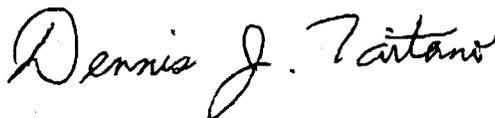


For: FSA Offices

Maintaining Directives in FSA Offices

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

FSA has gradually moved to an environment where directives are electronically published and available on Intranet, Internet, or both. The ability of offices to access directives electronically requires that MSD reconsider existing guidance for filing and maintaining paper copies of directives in FSA Offices.

B Purpose

This notice provides:

- additional options for maintaining directives
- revised recordkeeping requirements for handbooks issued by the National Office
- instructions for disposing of existing paper copies of directives.

Note: These changes will be included in future revisions to 1-AS and 25-AS.

C Contact

If there are questions about this notice, contact Twila Hawkins, MSD, Management Analysis and Directives Section (MADS), by either of the following:

- e-mail to twila.hawkins@wdc.usda.gov
- telephone at 202-690-0999.

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| Disposal Date | Distribution |
| February 1, 2008 | All FSA Offices; State Offices relay to County Offices |

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2 Maintaining Directives Electronically

A Additional Option for Maintaining Temporary Directives (Notices)

Currently, offices are required to file and maintain paper copies of notices using either of the following methods:

- in alphabetical order by series designation
- in the subject matter handbook.

All FSA notices are accessible on the FSA Internet at www.fsa.usda.gov under the “Laws and Regulations” subject area. Offices:

- may access notices online and no longer maintain paper copies
- are encouraged to use the site maintained by MSD and **not** create separate locations for maintaining notices electronically.

B Maintaining Permanent Directives (Handbooks)

All FSA handbooks are accessible from the FSA Intranet at <http://intranet.fsa.usda.gov/fsa/>. Under the “Notices and Directives” heading, select the “Handbooks” link. The web page displayed includes all current FSA handbooks. Users can access the complete version of the handbook (compilation) by clicking the “PDF” link. Separate files are also available for the last 3 issued amendments.

Note: Most program handbooks are available on the FSA Internet; however, administrative handbooks are **not** on the Internet and only the last issued amendment is available as a separate file.

Because complete current versions of all handbooks are available online, offices may choose to access handbooks online and **not** maintain paper copies.

Each State Office shall determine whether it is feasible for their offices to access electronically published directives instead of maintaining paper copies. County Offices shall follow guidance provided by the State Office. Offices should consider the following when making this decision:

- old transmittal pages and amended pages removed from the handbook will **not** be available electronically
- only a complete current version of the handbook will be available electronically

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2 Maintaining Directives Electronically (Continued)

B Maintaining Permanent Directives (Handbooks) (Continued)

- State supplemental pages are not included in the files made available by the National Office
- offices will be expected to be aware of current policy whether using paper or electronic copy
- the National Office will no longer maintain a stock of printed directives.

C Recordkeeping Responsibilities and Existing Paper Copies

MADS is the only office required to transfer notices to the Federal Records Center (FRC). All other offices shall dispose of notices when they become obsolete. Any office that chooses to access notices electronically shall dispose of paper copies.

State Offices:

- shall maintain paper copies of State supplements for transfer to FRC
- shall provide guidance to County Offices about:
 - maintaining handbooks electronically, including supplements
 - disposing of paper copies of National handbooks
- are no longer required to maintain paper copies of handbooks issued by the National Office.

Note: MADS is currently responsible for and will continue to transfer this information to FRC.