

For: State and County Offices

Instructions for Storing Price Support Tape Cartridge and Diskette Records

Approved by: Deputy Administrator, Farm Programs



1 Overview

A Background

Offices are required to retain loan and nonloan program records **indefinitely**. Based on the advice from the Department of Justice and OGC, **all** loan and nonloan program-related records **must** continue to be retained until further notice.

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 nonloan program records 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 FRC
- **not** be stored at a commercial storage facility.

2 Storing Records

A FRC Information

FRC's are operated by the National Archives and Records Administration (NARA). FRC locations are available:

- from the NARA web site at <http://www.nara.gov>
- by contacting a Federal Records Officer listed on the web site.

<p>Disposal Date</p> <p>November 1, 2008</p>	<p>Distribution</p> <p>State Offices; State Offices relay to County Offices</p>
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2 Storing Records (Continued)

B Locating FRC's

Locate FRC's for each State according to the following.

Step	Instructions
1	Go to http://www.nara.gov to access the NARA web site.
2	Under "Archives.gov For...", CLICK " Records Managers ".
3	Under "Records Manager Resources", CLICK " Federal Records Centers (FRC) ".
4	Under "Local Federal Records Centers", "Find your local center, contact staff, and learn about local events." CLICK " More ".
5	Under "Records Centers Locations by State/Territory", click applicable State/Territory.
6	Follow instructions provided on the web site, 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 the applicable FRC for storage according to 25-AS.