records

1. Oversee the Automated Records Management System (ARMS) to ensure accuracy and currency of data;
2. Oversee and facilitate the proper transfer, storage and maintenance of inactive paper records to off-site storage;
3. Make official offerings of permanent records to NARA; and
4. Manage the disposition of inactive paper records that are no longer subject to retention requirements under the RRS and are not subject to legal hold.

D. Electronic Records

1. Provide guidance for the management and disposition of all electronic records in all systems and repositories; and
2. Oversee the proper implementation of file plans as they relate to electronic record file/document naming conventions.

**2-7. RECORD
LIAISONS**

Record Liaisons shall:

A. Oversight

1. Provide training and guidance within their respective Division/Office to ensure that RIM activities throughout are consistent with this Manual and other applicable RIMU issued policy and guidance;
2. Facilitate the timely disposition of Inactive business records (paper and electronic) and non-record material;

**RECORD
LIAISONS
(cont.)**

3. Advise RIMU of any needed or requested changes to the RRS; and
4. Provide local support to FDIC employees to carry out RIM policies and procedures in all offices where the Division/Office have a presence.

B. Paper Records

1. Coordinate, through RIMU, the secure transfer of inactive paper records; and
2. Enforce file plans in the naming of paper folders and individual documents.

C. Electronic Records

1. Work with DIT to ensure that recordkeeping requirements are implemented in all new FDIC systems and applications; and
2. Apply file plans in the naming of electronic folders and individual documents.

D. Other

1. Gather suggested changes to RIM policies, procedures, processes, and file plans from Division/Office staff;
2. Assist the Legal Division with the preservation of business records and non-record material subject to legal hold;
3. Assist with collection of information for the Essential Records Index and Plan; and
4. Coordinate Administrative Hold and form FDIC 2150/03 actions with the RIMU staff.

**2-8. DIVISION/
OFFICE
DIRECTORS**

Division/Office Directors shall:

- A. Appoint an employee to serve as the Division/Office Records Liaison.
- B. Support the RIM program by ensuring compliance by their organizations' employees';
- C. Ensure that RIM activities throughout the Division/Office are consistent with this Manual and other applicable RIM issued policy and guidance;

**DIVISION AND
OFFICE
DIRECTORS
(cont.)**

D. Identify and approve the listing of Division/Office Essential Records for off-site storage and retrieval in accordance with the Essential Records Index and Plan; and

E. Ensure that Record Liaisons work with RIMU and DIT to identify and secure business records, non-record materials, and other information from employees and contractors leaving the employ of the Corporation (voluntarily or involuntarily).

Note: Specific tasks associated with this responsibility may be delegated to the immediate supervisor of the transferring/departing employee.

**2-9. GENERAL
COUNSEL**

The **General Counsel** has overall responsibility and oversight for the FDIC legal function including identification of regulatory requirements, legal risk management, and litigation response. The General Counsel shall delegate authority for RIM-related responsibilities to appropriate members of the legal staff, including the FDIC Discovery Response Team and the Litigation Support Group, as appropriate.

**2-10. LEGAL
DIVISION**

The **Legal Division** shall:

A. Propose legal retention requirements to the Corporate Records Officer and Chief, RIMU when there is a substantive change in federal/state/local law.

B. Issue legal hold notices when appropriate; and

C. Lead efforts to identify, search, collect, preserve, review, and produce FDIC business records and non-record material relevant to a civil or criminal legal matter or other investigation (e.g., congressional subpoena or OIG inquiry).

**2-11. DIRECTOR,
DIVISION OF
INFORMATION
TECHNOLOGY
(DIT)**

The **Director, Division of Information Technology**, has overall responsibility for development and operation of application and infrastructure services for the management of ESI. He/she shall identify members of the DIT staff who act as technical custodians of information repositories and data, as well as those who provide governance and reporting on those repositories and data.

**2-12. DIVISION OF
INFORMATION
TECHNOLOGY**

DIT shall:

- A. Perform backups of all electronic files for server/mainframe platforms in production on a periodic basis and send them to off-site storage at least 25 miles from the site of creation;
- B. Establish and maintain system configurations and settings that meet the identified business and technical requirements for records and information retention and disposition including compliance with the RRS and any approved file plans for specific information repositories;
- C. Provide adequate technical capabilities and procedural controls for the rapid and effective implementation of a legal hold;
- D. Generate appropriate reports for monitoring and auditing of compliance with records retention and disposition requirements for ESI in accordance with the RRS and any applicable file plans;
- E. Ensure that RIM requirements are documented and tracked during application development and deployment, and that the retention and disposition of any legacy information is handled in accordance with the RRS and any applicable file plans; and
- F. Assist with the maintenance of ESI that has been designated as Essential Records as follows:
 - 1. Ensure that all electronic back-ups of Essential Records are maintained per established requirements; and
 - 2. Maintain a copy of all documentation necessary to restore top level information technology platforms.

**2-13. FDIC
EMPLOYEES**

FDIC employees shall:

- A. Identify, file, and retain records and information in accordance with the FDIC RIM Policy, the RRS, and any approved file plans and operating procedures;
- B. Respond to any applicable legal hold notice with timely acknowledgment;
- C. Work with the appropriate Records Liaison, Legal Division staff, and DIT staff to ensure proper preservation of all records and information subject to a legal hold; and
- D. Complete RIM-related training as required.

**FDIC
EMPLOYEES
(cont.)**

Note: New employees shall complete the FDIC RIM CBI within fifteen (15) business days of onboarding. New employees should contact the appropriate Records Liaison or RIMU staff member to resolve any questions about records classification, retention, and disposition.

CHAPTER 3

RETENTION OF BUSINESS RECORDS UNDER THE FDIC RECORDS RETENTION SCHEDULE (RRS)

- 3-1. PURPOSE** To provide guidance on how to use the RRS in determining the proper retention period for FDIC business records.
- 3-2. SCOPE** Procedures outlined in this chapter govern the retention of all business records, regardless of media.
- 3-3. USING THE SCHEDULE**
- A. In the RRS, business records are grouped by record series or business function, and then by record class.
 - 1. A record class is the primary classification of business records based on content. The RRS specifies a retention period for the business records contained in each record class.
 - 2. For each record class, the RRS provides a title and description that may be organized for filing as a record series.
 - B. For record titles that are not specifically listed in the RRS, FDIC employees and contractors should consult with the designated Records Liaison or RIMU staff member to ensure proper classification.
 - C. Retention periods in the RRS are based on applicable laws, rules, regulations, and stated business needs.
 - D. Where a single business record matches the description of multiple record classes, or where business records of different types are stored together as a single compilation, the longest applicable retention period should be applied.
 - E. Compliance with the specified retention period may be accomplished in accordance with the RRS and/or organization-specific or repository-specific file plan.
 - 1. For many types of paper records, when organized into a specific record series according to an organizational file plan, the retention period from the RRS represents the final disposition, the cutoff which begins on the last day of the year that the business record is created, finalized, or becomes inactive. (See Sections 3-4., Time-Based Retention and 3-5., Event-Based Retention, below.)

