

For: State and County Offices

**Updated Instructions for Storing and Transferring
Inactive Price Support Tape Cartridge and Diskette Records**

Approved by: Acting Deputy Administrator, Farm Programs



1 Overview

A Background

Based on 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:

- provides guidance for storing and transferring inactive Price Support program records that are on tape cartridges and diskettes
- obsoletes Notice PS-622.

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.

Disposal Date	Distribution
December 1, 2008	State Offices; State Offices relay to County Offices

Notice PS-623

2 Storing Records

A Action

State and County Offices shall refer to the FSA Records Transfer Desk Reference Guide at http://intranet.fsa.usda.gov/records_mgmt/Records_Transfer_Desk_Reference_Guide.pdf for step-by-step instructions on transferring inactive FSA records (see page 35 for specific information on Price Support History Tapes and Diskettes).

Note: Storing tapes and diskettes shall only be transferred if storage is unavailable.

B MSD Records Group Assistance

Go to the MSD Records Group Assignment list at http://intranet.fsa.usda.gov/records_mgmt/MSD%20Records%20Group%20Assignments.pdf for questions about MSD Records Group Assignment procedures.

C Contact

For questions not addressed in this notice, State Offices shall contact Sylvia Redd, PSD, by either of the following:

- e-mail at sylvia.redd@wdc.usda.gov
- telephone at 202-720-2879.