

Office of Information Affairs

Teleworking 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.

Please see below the guidelines for conducting USDA business while teleworking.

- ✓ Use only your GFE to conduct USDA business, including USDA-provided laptops, mobile devices and cellular phones.
- ✓ Bring any physical records to the office.
- ✓ Work with your supervisor to safeguard records and information that you are handling, which may include personally identifiable information (PII), business sensitive and proprietary information.
- ✓ Do not remove documents containing personally identifiable information from the office. This information should always be handled according to the [USDA DR 3515-002](#), Privacy Policy and Compliance for Personally Identifiable Information (PII).

For any questions, contact the Departmental Records Program:

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