

National Bulletin: 120-24-01

Date: 10/25/2023

Subject: ADS - Designation of Records Management  
Liaison and Transfer of Eligible Paper Records

**Action Required By: November 30, 2023, and April 30, 2024**

**Purpose:** This bulletin requires all state and above state entities to (1) designate a records liaison in each organizational unit and (2) transfer all eligible records to the National Archives and Records Administration (NARA).

**Expiration Date:** September 30, 2024

**Background:** In December 2002, the Office of Management and Budget (OMB) and NARA issued Memorandum 23-07, which reinforced the requirements in Memorandum 19-21 requiring Federal agencies to electronically manage all records. Memorandum 23-07 established June 30, 2024, as the deadline to move to an electronic environment. To meet these requirements, NRCS, in coordination with the FPAC Business Center, is reviewing and updating the policy in [Title 120 General Manual Part 408](#) and issuing this data call for Records Management Liaisons (RML) as identified in [Departmental Regulation 3080-001](#).

**Explanation:** No later than November 30, 2023, each unit must designate an RML and an alternate RML who will be responsible for implementing records management policy and procedures over their area of responsibility. For deputy areas, the chief of staff is recommended for the RML role and the deputy chief's executive assistant is recommended as the alternate. For states, the assistant state conservationist for management and strategy (ASTC-M&S) or business support specialist (BSS) is recommended for the RML role with the state conservationist's (STC) executive assistant (EA) as the alternate. Attached is the list of current RMLs for reference.

To designate an RML and alternate RML use the FPACNow [Records Management – MSD](#) service request ticket and follow these steps:

1. From the “Request type” dropdown field choose “Liaison and Custodian Designation”
2. Complete the required fields
3. Review the attached list of current RMLs and note if you are replacing someone on the list
4. Select the blue “submit” button on the bottom right

## Records Management - MSD

Support in all aspects of the records lifecycle, litigation holds, training, Liaison and Custodians designations and other technical support requests.

\* Request type

Liaison and Custodian Designation

RMLs and alternates will be included in the monthly records management meetings hosted by the Management Services Division, Directives, Forms, and Records Management Branch and will be asked to provide feedback on the NRCS records management policy.

In accordance with Memorandum 23-07, NRCS must transfer all eligible paper records to the NARA no later than June 30, 2024. After June 30, 2024, NRCS **must transfer** all permanent records in an **electronic format with appropriate metadata**. NRCS would prefer to transfer all eligible paper records before June 30, 2024, to avoid the additional work of converting the record to electronic format. Therefore, the NRCS deadline for organizational units to transfer all records to NARA is April 30, 2024.

**Contact:** If you have questions, contact NRCS Records Officer Tamara Matthews at [tamara.matthews@usda.gov](mailto:tamara.matthews@usda.gov), and Jeremy Bennett at [jeremy.bennett@usda.gov](mailto:jeremy.bennett@usda.gov).

**Attachment:** List of Current RMLs