

For: All FSA Employees and Contractors

**Record Retention Requirements for FSA Departing Officials in Transition**

Approved by: Administrator



**1 Overview**

**A Background**

According to DR 3080-001, departing officials in transition are required to prepare for archival all record and non-record materials that serve as evidence of any Government activities including, but not limited to the organization's:

- functions
- policies
- decisions
- procedures
- operations.

**B Purpose**

This notice provides procedures for preparing to archive **all** information belonging to departing officials.

**C Contact**

If there are questions about this notice, contact John W. Underwood, Chief, MSD, Kansas City Administrative Services Branch (KCASB), Information Management Section (IMS) at either of the following:

- e-mail at **john.underwood@kcc.usda.gov**
- telephone at 816-926-6992.

| Disposal Date   | Distribution   |
|-----------------|--|
| January 1, 2010 | All FSA Employees and Contractors; State Offices relay to County Offices |

## Notice AS-2162

### 2 Preparing Electronic Media for Archival

#### A Archival Requirements

According to DR 3080-001, Notice AS-2157, and Notice AS-2160 departing officials shall prepare the following for archival:

- computer(s) physical hard drive(s) (for example, C: drive)
- e-mail (.pst file)
- electronic shared drive(s) (for example, FSA or division shared drive, etc.)
- portable storage device(s) (for example, external hard drive, USB flash/thumb drives, etc.).

#### B Archival Process

Once properly prepared for archival, the departing official will **not** need to take any additional action concerning **physical hard drives** or **e-mail**.

When the departing official turns in his/her computer(s) as part of the normal out processing procedure, the local OCIO/ITS representative will remove the physical hard drive(s) from the computer and send to MSD, KCASB for processing and placement in the appropriate Federal archive.

The .pst (personal storage table) file will be on the physical hard drive. The e-mail (.pst file) will be captured from the physical hard drive.

The departing official **will need to move** any folder(s) that are on an electronic shared drive(s) to a physical hard drive on the computer. The user can accomplish this by using the “drag and drop” method (drag the appropriate folder from the electronic shared drive(s) to the physical hard drive). The folder(s) that were on the electronic shared drive(s) will then be on your computer's physical hard drive.

Departing officials will also need to move documentary material on portable storage device(s) (for example, external hard drive, USB flash/thumb drives, etc.) to a physical hard drive on your computer. Documentary material can be moved using the “drag and drop” method (drag the documentary material from the portable storage device(s) to the physical hard drive). The documentary material that was on the portable storage device(s) will then be on the computer's physical hard drive.

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### 2 Preparing Electronic Media for Archival (Continued)

#### C Identifying Physical Hard Drive

Before sending the physical hard drive to MSD, OCIO/ITS shall label the physical hard drive with the name of the departing official and the date the physical hard drive was turned in (departing official's out processing date).

### 3 FedEx Mailing Procedures

#### A Sensitive Information and Personally Identifiable Information (PII)

Physical hard drive(s) contain sensitive information and/or PII and therefore shall be sent to MSD according to specified physical transportation procedures.

#### B FedEx Physical Transportation Procedures

When sending sensitive information and/or PII using FedEx, the sending office shall do the following.

- Prepare and use **2** (double seal) opaque containers (envelope, pouch, package, and/or box) for each shipment. The outer envelope, pouch, package, or box may be provided by the shipping vendor (FedEx). Using new (not previously used) envelopes, pouches, packages, or boxes is preferred.

**Note:** Certain envelopes, pouches, packages, and boxes are in good condition to be used for more than one shipment. However, reusing these items poses a risk. The sending office is responsible for ensuring that any reused envelope, pouch, package, or box will remain intact during the physical transportation process.

- Label each container (inner and outer) with the recipient's name and address and sender's name and return address.

**Important:** Under **no circumstances** should the inner or outer envelope, pouch, package, or box be externally labeled to indicate or identify that the shipment contains sensitive information and/or PII.

- Ensure that the 2 containers are sealed in a manner that will prevent inadvertent opening and will also readily show any signs of tampering.

#### C Electronic Media Containing Sensitive Information and/or PII

Electronic media (physical hard drive) containing sensitive information and/or PII shall be individually labeled/identified as being U.S. Government Property. A label stating "U.S. Government Property, If Found Return To (sender's name and address)" **shall** be placed directly on the physical hard drive.

### 3 FedEx Mailing Procedures (Continued)

#### D FedEx Shipment Procedures

Shipment should be sent using FedEx standard overnight service (shipment must be delivered to the destination by 3 p.m. the next business day).

FedEx has indicated that whenever possible, the customer should use the FedEx web site at [www.fedex.com](http://www.fedex.com) to arrange for the shipment. Using the web site will enhance the ability of both FedEx and the sending office to automatically track the shipment. When using the web site, OCIO/ITS should include the complete name, address, telephone number, and e-mail address of the sender and the recipient (this is needed for automated e-mail alerts).

### 4 Action After Sending Shipment

#### A Notifying MSD, KCASB

Before entering the physical hard drive into a physical transportation system, OCIO, ITS shall contact MSD, KCASB, Records Group and inform them that a physical hard drive is being shipped. See subparagraph 1 C for contact information.

#### B Tracking Shipment

OCIO, ITS can activate the automated tracking offered by FedEx by inputting the appropriate information into the FedEx web site at [www.fedex.com](http://www.fedex.com).

#### C Verifying Receipt of Shipment

When notified that a physical hard drive has been sent, MSD, KCASB, Records Group shall follow-up within **1 workday** after the scheduled shipment delivery date to ensure that the shipment has been received.

**Note:** Follow-up may be accomplished based on the confirmation of delivery e-mail or the web site posting offered by the FedEx automated tracking systems.

#### D Delivery Confirmation for Shipments Containing PII

If delivery of the shipment is confirmed, MSD, KCASB, Records Group need not take any additional action.

If delivery of shipment is **not** confirmed within **2 workdays** after the scheduled shipment delivery date/time, MSD, KCASB, Records Group shall report a possible loss of sensitive information and/or PII by notifying the **Security Incidents Hotline** at either of the following:

- 888-926-2374
- 877-PII-2YOU.

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**4 Action After Sending Shipment (Continued)**

**E MSD Overnight Mailing Address**

OCIO, ITS shall send the departing official's physical hard drive(s) using FedEx to the following address:

USDA - Farm Service Agency  
Attention: MSD Records Group  
Beacon Facility - Mail Stop 8388  
9240 Troost Avenue  
Kansas City, Missouri 64131-3055  
Telephone: 816- 926-6992  
john.underwood@kcc.usda.gov.