**USING THE
SCHEDULE
(cont.)**

2. For business records stored in electronic format, retention may be managed in accordance with a file plan and applicable system settings. In many cases, the retention period is measured from the date that the business record is created, finalized, or becomes inactive.

**3-4. TIME-BASED
RETENTION**

Time-based retention periods apply to business records with retention requirements that are based on a certain date. The retention period starts the moment the business record is created (Creation Date) or received (Received Date), and expires in a set number of months or years. Most business records fall into this category.

Note: For paper records, the retention period does not start until the last date of the calendar year. For example, a document created in May of 2015 which has a retention of three (3) years. The disposition date would be December 31, 2018.

**3-5. EVENT-BASED
RETENTION**

Event-based retention periods have uncertain retention period start dates. The applicable retention period does not begin until a specific event occurs (e.g., SAF-6010 – Contract Case Files – After final payment +7 years).

**3-6. FAILED
FINANCIAL
INSTITUTION
BUSINESS
RECORDS**

The pre-closing records generated or maintained by a financial institution, and subsequently acquired by the FDIC, represent an important document category with distinct retention requirements. The treatment of the records of failed insured depository institutions is addressed in 12 U.S.C. 1821(d)(15)(D) and in 12 CFR 360.11 and is reflected in the RRS under retention codes RAR2000 and RAR2010.

A. The records of a failed insured depository institution are eligible for destruction six (6) years after the appointment of the FDIC as receiver of a failed insured depository institution at the Corporation's discretion, unless such destruction has been prohibited by a court of competent jurisdiction or by a governmental agency, or unless destruction is otherwise prohibited by law.

B. The records of a failed insured depository institution that are at least ten (10) years old as of the date of the appointment of the FDIC as receiver may be destroyed at any time in the discretion of the FDIC.

**3-7. OFFICIAL
BUSINESS
RECORD**

A. Where a specific organization and repository are recognized as the office of record or recordkeeping system, the original or master business record retained in that repository is considered the official business record for purposes of compliance with the RRS.

**OFFICIAL
BUSINESS
RECORD
(cont.)**

B. Divisions and Offices may also retain convenience copies of business records, in other locations and formats, to ensure availability and readability for immediate business needs only. These convenience copies should not be kept longer than needed unless subject to an active legal hold.

**3-8. BUSINESS
RECORD
CUSTODIANS**

The Division/Office responsible for the retention of a business record is considered the record owner. FDIC employees and contractors, with the support of the designated Records Liaison, must make sure that business records created or captured in their work group are properly retained. All other drafts and convenience copies should be promptly disposed of once they no longer serve a valid business purpose.

Note: Contractors are business record custodians but are **NOT** FDIC record owners.

3-9 FILE PLANS

Compliance with the retention period specified in the RRS is typically accomplished by establishing an organization-specific or repository-specific file plan.

A. Each file plan specifies instructions for retention and disposition of documents that are retained in particular repositories or recordkeeping systems.

B. For many types of paper records, when organized into a specific record series according to an organizational file plan, the retention period begins on the **last day of the year** that the business record is created, finalized, or becomes inactive. (See Sections 3-4., Time-Based Retention and 3-5., Event-Based Retention, above).

C. The file plan concept also applies to **electronic** filing and recordkeeping systems. The specific file plan for each system or repository may depend upon the capabilities and limitations of that system. Chapters 6 through 8 of this Manual outline the requirements for managing electronic records, including email and network file shares.

**3-10. CHANGES TO
THE FDIC
RECORDS
RETENTION
SCHEDULE
(RRS)**

A. All official changes to the RRS are the responsibility of RIMU. RIMU will seek counsel from the Legal Division prior to making certain changes to the RRS. If appropriate, RIMU will issue a written decision confirming compliance with applicable laws and regulations, and consistency with the objectives of the FDIC RIM Policy (see Chapter 1).

**CHANGES TO
THE FDIC
RECORDS
RETENTION
SCHEDULE
(RRS)
(cont.)**

- B. Requests for changes or exceptions to the RRS, including a request to reclassify non-record materials as business records, must be submitted in writing to RIMU.
- C. Record custodians may store business records for longer than the stated retention period, with written approval from RIMU, so long as extended retention serves a valid business purpose and does not violate applicable laws or regulations.

CHAPTER 4

ESSENTIAL RECORDS MANAGEMENT

4-1. PURPOSE

To provide guidance on the proper identification, preparation, and update of Essential Records crucial to the proper functioning of business at FDIC.

4-2. SCOPE

Guidelines in this chapter govern the retention of Essential Records necessary to support the continuity of essential business functions in the event of a national, regional, or local disaster or emergency. Examples of Essential Records include:

- A. Emergency plans and related business records that specify how the FDIC will respond in the event of an emergency;
- B. Business records needed to continue normal corporate operations; and
- C. Business records necessary to protect the legal and financial interests of the FDIC, its clients, and its employees and contractors.

4-3. IDENTIFICATION OF ESSENTIAL RECORDS

Essential Records refer to data produced by information systems and applications, electronic and hard copy documents, reference materials, and records necessary to support FDIC business entities during a continuity event. The identification, protection, and immediate availability of Essential Records necessary to support Primary Mission Essential Functions (PMEFs) and Mission Essential Functions (MEFs) under the full spectrum of all hazards and emergencies are critical elements of a successful continuity plan and program. The types of Essential Records are prioritized and must be accessible in the following order:

- A. Emergency operating records must be accessible within **12 hours** of an activation of a continuity plan. (Factor of 3)
- B. Legal and financial rights records must be accessible within **24 hours** of an activation of a continuity plan. (Factor of 2)
- C. Essential Operating Records must be accessible within **72 hours** of an activation of a continuity plan. (Factor of 1)

The higher the importance of the Essential Record, the greater the factor raising the overall risk of that record impacting critical functions. The current list of Essential Records can be viewed on the [RIMU website](#).

