

OPIC Directive

Section: F Administrative Policies

Chapter: 57 Records

Paragraph 57.01 Records Management Program

Records management is the planning, controlling, directing, organizing, training, promoting, and other managerial activities involved in records creation, maintenance and use, and disposition in order to achieve adequate and proper documentation of the policies, transactions and decisions of OPIC and effective and economical management of agency operations.

10/22/2008
(Effective Date)

Paragraph 57.02 Legal Authority

Agency heads have specific legal requirements for records management which include:

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(Effective Date)

- Making and preserving records that contain adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency and 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. (44 U.S.C. 3101)
- Establishing and maintaining an active, continuing program for the economical and efficient management of the records of the agency (44 U.S.C. 3102).
- Establishing safeguards

Related AOs, Handbooks & Docs

See All AOs & Handbooks

Related Dictionary Terms

See All Dictionary Terms

Related Decisions Docs

-Chapter 57 Records Management

See All Decision Documents

against the removal or loss of records and making requirements and penalties known to agency officials and employees. (44 U.S.C. 3105)

- Notifying the National Archives and Records Administration (NARA) of any actual, impending, or threatened unlawful destruction of records and assisting in their recovery. (44 U.S.C. 3106)

Paragraph 57.03 Vice Presidents and Departmental Managers The VP OAS has been delegated the authority and responsibility for records management.

VP's and Departmental Managers are responsible for the proper and adequate documentation of the business functions for their department's areas of responsibilities. They are also responsible for departmental implementation of records management initiatives, guidelines, and instructions; and for appointing Records Liaison Officers and Alternates.

10/22/2008 (Effective Date)

Paragraph 57.04 Records Manager The Records Manager is responsible for the general oversight of the agency-wide records management program and supervising the Records Management Unit.

10/22/2008 (Effective Date)

Paragraph 57.05 Departmental Managers Departmental Managers are responsible for authorizing and coordinating official file (paper and electronic) transfers to new employees and from departing employees; and ensuring appropriate documentation is created of agency policies, decisions, and transactions.

10/22/2008 (Effective Date)

Paragraph 57.06 Records Liaison Officers and Alternates Records Liaison Officers (RLO's) and Alternates are responsible for the following:

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- day-to-day Records Management (RM) functions within their departments and for coordinating these functions with the agency's records management initiatives;
- providing assistance and guidance to staff on the use of file structures and file stations;
- disposition of the agency's records;
- other RM issues and tasks.

RLO's have RM functions in their job descriptions with the associated responsibility and accountability.

Paragraph 57.07 Employees

OPIC employees are responsible for making and keeping records of their work. Employees have three basic obligations regarding Federal records:

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- Create, maintain, and preserve records that properly document OPIC's decisions, procedures and essential transactions.
- Get documentation and records into the agency's official files so that information can be found when needed. This means setting up good directories and files, and filing materials (in whatever format) regularly and carefully in a manner that allows them to be safely stored and efficiently retrieved when necessary.
- Carry out the disposition of records under their control in accordance with agency records schedules and Federal regulations.

Paragraph 57.08 Records Management Handbook

OPIC's Records Management Handbook shall be the source of guidance for OPIC records handling and is incorporated into this directive by reference.

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GC Interpretive Notes

Archived Directives Related to This Chapter

-Records Management 1-12-01

See All Archived Directives.