


To: ARS, ERS and NAAS Principal and Co-Principal Investigators

From: Ken Sandel 

Date: March 9, 2018

Subject: Records Disposal Freeze

Purdue received the attached letter from the USDA Director of Management and Agreements Division notifying us, as recipients of funds from certain USDA components [Agricultural Research Service (ARS), Economic Research Service (ERS) and National Agricultural Statistics Service (NASS)] of a **records disposal freeze**. The freeze applies to all records generated from and/or pertaining to agency funded agreements. Awards from other USDA components do not appear to be subject to this freeze.

You are receiving this letter because you served as either a PI or Co-PI on a project in recent history from one of these agencies. By receiving this notice you are instructed to comply with the records disposal freeze meaning you cannot delete, dispose of or destroy any records (electronic or paper) affiliated with a funded project from one of these agencies including data and biospecimens.

Even if you retained records in excess of the required records retention policies and guidelines, if you still have research records from your awards with one of these three agencies then you are required to retain them until the freeze is lifted. In addition to your research records, SPS has frozen our grant files for these agencies and we are determining whether any institutional standardized records purging practices (electronic or manual) need to be adjusted. No action is required of you other than to not dispose of your research records.

We will be back in touch if we receive any further clarification or notice. Thank you for your cooperation and attention to this matter.

cc: Suresh Garimella
Associate Deans for Research



TO: Nancy Decker

FEB 21 '18

137592

February 8, 2018

PURDUE UNIVERSITY
401 South Grant St
WEST LAFAYETTE, IN 47907-2024 US

Dear Mitchell Elias Daniels, Jr.,

This letter provides notification to all Department of Agriculture (USDA) non-Federal entity (NFE) partners and recipients that the USDA is currently under a Records Disposal Freeze. What does this mean? You, the NFE, must retain all paper and/or electronic records associated with your agreements, awarded by the Agricultural Research Service (ARS), Economic Research Service (ERS) and National Agricultural Statistics Service (NASS), in accordance with the records retention requirement set forth in the applicable regulation or administrative requirement; REE-452R, 2 CFR 200 (sec. 200.333(a) and (b)), or 7 CFR 550.

Since this is a broad notification impacting all agency records, this letter also serves as official notice that all records, generated from and/or pertaining to agency agreements with you must be retained during this freeze. No records (paper and/or electronic) can be destroyed or deleted. In addition, no agency official can authorize the destruction of any such records. You will be notified when this records disposal freeze is lifted.

Federal statutes defines a record as follows as, *"All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the Government or because of the informational value of data in them. Library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for convenience of reference and stocks of publications and of processed documents are not included."* (44 U.S.C. 3301)

Please ensure the furthest dissemination of this letter within your organization. If you have any questions or need additional information, please contact the following:

- ARS: the Authorized Departmental Officer identified on your agreement documents (REE-451, Award Face Sheet)
- ERS and NASS: Ms. Deborah Watson on 301-504-4411 or deborah.watson@ars.usda.gov

Sincerely,

ROBERT H. MAGILL
Director, Financial Management and Agreements Division