

USDA Record Disposal Freeze

North Dakota State University has been notified by the United States Department of Agriculture that all non-federal partners and grant recipients are currently subject to a records disposal freeze. This means that all paper and electronic records generated from and/or pertaining to grant proposals, awards, contracts, and agreements with identified USDA awards must be preserved (even if that record is slated for disposal per NDSU's Retention schedule). The reason for this freeze relates to a Freedom of Information Act request of the USDA, which may or may not require USDA to request records from grant recipients.

Federal statutes define a record to include books, papers, maps, photographs, machine-readable materials, or other documentary materials made or received in connection with the transaction of business associated with the agency. Items not included are 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 processed documents.

Do not delete or destroy paper or electronic records associated with USDA projects funded from the following agencies:

ARS – Agricultural Research Agency
APHIS – Animal Plant Health Inspection Service
AMS – Agricultural Marketing Service
ERS – Economic Research Service
NASS – National Agricultural Statistics Service
OCE – Office of Chief Economist
OPMP – Office of Pest Management Policy
OSEC – Office of the Secretary

Once the freeze has been lifted, Sponsored Programs will send out a notification to the NDSU campus.