

## Chapter 15

### Records Management

It is ARS policy to (1) preserve records that contain adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of ARS; (2) furnish the information necessary to protect the legal and financial rights of the U.S. Government and of persons directly affected by ARS activities; (3) dispose of records according to General Records Schedules and approved Agency Records Control Schedules; and (4) ensure that all ARS records are scheduled by identifying and safeguarding ARS records for which no ultimate disposition has been determined and coordinate with the Agency Records Management Officer in obtaining disposition authority from the National Archives and Records Administration.

Abbreviations: See Chapter 22 for commonly used acronyms and abbreviations.

References:

Files Management Guidance	ARS Files Management Guidebook, also refer to the Records Management Web page: <a href="http://www.afm.ars.usda.gov/divisions/itd/RecMgmt/recmgmt.htm">http://www.afm.ars.usda.gov/divisions/itd/RecMgmt/recmgmt.htm</a>
Records Management Policies	P&P 251.8 - Records Management Refer to the AFM Web: <a href="http://www.ars.usda.gov/afm2/ppweb">www.ars.usda.gov/afm2/ppweb</a>
Procedures	Manual 251.8 - Records Management (Draft) Refer to the AFM Web: <a href="http://www.ars.usda.gov/afm2/ppweb">www.ars.usda.gov/afm2/ppweb</a>
Classified Records Guidance	DM-3440-1.1, Classification, Declassification, and Safeguarding Classified Information
For Official Use Only Guidance	P&P 253.2 - For Official Use Only
Records Schedules	<i>General Records Schedules</i> - current administrative records dispositions. Refer to the NARA Webpage <a href="http://ardor.nara.gov/grs/index.html">http://ardor.nara.gov/grs/index.html</a>  <i>ARS Records Schedules</i> - program records dispositions - are being linked to Manual 251.8, until completed continue to refer to the ARS RCSs contained in P&P 251.8 for program records dispositions only.

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