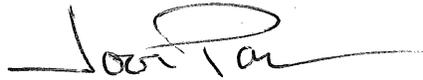


For: All FAS and FSA Employees and Contractors

“Records Management For Everyone” Training Course

Approved by: Acting Deputy Administrator, Management



1 Overview

A Background

On August 2, 2010, USDA implemented the “Records Management for Everyone” training course. As of July 24, 2012, FAS has a 79.2 percent completion rate and FSA has a 93.3 percent completion rate. USDA’s guidance indicates that agencies and staff offices shall provide records orientation training to new employees and adequate training to other employees to ensure that employees continue to be aware of their responsibilities to maintain and safeguard their records.

B Purpose

This notice:

- notifies all FAS and FSA employees must complete the “Records Management Course for Everyone” in AgLearn
- informs each FAS and FSA Management Office about the “Records Management Course for Everyone” training course for new and existing employees.

Disposal Date	Distribution
January 1, 2013	All FAS and FSA employees; State Offices relay to County Offices

Notice AS-2238

1 Overview (Continued)

C Contact

If there are questions about this notice, contact either of the following:

- Keith Holden, FFAS Records Officer, by either of the following:
 - e-mail at **keith.holden@wdc.usda.gov**
 - telephone at 202-690-1560
- Angela Payton by either of the following:
 - e-mail at **angela.payton@wdc.usda.gov**
 - telephone at 202-720-0482.

2 Action

A Records Management for Everyone Training Course

All FAS and FSA employees and contractors **must** take the “Records Management for Everyone” training course in AgLearn by **COB September 21, 2012**.

New employees have until 90 calendar days after their start date to complete the “Records Management for Everyone” training course.

B Questions About AgLearn

If there are question about Aglearn, contact the following.

Location	Contact
Washington, DC area	Bessy Plaza, HRD, by either of the following: <ul style="list-style-type: none">• e-mail at bessy.plaza@wdc.usda.gov• telephone at 202-401-0365.
Kansas City Offices St. Louis Offices State Offices	Cindy Witmer, KCHRO, by either of the following: <ul style="list-style-type: none">• e-mail at cindy.witmer@kcc.usda.gov• telephone at 816-926-2500.

B Role and Responsibilities for FAS and FSA Offices

FAS and FSA Management Offices are responsible for providing training to new employees and adequate training to other employees to ensure they continue to be aware of responsibilities to maintain and safeguard records.