**20a. RECORDS RETENTION PROCESS**

Updated 9/30/2017

**RECORD RETENTION**

All USSEC record retention requirements are in accordance with USB policy.

Records Screening

* + - Records are to be screened periodically to determine if they are Active or Inactive. Active records are to be stored in the immediate area of the responsible custodian.
    - Records determined to be Inactive are to be reviewed for possible storage in the designated Records Center. An assessment is to be made of the:
      * Need for retention
      * Frequency of reference
      * Name of reference
      * Established retention period
      * Filing requirements
      * Volume of files
    - Duplicate and multiple materials, as well as paper and binder clips, are to be eliminated. Whenever possible, Official Record is the one to be retained. Official Records are not to contain personal notations, other than the author’s signature

Records Center Storage

* + - Records Storage Centers are to be in a safe, secure location and protected from environmental and other potential harm.
    - Storage containers are to be labeled using the numbering system in the USSEC Inventory List spreadsheet. This is a log of box numbers, locations, and contents. Containers are also to be labeled by year or periods and with sufficient detail to facilitate their reference, review and destruction.
    - Records which are essential to the continuity of USSEC are to be identified and designated as Vital Records.
    - Vital Records are to be duplicated and the duplicate records stored in off-site locations for reconstructive use in the event of a disaster.

Electronic Storage

* + - Records generated and maintained in company information systems or equipment (including the network drive) are to be periodically reviewed by the individual records custodians to ensure that the records management requirements set forth in the USSEC’s policy and procedures handbook are being met for electronic information systems.
    - Records stored in electronic media are to be grouped in a fashion to facilitate review and destruction at appropriate intervals.

Files Purging

* + - At least once annually, a formal files-purging process will be conducted. The process is to be planned and carried out within applicable areas of responsibility. During, or as a result of, this process:
      * Records that require retention are to be identified, grouped, labeled, and transferred to the records center for appropriate storage;
      * Records that have exceeded their required retention period are to be reviewed and destroyed, and
      * Unnecessary duplication and multiple copies of records are to be identified and destroyed.

Responsibilities

* + - Each staff/contractor personnel is responsible for assisting in the records-management process. Such responsibilities generally include:
      * Supporting preparation and maintenance of local records retention schedules;
      * Identifying, packaging, documenting and transferring applicable records to the records center;
      * Retaining only those records assigned to their function/custodial responsibility in accordance with the guidelines of our record retention policy;
      * Retrieving records from the records center within the time period established by the records management function; and
      * Reviewing and authorizing destruction of records at the retention expiration date.