



RECORDS MANAGEMENT POLICIES AND PROCEDURES

Advisory Council on Historic Preservation
Update April 2026

Why Records Management?

2

- To ensure the history of our agency is preserved and accessible to the public.
- To achieve adequate and proper documentation of the policies and transactions of our agency.
- To promote effective and economical management of agency operations.

What is a record?

3

Records include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, *regardless of physical form or characteristics*, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of the data in them .

*This includes documents in **any medium**, e.g., hard copy, electronic copy, email, audiovisual, or other media.

How do you identify a record?

4

1. It contains valuable information developed in preparing position papers, reports, or studies.
2. It reflects significant actions taken in the course of conducting ACHP business.
3. It conveys valuable information about ACHP programs, policies, or essential actions, or the rationale for decisions or actions.
4. It documents oral exchanges (in person, by telephone, or in conference), during which policy is formulated or other ACHP decisions are made or activities are planned or transacted.

How do you identify a record?

5

- 5- It adds to the proper understanding of the formulation or execution of ACHP actions or of ACHP operations and responsibilities.
- 6- It documents important meetings.
- 7- It facilitates action by ACHP staff and their successors in office.
- 8- It makes possible a proper scrutiny by the Congress or other duly authorized agencies of the Government.
- 9- It protects the financial, legal, and other rights of the Government and of persons directly affected by the Government's actions.

What are “non-records”?

6

“Non-record” materials either do not meet the definition of a record, or fall into one of the following categories:

- extra copies of documents kept only for reference,
- stocks of publications and processed documents, and
- library or museum materials intended solely for reference or exhibit.

How to classify “working papers”?

7

- Working files, such as preliminary drafts and rough notes, are records and must be maintained to ensure adequate and proper documentation if
- (1) they were circulated or made available to employees other than the creator, for official purposes such as approval, comment, action, recommendation, follow-up, or to communicate with other employees about ACHP business and
- (2) they contain unique information, such as substantive annotations or comments that adds to a proper understanding of the ACHP’s formulation and execution of basic policies, decisions, actions, or responsibilities.

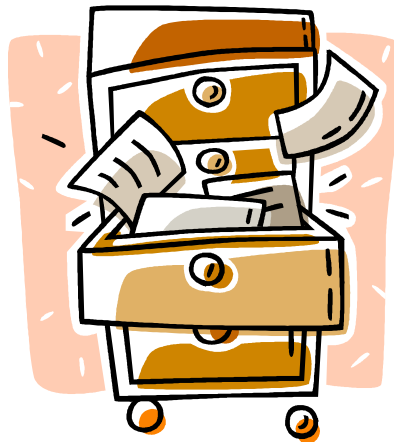
Personal Papers

- If it is a necessary part of the "adequate and proper" documentation of an agency program, its functions, or its policy and decision making process, it should be considered a record.
- If it relates solely to an individual's own affairs, it is probably a personal paper. If it relates to an individual's job, is done on Government time, or with Government equipment, it should be considered a record until proven otherwise.
- If it is prepared for your own use and is not circulated to other staff or used as the basis for agency action, it is probably a personal paper.

Record Schedule

9

- A “records schedule” constitutes the ACHP's official policy for records and information retention and disposal. The schedule provides mandatory instructions for when to transfer permanent records to NARA and when to destroy temporary records.



Controlled Unclassified Information

10

Controlled Unclassified Information (CUI) is information that requires safeguarding or dissemination controls pursuant to and consistent with applicable law, regulations, and government-wide policies but is not classified under Executive Order 13526 or the Atomic Energy Act, as amended.

- EO 13556- CUI Program (Executive Agent is NARA's Information Security Oversight Office)
- 32 CFR Part 2002 implementing regulations that set forth requirements for executive departments and agencies
- CUI Registry <https://www.archives.gov/cui/registry/category-list>
- **CUI Markings depict how to handle sensitive content.**

Controlled Unclassified Information

11

- Possible types of CUI in ACHP:
 - 304: HISTP
 - ARPA: ARCHR
 - National Park System resources: NPSR
 - privacy/personnel: PERS
 - privacy/contract use: CONTRACT
 - legal/privilege: PRIV
 - privacy/student records: STUD
 - procurement and acquisition: PROCURE
 - procurement and acquisition, source selection: SSEL

For More Information

12

- <http://www.archives.gov/records-mgmt/>
- <http://www.archives.gov/records-mgmt/training/>