

U.S. DEPARTMENT OF AGRICULTURE
RURAL DEVELOPMENT
Washington, D.C 20250

MANUAL ISSUE No.
WSAL SPECIAL
DATE
July 13, 2018

PROCEDURE NOTICE

RD MANUAL CHANGES

INSERT RD INS 2033-A
(WSAL)

**RECORDS MANAGEMENT IN RURAL DEVELOPMENT
FIELD OFFICES.** This Instruction is

completely revised and prescribes records management policy for the RD National Office located in Washington, DC and in St. Louis, MO; RD regional offices; RD state, county, area, and local offices; and RD offices located in U.S. territories and Pacific Trust Territories. The records Instruction provides the methods of managing electronic and paper records administered by Rural Business, Rural Housing, and Rural Utilities Services, including records retention schedules and incident procedures and recovery of records in the event of flood, fire, or natural disaster.

REMOVE

Table of Contents;
Pages 1 thru 34; and
Exhibits A thru C.

INSERT

Table of Contents;
Pages 1 thru 48
Exhibits A thru M, Exhibits O thru R
and Exhibit T.

REMOVE RD *

The following Instructions has been incorporated into RD Instruction 2033-A and has been made obsolete.

<u>* RD INS</u>	<u>TITLE</u>	<u>REMOVE</u>
2033-C	Management of National Office Records	Table of Contents; Pages 1 thru 17.
2033-E	St. Louis, Missouri, Records Management	Page 1.

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