**IDENTIFICATION
OF ESSENTIAL
RECORDS
(cont.)**

Only the most recent and complete source of essential information is treated as an essential record. The subset of business records that are designated as Essential Records typically include, but are not limited to, the following:

1. Statement of corporate mission in an emergency;
2. Delegations of authority during emergency situations and orders of succession;
3. Regulations or announcements needed to be issued immediately at the beginning or the end of an emergency;
4. Information pertaining to the location of Essential Records;
5. Information about property damage and associated assessment data; and
6. Fiscal records, such as periodic summaries of financial status and records of funds received by or owed to the FDIC.

**4-4. PROTECTION
OF ESSENTIAL
RECORDS**

A. Essential Records in electronic format should be identified by their records custodians and included in the current disaster recovery plan as maintained and implemented by DIT.

B. Essential Records in physical form (e.g., paper) should be maintained in fire-proof filing systems, and/or **duplicate copies** should be prepared for separate storage as follows:

1. Once Essential Records have been identified, the Division/Office shall collect, duplicate (if extra copies are not already available), and inventory the Essential Records;
2. Pack the duplicate Essential Records in a standard records box for transfer to off-site storage;
3. Notify the Records Liaison that the Essential Records have been prepared, as well as the volume to be transferred to off-site storage; and
4. Coordinate with RIMU for a pick-up of the boxes and transport to the alternative storage site.

4-5. AMENDING

A. The FDIC is required to annually update its inventory of records deemed essential for business continuity during and immediately following a national, regional, or local disaster or emergency. All Divisions and Offices must identify Essential Records within their organizations along with corresponding point of contacts for the

**AMENDING
(cont.)**

records. When duplicate Essential Records are maintained in off-site storage, those duplicate records must be updated according to the schedule outlined in the Essential Records Index and Plan maintained by RIMU.

B. Upon request from the Records Liaison, Essential Records will be retrieved from off-site storage for updating. Once a corresponding index of Essential Records is updated, prior versions of the materials should be destroyed.

C. Upon completion of the update, the Records Liaison must be notified to coordinate pick-up and return the boxes to off-site storage.

4-6. RECOVERY

A. In the event that the original hard copy Essential Records are damaged during an emergency situation (i.e., fire, water, or other structural damage), the contents should not be disturbed. Instead, the Records Liaison or a member of RIMU staff must be immediately contacted.

B. The Records Liaison or RIMU staff member will assess the damage and determine the appropriate recovery method. If duplicate Essential Records are available in off-site storage, the authorized RIMU staff member will communicate with representatives of the off-site storage vendor and arrange for records recovery.

C. Electronically-stored Essential Records fall under the operational responsibility of DIT.

CHAPTER 5

DEPARTING/TRANSFERRING EMPLOYEES AND CONTRACTORS

5-1. PURPOSE

To provide guidance on proper identification and retention of business records and information in the custody of a departing/transferring FDIC employee or departing contractor once the departure/transfer process is initiated.

5-2. SCOPE

The procedures outlined in this chapter govern the identification and retention of all business records and non-record material (paper and electronic) that may still be needed for the continuation of business in the possession, custody, or control of any of the following individuals:

- A. Employees voluntarily departing the FDIC;
- B. Employees transferring between Divisions and Offices within the FDIC;
- C. Employees whose term of fixed service has expired without further renewal;
- D. Employees involuntarily departing the FDIC;
- E. Contractors voluntarily departing an FDIC contract; and
- F. Contractors involuntarily departing an FDIC contract.

Additionally, this chapter provides for a review of the confidentiality obligations of a departing employee in advance of the departure date and final pre-exit clearance of such employee.

5-3. DOCUMENT OWNERSHIP

A. All business records and non-record materials (documents), regardless of media, created, collected, or prepared by FDIC employees and contractors in the scope of their employment are the property of the FDIC. Departing employees and contractors are strictly prohibited from removing the following:

- 1. Original FDIC business records;
- 2. Documents (including copies) that contain sensitive and personally identifiable information (PII), controlled unclassified information (CUI), confidential or financial information, or other valuable information;
- 3. Any information protected under the Privacy Act; and

**DOCUMENT
OWNERSHIP
(cont.)**

4. Documents (including copies) subject to current litigation or legal holds

B. **Personal Materials** are documents that are created by employees for personal benefit relating solely to their personal affairs. Individuals may dispose of their personal materials at any time, and are expected to do so in the event of departure/transfer. In order to maintain personal privacy, it is critical that personal materials are kept separate from business records or other non-record material that are the property of the FDIC. To facilitate appropriate handling in the event of departure/transfer, FDIC employees and contractors should always keep personal materials in separate, clearly-marked file drawers, electronic folders, or storage media. Personal Materials include, but are **not** limited to the following examples:

1. Business or professional files created before entering service, files created during or relating to previously held positions, and reference files;
2. Private files created or received in the office, family and personal correspondence and materials documenting professional activities and outside business (including manuscripts and drafts for articles and books), and volunteer and community service records that are considered personal because they do not relate to FDIC business; and
3. An employee's copy of personnel documents such as copy of the PMR form, training certificates, resumes, etc.

**5-4. VOLUNTARY
DEPARTURES
OR INTERNAL
TRANSFERS**

A. The supervisor should review with the departing employee the terms of item 15 on form FDIC 2150/01, Pre-Exit Clearance Record for Employees containing the Employee's Certification as to confidentiality of "Confidential Information" and other matters, which the employee will be required to sign immediately prior to departing the FDIC employment.

B. In an effort to allow sufficient time for required actions, the employee or contractor must prepare form FDIC 2150/03, Data Questionnaire for Departing/Transferring Employees/Contractors at least one week, but no more than 30 days, prior to voluntary departure or an internal agency transfer. The data questionnaire is intended to capture the nature, content, value, and location of business records, non-record materials and other corporate information currently in the custody of a departing/transferring employee or departing contractor. This includes the location of paper and ESI in FDIC systems, network shares, and other locations.

**VOLUNTARY
DEPARTURES
OR INTERNAL
TRANSFERS
(cont.)**

The Records Liaison or representative or the OM of a departing contractor should meet with the employee or contractor within the policy timeframe to review the types of documents maintained and give direction as to appropriate handling and disposition of such documents.

The review process should cover all places, devices, and media where paper and electronic information may be stored. Common examples include:

1. Computer hard drives (i.e., c:\ drive);
2. Folders on FDIC network drives (i.e., U:\, T:\, and S:\);
3. Disposable media (i.e., thumb drives, storage drives, DVDs, tapes);
4. Stored emails; and
5. Filing cabinets and desk drawers.

C. The employee or contractor shall be required to surrender ownership of all FDIC business documents in their possession, custody, or control.

