

For: FSA Offices

Retaining Loan and Non-Loan Program Records

Approved by: Deputy Administrator, Management



1 Retaining Records Indefinitely

A

Background

Upon the advice of the Department of Justice and the Office of the General Counsel, all loan and non-loan program-related documents must be retained until further notice.

B

Purpose

This notice advises FSA Offices of the change in loan and non-loan program-related document retention.

C

Action

Effective immediately, FSA employees **must not** destroy any documents and information about borrowers and other program participants. This includes, but is not limited to:

- logs or card files on applicants
- files on denied applications
- all records recorded or stored electronically
- any other loan and non-loan program-related documents.

D

Contact

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

<p>Disposal Date</p> <p>April 1, 2003</p>	<p>Distribution</p> <p>All FSA Offices; State Offices relay to County Offices</p>
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