

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-114-78-02

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 1/4/2021

## **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items not shown on this sheet as inactive remain active

## **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 6 is superseded by NC1-114-83-01 item 6  
Item 26 is superseded by NC1-114-83-01 item 26  
Item 35 is superseded by NC1-114-83-01 item 35  
Item 73 is superseded by NC1-114-83-01 item 73  
Item 81 is superseded by NC1-114-83-01 item 81  
Item 88 is superseded by NC1-114-83-01 item 88  
Item 107 is superseded by NC1-114-83-01 item 107  
Item 113 is superseded by NC1-114-83-01 item 113

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO.	
NC 1 114 78 B	
DATE RECEIVED	
30 MAY 1978	
NOTIFICATION TO AGENCY	
<small>In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10</small>	
6-5-79 Date	<i>[Signature]</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)	
U.S. Department of Agriculture	
2. MAJOR SUBDIVISION	
Soil Conservation Service	
3. MINOR SUBDIVISION	
Comprehensive Records Schedule for National office and all functions below this level.	
4. NAME OF PERSON WITH WHOM TO CONFER	5. TEL. EXT
H. Ted Evans, Records Specialist	447-3907

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 72 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
MAY 23 1978	<i>[Signature]</i>	Administrator, Soil Conservation Service

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records schedule supersedes all previously approved records schedules of the Soil Conservation Service or its predecessor agencies.</p> <p>The Soil Conservation Service (SCS) was established by the Soil Conservation Act of 1935 (Pub. L. 74-46, 49 Stat. 163 (16 U.S.C. 590 (a-f)). SCS is responsible for developing and carrying out a national program of conservation of soil, water, and related resources. Programs administered by SCS include basic soil and water conservation, watershed protection, flood prevention, cooperative river basin surveys and investigations, Great Plains conservation, resource conservation and development, and others as assigned by the Secretary of Agriculture.</p> <p>The SCS organization consists of a national office located in Washington, D.C., 4 technical service centers, 50 state offices and an equivalent office in the Caribbean Area, approximately 3300 area and field offices, approximately 285 specialized other offices, and 20 plant materials centers.</p>		313 items

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- N - Washington National Office and any office at this location under direct supervision of this office. It also means records accumulated in this office for or of nationwide importance, such as committees and meetings nationwide in scope, etc. The Records and Communications Management Branch is responsible for all records transfers and storage in the National Office, whether to the Records Center, National Archives, or attic depository.
- T - Record copies of material originated and maintained in the TSC, or as indicated in the SCS Records Schedule. The Administrative Officer, TSC, is responsible for all records transfers to the appropriate Federal Archives and Records Center (FARC).
- S - Record copies of material originated and maintained in the state office, or as indicated in the SCS Records Schedule. The State Administrative Officer is responsible for all records transfers to the appropriate FARC, regardless of where in the state the records are maintained.
- A - Record copies of material originated and maintained in the area office or as indicated in the SCS Records Schedule. Records at the area location, which are to be transferred to the FARC, will be sent to the state office for appraising and preparation of the transmittal.
- F - Record copies of material originated and maintained in the field offices or as indicated in the SCS Records Schedule. "F" also indicated offices, below state office level, other than area offices, such as project engineers offices, plant materials centers, soil survey parties, etc. Records at these locations which are to be transferred to the FARC, will be sent to the state office for appraising and preparation of the transmittal.

NOTE: It is not known at the present time the record material that will be accumulated under the primaries ADMINISTRATION, FIELD SERVICES, POLICY ANALYSIS, PROGRAMS, PROGRAM EVALUATION, or SOIL SURVEY, except for the recurring subjects. As records are identified, they will be added to the records schedule on approval of the National Archives and Records Service.

### Recurring Subjects

The recurring subjects listed below may have application to any or all primary and/or secondary subjects.

- 1 - General Correspondence is routine correspondence relating to any one of the primary or secondary subjects in general. These records consist of originals or copies of correspondence, reports, forms, and other material of a general nature on a wide variety of subjects.  
*NC 174-164, 165 (1)*  
*NC 1-114-75-122 (1)*  
*NC 1-114-76-1 (1)*  
N,T,S,A,F - Destroy when 3 years old.
- 2 - "Mission" Correspondence Files document the functions and responsibilities for which the office is primarily responsible.
  - (a) Mission files created and maintained in offices whose primary function involves administrative support activities such as administrative services, budget and finance, management evaluation, personnel, and similar internal administrative management functions.  
N,T,S,A,F - Destroy in accordance with applicable GRS.
  - (b) Non-Mission Correspondence Files include correspondence, reports, forms, and other material which are accumulated in an office but do not directly relate to the function or mission for which the office exists. They generally include: copies of papers relating to subjects for which another office is responsible for documentation; papers relating to routine internal management or general administration ("housekeeping" functions) of the office.  
N,T,S,A,F - Destroy in accordance with applicable GRS-15.
- 3 - Authorizations or delegations of authority other than or in conjunction with Management Memorandum-54.  
N,T,S,A,F - Destroy when superseded, rescinded, or canceled.
- 4 - Research  
Correspondence, reports, and other material containing technical and scientific research data used in SCS program development, planning, and operation.

