

FSIS DIRECTIVE

2620.3

11/13/13

IDENTIFYING RECORDS MANAGEMENT LIAISON (RML)

I. PURPOSE

This directive directs each FSIS program area office to identify to the Agency's Records Management Staff a Records Management Liaison (RML) within the respective program area office who is responsible for records management. The Records Management Staff will provide targeted training and updated information on records management to all RMLs.

II. BACKGROUND

A. The Federal Records Act, as amended and codified in [44 U.S.C. 3101](#) and [3102](#), places responsibility on agencies to create and preserve records that adequately document their missions, functions, policies, procedures, decisions, and transactions. The Office of Management, Office of Administrative Services, Information Management and Analysis Branch, manages the Agency's Records Management Program. All FSIS employees are responsible for proper records management.

B. Records management is a collective responsibility that all employees have an equal obligation to maintain. Employees should acquire knowledge of the policies, procedures, and tools for managing records and have the ability to apply them to all records. It is important to identify and designate a RML within each program area office to disseminate information about records management. The Records Management Staff will provide training to the RMLs.

III. RMLs RESPONSIBILITIES

A. The RML's responsibilities include:

1. Coordinating the records management activities for his or her program area office;
2. Developing file plans and procedures to organize and retrieve records when needed as required by the United States Department of Agriculture and the National Archives and Records Administration (NARA) regulations and guidance;
3. Assisting with disposition activities in accordance with [Departmental Regulation 3080-001](#):
 - a. Transfer of inactive temporary records to the Federal Records Center;
 - b. Transfer of permanent records to the NARA; and
 - c. Record destruction of files in accordance with approved record schedules.

B. The RML will serve as the liaison between his or her program area office and the Records Management Staff. The program area offices are to submit new or revised RML contact information to the Records Management Staff at the beginning of each fiscal year. Each program area office is to provide the following information for each assigned RML to the Records Management Staff at RecordsManagementSection@fsis.usda.gov:

1. Program area office;
2. Employee name;
3. Email address;
4. Telephone number; and
5. Address, including building and room number.

IV. QUESTIONS

Refer questions regarding this notice to this link: [Records Management Staff](#).

A handwritten signature in black ink, appearing to read "Rachel A. Edelstein". The signature is fluid and cursive, with the first name "Rachel" being more prominent.

Assistant Administrator
Office of Policy and Program Development