

For: FAS, FSA, and RMA National Office Employees

**Retention of Tobacco-Related Records**

Approved by: Acting Deputy Administrator, Management



**1 Tobacco-Related Record Retention**

**A**

**Background**

Upon the advice of OGC, all tobacco-related documents must be retained until further notice.

**B**

**Purpose**

This notice advises National Office employees of the change in tobacco-related document retention.

**C**

**Action**

Effective immediately, National Office employees **must not** destroy any tobacco-related documents. This includes:

- all records recorded or stored electronically
- any personal working papers containing tobacco information
- displays for tobacco products
- posters relating to the production of tobacco
- wholesale packaging for tobacco products
- samples of tobacco products
- any other tobacco-related documents.

**D**

**Contact**

If there are questions about this notice, contact Clarice Crumb at 202-690-1560.

<b>Disposal Date</b>	<b>Distribution</b>
January 1, 2001	FAS, FSA, and RMA National Office employees