- (a) N - Transfer to FARC when 5 years old. Destroy when 20 years old.
  - (b) T,S,A,F - Destroy when 5 years old, or when no longer needed for administrative use.
- 5 - Committee and Meetings records relate to establishment, organization, membership, and policy.

(a) Interagency, advisory, or international committees.

(1) N - Transfer to FARC when 5 years old. Destroy when 15 years old.

*NC-174-164 (5-12)*  
*NC-174-165 (3-10)*

(2) T,S,A,F - Destroy when 5 years old.

*NEI-114-75-122 (3-4)*  
*NEI-114-76-1 (3-9)*

(b) Internal Committees

*GRS 16-12 (2-2)*

N,T,S,A,F - Destroy 2 years after termination of committee.

(c) Records created by committees.

Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.

(1) Related to 5(a) (1) above.

*Arranged by SCS alphabetical classification scheme.*

N - Permanent - Offer to NARS when 10 years old.

*6"/yr.  
1 cu. ft. total*

(2) All other copies.

N,T,S,A,F - Destroy when 3 years old or when no longer needed for reference.

(3) All other committee records.

N,T,S,A,F - Destroy when 3 years old or when no longer needed for reference.

6 - Directives

*Arranged by SCS alphabetical classification scheme.*

(a) SCS directives issued at the National level, including clearance forms indicating originator and approval signature.

Includes National Conservation Planning Manual and Technical Guide.

N - Permanent - Offer to NARS 10 years after revision or cancellation.

*1/2 cu. ft./yr.  
3 cu. ft. total*

(b) Directives Case File

Supporting and background material used in the development of the directives scheduled in 6(a) above.

(1) N - Bulletins - Destroy when 3 years old.

(2) N - All other directives - Transfer to FARC when 5 years old. Destroy when 15 years old.

(c) SCS directives issued below National level including supporting material.

T,S,A,F - Destroy when canceled.

(d) Directives of other agencies affecting SCS operations.

N,T,S,A,F - Destroy when obsolete or superseded.

7 - Opinions And Decisions records are those of the Comptroller General, General Counsel, Courts, etc. affecting all phases of SCS operations. Opinions and decisions affecting overall SCS programs and operations is to be filed unger AG. Opinions and decisions affecting specific programs, such as Conservation Operations is to be filed under the CO primary. Opinions and decisions pertaining to individual WS, RC&D, FP, etc. are to be filed in the subject project case file, and disposed of with the case file.

(a) N - Destroy 2 years after final court decision or as soon as not needed.

*NC 174-164(13-14)  
NC 174-165(11)  
NC 1-114-75-1(S-6)  
NC 1-114-75-2(S)  
NC 1-114-76-1(D-11)*

(b) T,S,A,F - Destroy when 5 years old.

8 - Outside Relations - covers the planning and policy formation of programs involving other government agencies, Congress, schools, colleges, universities, State and local governments, private and public firms, religious organizations, etc. Relations dealing with specific phases of the SCS program, shall be filed under outside relations in the applicable primary. May include reference copies of agreements. See AS for record copies of agreements.

(a) Individuals

Correspondence and other material relating to complaints, commendations, criticisms, suggestions, etc. from individuals and replies thereto.

(1) N - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

(2) T,S,A,F - Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

(b) Private Sector

Correspondence and other material relating to private firms, civic clubs, commercial and industrial firms, cooperatives, religious organizations, etc.

- (1) N - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.
- (2) T,S,A,F - Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

(c) Public Sector

Correspondence and other material relating to Congress, Federal, State and local agencies, schools, etc.

- (1) N - Transfer to FARC when 5 years old. Destroy when 10 years old.
- (2) T,S,A,F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

9 - Reports are recorded information, regardless of media, made or received, and maintained by SCS in pursuance of its program objectives.

(a) Administrative reports such as trip, comparative, statistical, monthly narrative, etc.

N,T,S,A,F - Destroy when 4 years old or when no longer needed for reference.

(b) Routine Program reports such as nonrecurring internal, operational, technical, activities, etc.

- (1) N - Transfer to FARC when 5 years old. Destroy when 15 years old.
- (2) T,S,A,F - Destroy when 4 years old.

*NC 174-164(21-25)  
NC 1-114-75-122 (7)  
NC 1-114-76-1 (14, 35)*

This category of records covers the correspondence, and other material pertaining to subject matter for which the Administrator has direct responsibility. Also includes material pertaining to the overall program of SCS, that because of scope cannot be issued in one of the other primary subjects. Secondary subjects under AG are: Emergency and Disaster Relief and Policy Statements.

10 Administrator's Correspondence

Arrange chronologically.

