

**For:** National Office FAS, RMA, and FSA Employees

**Inappropriate Storage of Records**

**Approved by:** Deputy Administrator, Management



**1 Storing Records**

**A Background**

FFAS National Office employees are storing records in the sub-basement, attic, and closets of the South Building rather than transferring the records to the Washington National Records Center (WNRC).

Storing records in these areas is in violation of Federal Statute 44 U.S.C. Chapter 31 "Records Management by Federal Agencies".

**B Purpose**

This notice reminds FFAS National Office employees of the policy on storage of records.

**C Policy**

It is FFAS policy to transfer official inactive administrative and program records to WNRC for storage until the records become eligible for disposal.

Special concessions may be made to transfer long-term active records to WNRC for storage until the records are closed or inactive.

<b>Disposal Date</b>	<b>Distribution</b>
April 1, 2004	National Office FAS, RMA, and FSA Employees

## 2 South Building Storage

### A Responsibilities

FFAS National Office employees storing records in the South Building storage areas are custodians of the records and **are responsible** for their safekeeping to ensure the integrity of the records if they are needed for legal and fiduciary purposes.

The FFAS Records Officer does not make arrangements for offices to store records on-site and is, therefore, **not responsible** for the safekeeping, filing, and retrieval of records placed in the South Building storage areas.

### B Renovations

The South Building 5<sup>th</sup> wing is scheduled for renovations starting mid-summer. Those offices with record storage space in the 5<sup>th</sup> wing attic and closets should start clearing out the areas now.

### C Technical Assistance

Clarice Crumb, FFAS Records Officer, will provide technical assistance when requested, relevant to disposition authorities and transfer procedures. Contact Clarice at 202-690-1560.