1. This process is best accomplished by conducting a systematic clean-up and classification of all documents.
2. Additional guidelines and technical instructions are listed in Section 5-6., References, below.

D. The employee or contractor shall then secure the documents in advance of departure. This may also require confirming the location of ESI listed on form FDIC 2150/03, Data Questionnaire for Departing/Transferring Employees/Contractors.

E. Once the employee or contractor has secured the documents and made sure that custody has been provided to the Records Liaison or OM, the Records Liaison or OM shall confirm that business records, files, and information are surrendered.

**5-5. INVOLUNTARY
DEPARTURES**

A. Prior to involuntary departure, the employee or contractor must surrender all FDIC business records, files, and information to his/her supervisor or OM. To the extent feasible, the supervisor should review with the departing employee the terms of section 15 of form FDIC 2150/01, Pre-Exit Clearance Record for Employees containing the Employee's Certification as to non-disclosure of "Confidential Information" and other matters, which the employee will be required to sign immediately prior to departing the FDIC employment.

**INVOLUNTARY
DEPARTURES
(cont.)**

B. As necessary, his/her supervisor or OM should submit form FDIC 1210/23, Administrative Hold Request, to ensure that email records are appropriated before or soon after the departure to avoid disruption in service or access to information.

C. The supervisor or OM shall reassign responsibility for management of the business records in accordance with the FDIC RIM policy and the RRS.

5-6. REFERENCES

For additional information, refer to:

A. FDIC Circular 2150.1, Pre-Exit Clearance Procedure for FDIC Employees;

B. Form FDIC 1210/23, Administrative Hold Request;

C. Form FDIC 2150/01, Pre-Exit Clearance Record for Employees; and

D. Form FDIC 2150/03, Data Questionnaire for Departing/Transferring Employees/Contractors.

CHAPTER 6

ELECTRONIC RECORDS MANAGEMENT GUIDELINES

- 6-1. PURPOSE** To provide general guidelines on the storage, retention, and management of business records and non-record materials maintained in FDIC electronic systems and repositories such as network drives, SharePoint sites, and portable storage media.
- 6-2. SCOPE** These guidelines apply to all electronic records created and captured by FDIC systems and repositories, and apply broadly to all types of ESI.
- 6-3. POLICY**
- A. All business records must be managed according to the FDIC RRS and appropriate guidelines, procedures, and file plans.
 - B. FDIC employees and contractors are expected to apply good recordkeeping practices when creating, naming, filing, and transferring business records in accordance with established file plans.
 - C. In general, electronic documents shall be retained in their original formats. However, when such documents require long-term records retention, the applicable file plans and work instructions may require conversion to a standard, application-independent format (such as PDF/A).
- 6-4. ELECTRONIC ORIGINALS**
- A. In some cases, a particular document may exist in both paper and electronic format. For example, a report or an email may be created in an electronic system and then printed to paper. There is no universal guideline that specifies which instance of the document is the original or official record. The Division/Office Director, or his/her designee, should work with the Records Liaison and subject matter experts to identify the official recordkeeping system.
 - B. FDIC employees and contractors are responsible for identifying documents and data that constitute business records and ensuring that at least one copy is being retained by an appropriate office or recordkeeping system.
 - C. Where practical and appropriate, business records shall be retained in **electronic** format in an FDIC authorized recordkeeping system.
 - D. Once the official record copy is determined, all other copies of that document are considered convenience copies and retained until they are no longer needed for reference and productivity purposes.

**ELECTRONIC
ORIGINALS
(cont.)**

E. FDIC employees and contractors must work with the responsible manager and Records Liaison to ensure that the official record copy of each document or data set is being retained and managed according to the RRS and the appropriate guidelines, procedures, and file plans.

F. Storage of electronic versions of business records must be in designated repositories, virtual collaboration spaces, or databases on the FDIC network.

G. Employees and contractors shall **not** store FDIC official business records, including emails, in unauthorized repositories for long-term use (not to exceed five (5) years) to include:

1. Microsoft OneNote;
2. USB flash drives;
3. CDs;
4. DVDs; and
5. External hard drives.

Note: The C: drive (local hard drive) should not be used to store FDIC records. For laptop users, there should be processes in place to upload information to a network drive or repository.

**6-5. INFORMATION
REPOSITORIES**

A. **Repository:** This term applies to systems, network locations, or application data stores where electronic documents and data are kept during active use or archival storage. The term can also refer to a place where paper records are stored.

B. **Electronic information repositories** generally contain structured, unstructured, or semi-structured data as follows:

1. **Structured Data** repositories include FDIC applications that contain information in structured fields with clear relationships, application-specific reporting capabilities, and other features.

Examples include applications such as NFE, CHRIS, and data stored in a database.

2. **Unstructured Data** is a generic label for describing information that is not in a database. Unstructured data can be textual or non-textual. Unstructured data repositories generally contain documents created by users or generated by scanning or similar processes.

**INFORMATION
REPOSITORIES
(cont.)**

Examples of textual file formats include Word documents, PowerPoint presentations, and Excel worksheets. Examples of non-textual unstructured data include JPG images and Flash video files. Example repositories include file shares, SharePoint, systems such as Regional Automated Document Distribution and Imaging (RADD), and document management systems such as Documentum (e.g., CDIS) or HP TRIM (ARMS).

3. **Semi-structured Data** repositories include some structured metadata combined with unstructured content. Example repositories include the Exchange email server and the Enterprise Vault (EV) email archiving system.

C. As indicated in Chapter 3, Retention of Business Records Under the RRS, a repository-specific file plan must define the structures and controls that will enable the FDIC to manage records and information in compliance with the RRS and other policy requirements.

**6-6. RECORD-
KEEPING
SYSTEMS**

A. For certain record types, a specific enterprise application or document repository has been declared as the official recordkeeping system. For example, many types of accounting records are retained in official financial systems, or those systems produce the reports that are then automatically filed as official records.

B. For those record types where no specific repository has been identified, DOA and DIT will provide guidelines that will enable FDIC employees and contractors to identify business records for storage in the appropriate recordkeeping system. This will make records and information easier to store, search, retrieve, protect, and manage over the entire lifecycle and required retention period.

C. Where the capture and placement of records require human judgment and direction, FDIC employees and contractors will need to identify each record (or a file containing multiple records) and place it into the appropriate repository and file location.

D. Once a record has been identified and placed into the appropriate repository, the system settings, administrative tools, and processes should manage the retention and disposition of those records in accordance with the RRS and the appropriate file plans.

