

Office of Information Affairs

USDA Personnel Records Management Responsibilities

USDA Personnel (Employees, Contractors, Students, Volunteers, Interns, Fellows, and Political Appointees) – You must:

- Complete mandatory annual Records Management training;
- Document the work that you create and receive to conduct USDA business;
- Safeguard information that needs to be protected, including sensitive business information and personally identifiable information (PII);
- Retain, store, and maintain physical records in USDA offices;
- Store records created during work and telework in an official, USDA-provided recordkeeping system, such as Shared Drives, and SharePoint;
 - One Drive files are not available to your team; and
 - One Drive files are deleted after you leave USDA;
- Store information containing Personally Identifiable Information (PII) in locked cabinets or limited access electronic folders;
- Store information about your employees, if a supervisor, in a locked, limited access cabinet, and if held electronically, only available to the supervisor in the supervisor’s protected Drive;
- Contact your IT Administrator if you do not have a Shared Drive or SharePoint site;
- If you see something, say something, to your supervisor, and your Agency Records Officer:
 - When records are left unattended;
 - When records are in a dumpster;
 - When records are in trash bins outside of an office;
- Follow Departmental policies for maintaining, protecting, preserving and using records and information;
- Separate personal files from official Federal records;
- Use official accounts to conduct agency business, including official electronic messaging accounts;
- Conduct all USDA business on Government Furnished Equipment (GFE) and maintain records and information in official USDA systems;
- Carbon copy or forward any text, SMS, and electronic messages created or received from a personal account to your official email account within 20 days;
 - When in doubt, contact your Agency Records Officer for assistance.
- Ensure USDA records and information are accessible to USDA and your team:
 - Print record emails to PDF and file them with the rest of your program records, if the information needs to be shared and does not exist elsewhere; or
 - Drag and drop to put emails into shared access program repositories, such as SharePoint, or the Shared Drive.
- Retain, preserve and safeguard records and non-records subject to a Freedom of Information Act (FOIA), Privacy Act (PA), Inspector General (IG) investigation, Equal Employment Opportunity (EEO) investigation, or litigation hold;

Office of Information Affairs

USDA Personnel Records Management Responsibilities, (Cont'd.)

- Ensure that USDA can meet its FOIA responsibilities by responding to USDA FOIA Offices in a timely manner and assisting to locate records requested under the FOIA, for processing by FOIA Professionals;
- Participate in records management activities, such as, but not limited to: updating File Plans, records inventories, official clean up days, and working with your Agency Records Officer (ARO) on records schedules;
- Report unscheduled records to your Agency Records Officer and preserve them as if permanent until there is an approved, legal records schedule;
- Report unauthorized destruction or inadvertent loss to your supervisor and [Agency Records Officer](#);
- Work with your [Agency Records Officer](#) to maintain and preserve USDA records and information according to an approved records schedule;
- Request Agency Records Officer approval for all disposal, deletion, destruction, shredding, discarding, and transfer of records;
- Use only NARA-approved disposition authorities to dispose of records, **not** agency-created file codes;
- Work with your Agency Records Officer for the acquisition and decommissioning of any systems that contain records; and
- Coordinate with Records Management **before transferring or leaving a position**, to comply with [DR-3099-001](#), *Records Management Policy for Departing Employees, Contractors, Volunteers, and Political Appointees*.
 - Complete the [AD-3001](#), Documentary Materials Removal/Non-Removal Certification and Non-Disclosure Agreement with the Agency Records Officer.