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Bulletin

Title: Preservation of All Tobacco Records

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Originating Office: ARS, OCIO, OMAR

This Replaces: Bulletin 00-002, dated July 21, 2001.

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This bulletin replaces Bulletin 00-002, dated July 21, 2001. The purpose of this Bulletin is to preserve any and all records in all media (including electronic records) related in any way to tobacco.

1. Background

Based on a court order in a civil action that the Justice Department has not yet closed, United States of America v. Phillip Morris, Inc., the General Counsel requires that all USDA agencies take steps to preserve any and all records in all media (including electronic records) relating in any way to tobacco. In addition, agencies must not authorize the destruction of any such records retired to a Federal Records Center.

2. Questions

Please direct questions to James Neal, Phone: 301-504-4567, jim.neal@ars.usda.gov or Teresa McDuffie-Frye, Teresa.McDuffie-Frye@ars.usda.gov, Phone: 301-504-1017, REE Records Management Officers, fax: 301-504-1139.

-/s/-

Paul Gibson, Chief Information Officer