

**For:** FAS and FSA Employees and Contractors

**Announcing Acting FAS and FSA Records Officer**

**Approved by:** Acting Deputy Administrator, Management



**1 Designation of Acting FAS and FSA Records Officer**

**A Purpose**

This notice announces that the:

- Acting FAS and FSA Records Officer is John Underwood, who may be contacted by either of the following:
  - e-mail to **john.underwood@kcc.usda.gov**
  - telephone at 816-926-6992
- National Office Records Management Staff include the following:
  - Angela Payton, Management Analyst, who may be contacted by either of the following:
    - e-mail to **angela.payton@wdc.usda.gov**
    - telephone at 202-720-0482
  - Liz Ashton, Management Analyst, who may be contacted by either of the following:
    - e-mail to **liz.ashton@wdc.usda.gov**
    - telephone at 202-690-3532.

**B Effective Date**

This designation will be effective May 27, 2011.

**C Contact**

Contact Angela Payton at 720-0482 if there are any questions about this notice.

<b>Disposal Date</b>	<b>Distribution</b>
December 1, 2011	All FAS and FSA employees and contractors; State Offices relay to County Offices