
Office of Information Affairs Notice

Date: February 13, 2025

To: Agency Records Officers

From: Alexis R. Graves, Director

Subject: Comparison of AgRecords to Information Technology Modernization Projects at the United States Department of Agriculture (USDA)

The General Counsel's, Office of Information Affairs (OIA) is disseminating this notice to provide additional information and clarification between the OIA-owned system and initiative called [AgRecords](#), the first USDA-wide electronic records management and legal compliance system, and two information technology (IT) modernization projects. AgRecords will sit over all USDA systems to manage USDA records and information wherever USDA does work. The IT projects are owned and managed by the Office of the Chief Information Officer (OCIO) Client Experience Center (CEC). The two IT modernization projects are the: Home Drive to OneDrive Migration Project and the Multiple Agency File Share Migration Project, and target specific locations, such as the Home Drive and Shared Drives, to facilitate cloud access.

This notice provides project details and essential information, including but not limited to:

- Descriptions of each individual project;
- How Personnel* will be affected;
- Why the projects are occurring;
- What actions Personnel are required to take concerning each project; and the
- Final outcomes and benefits of each project.

*Personnel are defined as: employees, contractors, students, volunteers, interns, Fellows, and Political Appointees.

Personnel should review the below information to familiarize themselves with AgRecords and the IT modernization projects, how the projects will (or won't) change their daily workflows, and what their responsibilities are to ensure they have continued access to their records during these projects.

If there are any questions, comments, or concerns about the below projects, contacts are provided at the bottom of the table.

Project Name	AgRecords	Home Drive to OneDrive Migration	Multiple Agency File Share Migration
Nickname	AgRecords	OneDrive Migration	SharePoint Migration
Project Owner	Office of the General Council (OGC), Office of Information Affairs (OIA)	Office of the Chief Information Officer (OCIO), Client Experience Center (CEC)	Office of the Chief Information Officer (OCIO), Client Experience Center (CEC)
Projected Completion Date	September 30, 2028 for Microsoft Suite - All other systems ongoing until complete	April 30, 2025	September 30, 2026
Affected Areas	All electronic systems where USDA has records and information	Home Drive (H: Drive) Each individual user is assigned a local or network drive, the Home Drive, that comes with the windows operating system by default. Local locations which automatically save to the Home Drive include individual's Desktop, Documents and Pictures folders.	Agency/Office Shared drive, usually located on a network location, outside of the users local/work computer
Description	A copy of all records and information will be ingested into AgRecords, the official USDA comprehensive records management solution. AgRecords will ensure USDA records are assigned appropriate retention and are disposed or transferred to the National Archives according to their assigned Records Schedule. Additionally, AgRecords will be utilized by Freedom of Information Act (FOIA) and legal staff to complete eDiscovery searches and place preservation holds on records.	All Home Drive (H: Drive) records will be migrated to OneDrive for storage and use.	All records saved in Shared Drives will be migrated to SharePoint for storage and use. Not within scope: (1) Application data (e.g., F Drive); (2) Home directory data (e.g., H Drive) and related letter drives, which are addressed on a case-by-case basis; (3) Managed Print Service; and (4) Included, but not limited to: GEO data, multi-media data, and data bases, etc.

Project Name	AgRecords	Home Drive to OneDrive Migration	Multiple Agency File Share Migration
Why?	USDA systems are not compliant with the Records Management requirements outlined in the Code of Federal Regulations (CFR) Title 36, Chapter XII, Subchapter B Part 1236. Implementing AgRecords will bring USDA into compliance with the requirements without having to update all non-compliant systems across the USDA.	OneDrive will become the default customer file storage and backup solution and will align all USDA Personnel to a common user and workstation configuration without full dependence on field server storage resources or complex Folder Redirection processes.	Shared Drive file servers are close to End of Life, requiring data migration to new servers to ensure continued availability of records.
Personnel Actions	(1) Follow instructions to bring USDA records and information into the USDA environment, such as text and other electronic messages (outside of Microsoft Teams chat, which is otherwise captured); (2) Continue to comply with litigation and other preservation holds to support USDA information requests; (3) Place your personal (meaning about you, and only you, and nothing else but you) information into a folder labeled “Personal”; (4) Do not delete any records in preparation for ingestion. All records and information must be ingested into AgRecords; and (5) Continue to follow USDA news and communications from your Agency Records Officer (ARO) for updates on AgRecords, as onboarding continues.	(1) Complete steps outlined by the CEC; and (2) Do not delete any records in preparation for this project. All existing records must be migrated. If you aren’t sure whether your files have been migrated, see the Migration Counts provided by the CEC.	(1) If/When contacted, work with the CEC to ensure records are migrated with appropriate Personnel access and permissions; (2) Do not delete any records in preparation for this project. All existing records must be migrated; and (3) Within 30 days of receipt of the final migration notice, you should review your files to ensure all migrated files are present and available to you.

Project Name	AgRecords	Home Drive to OneDrive Migration	Multiple Agency File Share Migration
Outcomes	USDA records and information will be appropriately disposed or transferred according to USDA approved Records Schedules with little to no action from Personnel, except those assigned specific records management responsibilities. Day to day operations for all personnel will not change.	All files saved to your Desktop, Documents, and Pictures folders will be available on OneDrive (the Enterprise cloud). Additionally, all new files saved in these locations will automatically back-up to OneDrive.	All Share Drive files will be migrated to SharePoint. Share Drives will be view only for a month after migration. Records will only be editable in SharePoint.
Benefits	(1) All USDA personnel will be able to continue to utilize systems they are already using, AgRecords will ingest copies of records and information in the background; (2) Legacy systems will be able to be decommissioned once records are ingested, allowing USDA funding to be put to other uses; (3) USDA records and information will be automatically classified with National Archives and Records Administration (NARA)-approved Records Schedules; (4) AgRecords will legally dispose or transfer electronic records and information with programmatic approval, saving on costs relating to the management, storage, and archiving of old data; and (5) USDA data will be secure and will not be exposed to irrelevant parties.	(1) Two terabytes (TB) of storage space per user; (2) Ability for individuals to restore deleted files for up to 93 days; (3) Automatic backup; (4) Automatic versioning; (5) Access to files from any workstation or mobile device on the USDA network or with USDA credentials; (6) Documents autosave to the cloud, protecting from loss; (7) All documents saved to the cloud are recoverable by the user from the Preservation Hold Library; and (8) Documents are only available to the individual user, just like documents saved to the Home Drive but can be shared with others in the same organization. The user (owner) can grant other users access to the file or folders in their OneDrive.	(1) Foreign Service Officers (FSO) with USDA or Digital Infrastructure Service Center (DISC) Operating System (DOS) Microsoft 365 IDs can access SharePoint; (2) Improved collaboration between U.S. and global team members; (3) Information is more easily accessible and manageable; (4) Communications channels and coordination efforts are enhanced, creating a more synchronized workflow and information exchange; and (5) Data is secured with eAuthentication and is only accessible to authorized personnel.
Contacts	For questions, comments, or concerns, contact your Agency Records Officer (ARO) .	For questions, comments, or concerns contact:	For questions, comments, or concerns contact all the following individuals:

Project Name	AgRecords	Home Drive to OneDrive Migration	Multiple Agency File Share Migration
		EMS-CS M.OCIO.EMSCS.ServiceDesk SM.OCIO.EMSCS.ServiceDesk@usda.gov	• Scott Senick (scott.senick@usda.gov) • Tonya Friend (tonya.friend@usda.gov) • Victor Khong (victor.khong@usda.gov) • Temesgen Ayele (temesgen.ayeale@usda.gov)