

SUBCHAPTER B—RECORDS MANAGEMENT

PART 1220—FEDERAL RECORDS; GENERAL

Sec.

- 1220.1 Scope of subchapter.
- 1220.2 Responsibility for records management programs.

Subpart A—General Provisions

- 1220.10 Authority.
- 1220.12 Applicability.
- 1220.14 General definitions.
- 1220.16 Reports to the Congress and the Director of the Office of Management and Budget.
- 1220.18 Inspection of records.

Subpart B—Agency Records Management Programs

- 1220.30 Authority.
- 1220.32 Program content.
- 1220.34 Creation of records.
- 1220.36 Maintenance and use of records.
- 1220.38 Disposition of records.
- 1220.40 Liaison offices.
- 1220.42 Agency internal evaluations.

Subpart C—NARA Evaluation Program

- 1220.50 Authority.
- 1220.52 Purpose and scope.
- 1220.54 Evaluation process.
- 1220.56 Evaluation report.
- 1220.58 Agency action plans and progress reports.
- 1220.60 Followup notification and reviews.

AUTHORITY: 44 U.S.C. 2104(a) and chs. 29 and 33.

SOURCE: 50 FR 26930, June 28, 1985, unless otherwise noted.

§ 1220.1 Scope of subchapter.

Subchapter B prescribes policies for Federal agencies' records management programs relating to records creation and maintenance, adequate documentation, and proper records disposition.

§ 1220.2 Responsibility for records management programs.

The National Archives and Records Administration Act of 1984 amended the records management statutes to divide records management responsibilities between the National Archives and Records Administration (NARA)

and the General Services Administration (GSA). Under the Act, NARA is responsible for adequacy of documentation and records disposition and GSA is responsible for economy and efficiency in records management. NARA regulations are codified in this subchapter. GSA records management regulations are codified in 41 CFR part 102-193. Federal agency records management programs must be in compliance with regulations promulgated by both NARA and GSA.

[57 FR 19807, May 8, 1992, as amended at 67 FR 31962, May 13, 2002]

Subpart A—General Provisions

§ 1220.10 Authority.

The regulations in this part are issued under the provisions of the National Archives and Records Administration Act of 1984 (Pub. L. 98-497, 44 U.S.C. 101 *note*).

§ 1220.12 Applicability.

The regulations in subchapter B apply to all Federal agencies as defined in § 1220.14.

§ 1220.14 General definitions.

As used in subchapter B—*Agency* (see *Executive agency* and *Federal agency*).

Adequate and proper documentation means a record of the conduct of Government business that is complete and accurate to the extent required to document the organization, functions, policies, decisions, procedures, and essential transactions of the agency and that is designed to furnish the information necessary to protect the legal and financial rights of the Government and of persons directly affected by the agency's activities.

Appraisal is the process by which the National Archives and Records Administration (NARA) determines the value and thus the final disposition of Federal records, making them either temporary or permanent.

Commercial records storage facility is a private sector commercial facility that