

For: State and County Offices

**Updated Instructions About Storing Price Support Records on Tape Cartridges and Diskettes**

Approved by: Acting Deputy Administrator, Farm Programs



**1 Overview**

**A Background**

Currently, FSA Offices are required to retain loan and non-loan program records indefinitely. Based on recent advice from the Department of Justice and USDA's Office of General Counsel, all loan and non-loan program related documents must continue to be retained until further notice.

Also, FSA County Offices were instructed to replace 8-inch backup diskettes with tape cartridges.

**B Purpose**

This notice reminds State and County Offices about appropriately preserving and storing Price Support loan and non-loan program documents that are on tape cartridges and diskettes.

**C Storage and Preservation**

Tape cartridges and diskettes containing inactive Price Support program records shall be preserved and stored at a Federal Records Center (FRC) and **not** at commercial storage facilities.

<b>Disposal Date</b>  January 1, 2007	<b>Distribution</b>  State Offices; State Offices relay to County Offices
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## Notice PS-563

### 2 Storage of Records

#### A Approved Facilities

FRC's are operated by the National Archives and Records Administration (NARA). The locations of these approved facilities are available from the NARA Web site at <http://www.nara.gov> or by contacting the Federal Records Officer listed on this web site.

#### B Instructions for Locating FRC's

Locate FRC's for your individual State according to the following.

Step	Instructions
1	Go to <a href="http://www.nara.gov">http://www.nara.gov</a> to access the NARA Web site.
2	On the "Archives.gov For" menu click "Records Managers".
3	Select "Federal Records Centers, (FRC)".
4	After the sentence, "Find your local center, contact staff, and learn about local events." Select "More".
5	Select a "State/Territory", as applicable.
6	Follow instructions provided on the website, as applicable.

#### C Action

State and County Offices shall take all necessary actions to ensure that all Price Support tape cartridges and diskettes are sent to an applicable FRC for storage according to procedures in 25-AS.