

For: FAS and FSA Employees, Except State and County Offices

Identifying Record Liaisons or Custodians

Approved by: Deputy Administrator, Management



1 Overview

A Background

MSD, Information Management Branch (IMB), Records Section is currently conducting a request for information to identify all individuals within each division, branch, or section serving as record liaisons or custodians. This information is necessary for identifying key points of contact within each division, branch, or section for disseminating information about records management. **This list must be completed by COB September 30, 2009.**

B Purpose

This notice:

- informs FAS and FSA employees about the request for information
- requests that each office identify a staffing individual responsible for its records processing.

C Contact

If there are questions about this notice, contact Kevin Ramseur, FFAS Records Officer, IMB by either of the following

- e-mail at kevin.ramseur@wdc.usda.gov
- telephone at 202-690-1560.

Disposal Date	Distribution
November 1, 2009	FAS and FSA employees, except State and County Offices

Notice AS-2196

2 Action

A Identifying Point of Contact for Records Management Process

Each division or office shall provide the following information for each employee within the division, branch, or section responsible for the records management process:

- division, branch, or section
- liaison's or custodian's name
- telephone number
- address, including building and room number.

This information will be used to identify those individuals within each division, branch, or section responsible for storing and maintaining Federal records.

Offices shall e-mail this information to Kevin Ramseur, MSD, IMB **on or before COB September 30, 2009**, at the contact information in subparagraph 1 C.