*6 cu. ft. /yr.  
40 cu. ft. total*

Record copy of correspondence received and initiated by, or in the name of, the Administrator of SCS, regardless of the level at which initiated. Includes White House, Congressional, Secretarial, and all background material.

N - Permanent. Close files annually. Offer to NARS when 10 years old.

Emergency and Disaster Relief

Records covering the defense and natural disaster activities of SCS. Included is SCS participation in the Department Civil Defense and Natural Disaster Programs; regional, state, and county emergency boards; damage assessments, etc.

11 - Defense

Documents relating to the national, state, and county plan of action, including directives, regulations, handbooks, relocation sites, alternate headquarters, succession of command and other material necessary for the effective handling of USDA/SCS responsibilities at all levels.

N,T,S,A,F - Destroy obsolete material as revisions are received, or as instructed on the transmittal document.

12 - Disaster

Documents relating to the national, state, and county plan of action, including directives, regulations, handbooks, relocation site, alternate headquarters, succession of command and other material necessary for the effective handling of USDA/SCS responsibilities at all levels.

N,T,S,A,F - Destroy obsolete material as revisions are received, or as instructed on the transmittal document.

13 - Public Participation

Correspondence and other material relating to participation by the public in program review, policy making, rules and regulations. Includes copies of notices and comments from the public.

- (a) N - Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner.
- (b) T,S,A,F - Destroy when 3 years old.

This category of records pertains to the creation, dissemination and use of material designed for public information and education in connection with the work and program of SCS.

14 - Press Releases

(a) N - Destroy when 2 years old.

(b) T,S,A,F - Destroy when 1 year old or when no longer needed for reference.

15 - Administrator, Deputy, and Assistant Administrators Official Speeches

(a) Official copy  
Arranged alphabetically by name, thereafter chronologically.

N - Permanent. Offer to NARS when 10 year old.

*2 cu. ft. / 30 yrs  
total*

(b) All other copies

N,T,S,A,F - Destroy when 2 years old.

16 - Current Developments

Record copy and background and supporting materials.

(a) N - Destroy when 3 years old.

(b) T,S,A,F - Destroy when 1 year old or when no longer needed for reference.

17 - Subject Files

Consists of correspondence and other material pertaining to informational services in SCS, such as Awards, Contests, Education, Special Observances, etc.

N,T,S,A,F - Destroy when 3 years old.

18 - Requests Files

Consists of requests for information, and copies of replies, thereto, for publications, periodicals, audio-visual, radio and television material, photographers, etc., involving no administrative actions or policy decisions and no special compilation or research.

N,T,S,A,F - Destroy 3 months after transmittal or reply.

*GRS 14-3*

19 - Historical and Organizational Files

*Arranged alphabetically by subject.*

Correspondence and other material such as organizational charts, narrative histories, and related records which document the organization and functions of SCS and its predecessor agency.

- (a) N - Permanent. Transfer to FARC when 3 years old. Offer to NARS when 15 years old. *8 cu. ft. / 30 yrs total*
- (b) T,S,A,F - Transfer to FARC when 3 years old. Destroy when 15 years old.

20 - Publications Files\*

One copy of each publication, poster, chart, periodical, booklet, etc., published by SCS, in the interest of all phases of soil and water conservation.

- (a) Published at the National level by SCS. (\* Non-Departmental, non-GPO) *Arranged chronologically.*

N - Permanent. Transfer to FARC when 3 years old. Offer to NARS when 10 years old. *1 cu. ft. / yr.*

- (b) Published below National level by SCS.

T,S,A,F - Maintain as long as they have administrative or informational use. Otherwise destroy.

21 - Manuscripts

Correspondence and other material including published and unpublished manuscripts and manuscripts written by SCS personnel or cleared through SCS for comment and published by concerns or organizations outside SCS.

N,T,S,A,F - Published manuscripts - Destroy 1 year after publication.  
Unpublished - Destroy when 3 years old.

22 - Project Files

*GRS 13-3a*

Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication and distribution. Includes requisitions, bills, samples, manuscript clearances, and related papers.

N,T,S,A,F - Destroy 1 year after completion of the job.

23 - Distribution Files

Correspondence and other material pertaining to the distribution of SCS informational material. Includes inventory, mailing lists, requests and replies thereto, inquiries, etc.

N,T,S,A,F - Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

24 - Still Photography

Still photographs, slide sets, film strips, posters, original artwork, and other pictorial records that provide documentation of the organization, functions, policies, procedures, and essential transactions of SCS.

- (a) Black and white photography - the original negative and a captioned print.
- (b) Color photography - the original color <sup>captioned</sup> transparency or color negative, a captioned print, and an internegative if one is available.
- (c) Finding aids, 3" x 5" cards, numerical lists, etc. (offer finding aids with photos).

N - Permanent. Offer to NARS when 20 years old.

T,S,A,F - Destroy when no longer needed for administrative use.