6-7. REFERENCES

For additional information, refer to the following Chapters:

A. Chapter 7, Email Records Management Guidelines;

B. Chapter 8, Network Drive/File Shares RIM Guidelines; and

C. Chapter 9, Digitization Guidelines.

CHAPTER 7

EMAIL RECORDS MANAGEMENT GUIDELINES

- 7-1. PURPOSE** To provide guidance on the management, preservation, and disposition of email.
- 7-2. SCOPE** These guidelines govern the treatment of all email communications, regardless of the method of delivery (e.g., desktop, laptop, personal digital assistant [PDA]), sent or received in the course of FDIC business.
- 7-3. EXPECTATION OF PRIVACY**
- A. FDIC email communications may qualify as business records that may be accessed, inspected, and disclosed by the Corporation at any time to satisfy legal or regulatory requirements. Authorized personnel may need to search and examine the content of email for such purposes. FDIC employees and contractors have no expectation of privacy regarding the content of email messages and attachments.
- B. FDIC employees and contractors **do not** have a vested, personal ownership of email sent/received on FDIC Email Systems, on equipment belonging to the FDIC, or during the course of Corporation business.
- 7-4. EMAIL MANAGEMENT EMAIL+**
- A. Like any other form of documentation, some email messages are business records while others are non-record material. This distinction is made based on the actual content of the email message.
1. **Email Management for Employees.** FDIC employees are required to store emails in the three managed folders in Microsoft Outlook (e.g., 01 -Working Documents, 02 - Business Records, and 03 – Indefinite Records).
2. **Email Management for Contractors.** Contractors are provided one Working Document folder that has a three-year retention. Documents maintained by the contractor that are older than the three-year retention must be provided to the designated OM, Technical Monitor, or FDIC employee prior to the end of the three-year retention period.
- Note:** Emails that remain in the Inbox and Sent Items may be subject to automatic deletion after 120 days.
- B. The content of both incoming and outgoing email should be evaluated to identify messages that meet the definition of a business record and those that meet the definition of non-record material.

**EMAIL
MANAGEMENT
EMAIL+
(cont.)**

C. Email business records typically include one or more of the following attributes, they:

1. Document the FDIC's mission, policies, decisions, directions, actions, or results;
2. Provide evidence of an FDIC business transaction;
3. Are required for use in other official actions; or
4. Fall under one of the Record Classes identified in the RRS.

D. Email business records should be stored in the business records or indefinite records folder that satisfies the assigned retention period for the business content, as outlined in the RRS. The file plan for email business records and non-record materials specifies three managed folders, as follows:

1. Working Documents retained for three (3) years;
2. Business Records retained for seven (7) years; and
3. Indefinite Records retained for longer than seven (7) years according to the RRS.

Note: For additional information on the retention of **Managed Folders**, visit the RIMU website <https://fdicnet.fdic.gov/content/doa/home/rim.html>.

E. As a rule, the vast majorities of email messages are transitory in nature and should be considered non-record material. These messages should only be retained on a short-term basis, 90 days or less. Non-record email contain minimal or zero documentary or evidentiary value and may include non-substantive comments on drafts, routine requests for information which require no administrative action, policy decision or special compilation, or research for reply, communications about routine activities containing no substantive information, and most meeting notices or reminders.

F. Non-record emails should be deleted immediately when they are no longer needed for reference.

**7-5. EDUCATION
AND
COMPLIANCE/
EMAIL⁺**

A. RIMU routinely monitors employees' use of managed folders. This process is referred to as Education and Compliance and is designed to educate, support, and promote employees on managed folders usage and records retention.

B. The 03-Indefinite Records Folder is currently targeted to ensure that usage is compliant with the FDIC RIM Policy. As trusted custodian of

**EDUCATION
AND
COMPLIANCE/
EMAIL⁺
(cont.)**

employees' business records, employees should have only a small percentage of email messages in the 03-Indefinite Records Folder that are long term or event-based records. More detailed information on the appropriate use of the 03-Indefinite Records Folder can be found in the link below:

[Appropriate use of 03-Indefinite Records Folder](#)

CHAPTER 8

NETWORK DRIVES/FILE SHARES RIM GUIDELINES

- 8-1. PURPOSE** To provide instructions on proper sharing, storage, and management of electronic business records and non-record material placed on FDIC network drives/file shares.
- 8-2. SCOPE** These guidelines govern FDIC employees and contractors' use of network drives/file shares intended for use as file systems for a Division/Office or workgroup.
- 8-3. FILE SHARE STRUCTURE**
- A. Network file shares as "shared drives." A local drive is usually the C:\ drive.
 - B. There are three primary types of network file shares in the FDIC environment:
 - 1. Shared Files (usually the S: drive, but also R:, T:, X:, Y:, and Z:), which are used for Divisions and Offices and individual workgroups to share files with each other; and
 - 2. Common Files (usually the T: drive) typically used to share documents between individuals in multiple Divisions and Offices located in Headquarters, Regional, Area or Field Offices.
 - C. In most cases, business records can and should be accessible by other members of an organization or work group. When records are retained in network folders, they should be placed in a shared directory (e.g., the "S: drive") in the current FDIC workstation profile. The local C:\ drive should not be used to store FDIC records.
 - D. Confidential Records are not appropriate for shared or common directories, but may be appropriately placed into an individual home directory (e.g., the U: drive) that is not shared with others. In instances when multiple people need access to confidential information, the folder containing the information can be further restricted to only those requiring access.
- To the extent that business records are retained in home directories, responsible FDIC employees and contractors must ensure that those records are being appropriately managed. They will also need to arrange to hand off those business records in the event of a transfer or departure, as described in Chapter 5, Departing/Transferring Employees and Contractors.

**FILE SHARE
STRUCTURE
(cont.)**

E. Top-level organization folders are set by DIT administrators. However, subject and project folders can be established by Record Liaisons (or by other authorized FDIC employees and contractors) and managed according to an appropriate file plan as outlined below.

Within the overall organizational file plan, individuals may create subfolders for records related to specific subjects and time frames, as appropriate.

**8-4. FILE SHARE
CONTENT**

A. All ESI placed on network file shares must be related to official FDIC business. Electronic versions of personal, non-business documents should not be stored on network file shares.

B. Network file shares should **not** be used for retention of long-term business records. Generally, division-specific document management systems provide more complete RIM capabilities than network file shares.

C. If another repository or recordkeeping system has been established for a particular organization or project, FDIC employees and contractors should place the associated business records in that location, as documented in applicable file plans and procedures.

**8-5. FILE SHARE
FILE PLAN**

A. FDIC employees and contractors, including functional managers and work group leaders, should collaborate to define file plans that will enable appropriate records retention and security, while also supporting ease of document filing and retrieval.

