

Knowledge Review Questions

Lessons 1 - General Records Management

1. What is a record?
2. What is an official record versus a non- record?
3. When does information/data become an official record?
4. What are the two types of records and give examples of each.
5. Why is the records management program important?
6. What laws are associated with Records Management?
7. What are the penalties for improper Records Management?
8. What is the process the BLM uses to manage records?

9. Who are the key players in the Records Management process?

10. What are the key responsibilities for each key player in the Records Management process?