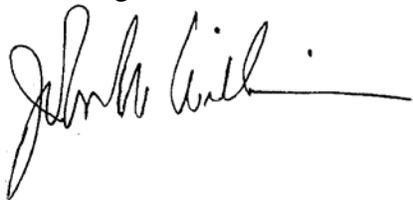


For: FAS and RMA Offices

Freeze Lifted On Retaining All Records Indefinitely for FAS and RMA

Approved by: Deputy Administrator, Management



1 OGC Decision

A Background

Notice AS-2090 requires FFAS Offices to retain administrative and program records because of various litigations until further notice.

B Purpose

This notice advises FAS and RMA offices of the recent decision by OGC about the freeze on tobacco records.

C Decision

OGC has determined that only those offices with tobacco related records shall continue to retain the records until further notice. All other records shall be disposed of according to agency policy and/or National Archives and Records Administration guidelines.

Disposal Date	Distribution
May 1, 2006	All FSA and RMA Offices

Notice AS-2103

1 OGC Decision (Continued)

D Reminder

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

- all records recorded or stored electronically
- any personal working papers 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.

E Notice AS-2090

Procedure in Notice AS-2090 is applicable to FSA offices only.

2 Action

A Records Disposal

FAS and RMA offices shall:

- continue preparing eligible records for transfer to the Washington National Records Center
- properly destroy those records that have exceeded its normal retention.

Note: Do **not** put records containing sensitive information in the trash can. Shredding is the proper method for disposing of these records.

B Contact

If there are any questions about this notice, contact Jonathan Jones at 202-690-1870.