

For: FSA and FAS Washington, DC, National Offices **Only**

Appointment of Record Liaisons (RL's)

Approved by: Deputy Administrator for Management



1 Overview

A Background

In accordance with 44 U.S.C. 3301, a record is defined as, "All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the U.S. Government 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, operation, or other activities of the Government or because of the informational value of data in them."

The agency records officer is requesting that Foreign Agricultural Service (FAS) and Farm Service Agency (FSA) identify RL's within each Washington, DC office. The RL will be the key point of contact within each office of record (staff office, division, branch, and/or section) to facilitate disseminating operational information and support essential to the effectiveness of the agency records management program.

The deadline for submitting the required information is **December 19, 2014**.

B Purpose

This notice:

- informs FSA and FAS Washington, DC, National Offices of the request for information, and
- requests each office of record (staff office, division, branch, and/or section) to appoint a staffing individual to serve as RL for their office.

Disposal Date	Distribution
February 1, 2015	FSA and FAS Washington, DC, National Offices

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1 Overview (Continued)

C Contacts

For questions regarding this notice, contact either of the following:

- Keith Holden, Agency Records Officer, by:
 - e-mail to **keith.holden@wdc.usda.gov**, or
 - telephone at 202-690-1560
- Liz Ashton, by:
 - e-mail to **liz.ashton@wdc.usda.gov**, or
 - telephone at 202-690-3739.

2 Appointing RL's and Providing RL Contact Information

A Appointing RL's

Each office of record (staff office, division, branch, and/or section) **must** appoint the RL, in writing. RL functions include:

- maintaining, servicing, and disposing of office records,
- learning the functional mission of the office of record, which the records support, and
- understanding the purpose of the records.

The RL is responsible for:

- accountability for active and inactive records,
- maintaining the office file plan,
- ensuring that eligible records are promptly and properly prepared to retire or transfer,
- being proficient on equipment used for storing and retrieving records from the files,
- knowing and implementing records maintenance, use, and disposition policies and procedures for records maintained,
- adjusting office records maintenance practices to provide accurate and effective reference service to the users of the records, and
- consulting with the chief of the office of record and, when necessary, the agency records officer, regarding problems that affect creating, maintaining, using, and disposing of records.

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2 Appointing RL's and Providing RL Contact Information

B Providing RL Contact Information

Each office of record (staff office, division, branch, and/or section) shall provide a letter of designation, signed by the chief of the office of record, to the agency records officer by either of the following:

- e-mail to **FSA-ra.dcwas2.RecordsMgmt**, or
- mail to:

ATTN: Keith Holden
USDA, FSA, MSD, Information Management Branch, Forms, Records and Graphics Staff
Stop Code 0566
1400 Independence Ave SW, Room 5960-S
Washington DC 20250.

Include, at the minimum, the following information:

- the RL's name, telephone number, and e-mail address,
- the office of record (staff office, division, branch, and/or section) serviced, and
- the physical address, including stop code, building number, and room number.

This information will be used to identify individuals within each office that are responsible for ensuring that the responsibilities for creating, storing, and maintaining federal records are properly adhered.