# Annual OSD Records and Information Management Training (Pre-Test) Questions and Answers (2022/2023)

- 1. Non-records may only be removed from DHA custody when proper autho- rization has been received < True
- 2. It is a good idea to maintain duplicate records in different locations for ease of access. VV False
- 3. Non-record materials can be comingled with official Agency records.
  -

False

- 4. Records stored in a form that only a computer can process are called \_\_\_\_\_\_.
  \_\_\_\_\_\_.
  Electronic Records
- Permanent records are destroyed after a fixed period of time or the occur- rence of an event.
- 6. Vital records are (Check all that apply) (All of them)
  Needed to meet operational responsibilities under an emergency and part of an agency's Records Disaster Mitigation and Recovery

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