



April 26, 2018

KANSAS STATE UNIVERSITY  
2 FAIRCHILD HALL  
MANHATTAN, KS 66506-1100

Dear Richard Myers

This letter provides official notification to all Department of Agriculture (USDA) non-Federal entity (NFE) partners and recipients that the USDA has lifted the Records Disposal Freeze on all paper and/or electronic records associated with your agreements that are held by you, awarded by the Agricultural Research Service (ARS), Economic Research Service (ERS) and National Agricultural Statistics Service (NASS).

You should now follow the records retention guidelines set forth in the applicable regulation or administrative requirement; REE-452R, 2 CFR 200 (sec. 200.333(a) and (b)), or 7 CFR 550.

Please ensure the furthest dissemination of this letter within your organization. If you have any questions or need additional information, please contact the following:

- *ARS*: the Authorized Departmental Officer identified on your agreement documents (REE-451, Award Face Sheet)
- *ERS and NASS*: Ms. Deborah Watson on 301-504-4411 or [deborah.watson@ars.usda.gov](mailto:deborah.watson@ars.usda.gov)

Sincerely,

Director, Financial Management and Agreements Division

