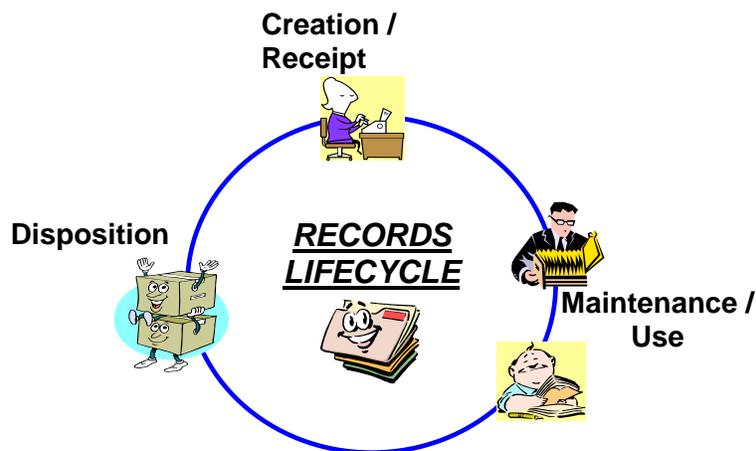


## What is Records Management?:

Records Management is the process by which the Department's recorded information is managed in an economical, effective and efficient manner throughout its life cycle in support of mission accomplishment and accountability. This encompasses the creation, maintenance, use, disposition, donation and preservation of records, regardless of media.

The "ultimate goal" of records management is to effectively carry out the mission of the agency while protecting the right of citizens, assuring Government accountability, and preserving records of permanent value.



Click on ["records lifecycle"](#) for additional information on each phase of the records lifecycle.

The major objective of a Records Management Program is to have the right information in front of the right person at the right time at the lowest possible cost. An effective records retention program can help the organization meet this objective. The records retention program meets the organizational need by accomplishing cost reduction and retrieval efficiency and consistency.