

For: FFAS National Office Employees and FSA and RMA KC Employees

Continuing Tobacco-Related Records Retention

Approved by: Deputy Administrator, Management



1 Tobacco-Related Records Retention

A Background

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

B Purpose

This notice advises employees of the continuation of the tobacco-related documents retention.

C Action

Employees **must not** destroy any tobacco-related documents. This includes, but is not limited to, the following:

- all records recorded or stored electronically
- any personal workpapers 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 any questions about this notice, contact Clarice Crumb at 202-690-1560.

<p>Disposal Date</p> <p>March 1, 2004</p>	<p>Distribution</p> <p>All FAS, RMA, and FSA National Office employees and FSA and RMA KC employees</p>
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