

For: All FSA Employees

Maintaining County Committee (COC) Election Records

Approved by: Deputy Administrator for Management



1 COC Election Records

A Background

COC election records are maintained under disposition authority NC1-145-79-1, item 23a through 23d with a temporary retention period that allows these records to be destroyed 30 calendar days after notification of the State committee's approval of the election.

B Purpose

This notice informs national, state, and county offices that effective immediately:

- all COC election records should be maintained until a revised records schedule is written and approved,
- COC election records must not be destroyed unless they are five years old,
- state and county offices must maintain active records in their office, and

Note: These records are not to be sent to the federal records center because they will not be accepted using the current disposition authority.

- a new records retention schedule is being written with a five year retention period.

Note: Disposition authority NC1-145-79-1, item # 23a through 23d will become obsolete when the new records schedule is approved.

Disposal Date

February 1, 2017

Distribution

All FSA employees; State Offices relay to County Offices

1 COC Election Records (Continued)

C Contacts

For questions about this notice contact Keith Holden, records officer, by either of the following:

- e-mail to **keith.holden@wdc.usda.gov**, or
- telephone at 202-772-9137.