

Office of Information Affairs

Records on Personal Devices Quick Guide

USDA records and information must be created, received, managed and preserved on USDA networks, in USDA official systems.

You must conduct all USDA business on Government Furnished Equipment (GFE) and maintain records and information in official USDA systems.

Use of a personal device or account may result in the device being confiscated and forfeited, or the personal account being accessed by USDA Personnel* for discovery, litigation, or any official business use.

*USDA Personnel are Employees, Contractors, Students, Volunteers, Interns, Fellows, and Political Appointees.

In extenuating circumstances, it is sometimes necessary to send a text or message from your personal device – not as a regular part of your duties, but only occasionally.

These extenuating circumstances may include:

- Calling out sick to your supervisor and you can't log in to a USDA computer.
- Reporting a computer issue to IT by calling in on your personal device.
- Your USDA equipment stops working and you need to advise your supervisor/team.

In these circumstances, you must carbon copy your USDA email account or forward the text to your USDA email account within 20 days.

Use of a personal device or account may result in the device being confiscated and forfeited, or the personal account being accessed by USDA Personnel for discovery, litigation, or any official business use.

For any questions, contact the Departmental Records Program:

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