

Date: **FEB 26 2020**

From: Assistant Secretary for Information and Technology/Senior Agency Official for Records Management (005)

Subj: Importance of Records Management: Documenting and Preserving Our Agency's History (VIEWS 01389421)

To: Under Secretaries, Assistant Secretaries, and Other Key Officials

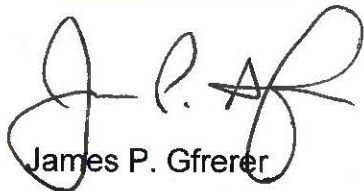
1. Records Management ensures that institutional records of vital historical, fiscal, and legal value are identified and preserved, and that non-essential records are discarded in a timely manner according to established guidelines and identified legislation.
2. Benefits of Records Management include more effective management of your current records (both paper and electronic); a reduced / eliminated level of record-keeping redundancies; reduced costs for records storage equipment and supplies; and increased usable office space through the elimination of unnecessary file storage. In addition, Records Management provides institutional accountability and timely access to information.
3. Every person (employees and contractors) who works for the federal government is responsible for Records Management. If you create a document using Word Processing tools, enter information into a database, file a document in a folder (electronic or paper), answer an inquiry from the public, respond to a FOIA request, or do anything else that documents your activity for VA, you are a records custodian.
4. Records provide evidence of your respective program office business activities and function. Whether something is a VA record (as oppose to personal records) depends on the information it contains and the context of its creation. Records can be in paper, digital or other formats. Some examples include: emails, reports, databases, letters, meeting minutes, policy/briefing papers, text messages and social media sites.
5. Most importantly, it is the law. Records are evidence of VA organization, functions, policies, procedures, decisions, and activities pursuant to the federal law, Title 44 United States Code, and federal regulations governing Records Management, 36 C.F.R. Chapter XII, Subchapter B, Parts 1220 -1234.

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6. I urge all VA employees and VA contractors to take the Records Management for Everyone (WBT) training offered in the VA Talent Management System (TMS). The course number is VA 4192704. The training is important to everyone for integrating records management security practices into their processes

7. Thank you in advance for taking part in the effort to improve the agency's ability to implement and sustain an effective Records Management program. For more information on VA's policy regarding records management, see VA Directive 6300, Records Management Program. If you have questions or concerns, please contact your respective records officer/manager or contact the VA Agency Records Officer, Kim Tart at kim.tart@va.gov or phone at 202-461-6985.



James P. Gfrerer

Attachment:

List of Administration and Staff Office Records Officers