PROGRAMS

PR-10

This category of records covers the reports authorizations, committees and meetings, opinions and decisions, and outside relations (for Agreements, refer to AS) relating to the overall management and direction of Programs. Included are all programs for which SCS has sole or partial responsibility. This primary should be used only when the subject matter covers all or a combination of programs under both Land and Water Resources.

LAND RESOURCES

LR-11

This category of records covers the reports, authorizations, committees and meetings, opinions and decisions, and outside relations (for Agreements, see AS) relating to the overall management and direction of LR in SCS. Included are programs for which SCS has sole and partial responsibility. This primary should be used only when the subject matter refers to two or more of the primary subjects under Land Resources.

DISTRICTS

This category of records pertains to the development, formulation, organization, and operation of soil and water conservation districts. Included are federal, state, and other documents that cover the organization, annexation, consolidation, boundary changes; the basis of assistance to and cooperation with SWCD's, reporting; program and work plan; instructional, procedural, and informational material issued by SCS, the boards of supervisors, and the state soil conservation governing body, etc.

25 - Organization

Records pertaining to the organization and maintenance of NACD, state and local soil and water conservation commissions and districts. SCS record copies of local SWCD organization are maintained in the state offices. The National Office maintains the files of the Secretary of Agriculture regarding local districts. Files are to have as a minimum: State Charter, certificate of organization, Memorandum of Understanding, supplemental memorandum of understanding, maps, legal description, work plan and current list and makeup of district boards of supervisors.

N,T,S,A,F - Destroy 1 year after dissolution.

26 - Operations

Records pertaining to the operation of individual districts, such as annual plan of operations, elections, schedule of assistance, contests, etc.

S,A,F - Destroy when 2 years old.

27 - Program and Work Plan

Correspondence and other material pertaining to state and SWCD program and work plan, revisions, amendments, and supplements thereto.

(a) S,A,F - Destroy when 1 year old.

(b) Destroy all others.

This category of records covers the material relating to the planning and development of soil, water, and other related resources at all levels; individual, community, area, district, county, regional, and national. This includes all SCS assistance for orderly effective development of resources to meet social and economic needs of a community, area, or region. Included are records covering land use and treatment combinations, cropping, and other plant management system; interpretations and use of soil, land capabilities and range site information; records about plan, their content, development, quality, amendments, formats, goals, and resource planning procedures as it pertains to the Agriculture Conservation, Drought-Flood, Emergency Conservation, Great Plains Conservation, Rural Abandoned Mine Program, Water Bank, and Welton-Mohawk, and Rural Clean Water Programs, etc.

28 - Programs

Correspondence and other material pertaining to the establishment, planning, and development of the current programs (listed below) and proposed programs in which SCS has a part. Includes policy statements, long range plan, procedures, directives, responsibilities, eligibility, etc. Arranges files *by program. step 1*

- (a) N - Permanent - Transfer to FARC when 10 years old. Offer to *1/2 cu. ft. total* NARS when 15 years old.
- (b) T,S,A,F - Destroy when 10 year old or when no longer needed for reference, whichever is sooner.
  - (1) Agriculture Conservation Program (ACP), a program to stimulate and help landowners/users, with technical services (SCS) and cost sharing (ASCS), carry out approved soil, water, woodland, and wildlife practices.
  - (2) Drought - Flood Conservation Program (DFCP), a program to assist landowners/users, with technical services (SCS) and cost sharing (ASCS), in designated drought and flood damaged areas.
  - (3) Emergency Conservation Measures (ECM), a program to assist landowners/users, with technical services (SCS) and cost sharing (ASCS), to rehabilitate farmlands damaged by wind, floods, hurricanes, or other natural disasters.
  - (4) Great Plains Conservation Program (GPCP) a program to conserve and develop the soil and water resources of the Great Plains, by providing technical and financial assistance to landowners/users in planning and implementing conservation practices.

- (5) Rural Abandoned Mine Program (RAMP) a program to provide technical and financial assistance to surface mine operators, individuals, groups, units of governments, and others to insure that mining operations are done without sacrificing the food and fiber base, quality of rural living, or environment.
- (6) Rural Clean Water Program (RCWP) a program to provide technical and financial assistance to landowners/users for the purpose of reducing pollution in all forms of rural water supplies, in cooperation with local, state and other federal agencies.
- (7) Water Bank Program (WBP) a program to preserve and improve migratory waterfowl habitat and wildlife resources and secure other environmental benefits with technical assistance (SCS and financial assistance (ASCS)).
- (8) Welton-Mohawk Irrigation Program (W-M) a prototype salinity control program to provide technical and financial assistance (SCS) to landowners/users in the Welton-Mohawk Irrigation District, Arizona, in cooperation with EPA and DOI.

29 - Resource Conservation Plan

Consists of all material required for a conservation plan, under any, or all conservation programs, for a landowner/user. Includes individuals, groups, communities, landuse commissions, zoning commissions, inventory and evaluations, etc.

