

**For:** FFAS Offices

**Continuation of Records Retention**

**Approved by:** Deputy Administrator, Management



**1 Retaining Records Indefinitely**

**A Background**

Notice AS-2076 informed FFAS Offices of the continuation of the loan and non-loan program-related documents and tobacco-related records retention. Upon the advice of the Department of Justice and OGC, these records must be retained until further notice.

**B Purpose**

This notice:

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

<b>Disposal Date</b>	<b>Distribution</b>
May 1, 2006	All FAS, FSA, and RMA Offices; State Offices relay to County Offices

## Notice AS-2090

### 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 Records 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.

<b>IF...</b>	<b>THEN contact...</b>
County Office	State Office.
<ul style="list-style-type: none"><li>• States Offices</li><li>• RMA Regional Offices</li></ul>	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.