

For: National Office FAS, RMA, and FSA Employees

Mandatory Removal of Records From the Attic

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

Management Services Division has decided to eliminate **all** attic records storage by October 1, 2003.

This decision was prompted by the loss/misplacement of active claims documents, Committee records relating to trade issues, the recent flooding that damaged records, and the overall environmental conditions in the attic.

B Purpose

This notice:

- provides guidance on removing the records stored in the attic by September 26, 2003
- collects data for use by MSD, POB in assessing Agency storage needs because of the 5th wing renovations
- obsoletes Notice AS-2059.

C Contact

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

<p>Disposal Date</p> <p>December 1, 2003</p>	<p>Distribution</p> <p>All National Office FAS, RMA, and FSA employees</p>
---	---

Notice AS-2065

2 Attic Storage Space

A Certification

National Office divisions and staff shall complete the certification in Exhibit 1 by July 21, 2003, and forward to Clarice Crumb, STOP 0566. Negative reports are required.

B Records Storage

Offices storing records in the attic must include a plan of action for removing the records before October 1, 2003. This plan should include time lines for accomplishing an inventory, preparing the records for transfer, disposing of eligible records on-site, and disposing of records requiring special means.

C Unidentifiable Records

During renovations of the 4th wing, records may have been moved to other areas in the attic. If you should find boxes and file cabinets in your storage space that you cannot identify, contact Clarice Crumb on 202-690-1560.

D Keys to Attic Bays

MSD does not maintain extra sets of keys to storage areas. If you have lost or misplaced keys, arrangements can be made to have the locks open. Direct requests for this service to Clarice Crumb, FFAS Records Officer.

E FFAS Attic Space Assignments

As a tool to assist in identifying the storage areas, a list of attic space assigned to FFAS is included in Exhibit 2. Where possible, MSD has included the office and point of contact assigned.

3 Responsibilities

A Division/Staff Director Responsibilities

Division/Staff Directors are responsible for:

- informing the staff of this notice
- ensuring that Exhibit 1 is completed
- reminding the staff of the urgency of completing all required tasks to meet deadline
- guaranteeing that the staff will not throw away the records without proper disposal authority
- submitting a consolidated report for their area of responsibility.

B FFAS Records Officer Responsibilities

The FFAS Records Officer will:

- provide overall technical assistance and oversight
- secure contract laborers to remove the records from the attic, relocate them, and assist in boxing the records
- provide disposition authorities and transfer procedures for inactive/closed records
- provide guidance on transferring long-term active records to the Washington National Records Center
- serve as liaison with OO on matters pertaining to attic records storage
- conduct periodic inspections of the storage areas to monitor progress
- contact those offices who are not following procedure in this notice
- complete progress reports for appropriate Deputy Administrators, if needed
- conduct final walk-through on September 29, 2003, to ensure that all records have been removed.

CERTIFICATION OF ATTIC SPACE FOR FFAS HEADQUARTERS OFFICES

Deadline: July 21, 2003

The USDA, Office of Operations is requiring that all attic records storage be eliminated by October 1, 2003. In order to determine which offices have been assigned attic storage and what they contain, *all FFAS Divisions and Staff Directors must complete and return this certification by July 21, 2003.*

1. AGENCY	2. DIVISION	3. CONTACT	4. TELEPHONE NO.	
5. Do you have storage areas in the attic?			YES	NO
If YES, list the attic bay number (s): If NO, sign the certification in Item 10 below and FAX or mail this certification to the FFAS Records Manager listed in Item 11.				
6. Are you storing records in the storage areas? If yes, complete Item 9 of this form.				
7. Are you storing items other than records? If YES, describe what you are storing:				
8. Were you assigned attic storage space but have since cleaned out the areas? If YES, give the attic bay location(s):				

9. DESCRIPTION OF RECORDS

A. Date of Records	B. Volume	C. Description	D. Disposition (Destroy or Transfer)

10. CERTIFICATION

I certify that the above information is accurate and complete.

A. SIGNATURE OF DIRECTOR	B. DATE
--------------------------	---------

11. Return this certification to: MSD, CLARICE CRUMB, STOP 0566, FAX 202-690-0115

FFAS Attic Space Assignments

Bay Number	Wing	Agency/Office/POC
AO45	Independence Ave. Corridor	
AO47	Independence Ave. Corridor	
AO49	Independence Ave. Corridor	
AO51	Independence Ave. Corridor	
AO55	Independence Ave. Corridor	FAS-Help Desk (Laima Kerring)
AO57	Independence Ave. Corridor	
AO70	Independence Ave. Corridor	FAS-Information Div. (Rodney Butler)
AO72	Independence Ave. Corridor	FAS-Information Div. (Rodney Butler)
A501	5 th Wing	FAS/ISS (Bernard Tyler)
A503	5 th Wing	FAS/ISS (Bernard Tyler)
A507	5 th Wing	
A509	5 th Wing	
A510	5 th Wing	FAS/EC (Martha Keplinger)
A511	5 th Wing	
A512	5 th Wing	FAS/EC (Martha Keplinger)

FFAS Attic Space Assignments (Continued)

Bay Number	Wing	Agency/Office/POC
A513	5 th Wing	
A515	5 th Wing	
A517	5 th Wing	
A517	5 th Wing	FAS/Compliance (Valerie Countiss)
A711	7 th Wing	
A713	7 th Wing	
A715	7 th Wing	
A717	7 th Wing	FSA/ITSD (Mike Gavin) FSA/BUD (Heidi Ware)
A719	7 th Wing	RMA (Melinda May)
A721	7 th Wing	
A723	7 th Wing	FSA/TD
A726	7 th Wing	
A728	7 th Wing	
A750	7 th Wing	
A752	7 th Wing	
A934	C St. Corridor	
A936	C St. Corridor	
A940	C St. Corridor	