F - Destroy 1 year after cancellation.

The records in this category cover the reports, authorizations, committees and meetings, opinions and decisions, and outside relations (for Agreements, refer to AS) relating to the overall management and direction of Resource Development in SCS, and includes SCS assistance for effective development of resources to meet social and economic needs of communities, areas and regions.

30 - Program Files

Arrange alphabetically by program title.

Policy, procedures, instructions and information on carrying out the responsibilities assigned to SCS in Coastal Zone Management, Community, Land Use, Public Works, Rural Clean Water, Water Quality, Prime and Unique Farmland Planning, and Rural Development, etc.

(a) N - Permanent. Transfer to FARC 5 years after program completion.  
Offer to NARS when 10 years old.

*1 cu. ft. / 20 yrs total*

(b) T,S,A,F - Destroy when 5 years old.

31 - Planning Files

General records not pertaining to a particular project; area or work plans, such as the application, schedule of operations, cost estimates, cost-sharing arrangements, economic justifications, other information to support the project, minimum requirements, plan surveys and investigations, approvals and revisions of plans, etc.

(a) N - Destroy when 3 years old.

(b) T,S,A,F - Destroy when 1 year old.

32 - Project Case Files

Correspondence and other material and data created, received, and used in the preparation of a specific project or area plan.

S - Transfer to FARC 4 years after end of installation period.  
Destroy when 25 years old.

WATER RESOURCES

WR-14

This category of records covers the reports, authorizations, committees and meetings, opinions and decisions, and outside relations relating to the overall management and direction of WR in SCS. The WR primary is used only when the subject matter covers both the River Basin (RB) and Watershed (WS) programs.

This category of records covers coordination of programs pertaining to river basin surveys and investigations and inter-agency coordination in the water and related land resources field.

33 - General Correspondence Files

Correspondence and other material relating to River Basins planning in general and to no particular project or case file. Arrange chronologically.

- (a) N - Permanent. Transfer to FARC when 5 years old. Offer to NARS when 10 years old. Offer to *3 1/6 by total*
- (b) T,S,A,F - Destroy when 3 years old.

34 - Project Case Files

Correspondence and other material and data created, received and used in the study of a specific basin or sub-basin.

- (a) N,T,A,F - Destroy 1 year after publication of report.
- (b) S - Transfer to FARC 5 years after publication. Destroy when 15 years old.

35 - River Basin Reports

Arranged by state, thereafter by project name.

- (a) Consists of final report, environmental impact statement and correspondence relating to report and statement.
  - (1) N,S - Final report - transfer to FARC when 5 years old. Destroy when 15 years old.
  - (2) T,A,F - Destroy when no longer needed for reference.
- (b) Draft report.
  - S - Destroy 5 years after final report is published.

36 - Flood Insurance Studies

- (1) Correspondence and other material relating to flood insurance studies in cooperation with the Federal Insurance Administration, HUD.
  - (a) N - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

(b) S - Transfer to FARC when 5 years old. Destroy when 15 years old.

(2) Machine-readable records containing program tracking data which lists the state, town, stream miles, and flood plain acres covered by the flood insurance study. Records include cost and dates of each study.

N - Destroy when no longer needed for reference.

### 37 - Flood Hazard Analysis

(1) Correspondence and other material relating to flood hazard studies in cooperation with state and local agencies and HUD.

(a) N - Destroy when 5 years old or when no longer needed whichever is sooner.

(b) S - Transfer to FARC when 5 years old. Destroy when 15 years old.

(2) Machine-readable records containing digital engineering and USGS stream flow data used in the determination of flood hazards for selected water courses throughout the United States.

N - Destroy when no longer needed for reference.

Records in this category cover information and other material pertaining to carrying out SCS responsibilities in PL-566, Flood Prevention and Pilot Watershed programs.

38 - General Records

Records pertaining to applications, approvals, assistance, basic data, benefit-cost comments, cost estimates, cost sharing, fund management, land treatment, maintenance, maps and photographs, preliminary investigations, structural measures, work outline and work plan of a general nature and to no particular project or case file.

*NC 1-114-75-1(10-25)*

- (a) N,T,S - Destroy when 2 years old.
- (b) A,F - Destroy when 1 year old.

39 - Case Files

*NC 1-114-75-1(26-99)*

Records of each specific PL-566, FP, and Pilot project including the environmental impact statement are case filed according to the subjects above. Identify each folder with the projects full name. Project case files are maintained in offices creating records and involved in watershed projects as long as the records (plan, site, installation period, etc.) are active.

N,T,A,F - Send all case files to the state office 1 year after end of installation period.

- (a) S - Consolidate all case files, destroy duplicate records. Send consolidated files to FARC 2 years after end of installation period. Destroy 20 years after end of installation period.
- (b) Permanent Case Files: The states listed below are designated as the archival record copy office for the identified PL-566, FP, and Pilot projects. They will identify the records (case files) and transfer them to the FARC in the region in which they are located 2 years after the end of the installation period. Offer to NARS 10 years after end of installation period.