B. Such file plans should include logical folder structures and naming conventions that are appropriate for business processes and the types of records that are being created, captured, or stored in the file share folders.

C. Record Liaisons will work with business organizations to establish file plans and procedures that are appropriate for business objectives and process requirements that support effective compliance with the FDIC RIM policy.

**8-6. RETENTION
AND
DISPOSITION**

A. Business records must be retained and managed according to the RRS.

B. Record Liaisons will work with business organizations to establish procedures for regular review of the documents contained in file shares and to identify materials that have met their retention requirements and are no longer needed.

**RETENTION
AND
DISPOSITION
(cont.)**

C. Expired documents may be scheduled for deletion after ensuring compliance with any applicable legal holds.

D. Questions regarding these requirements should be directed to the designated Records Liaison or RIMU staff member.

E. FDIC employees and contractors may delete non-record material, not subject to legal hold, once it no longer has immediate business value.

8-7. REFERENCES

For additional information, refer to the following:

A. FDIC Circular 1300.4, Acceptable Use Policy for Information Technology Resources;

B. FDIC Circular 1301.3, Enterprise Data Management Program;

C. FDIC Circular 1360.9, Protecting Sensitive Information; and

D. FDIC Circular 1360.15, Access Control for Information Technology Resources.

CHAPTER 9

DIGITIZATION GUIDELINES

- 9-1. PURPOSE** To provide instructions on the proper creation of electronic images of paper documents as part of an established business process, including images intended for long-term storage as business records.
- 9-2. SCOPE** These guidelines govern FDIC employees and contractors use of scanning and imaging devices in the course of their official duties and in accordance with the FDIC RIM Policy.
- 9-3. BUSINESS RECORDS**
- A. In some instances, materials originally received as paper documents will need to be converted into electronic images for ease and efficiency of access, retention, and disposition.
 - B. Employees and contractors should consult the applicable file plans and work instructions to determine which documents and business records should be stored in electronic formats, and ensure that the scanned versions of paper documents meet all applicable legal and functional requirements.
 - C. Whenever possible, FDIC employees and contractors should ensure that documents originally created in electronic formats are **not** printed out and then converted into a scanned format for recordkeeping purposes. Generally, electronic documents should be retained in their original format or in standard long-term retention formats, as specified in Chapter 6, Electronic Records Management Guidelines.
 - D. In some cases, the paper originals must be retained as business records; for example, paper originals may be required for certain real estate records or contract signature pages. Such requirements will be reflected in the applicable file plans.
- Note:** Such materials may be scanned to improve accessibility for frequent reference and/or to create duplicate copies under the Essential Records Index and Plan.
- 9-4. NON-RECORD MATERIAL** Electronic images that are non-record material should be disposed of in a timely manner once there is no need for their continued storage.
- 9-5. BUSINESS PROCESS**
- A. When electronic images of paper documents are created for access and retention as business records, specific work instructions should be established to ensure compliance with the FDIC RIM Policy Manual.

**BUSINESS
PROCESS
(cont.)**

B. The responsible Records Liaison must periodically review all scanning-related work instructions and ensure continued applicability of RIM standards and guidelines to meet operational business needs.

C. The work instructions for each scanning process should address, as appropriate, topics such as the following:

1. Document preparation and handling;
2. Image capture (including appropriate scanner settings for image resolution, document legibility, and output file size);
3. Appropriate limits on the use of color scanning or high-resolution scanning;
4. Acceptable file formats (especially for business records that require long-term retention);
5. Optical Character Recognition (OCR), if needed, labeling, and file naming conventions;
6. Compliance with applicable file plans;
7. Document/image indexing;
8. Testing and maintenance of imaging equipment; quality control (QC) and image standards verification;
9. Data and image backup;
10. Document access and security controls;
11. Retention or disposition of paper originals after scanning; and
12. Creation of an audit trail.

**9-6. GENERAL
SCANNING**

A. Scanned document quality must be reviewed to ensure the creation of true, accurate, and complete electronic images that fulfill the applicable business purposes and recordkeeping requirements.

B. QC is particularly important when paper originals are to be destroyed following creation of the electronic image.

C. Whenever practical, QC should be established as an inherent part of the business process (e.g., when scanned images are reviewed and indexed during a formal work flow process).

D. QC inspection should also be conducted by a supervisor or designated QC staff to verify that the scanning work instructions are

**GENERAL
SCANNING
(cont.)**

being followed. Review criteria include, but are not limited to, the following:

1. Overall legibility;
2. Completeness of detail;
3. Dimensional accuracy;
4. Scanner generated speckle;
5. Density of solid black areas;
6. Color fidelity;
7. Image skew;
8. Page count validation; and
9. Image rotation:
 - a. Image cropping;
 - b. Index data accuracy; and
 - c. Image format compliance.

CHAPTER 10

ON-SITE PAPER RECORDS MANAGEMENT

- 10-1. PURPOSE** To provide guidance on the management of paper records created, collected, stored, and disposed of in the regular course of FDIC business.
- 10-2. SCOPE** These guidelines govern the management of all paper records on-site at FDIC locations.
- 10-3. STORAGE**
- A. Whenever possible, business records should be stored in a centralized location accessible to necessary FDIC employees and contractors. Each Division/Office should develop a content map that identifies an assigned location for common file drawers and cabinets.
 - B. Common file drawers and cabinets containing confidential, proprietary, or otherwise sensitive information should be kept locked.
- 10-4. NON-RECORD MATERIAL**
- A. Non-record material maintained on-site should be disposed of in a timely manner once no longer needed for business purposes.
 - B. In most cases, drafts, convenience copies, and other working documents can be discarded once the official record is finalized. However, in some cases, specialized work instructions/guidelines may require the retention of drafts for the full retention period as stated in the RRS.
 - C. When disposing of drafts, convenience copies, and other business-related non-record materials, verify whether a complete paper record or an identical electronic record is already being retained as the official business record in some other location. Retaining both copies is usually unnecessary.
- 10-5. PAPER RECORDS FILE PLAN**
- A. Record Liaisons will maintain file plans that describe the filing system for records being retained in paper form. Each file plan will:
 - 1. Specify distinct record series identifiers (e.g., file folder names or document titles);
 - 2. Identify the appropriate record classes and retention periods as specified in the RRS; and

**PAPER
RECORDS
FILE PLAN
(cont.)**

3. Specify labeling methods, physical organization, and indexing methods. The file plan for each location will also include a general index of the documents being retained (at the folder level).

