



United States Department of Agriculture
Rural Development

RD AN No. 4401 (2033-A)
November 17, 2008

SUBJECT: Retiring Eligible Temporary Records to a Federal Records Center and Permanent Records to the National Archives and Records Administration

TO: Rural Development State Directors

ATTN: Administrative Program Directors

FROM: Clyde Thompson *(Signed by Sharon Randolph) for*
Deputy Administrator
Operations and Management

PURPOSE/INTENDED OUTCOME:

To provide guidance to State Offices regarding a clarification in the procedures for retiring eligible temporary records to a Federal Records Center (FRC) and permanent records to the National Archives and Records Administration (NARA).

While completing the Management Control Review on Records Management in Fiscal Year 2008, we determined that offices were unaware that they could retire eligible records to a FRC. Retiring records to an FRC will free up much needed office space and provide accountability of retention requirements for the records of Rural Development. RD Instruction 2033-A, "Records Management in Rural Development Field Offices," §2033.6(c)(3)(ix) "Transfer of records," provides instructions for transferring files to a FRC.

All FRCs house both temporary and permanent records; however permanent records are, at some point in time, moved to NARA for transfer of ownership.

The 2007 summer edition of the Records Digest outlines the process for completing the required Standard Form 135, "Records Transmittal and Receipt." The digest can be found on the Rural Development Intranet at:

<http://teamrd.usda.gov/rd/ssd/records/digests/RDSummer07.pdf>

EXPIRATION DATE:

November 30, 2009

FILING INSTRUCTIONS:

Administrative/Other Programs

1400 Independence Ave, SW • Washington, DC 20250-0700
Web: <http://www.rurdev.usda.gov>

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Preparing records for transfer begins with identifying the records you have and knowing the retention for these records. RD Instruction 2033-A, along with the Operational Handbook identifies the retentions as approved by NARA. Supplementing the records instruction and Operational Handbook with the information provided in the Records Digest, as listed above, provides complete guidance for the transfer of records, whether they are temporary or permanent.

COMPARISON WITH PREVIOUS AN:

There is no previous AN on the subject.

IMPLEMENTATION RESPONSIBILITIES:

As stated in §2033.3 “Authority and responsibility,” the Administrative Officers are responsible for training office staffs in the application of this Instruction.

Further assistance is available by contacting the Rural Development Records Officer, on 202-692-0029.

Sent by electronic mail on 11/17/08 at 11:00 a.m. by Support Services Division.
The State Director should advise other personnel as appropriate.

