Federal Management Regulation

(1) Assisting in the development of agency policy and guidance in mail management and mail operations;
(2) Identifying best business practices and sharing them with Federal agencies;
(3) Developing and providing access to a Government-wide management information system for mail;
(4) Helping agencies develop performance measures and management information systems for mail;
(5) Maintaining a current list of agency mail managers;
(6) Establishing, developing, and maintaining interagency mail committees;
(7) Maintaining liaison with the USPS and other service providers at the national level;
(8) Maintaining a publically accessible Web site for mail communications policy; and
(9) Serving as a point of contact for all Federal agencies on mail issues.

§ 102–193.10 What are the goals of the Federal Records Management Program?

The statutory goals of the Federal Records Management Program are:
(a) Accurate and complete documentation of the policies and transactions of the Federal Government.
(b) Control of the quantity and quality of records produced by the Federal Government.
(c) Establishment and maintenance of management controls that prevent the creation of unnecessary records and promote effective and economical agency operations.
(d) Simplification of the activities, systems, and processes of records creation, maintenance, and use.
(e) Judicious preservation and disposal of records.
(f) Direction of continuing attention on records from initial creation to final disposition, with particular emphasis on the prevention of unnecessary Federal paperwork.

§ 102–193.15 What are the records management responsibilities of the Administrator of General Services (the Administrator), the Archivist of the United States (the Archivist), and the Heads of Federal agencies?

(a) The Administrator of General Services (the Administrator) provides guidance and assistance to Federal agencies to ensure economical and effective records management. Records management policies and guidance established by GSA are contained in this part and in parts 102–194 and 102–195 of this chapter, records management handbooks, and other publications issued by GSA.