

## CHAPTER 2

### RESPONSIBILITIES

The Forms, Issuances and Records Management (FIRM) Services Center, Riverdale/Washington Business Site, Marketing and Regulatory Programs - Business Services is responsible for leadership, planning, overall policy, and general oversight of records management in the Agency.

1. THE DESIGNATED AGENCY RECORDS OFFICER:

- a. Manages and ensures the implementation of an appropriate records management program tailored to the organization's requirements.
- b. Coordinates the approval of the Agency's records disposition schedules and the transfer of records to the National Archives.
- c. Coordinatee records management issues with other Federal agencies, including Federal oversight agencies, such as the Office of Management and Budget, National Archives and Records Administration, and the General Services Administration (GSA).
- d. Provides technical advice and training to all Agency organizations on establishing and maintaining effective records management programs.
- e. Promotes and communicates Agency wide policies and guidance that reflect records management missions and goals, and incorporate Federal requirements.
- f. Ensures that senior Agency staff are aware of their records management responsibilities.
- g. Conducts periodic evaluations of records management programs within the Agency as part of the Agency's Information Resource Management review and oversight program.
- h. Develops and disseminates directives and operating procedures, as needed, to supplement Agency wide policy to meet the unique records management needs of it's organizations.
- i. Reports any unauthorized disposition of Federal records, including all forms of mutilation and alienation of records to the National Archives. (36 CFR, Chapter XII, Section 1228.104.)

2. THE RECORDS MANAGEMENT COORDINATOR:

- a. Assists the Agency Records Officer with implementing approved records dispositions, while ensuring that no records are destroyed without proper authorization as specified in the Federal Records Act.
- b. Monitors standardized file plans and indexing approaches, where appropriate, to simplify the use of, access to, and integration of information with the organization.
- c. Develops records management oversight roles and communication networks with all program units including field offices and other facilities to ensure that the records management program is implemented at all sites.
- d. Advises Division and Staff personnel in the creation, maintenance, use, retention, and disposition of records.
- e. Coordinates the transfer of records materials to Federal Records Centers (FRC) for storage and retrieval.
- f. Conducts periodic inspections to determine compliance with established files maintenance procedures.
- g. Assists the Records Officer with revisions to the Agency's Records Management Handbook. Furnishes heads of offices within the Division or Staffs with extra copies of this Handbook. Obtains extra copies from:

USDA-APHIS-MRP-BS, RWBS, PDMSC  
Printing, Distribution and Mail Services Center  
Unit 1, 1A33  
Riverdale, MD 20737  
Telephone: (301) 734-5524

3. HEADS OF OFFICES:

- a. Furnish a copy of this Handbook and subsequent changes to employees assigned to file and maintain records.
- b. File personal papers separately from official papers to:
  - (1) Avoid inadvertent destruction or removal of official record material;
  - (2) Facilitate retrieval of official files and thus enhance operational efficiency;

- (3) Eliminate the likelihood that personal papers will be confused with official records and be made available under the Freedom of Information Act;

NOTE: In cases where both private personal business and official business appear in the same document, that portion of the document relating to official business should be extracted and made a part of the official files.

- c. Ensure that employees understand and comply with the requirements to guard against the removal or loss of Agency records.
- d. Ensure that records in the custody of the Agency are not alienated or destroyed except in accordance with this Handbook.

#### 4. FILE CUSTODIANS:

- a. Set up current files according to the procedures outlined in this Handbook.
- b. Ensure the establishment of appropriate internal practices and procedures to prevent unauthorized access, loss, removal, or theft of official records created or acquired in electronic form. Additional guidance is in the GSA Electronic Recordkeeping Handbook.
- c. Ensure that permanent series of records are clearly identified and maintained separately from disposable series to prevent accidental destruction of the permanent series.
- d. Inform the FIRM of changes in activities which necessitate changes in files.
- e. Minimize the accumulation of unnecessary files.
- f. Cut off files annually, separate inactive records from the active files, and determine what can be destroyed at individual file stations or prepared for shipment to an FRC.
- g. Review and update file plans annually.
- h. Report any unauthorized disposition of Federal records, including all forms of mutilation and alienation of records, to the FIRM.