B. Record Liaisons are also charged with making sure that prime storage is allocated to the most frequently referenced business records. Specifically, these storage areas should be used to store active business records relating to ongoing FDIC business.

C. Inactive business records may be transferred to off-site storage for the remainder of their retention period. For more information on proper management of inactive business records, see Chapter 11, Off-Site Paper Records Management.

**10-6. FILE
MAINTENANCE**

Files should be maintained in an orderly, systematic manner so documents can be retrieved quickly and sensitive information protected.

A. In accordance with the RRS, Divisions/Offices must maintain/purge files and conduct annual file breaks to facilitate continuous disposal or transfer of files no longer needed for on-going FDIC business. Additionally, Divisions and Offices shall:

1. Prepare inventories of eligible inactive files for transfer to off-site storage;
2. Purge publications, reference materials, and obsolete forms; and
3. Dispose of files eligible for destruction.

B. Guidelines for breaking files are as follows:

1. **Case Files:** When case files are closed or become inactive, clearly mark the date the case file became inactive on the tab of the folder. Arrange closed or inactive files in the organization's standard manner and separate the inactive from active files.

Note: The numerical FDIC Subject Classification Codes, Appendix B, may be used to organize and file paper documentation.

2. **Subject Files:** Subject or correspondence files arranged alphabetically shall cutoff at the end of each calendar year. At the beginning of each calendar year, Divisions and Offices must establish a new set of file folders for the current year.

3. **Technical Reference Materials:** Keep reference materials only as long as needed. Some reference materials remain useful until they are superseded. If appropriate:

**FILE
MAINTENANCE
(cont.)**

- a. Replace technical reference materials with current materials when received; and
- b. Review reference materials and dispose of obsolete items at periodic intervals and annually.

**10-7. ON-SITE
FILE
REVIEW**

A. All FDIC employees and contractors are expected to periodically review business records and information within their possession or control. Such reviews may be done independently or as part of an annual "Clean-Up Day" initiated by the Division/Office in conjunction with Record Liaisons.

B. During the review, paper records that are no longer active should be separated from active business records and transferred to off-site storage in accordance with the RRS.

**10-8. RECORDS
TRANSFER**

During the review and prior to transfer of any paper business records to off-site storage facilities, the following should be considered in accordance with the RRS.

A. **Frequency of Reference:** If a collection of business records is referenced less than once per quarter, then it may be time to transfer off-site.

B. **Demands for Floor Space:** If the demand for on-site floor space is high, Divisions and Offices should consider transferring the inactive business records to off-site storage.

C. **Remaining Retention Period:** On-site and off-site retention periods shall be monitored, especially if the remaining retention period is short (e.g., less than one year), and on-site storage space is adequate, it may be more cost-effective to complete the retention period and disposal on-site.

CHAPTER 11

OFF-SITE PAPER RECORDS MANAGEMENT

- 11-1. PURPOSE** To provide guidance on the management of records created, collected, stored, and disposed of in the regular course of FDIC business.
- 11-2. SCOPE** These guidelines govern the treatment of all paper records maintained at off-site storage facilities by approved third-party vendors under contract with the FDIC.
- 11-3. APPROVED STORAGE**
- A. The OM is the approval contact for off-site records storage vendor contracts.
 - B. The OM maintains a list of all approved off-site storage vendors and locations for the FDIC.
 - C. When records are acquired from a failed financial institution, a transfer process may be required to arrange approved off-site records storage for those records.
- Note:** FDIC paper records should **not** be transferred to off-site storage facilities not explicitly sanctioned by RIMU.
- 11-4. TRANSFER DETERMINATION**
- A. During periodic on-site reviews (in accordance with Chapter 10, On-site Paper Records Management), records may be identified as eligible for transfer to approved off-site storage.
 - B. Only official business records should be sent to off-site storage. Convenience copies, personal papers, drafts, and other non-record materials should not be transferred to off-site facilities. The exception is large volumes of non-record materials subject to legal hold.
 - C. Employees should contact a Records Liaison to ensure that the records identified by the Division/Office are appropriate for transfer.
- 11-5. TRANSFER PROCESS**
- A. Each box should be packed in accordance with RIMU guidelines described in the Record Box Packing Job Aid.
 - B. Record Liaisons and RIMU staff should be contacted for box labels that must be completed and affixed to the storage box before being accepted for transfer to an off-site storage facility. Labels should be affixed to the boxes on the narrow side so that the label is visible when the boxes are stacked.

**TRANSFER
PROCESS
(cont.)**

C. Each box must contain an index/inventory of the records inside, noting any box label identifiers. A searchable copy of the index must be provided to the Records Liaison and kept by the originating Division/Office for records tracking purposes, preferably as an electronic record.

D. The Records Liaison will upload the box inventory in ARMS, and either enter information into ARMS or review the required metadata in ARMS input by the Division/Office. The Records Liaison then coordinates the physical transfer of the records to an approved off-site storage facility.

**11-6. RECORDS
RETRIEVAL**

A. Periodically, inactive records transferred to off-site storage are required to resolve a new business issue or for active reference. Retrieval occurs by initiating a formal request through ARMS. In those instances where there is no direct access to ARMS, a request must be made via email to the RMAC or RMACWest mailbox.

B. Upon receipt of requested records, the employee should verify the record content of the box to ensure it contains the information requested. If record content contains PII or sensitive information, the employee should ensure that the box is held in a secure area.

C. Retrieval of records from off-site storage is restricted to authorized parties. Requests by a Division/Office for records outside of its business function must be approved in writing by the custodian unless a pre-determined access policy is already in place.

E. The following is a list of special service levels for box retrieval:

1. **Standard** service level is next day delivery (i.e., request received by 3:00 pm for delivery the next business day by 5:00 p.m.).

2. **Expedited** service is same-day delivery (i.e., request received by 10:00 am for delivery by 5:00 pm that same day).

3. **Rush** service is only authorized upon approval from RIMU due to the additional costs associated with this service.

F. Delivery of the retrieved box may be made by a representative from the third-party off-site storage vendor or by the designated Records Liaison. A delivery confirmation form will be provided at the time of delivery and must be completed by the recipient before the box is released.

**11-7. RETURNING
RECORDS**

A. Business records must be returned to off-site storage no later than 90 days after receipt unless a formal exception is approved by RIMU.

B. The box must be repacked with all of the same records that it contained when it was originally transferred to off-site storage. If necessary, copies of the records can be made by the requestor, but the copies should not be put in the storage box.

