



**FEDERAL HOUSING FINANCE AGENCY  
INVENTORY FORM – PAPER RECORDS**

FHFA FORM #048  
(10/2009)

NOTE: Instructions for completing this form are on page 2

<b>1. Date:</b>	<b>Prepared by:</b>	<b>2. Office:</b>	<b>3. Telephone #:</b>
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**4. Record Series Name:**

**5. Physical Location of Records:**

**6. Series description: Type of Record, Subject Content, Use and Purpose:**

**7. Office of Origin:**

**8. Earliest and most recent dates of the records in the series:**

**9. Describe how records are currently arranged or filed:**

**10. Approximate volume:**  
(Example: one file drawer)

**Annual accumulation rate:**  
(If records no longer accumulate, indicate "none")

**11. Cutoff plan:**

**When did the last cutoff occur?**

**12. Are these vital records?**  Yes  No  
Vital records are records that would be needed in the event of an emergency or disaster.

**13. Is this a Privacy Act System of Records?**  Yes  No  
If yes, please note the System of Records Notice that covers this system:

**14. Disposition Authority:**  Administrative Record – General Records Schedule:  
 Program/Mission Record – National Archives Schedule:  
 Program/Mission Record – Unscheduled

## INSTRUCTIONS – INVENTORY OF PAPER RECORDS

**Entries 1, 2, 3, 8 and 10 are self explanatory.**

**4.** Complete an inventory form for each record series. A *record series* is “a collection of documents arranged or kept together because they relate to a particular subject or function, result from the same activity, document a specific kind of transaction, take a particular physical form, or have some other relationship arising out of their creation, receipt or use. Examples of three different record series are: Official Personnel Files (OPF’s), Examination Workpapers, and Capital Classification Letters.

**5.** Indicate where files are located: be specific and identify which office, file cabinet, central file room, etc.

**6.** Each series description should contain enough information to show the purpose, use, and subject content of the records. Follow these guidelines when describing the series:

- Type of Record – e.g., correspondence, reports, project file, etc.
- Subject Content – e.g., budget, FOIA, contracts, etc.
- Use and Purpose – explain why the records were created and how they are used.
- Avoid emphasizing form numbers when describing a series.
- Consider combining into a single inventory item, a number of very small series of temporary records if they serve the same function and are proposed for the same retention period.
- Avoid terms such as miscellaneous or various, which add nothing to the description.
- Give special attention to describing potentially permanent records, because NARA requires much more detailed information on them.

**7. Office of Origin** – If your office receives this record from another office, that other office is the office of origin.

**9. Arrangement of Records** – Describe how records are arranged. Examples include alphabetical by subject, chronological by date, and numerically by employee number.

**11. Cut-off Plan** – To cut-off records means to break or end them at regular intervals to permit their disposal or transfer in complete blocks to storage or the National Archives, e.g., end of calendar year or fiscal year. Indicate when the records should be cut-off and transferred to storage or the National Archives.

**12. Vital Records** – Essential agency records that are needed to meet operational responsibilities under national security emergencies or other emergency or disaster conditions (emergency operating records) or to protect the legal and financial rights of the Government and those affected by the Government’s actions (legal and financial rights records).

**13. Privacy Act System of Records** – A group of records from which information is retrieved by the name of the individual or by some other identifying number, symbol or some other identifying particular assigned to an individual such as a finger, voice print, or photograph.

**14. Disposition Authority** – Legal approval empowering an agency to transfer permanent records to the National Archives or carry out the disposal of temporary records. Program or mission records of an agency must be scheduled. The disposition authority for administrative records (records common to all agencies in the Federal Government) can be found in the General Records Schedule (GRS) which is issued by the National Archives.