

UNITED STATES DEPARTMENT OF AGRICULTURE

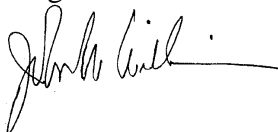
Farm Service Agency
Washington, DC 20250

Notice AS-2111

For: FAS and RMA Offices

Records Retention Freeze Required by Hurricane Katrina

Approved by: Deputy Administrator, Management



1 Retaining Records Indefinitely

A Background

Upon orders from the White House, all FAS and RMA Offices **must** retain, preserve, and maintain all records relating to **Hurricane Katrina**, resulting flooding, or their aftermath.

Note: This includes **all** records maintained in any form.

B Purpose

This notice:

- notifies **all** offices to retain, preserve, and maintain **all** records relating to Hurricane Katrina (see Exhibit 1)
- directs all offices to **disregard** all references in agency-approved Records Disposition Schedules and other regulations about destroying Hurricane Katrina affected records.

2 Records Eligible for Transfer

A Records Storage Approved Facilities

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

B 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 this records freeze.

Disposal Date	Distribution
July 1, 2007	All FAS and RMA Offices

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2 Records Eligible for Transfer (Continued)

C Destruction

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

3 Transfer Procedures

A Assistance in Preparing Records for Transfer

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

IF...	THEN contact...
RMA Regional Offices	John W. Underwood, KCAO, at 816-926-6992.
KC RMA Office	
Headquarters Offices	Jonathan E. Jones, FSA Records Officer, at 202-690-1870.

B Contact

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

Hurricane Katrina Record Retention Memorandum

The following White House memorandum requires USDA to retain, preserve, and maintain **all** records relating to Hurricane Katrina.

THE WHITE HOUSE
WASHINGTON

September 23, 2005

MEMORANDUM FOR: SECRETARY OF STATE
SECRETARY OF THE TREASURY
SECRETARY OF DEFENSE
ATTORNEY GENERAL
SECRETARY OF THE INTERIOR
SECRETARY OF AGRICULTURE
SECRETARY OF COMMERCE
SECRETARY OF LABOR
SECRETARY OF HEALTH AND HUMAN SERVICES
SECRETARY OF HOUSING AND URBAN DEVELOPMENT
SECRETARY OF TRANSPORTATION
SECRETARY OF ENERGY
SECRETARY OF EDUCATION
SECRETARY OF VETERANS AFFAIRS
SECRETARY OF HOMELAND SECURITY
DIRECTOR OF THE OFFICE OF MANAGEMENT AND
BUDGET
U.S. TRADE REPRESENTATIVE
ADMINISTRATOR OF THE ENVIRONMENTAL
PROTECTION AGENCY
DIRECTOR OF THE OFFICE OF NATIONAL DRUG
CONTROL POLICY

FROM: // Original Signed //

FRANCES FRAGOS TOWNSEND
ASSISTANT TO THE PRESIDENT FOR HOMELAND
SECURITY AND COUNTERTERRORISM

CC: ANDREW H. CARD, JR.

SUBJECT: COMPREHENSIVE REVIEW OF FEDERAL GOVERNMENT
RESPONSE TO HURRICANE KATRINA; RETENTION OF
RECORDS

Following up on Secretary Card's Memorandum to you of September 16, in order to determine what went wrong, what went right, and lessons learned from the comprehensive review of the Federal response to Hurricane Katrina that the President has ordered, you are requested to ensure

Hurricane Katrina Record Retention Memorandum (Continued)

that, until further notice and in accordance with applicable laws, your Department or Agency (1) retains, preserves, and maintains all records relating to Hurricane Katrina, resulting flooding, or their aftermath ("Records"), whether presently existing or created in the future, and (2) upon request, provides Records to the Homeland Security Council for review. For purposes of clarity, "Records" is meant in the broadest sense, and includes all documents, reports, writings, letters, memoranda, notes, communications (including e-mails, faxes, and telephone records, and all communications with other Federal Departments and Agencies, State and local governments, and private sector entities), contracts, agreements, schedules, spreadsheets, travel records, data, electronically stored information, audio and video recordings, computer disks and hard drives, drawings, graphs, charts, photographs, and all other records of any kind. "Records" includes, but is not limited to, all records required to be preserved pursuant to the Federal Records Act of 1950, as amended, 44 U.S.C. § 3101 et seq.

If you have any questions regarding any of the foregoing, please contact Associate Counsel John Mitnick (202-456-2607) in the Office of Counsel to the President.

Thank you in advance for your assistance.