

For: All FSA Employees

Records Management Guidance

Approved by: Deputy Administrator for Management



1 Handbooks 2-AS and 25-AS

A Background

Records management policies and procedures are provided in the following:

- 2-AS for Farm Service Agency (FSA) offices, except state and county offices,
- 25-AS for state and county offices, and
- File Maintenance and Disposition Manual (November 2014).

The records staff is reviewing current records management policies and procedures to update the file code guides and record schedules for programs in 2-AS and 25-AS. After this review has been completed a new consolidated handbook will replace both 2-AS and 25-AS and will be distributed to all FSA offices.

B Purpose

This notice reminds FSA employees:

- that current records management guidance is in 2-AS and 25-AS,
- to follow the current 2-AS and 25-AS until the new consolidated handbook has been distributed, and
- to access the manual on the DAFO SharePoint site at <https://sharepoint.fsa.usda.net/mgr/DAFO/default.aspx> under the documents section.

Notes: 2-AS and 25-AS will be consolidated into one handbook, 32-AS. A link to the File Maintenance and Disposition Manual will be provided in 32-AS upon completion.

Disposal Date	Distribution
February 1, 2016	All FSA employees; State Offices relay to County Offices

1 Handbooks 2-AS and 25-AS (Continued)

C Contacts

For questions regarding this notice contact one of the following individuals:

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