

For: FFAS Offices

Continuation of Records Retention

Approved by: Deputy Administrator, Management



1 Retaining Records Indefinitely

A Background

Upon the advice of the Department of Justice and OGC, FFAS offices are retaining all loan and non-loan program-related documents and tobacco-related program documents beyond their normal retention periods.

B Purpose

This notice:

- advises offices of the continuation of the loan and non-loan program-related documents and tobacco-related records retention
- informs offices of the approved storage facilities
- identifies records eligible for transfer because of extended retention.

Disposal Date

May 1, 2005

Distribution

All FAS, FSA, and RMA Offices; State Offices relay to County Offices

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1 Retaining Records Indefinitely (Continued)

C Action

FFAS employees shall:

- **not** destroy any tobacco-related documents and information about borrowers and other program participants

Note: This includes, but is not limited to, the following:

- 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
 - any personal work papers containing tobacco information
 - displays for tobacco products
 - posters about production of tobacco
 - wholesale packaging for tobacco products
 - samples of tobacco products
 - any other tobacco-related documents.
- disregard all references in Agency-approved Records Disposition Schedules and other regulations about destroying loan and non-loan program-related records and tobacco-related records.

Applicable office managers are responsible for ensuring that their employees adhere to this policy.

2 Record Storage

A Approved Facilities

FFAS offices **must use** the Federal Records Centers (FRC) and **not** commercial storage facilities for storing inactive records. FRC is operated by National Archives and Records Administration (NARA).

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3 Records Eligible for Transfer

A NARA Agreement

NARA is aware of the extended retention requirements and has agreed to accept inactive program and administrative records that are:

- not eligible for destruction
- eligible for destruction, but were stored in offices because of the moratorium or other reasons.

B Destruction

Once the extended retention requirements have been lifted, records become eligible and are approved for destruction. NARA will destroy the records.

4 Transfer Procedures

A Action

Office managers shall use this table to contact the appropriate coordinator for assistance in preparing records for transfer.

IF...	THEN contact...
County Offices	State Offices.
<ul style="list-style-type: none">• States Offices• RMA Regional Offices	Dorothy Malone, KCAO at 816-926-6116.
National Offices	Clarice Crumb, FSA Records Officer at 202-690-1560.

B Contact

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