CHAPTER 12

PAPER RECORDS DESTRUCTION

- 12-1. PURPOSE** To provide guidance on the proper destruction of paper records being stored by or on behalf of the FDIC.
- 12-2. SCOPE** These procedures govern the treatment of paper records eligible for destruction under the RRS once the applicable retention period has elapsed. However, these procedures do not apply to paper records under an active legal hold issued by the Legal Division.
- 12-3. NON-RECORD MATERIAL** FDIC employees and contractors may dispose of non-record material (e.g., convenience copies, drafts, personal papers, etc.) without providing written notification to RIMU staff as long as the materials are not subject to an active legal hold.
- 12-4. ON-SITE**
- A. In most cases, business records can be disposed of using the FDIC approved shred bins.
 - B. Record Liaisons may provide technical support and analysis, related to legal hold status and interpretation of the RRS if required.
 - C. If local destruction is not possible or appropriate, the Records Liaison may request RIMU staff to arrange for transfer and secure destruction of the business records via the off-site storage vendor.
 - D. The off-site storage vendor will destroy all business records approved for destruction. The vendor will also provide a Certificate of Destruction at the end of the process to RIMU for validation and filing with other contract documentation.
- 12-5. OFF-SITE** All off-site record destructions are initiated by RIMU on a quarterly or as needed basis.
- A. RIMU will prepare form FDIC 1210/24, Records Destruction Notification, for each Division/Office that is a custodian of off-site records eligible for destruction, and forward the form to the Records Liaison. Form FDIC 1210/24 will indicate the time allowed for review and for initiation of an administrative hold request, if needed.
 - B. The Records Liaison will review the Records Destruction Notification and forward it to the Director of the Division/Office for approval.

**OFF-SITE
(cont.)**

C. If the Division/Office requires an extension on any of the records scheduled for destruction, the Records Liaison will complete the "Remarks" section of form FDIC 1210/24, specifying the justification for maintaining the records along with a new proposed destruction date and submit to RIMU for concurrence and approval.

D. If approved, RIMU will update its database with the new destruction date and note the justification for maintaining the records beyond the prescribed retention provided in the corresponding RRS.

E. If the request to delay is denied or not received by RIMU in the allotted time to respond, the Records Destruction Notification is marked complete. RIMU will contact the off-site storage vendor directly to request that it proceed with destruction of the designated business records.

F. The off-site storage vendor will destroy all business records approved for destruction. The vendor will also provide a signed Certificate of Destruction at the end of the process to RIMU certifying completion of the destruction.

G. RIMU will verify and validate the destruction of the authorized business records.

**12-6. FAILED
FINANCIAL
INSTITUTIONS
BUSINESS
RECORDS**

A. The Chief, RIMU holds sole authority to request the destruction of failed financial institution business records in the physical possession of the FDIC. Requests for concurrence to proceed with destruction of eligible failed financial institution records will be coordinated with both the Division of Resolutions and Receiverships (DRR) and the Legal Division.

B. DRR Customer Service will coordinate, with both the Legal Division and the Chief, RIMU, a response to written requests from failed bank acquirers regarding all categories of business records eligible for disposal in the possession of an acquirer. Prior to granting approval to an acquirer:

1. DRR Customer Service personnel will determine if any of the business records in the acquirer's possession have any further relevance to the FDIC's receivership activities;
2. Legal Division personnel will confirm if there is pending litigation in connection with the receivership; and
3. DRR Customer Service will handle all direct correspondence between the FDIC and the acquirer and forward all documents confirming the completion of business records destruction to the Chief, RIMU.

**FAILED
FINANCIAL
INSTITUTIONS
BUSINESS
RECORDS
(cont.)**

Note: When destruction is planned for business records of a failed financial institution, the Chief, RIMU shall notify the appropriate state banking official of proposed destruction activity if the failed institution was state chartered.

CHAPTER 13

FDIC SITE CLOSURE GUIDELINES

- 13-1. PURPOSE** To provide instructions on the proper marking, transfer, and storage of business records from locations where FDIC employees and contractors will no longer conduct official business activities.
- 13-2. SCOPE** These guidelines govern the treatment of business records and non-record material held at the FDIC sites designated for closure, regardless of size, location, or type of media.
- 13-3. PREPARING FOR CLOSURE**
- A. The Records Liaison responsible for an organization at a FDIC location set for closure will work with RIMU and DIT to ensure compliance with the RRS, termination of user access to the FDIC network, email, remote access, VPN, and other applications.
 - B. The Division/Office Director will identify the organization/branch that will take responsibility for the documents found at the closing site on a going forward basis.
 - C. The designated Records Liaison, with the assistance of the on-site manager/supervisor, will create an index that describes the nature, content, relative business value, and information resources for the closing site.
 - D. Business records in the custody of departing FDIC employees and contractors shall be organized and prepared for records transfer in accordance with procedures described in Chapter 5, Departing/Transferring Employees and Contractors.
 - E. Personal materials belonging to FDIC employees or contractors should be removed or deleted from FDIC facilities and recordkeeping systems in accordance with procedures described in Chapter 5, Departing/Transferring Employees and Contractors.
- 13-4. TRANSFER OF PAPER RECORDS**
- A. After a recipient Division/Office is assigned to assume responsibility for the records at the closed site, the Records Liaison will coordinate the following activities with the staff:
 - 1. Identify business records stored both on-site and off-site that need to be transferred to the new location;
 - 2. Remove all convenience copies, drafts, and transitory information that are not subject to a legal hold;

**TRANSFER
OF PAPER
RECORDS
(cont.)**

3. Keep business records organized in the same order as they appeared in filing cabinets and drawers (e.g., alphabetical, numerical, or chronological order);
4. Pack letter and legal-sized business records into standard record boxes approved by RIMU;
5. Pack each box with business records that were created/ obtained in the same year and have the same destruction date;
6. Pack any microfiche, magnetic media and other odd-sized business records in special cartons designated specifically for these media types;
7. Assign a unique number to each box, noting the number on both the side and the front face of the box;
8. Note the unique box number in a box index specifically created for the closing site;
9. Use an approved common carrier to transport the securely packed boxes to the new location; and
10. Provide details of the transfer to RIMU.

B. Once the boxes are received at the new location, the Records Liaison from the receiving Division/Office will compare the business records received against the index of business records made while still on location at the closing facility.

C. For guidance on records that are being transferred from the closing site to off-site storage, refer to Chapter 11, Section 11-5: Transfer Process.

**13-5. TRANSFER OF
ELECTRONIC
RECORDS**

DIT is responsible for:

- A. Surveying the closing site and identifying any storage hardware that needs to be transferred to an alternate site; and
- B. Ensuring that network spaces and other electronic record repositories will continue to be accessible once the site is closed.