

**For:** FSA Employees and Contractors

**Shipping 50 or More Boxes to Federal Records Center (FRC) for Storage**

**Approved by:** Deputy Administrator for Management



**1 Identifying and Reporting the Shipment of 50 or More Boxes to FRC for Storage**

**A Background**

On August 24, 2013, the Office of Management and Budget and the National Archives and Records Administration (NARA) issued a memorandum titled, “Managing Government Records”. This memorandum marked the beginning of an Executive branch-wide effort to reform records management policies and practices and to develop a twenty-first century framework for managing Government records.

The benefits provided by this effort are as follows:

- improving for consistency performance and promoting openness and accountability by better documenting agency actions and decisions,
- identifying and transferring records that are permanent and historically valuable to NARA, and
- assisting executive departments and agencies (referred to collectively as agencies) and field offices in minimizing costs and operating more efficiently.

Permanent records are records that have been appraised by the Archivist of the United States and are considered to have sufficient historical value or other value that warrants them being preserved for administrative, legal, or fiscal purposes.

<b>Disposal Date</b>	<b>Distribution</b>
October 1, 2014	All FSA employees and contractors; State Offices relay to County Offices

## Notice AS-2267

### 1 Identifying and Reporting the Shipment of 50 or More Boxes to FRC for Storage (Continued)

#### B Purpose

This notice:

- informs all FSA employees and contractors to notify the FSA Records Officer when transferring 50 or more boxes to FRC for storage,
- requires all FSA employees and contractors to comply with the memorandum (Managing Government Records) issued by the NARA and OMB, and
- requires all divisions and field offices to notify the FSA Records Officer when they are going to ship 50 or more boxes to an FRC for storage.

#### C Action

Each division shall submit a request in writing to MSD, Information Management Branch, Records Section, requesting that 50 or more boxes be shipped to the FRC, **before** submitting the SF-135, Records Transmittal and Receipt, to the Records Center. The request shall be e-mailed to Keith Holden, FSA Records Officer, according to subparagraph D, and shall contain the following information:

- name
- agency
- office
- volume in cubic feet.

**Note:** A full letter-size file drawer is approximately 1.5 cubic feet; a full legal-size file drawer is approximately 2 cubic feet.

Once the Records Section receives the request to ship 50 or more boxes to the FRC, they will review the request and respond back to the customer approving or denying the request. If approved, the customer can proceed with shipping the records to the FRC. If not, the Records Section will explain why more than 50 boxes cannot be shipped to the FRC.

#### D Contact

For questions regarding this notice, contact Keith Holden, FSA Records Officer, by either of the following:

- e-mail at [keith.holden@wdc.usda.gov](mailto:keith.holden@wdc.usda.gov)
- telephone at 202-690-1560.