*Arranged numerically by regions, then in alphabetical order by state.*

<i>(1) Pilot</i>	<i>25 cu. ft. total</i>
	<i>30 cu. ft. total</i>
<i>(3) FP</i>	<i>50 cu. ft. total</i>

<u>State</u>		<u>Project</u>	<u>GSA-Region</u>
California	PL-566 FP Pilot	Escondido Creek Los Angeles - Los Angeles River Walnut Creek	9
Georgia	FP Pilot	Coosa River - Little River North Fork Brood River	4
Indiana	PL-566 Pilot	Little Raccon Creen Flat Creek	5
Massachusetts	PL-566	Washington Mountain Brook	1
Mississippi	PL-566	West Hatchie	4
Nebraska	PL-566 Pilot	Buckley Creek Upper Salt Swedeburg Trib	6
Hew Hampshire	Pilot	Boboosin River	1
New Jersey	Pilot	Pequest River	2
New York	FP PL-566	Buffalo Creek Cayaga Creek Ischua Creek	2
North Dakota	PL-566 Pilot	Boundary Creek Tongue Creek	8
Oklahoma	PL-566 FP Pilot	Four-mile Creek Washita River - Oak Creek Double Creek	7
Pennsylvania	PL-566	Marsh Creek	3
Washington	PL-566 Pilot	Locke Mission Creek	10
West Virginia	FP Pilot	Potomac River - Patterson Creek Salem Fork of Ten-Mile Creek	3

TECHNICAL SERVICES

TS-30

This category of records covers the reports, authorizations, committee and meetings, opinions and decisions and outside relations (for Agreements, refer to AS) relating to the overall management and direction of Technical Services, which includes the following programs: Soil Survey, Field Services, Cartography, Ecological Sciences and Technology, Economics, Engineering, Environment, and Inventory and Monitoring. The Technical Services primary should be used only when the subject matter covers all or a combination of two or more of the primaries above.

METRIC CONVERSION

This category of records covers the regulations, formulation, and organization of the conversion of SCS to the metric system.

SOIL SURVEY

SS-31

This category of records covers that portion of the National Cooperative Soil Survey for which SCS has responsibility; records for classification, interpretations, investigations and operations. The Soil Survey primary will be used on correspondence only when the text of the correspondence relates to two or more of the following primaries: Soil Classification and Correlation, Soil Interpretation, Soil Investigation, and Soil Operations.

This category of records covers correspondence pertaining to the classification, description, taxonomy and correlation of soils.

40 - Classification

- (1) Records pertaining to the classification of soils, including memorandums, correspondence, analytic charts, published and unpublished reports, etc.
  - (a) N - Destroy after converted to machine-readable records.
  - (b) T,S - Destroy when 10 years old.
  - (c) A,F - Destroy when 3 years old.
- (2) Machine-readable file comprised of a listing of soil classification by series and state that contains the present type location of the soil series.
  - (a) N - Destroy after third up date cycle.

41 - Series Description

Records pertaining to the official series descriptions of soils.

- (a) N - To be maintained in SCS as long as the NCSS is active. Destroy when no longer needed for administrative use. Transfer to FARC not authorized.
- (b) T,S - Destroy when no longer needed for administrative use.

42 - Soil Taxonomy

Records and supporting evidence, final decisions, etc., pertaining to taxonomy.

- (a) N - To be maintained in SCS as long as the NCSS is active. Destroy when no longer needed for administrative use. Transfer to FARC is not authorized.
- (b) T,S - Destroy when 15 years old.

43 - Soil Correlation

Records pertaining to county field and final correlations.

- (a) N - To be maintained in SCS as long as the NCSS is active. Destroy when no longer needed for administrative use.

- (b) S - Transfer to FARC 2 years after publication of the soil survey. Destroy 20 years after publication of the soil survey.
- (c) T,A,F - Destroy 1 year after publication of the soil survey.

This category of records covers the policy, procedures and instructions pertaining to the interpretation of soils for agronomy, biology, engineering, land capability, range, forestlands, recreation, etc. Also contains the soil survey manuscript and manuscript data for soil survey reports.

44 - Subject File

Records of interpretations pertaining to agronomy, biology, engineering, land capability, range, forest, recreation, etc., such as kinds of crops, yields, quality, behavior of soils for construction; capability class, sub-class; variety, yields and quality of trees, etc.

- (a) T,S - Destroy when 5 years old.
- (b) N,A,F - Destroy when 3 years old.

45 - Manuscript File

Record copy of most recent soil survey manuscript draft and supporting data, such as census data, summary of yield records, and laboratory records, weather data, etc.

N,T,S,A,F - Destroy 1 year after publication of soil survey.

46 - Soil Survey Reports

Arranged by State, thereafter by county.

