Chapter 15

Records Management

It is ARS policy to 1) preserve records that contain adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of ARS; 2) furnish the information necessary to protect the legal and financial rights of the U.S. Government and of persons directly affected by ARS activities; 3) dispose of records according to General Records Schedules and approved Agency Records Control Schedules; and 4) ensure that all ARS records are scheduled by identifying and safeguarding ARS records for which no ultimate disposition has been determined and coordinate with the Agency Records Management Officer in obtaining disposition authority from the National Archives and Records Administration.

Acronyms: See Chapter 22 for a comprehensive list of commonly used acronyms.

References:
- DR 3080-001 - Records Management
- DR 3090-001 - Litigation Retention Policy for Documentary Materials including Electronically Stored Information
- DR 3099-001 - Records Management Policy for Departing Employees, Contractors, Volunteers and Political Appointees
- DR 3440-2 - Control and Protection of "Sensitive Security Information"
- DM-3440-001 - USDA Classified National Security Information Program Manual
- P&P 251.8 - Records Management
- Manual 251.8M - Records Management
- Bulletin 06-002 - Electronic Records Preservation
- ARS Files Management Guidebook
- General Records Schedules
- ARIS Records Disposition Schedule
- NPA File Management and Retention Guide

Web Sites:
- AFM Records Management
  http://www.afm.ars.usda.gov/recmgmt/
- AFM Policies & Procedures (P&P) and Manuals (M)
  http://www.afm.ars.usda.gov/ppweb/
- National Archives and Records Administration (NARA) – Records Managers
  http://www.archives.gov/records-mgmt/
- Office of the Chief Information Officer (OCIO)
  http://www.ocio.usda.gov/index.html

Points of Contact:

Lisa Baete
Realty Specialist
USDA-ARS-NPA
Natural Resources Research Center
2150 Centre Avenue, Building D, Suite 310
Fort Collins, CO 80526-8119
Telephone: (970) 492-7005
Fax: (970) 492-7049
E-Mail: lisa.baete@ars.usda.gov

Jim Neal
USDA ARS OCIO REE Record Manager
MAIL STOP 0306
5601 Sunnyside Avenue
Beltsville, MD 20705
Phone: (301) 504-4567
FAX: (301) 504-1139
E-mail: jim.neal@ars.usda.gov