



September 15, 2020

**Rural Development
Business Center**

Chief Enterprise
Officer

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TO: Rural Development Employees
ATTN: Rural Development Contractors
THROUGH: Angilla Denton /s/ **Angilla Denton**
Chief Operating Officer
FROM: Moraima Rivera
Chief Enterprise Officer
SUBJECT: Revised Disaster Records Schedule
RD 2033-A, "Management of Rural Development Records"

The Disaster Records Retention Schedule, authority DAA-0016-2020-0001, was revised by the Department of Agriculture and signed by the U.S. Archivist. The revised Records Schedule has been added to the Rural Development (RD) Instruction 2033-A, [Management of Rural Development Records](#), and is effective immediately.

The RD Records Management Instruction is a living document and changes are taking place in concert with changes to our organization and how we manage records. You will receive more updates on how we are strengthening Rural Development's Records Management Program.

If you have any questions, please contact the Records Management Team at rd.records@usda.gov.

EXPIRATION DATE:
September 30, 2021

FILING INSTRUCTIONS:
Administrative/Other Programs