- (a) N - Permanent. Offer <sup>to</sup> NARS ~~on~~ <sup>annually</sup> publication. *12 cu. ft./yr.*
- (b) T,S,A,F - Destroy when no longer needed for reference.

SOIL INVESTIGATIONS

SV-34

This category of records covers the policy, procedures, instructions, etc., pertaining to soil formation, soil classification, geomorphology, interpretations, laboratory analysis, field soil behavior, statement of problems, plans of conduct, methods used, etc.

47 - Soil Data

*NC1-114-76-1(36)*

Correspondence of a general nature pertaining to procedures used in soil analysis, and application of the data obtained from these procedures.

- (a) N,T - Destroy when 10 years old or when no longer needed for reference, whichever is sooner.
- (b) S - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

48 - Pedon Characterization Data

*NC1-114-76-1(37)*

- (1) Records of soil analysis that are useful to characterize kinds of soil, to include highway engineering test data; analytical data and companion pedon descriptions for kinds of soil relevant to the respective office.
  - (a) N - Permanent. To be maintained in SCS as long as the NCSS is active. Offer to NARS at the completion of the NCSS.
  - (b) T,S - Discard preliminary data when it is replaced by completed data. Destroy when 30 years old. Records may be stored in the FARC when it has no further administrative use, for the balance of the 30 years.
- (2) Machine-readable records containing site, horizon, chemical, mineralogical, and engineering descriptions of each pedon surveyed.
  - (a) N.- Permanent. Offer to NARS at the completion of the NCSS.

49 - Check Data

*NC1-114-76-1(38)*

Records of small reference projects such as texture checks and p<sup>H</sup> checks.

N,T,S - Destroy when 10 years old.

50 - Primary Data

*NE1-114-76-1(39)*

Data record books, primary data sheets, and punch cards from which data are calculated.

T - Discard 6 months after completion on termination of a project if data has no value for publication. Otherwise discard when the data is published.

51 - Water Data

*NE1-114-76-1(40)*

Records pertaining to procedures used and completed data for water analysis.

(a) N,T - Destroy when 10 years old or when no longer needed for reference, whichever is sooner.

(b) S - Destroy when 5 years old.

52 - Benchmark Soils

*NE1-114-76-1(41)*

ADP printout listing soils by series, by State.

(See item 40 for related machine-readable records.)

N,T,S - Retain current printout only.

SOIL OPERATIONS

SO-35

Records pertaining to the planning, scheduling, and managing of soil surveys, including annual plans, long-range plans, work plans, review and identification legends, soil handbooks, progress maps, techniques, resource areas, soil judging, etc.

53 - Plans and Schedules

*NC1-114-76-1 (42-43)*

Records pertaining to the overall operations of the soil survey activities of SCS, including monthly, quarterly, annual, long range, and work plans.

N,T,S,A,F - Destroy 1 year after the end of the planning period.

54 - Review and Identification

Records pertaining to soil survey identification legends and initial, progress, comprehensive, and final field reviews.

(a) N,T - Destroy when 10 years old.

(b) S,A,F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

55 - Soil Handbooks

*NC1-114-76-1 (50)*

Records pertaining to an individual soil survey area in the process of being mapped. Includes interpretive tables, yield data, field studies, laboratory and engineering investigations, geologic data, field notes not summarized in the descriptive legend, block diagrams, soil groupings, etc.

F - Destroy 1 year after publication of soil survey.

56 - Progress Maps

*NC1-114-76-1 (51)*

Records and maps, showing status and progress of soil surveys.

(a) N - Destroy when 4 years old.

(b) T,S,A,F - Retain most recent edition.

57 - Techniques

*NC1-114-76-1 (52)*

*Arranged alphabetically by technique.*

Records pertaining to the discussion of techniques for carrying out soil survey activities, such as photo interpretation, equipment, use of multispectral imagery, investigative techniques, etc.

(a) T - Permanent. Transfer for FRC when 10 years old. Offer to NARS when 30 years old.

*1/2 cu. ft. / 20 yrs total*

(b) N,S,A,F - Destroy when 5 years old.

58 - Soil Judging

Records pertaining to the criteria for soil judging contests and related data, including land judging material. Refer to IN for individual contests.

T,S,A,F - Destroy when 5 years old.

FIELD SERVICES

FS-36

This category of records covers the reports, authorizations, committees and meetings, opinions and decisions, and outside relations relating to the overall management and direction of FS in SCS. The FS primary is to be used only when the subject matter pertains to two or more of the following associated primaries: Cartography (CA), Economics (EC), Engineering (EN), Environment (EV), Inventory and Monitoring (IM), and Ecological Sciences and Technology (ES).

This category of records covers the preparation, production, and distribution of maps, charts, diagrams, drawings, etc. Also included will be records on cost, aerial photos, photographs, special cartographic techniques, sale of maps, etc. See INFORMATION for records and disposals having to do with photographs.

