

Office of Information Affairs

Contact your ARO Quick Guide

Agency Records Officers (ARO), appointed by the National Archives and Records Administration (NARA) and the Senior Agency Official for Records Management (SAORM), the Principal Deputy General Counsel, are responsible for their Agency Records management practices, including approving and documenting disposition once USDA records and information become inactive.

An ARO is a person who heads an Agency's Records Management Program and is responsible for:

- ✓ Managing the records management program.
- ✓ Onboarding and offboarding agency personnel and political appointees.
- ✓ Establishing records management policies, training and procedures in accordance with the Federal Records Act.
- ✓ Documenting agency compliance with records management regulations, policies, training, procedures, and best practices.
- ✓ Approving and tracking records management disposition throughout the agency.
- ✓ Reviewing, writing and submitting records schedules to the National Archives.
- ✓ Coordinating records management matters with various USDA offices, stakeholders, and the National Archives and Records Administration (NARA).

For the most accurate information regarding Table 1 below, please refer to the living webpage that includes an up to date list of your Department's [Federal Agency Records Officers](#).

Table 1: Agency Records Officers by Agency Component

Beatriz Collazo Departmental Records Officer Department of Agriculture Office of the General Counsel 1400 Independence Ave, S.W. Washington, DC 20250-1150 202-923-5012 beatriz.collazo@usda.gov Updated 05/07/2025	Deidra Thornton (Primary) Agricultural Marketing Service (AMS) Department of Agriculture 1400 Independence Ave., SW 1756-S Washington, DC 20250 deidra.thornton@usda.gov 804-813-8040 Updated 05/07/2025
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Daryl Flood (Primary) Vacant (Alternate) Agricultural Research Service (ARS) Department of Agriculture 5601 Sunnyside Ave. Mail Stop 5119, GWCC-RM 2WS-2218 Beltsville, MD 20705 Daryl.Flood@usda.gov 202-617-6906 Updated 05/07/2025	Deidra Thornton (Primary) Agricultural Plant Health Inspection Service (APHIS) Department of Agriculture 1400 Independence Avenue, S. W. 1756-S Washington, D.C. 20250 deidra.thornton@usda.gov 804-813-8040 Updated: 05/07/2025
Daryl Flood (Primary) Vacant (Alternate) Economic Research Service (ERS) Department of Agriculture 5601 Sunnyside Avenue MS 5119, GWCC-Room 2WS-2218 Beltsville, MD 20705 Daryl.Flood@usda.gov 202-617-6906 Updated: 05/07/2025	Allison Light Farm Service Agency (FSA) Department of Agriculture 1400 Independence Ave, S.W. Room 5746 Washington, DC 20520 Allison.Light@usda.gov 540-317-7740 Updated 05/07/2025
Erin Bragg Food and Nutrition Service (FNS) Department of Agriculture 1320 Braddock Place 2nd Floor Alexandria, VA 22314 erin.bragg@usda.gov 703-305-0160 Updated: 05/07/2025	Vacant Food Safety and Inspection Service (FSIS) Department of Agriculture 1400 Independence Ave, SW Washington, DC 20250 Updated: 05/07/2025

Vacant Foreign Agricultural Service (FAS) Department of Agriculture 1400 Independence AVE SW Room 3960 Washington, DC 20250 Updated 5/20/2025	Timothy O'Reilly U.S. Forest Service (FS) Department of Agriculture 626 E. Wisconsin Avenue Milwaukee, WI 53202 timothy.oreilly@usda.gov 231-445-0188 Updated 5/7/2025
Daryl Flood (Primary) Vacant (Alternate) National Agricultural Statistics Service (NASS) Department of Agriculture 5601 Sunnyside Ave. MS 5119, GWCC RM 2WS-2218 Beltsville, MD 20705 Daryl.Flood@usda.gov 202-617-6906 Updated 05/07/2025	Daryl Flood (Primary) Vacant (Alternate) National Institute of Food and Agriculture (NIFA) Department of Agriculture 5601 Sunnyside Avenue MS 5119, GWCC-Room 2WS-2218 Beltsville, MD 20705 Daryl.Flood@usda.gov 202-617-6906 Updated: 05/07/2025
Vacant Department of Agriculture Natural Resources Conservation Service (NRCS) 1400 Independence Avenue, S.W. RM 5648 Washington, DC 20250-1150 Updated 05/07/2025	David Giberson Department of Agriculture Risk Management Agency (RMA) 6501 Beacon Drive, MS 801 Kansas City, MO 64133 816-926-6251 david.giberson@usda.gov Updated 05/07/2025

Cali Chen (Primary) Keith Watson (Alternate) Rural Development (RD) Department of Agriculture 1400 Independence AVE SW, RM 6900, Mail Stop 0742 Washington, DC 20250 cali.chen@usda.gov Keith.watson@usda.gov 202-720-9644 314-457-5315 Updated 05/07/2025	
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For any questions, contact the Departmental Records Program:

Departmental Records Officer (DRO) Beatriz Collazo, at Beatriz.Collazo@usda.gov, or USDADepartmentalRecords@usda.gov.