

Office of Information Affairs

Using a Thumb Drive Quick Guide

You may sometimes need to use a thumb drive, or USB drive, and external hard drive to present at an outside network conference, or copy files for sharing with an outside customer, such as the National Archives and Records Administration (NARA).

Before you plug that device in, make sure to:

- ✓ Consult with Records Management (RM) to ensure that the records are identifiable under NARA authorities, with legal instructions for how long records and information should be kept.
- ✓ Copy to an external drive, NEVER delete!
- ✓ Manage large files that SharePoint does not support by consulting with your Agency Records Officer (ARO) and Information Technology (IT) Systems Administrator to handle these files properly.
- ✓ Safeguard - USDA records and information may contain business sensitive, legally privileged, or other information not subject to disclosure. Always safeguard USDA records and information by maintaining it in official storage locations, with appropriate security and access controls.
- ✓ Contact your Privacy Officer at SM.OCIO.CIO.UsdaPrivacy@usda.gov, and never share without password protection and authorization if the information contains sensitive information, Personally Identifiable Information (PII), such as, but not limited to: names, addresses, Dates of Birth (DOB) or Social Security Numbers (SSNs).

For any questions, contact the Departmental Records Program:

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