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# **DHS Mandatory Records Management for Everyone (Test-Out) 2025 - 2026 with 100% correct answers (passed)**

**What is the definition of a Federal record? (44 USC 3301) - answer Any information, regardless of form or characteristics, made or received by a Federal agency 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 United States Government.**

**How often should the file plan be updated? - answer B and C. (Annually. When the records schedule change.)**

**What are the three stages of a records lifecycle? - answer Creation, Maintenance and Use, Disposition.**

**Creation, Maintenance and Use, Disposition. - answer Organizational Charts; Executive Level records; directives**

**What are some examples of temporary records? - answer What are some examples of temporary records?**

**When a litigation hold is received, management \_\_\_\_\_ in the hold notice to prevent early disposal until the litigation is resolved. - answer Suspends the disposition cycle of the record.**

**Employees are required to contact their Records liaison \_\_\_\_\_ weeks before departing DHS. - answer two weeks**

# Answers To Records Management 9th Edition Simulations

**M Mark**



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