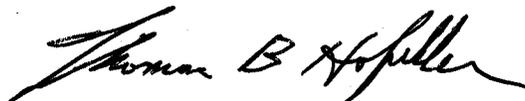


For: State and County Offices

**Transferring Records to FRC's Policy Clarification**

Approved by: Associate Administrator for Operations and Management



**1 Record Transfer Policy Clarification**

**A Background**

Notice AS-2157, subparagraph 2 A states, in part, "FSA implements a litigation hold when it must suspend normal disposition actions; such as (such as transfer, disposal...)"

Several offices have questioned how the term "transfer" applies for sending records to FRC's.

**B Purpose**

This notice clarifies FSA's policy about transferring records to FRC's.

**C Transferring Records to FRC's**

OGC has advised that because of potential delay in records retrieval, records that are located in the States of Alabama, Montana, North Dakota, Oklahoma, and South Dakota (primary States), **cannot** be sent to FRC's until further notice. The following guidelines apply for all other records:

- records from nonprimary States should **not** be sent to FRC **if** adequate USDA office storage space is available

**Note:** Generally, FSA offices are **not** authorized to lease/rent additional commercial space for record storage; that is, space **not** controlled by the Federal Government. However, on a case-by-case basis, after consultation with the Realty Specialist, individual situations will be considered.

- after **all** USDA office storage space has been exhausted in **nonprimary** States, records may be sent to FRC's.

<b>Disposal Date</b>	<b>Distribution</b>
August 1, 2009	State Offices; State Offices relay to County Offices

## Notice AS-2164

### 1 Record Transfer Policy Clarification (Continued)

#### D Contact

If there are questions about this notice, State Offices shall contact John Underwood, Chief, MSD, Kansas City Administrative Services Branch, Information Management Section, by either of the following:

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