

## MRP RECORDS MANAGEMENT PROGRAM

### 1. PURPOSE

This Directive updates policy and assigns responsibilities for administering the Records Management Program within Marketing and Regulatory Programs which includes the Animal and Plant Health Inspection Service (APHIS) and Grain Inspection, Packers and Stockyards Administration (GIPSA).

### 2. REPLACEMENT HIGHLIGHTS

This Directive replaces APHIS Directive 3040.1, APHIS Records Management Program, dated 7/18/97, and Federal Grain Inspection Service (FGIS) Directive 3040.2, FGIS Records Management Program, dated 6/25/85. Changes are made due to a reorganization within the divisions, the publication of changes to the APHIS Records Management Handbook, the consolidation of FGIS with the Packers and Stockyards Administration, and the publication of the upcoming new GIPSA Records Management Handbook.

### 3. AUTHORITIES/REFERENCES

The Federal Records Act which is codified at Chapters 21, 29, 31, and 33 of Title 44 of the United States Code (U.S.C.) establishes that the Head of each Federal agency will establish and maintain an active, continuing program for the economical and efficient management of Agency records. It also requires the Head of each Federal agency to make and preserve records containing adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency. The Paperwork Reduction Act, codified at Chapter 35 of Title 44 of the U.S.C., makes records management a part of a broader program of Federal information resources management. The National Archives and Records Administration (NARA) has broad authority under Title 36 of the Code of Federal Regulations (CFR) to set standards for the management of records, evaluate agency programs, preserve permanently valuable records and approve the destruction of temporary records. The General Services Administration's records management regulations are part of its Federal Property Management Regulations and are located in Part 201-3, the Federal Information Resources Management Regulations (FIRMR).

#### **4. POLICY**

- a. Official records created or received by offices are the property of the Federal Government. MRP policy requires all offices to maintain a uniform filing and disposal system. The APHIS and GIPSA Records Management Handbooks contain the mandatory policy and the official guidelines for establishing, maintaining, using, retaining, and disposing of records.
- b. The creation of additional Agency guidelines regarding records disposition, as well as revisions to disposition schedules, must be approved by the Records Officer, APHIS Business Services (ABS), Forms, Issuances, and Records Management (FIRM) team.

#### **5. RESPONSIBILITIES**

- a. The Manager, ABS, APHIS, through the Records Officer, is responsible for implementing a Records Management Program to control records from creation to disposition. Specifically, the Records Officer will:
  - (1) Formulate, direct, and coordinate the MRP Records Management Program.
  - (2) Develop uniform records systems (including file outlines and disposition schedules) and policy guidelines.
  - (3) Conduct surveys of records management practices.
  - (4) Serve as liaison between APHIS, GIPSA, and the NARA/Federal Archives and Federal Records Centers, for disposition, transfer, and recall of records.
  - (5) Serve as Agency liaison with the Department and other Federal agencies on matters relating to records management.
  - (6) Develop, conduct, and coordinate briefings and training programs with the APHIS and GIPSA Training Officers for headquarters and field employees involved in records management activities.
  - (7) Coordinate microform and electronic records alternatives to hard copy files.
  - (8) Work with offices that may have unique circumstances dictating the need for some alterations to disposition schedules.

b. Programs and Divisions/Staffs will:

- (1) Follow guidelines given in the APHIS or GIPSA Records Management Handbook on matters pertaining to the creation, maintenance, use, retention, and disposition of records.
- (2) Assist the Records Officer in developing uniform records systems, including program file outlines and disposal schedules for headquarters and field offices.
- (3) Furnish heads of offices within the Programs and Divisions/Staffs with copies of this Directive and the APHIS or GIPSA Records Management Handbook.
- (4) Furnish a copy of this Directive and any subsequent changes or revisions to employees who file and maintain records.
- (5) Ensure the individuals in the Programs or Divisions/Staffs are aware of the purpose and content of the APHIS or GIPSA Records Management Handbook and that new employees are provided sufficient guidance in this regard.

## **6 INQUIRIES**

Copies of the APHIS and GIPSA Records Management Handbooks may be obtained from:

USDA, APHIS, ABS  
Printing, Distribution, and Mail Branch  
Unit 1  
4700 River Road  
Riverdale, MD 20737  
Telephone: 301-734-5524

Questions concerning this Directive or the APHIS or GIPSA Records Management Handbook should be directed to the Records Officer, ABS, APHIS on 301-734-8420.

/s/

Acting Deputy Administrator  
for Management and Budget