

Notice of USDA Records Disposal Freeze

The University of Tennessee 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 the University must preserve **all paper and electronic records** associated with its grant proposals, awards, contracts, and agreements with the following USDA agencies and offices:

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

The records disposal freeze does **not** apply to the National Institute of Food and Agriculture (NIFA).

Do not delete or destroy any paper or electronic records associated with any USDA-funded projects associated with the agencies and offices referenced above, even if such records could be destroyed under the University's Records Management Policy. Applicable federal law broadly defines a “record” to include all books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical form or characteristics, 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.

Also, please immediately forward this notice to any subcontractors working for the University on a contract funded by the USDA agencies or offices referenced above.

The records disposal freeze was based upon a Federal Freedom of Information Act request made to the USDA. We will provide further notice when the freeze is lifted or if some other action is required on your part.

If you have any questions about the records disposal freeze, please contact your campus or institute research office.