

Office of Information Affairs

Records Disposal Quick Guide

USDA records and information must be retained according to the Record Schedules approved by the National Archives and Records Administration (NARA) and NARA guidance, which can change frequently, often before Agency copies of records schedules may be disseminated to agency staff, potentially leading to unauthorized disposition.

When records have met their in-house retention as required by NARA, Agency Records Officers (ARO) approve disposition after consulting NARA schedules, guidance and policies. Temporary Federal records may be kept past the destruction date because of a legal hold or other valid business need.

Please see below the series of actions needed for USDA Records Disposal:

- ✓ Records Management (RM) works with Program to complete a [Disposition Application](#), which the ARO will provide.
- ✓ With Program concurrence, RM begins routing the Disposition Application to Stakeholders for approval/concurrence, attaching any applicable supporting information.
- ✓ RM works with Program to identify and document any items identified that must be held for preservation.
- ✓ RM works with Program to ensure that only approved disposition occurs, and the Disposition Date is documented.
- ✓ RM provides a copy of executed Log to the Departmental Records Office (DRO).

Remember, it is necessary to conduct both Program and Stakeholder Review prior to ARO approval to dispose of records. See the below routing sequence for Disposition Application approval/concurrence:

1. Program Staff review and signoff;
2. Agency's Records Management review and signoff;
3. Stakeholder Review and signoff;
4. Agency Records Officer (ARO) Approval; and
5. Disposition documentation.

For any questions, contact the Departmental Records Program:

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