

U.S. DEPARTMENT OF AGRICULTURE
Farm Production and Conservation Mission Area
Business Center
Washington, DC 20250

FPAC NOTICE	FPAC-N 3000-001
Subject: Retaining Records Associated With the COVID-19 Response	Effective date of signature
Approved By: Office of the Chief Operating Officer Farm Production and Conservation Business Center	Expiration Date: April 1, 2021

1. PURPOSE

This notice provides guidance for retaining records associated with the COVID-19 response.

2. SCOPE

This notice applies to all Farm Production and Conservation (FPAC) agencies including the Business Center, Farm Service Agency (FSA), Natural Resources Conservation Service (NRCS), and Risk Management Agency (RMA); and the Foreign Agricultural Service (FAS). This applies to employees, contractors, and partners.

3. RETENTION OF RECORDS

- a. The FPAC agencies and FAS must retain COVID-19 response records, to include, but are not limited to damage surveys, inspection reports, correspondence, interagency documentation, planning documents, post-event review, lessons learned, administrative support documents, and records of potential historical interest.
- b. The COVID-19 response is considered a significant national emergency by the National Archives and Records Administration (NARA). All COVID-19 response records fall under the disposition authority of records schedule DAA-0016-2020-0001-0001 which are **permanent** records.

4. SPECIAL INSTRUCTIONS

- a. The FPAC agencies and FAS must identify COVID-19 response records and treat them as permanent records. As defined in 36 CFR 1220.18, **permanent** records must be protected, secured, and preserved while they are still in agency custody. The FPAC agencies and FAS do not have authority to destroy COVID-19 response records.
- b. Report unauthorized destruction of these records by email to, email FPACRecordsManagement@usda.gov within 24 hours of discovery.

5. CONTACTS

Direct questions about this notice to any of the following:

- a. FPACRecordsManagement@usda.gov;
- b. Management Services Division (MSD), Records Management by completing a ServiceNow request at https://usdafpacbc.servicenow.com/fpac?id=ms_intake&sys_id=32b0dc14dbd523008ebefd721f961992; or
- c. Wendy Couch, Chief, MSD Directives, Forms, and Records Management Branch, by email to wendy.couch@usda.gov.

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