59 - Manuscript and Annotated Maps

Hand-drawn maps (generally in pencil, ink, or colors on paper or tracing cloth), maps made with stickup and similar adhesives, and maps that bear significant manuscript annotations, changes, or additions. Included are maps compiled for research, or exhibits and wall displays; map enclosures to reports or correspondence; original topographic planetable sheets, terrain sketches; final manuscript "smooth sheets" and fair sheets showing the results of surveys; maps or aerial photographic prints annotated with field survey information, initial hand-drawn photogrammetric stereoplotting from aerial photographs; and proof sheets or overlays that bear annotations resulting from field checking over verification of survey data or that are annotated to show source of information used on the map.

T,S,A,F - Maintain as long as maps have planning and/or administrative use. Destroy when needs cease.

60 - Cartographic Records Prepared During Intermediate Stages of Publication

Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reduction color proofs, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose information content is duplicated by the final published map.

T - Destroy 1 year after publication of resultant map or 1 year after no longer needed for revision.

61 - Published Maps

One copy of each published map, atlas, portfolio, and photomap produced by SCS, including each edition and variant, and all related indexes (in map or other form). Pull one copy at time of publication.

T - Permanent. Offer to NARS at regular intervals (1 to 5 years).

*12 cu. ft./yr.*

62 - Map Negatives

Negatives of published maps including reproducible negatives of soil survey reports.

T - Transfer to FARC at the same time maps are transferred. Destroy 25 years after map publication.

63 - Map History and Source Material

Map history and chart history case files documenting the chronological events in planning, surveying, field work, and production and revision of specific maps, and files containing or describing the sources of information for specific maps, including map specifications, location diagrams, notes kept by the cartographers when making maps, maps or photographs from which information was abstracted, correspondence, reports, bibliographies, lists of sources, and papers showing information about the origin and spelling of place names.

T, S - Maintain as long as maps have planning, design and/or administrative use. Destroy when needs cease.

64 - Maps on Microfilm

If both original hard copy maps and microfilm copies exist.

N,T,S - Submit SF-115, Request for Records Disposition Authority.

DISPOSAL NOT  
APPROVED

65 - Computer Generated Maps

- (a) One copy of each published, manuscript, or computer produced map produced by the agency that show such administrative information as the general geographic coverage of a computer system or the geographic location of all input stations used in the system.

T,S, - Submit SF-115, Request for Records Disposition Authority.

DISPOSAL NOT  
APPROVED

- (b) Source material maps acquired as source material for data.

T,S - Submit SF-115, Request for Records Disposition Authority.

DISPOSAL NOT  
APPROVED

- (c) Computer-plotted maps (hard copy printouts).

T,S - Submit SF-115, Request for Records Disposition Authority.

DISPOSAL NOT  
APPROVED

- (d) Machine-readable records containing soil lines and soil symbols.

T,S - Destroy when no longer needed.

66 - Finding Aid

Graphic or written indexes and other finding aids relating to maps.

Dispose of in accordance with instructions for maps to which they apply.

67 - Survey Field Notes, Geodetic Controls, and Computations

(Hard copy of Microfilm) for Preparing Maps.

T,S - GRS-17, Item 9.

68 - Vertical and Oblique Aerial Film (100 sq miles or less)

Conventional aircraft vertical and oblique film in black and white, color, or "false color", including photo indexes (controlled mosaics), flight line indexes or coordinate grid systems used as finding aids.

(a) Original or master negative

T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(b) Copy negatives, internegatives, rectified negatives, and glass plate negatives.

(1) Annotated.

T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(2) Unannotated.

T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(c) Prints

(1) Annotated.

T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(2) Unannotated.

T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

69 - Vertical and oblique Aerial Film (100 sq miles or more)

All aerial film for area larger than 100 square miles is procured through the Agricultural Stabilization and Conservation Service (ASCS). ASCS stores it for 50 years and then transfers it to NARS.

*SCS uses the ASCS record copy. No disposition in this schedule necessary.*

70 - Infrared, Ultraviolet, Multispectral (multi-band), Video, Imagery Radar, and Related Data Tapes, Converted to Film Base

(a) Original or master negatives.

N,T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(b) Prints

(1) Annotated.

T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(2) Unannotated.

T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

71 - Finding Aids

Photo mosaics flight line indexes, coded grids, coordinate grids and other finding aids relating to remote sensing imagery.

T - Dispose of in accordance with instructions for related remote sensing imagery records.

72 - Remote Sensing Photographic Imagery

These sensor systems provide photographic imagery, sometimes after conversion or transferral of information from raw data.

(a) Remote Sensing Data Not on Film Base.

(1) If machine-readable: See GRS-20

(2) If not machine-readable:

N,T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(b) Remote Sensing Data on Film Base.

(1) Original or master negatives.

N,T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT APPROVED

(2) Prints.

(a) Annotated.

N,T - Submit SF-115, Request for Records Disposition Authority. DISPOSAL NOT  
APPROVED

(b) Unannotated.

N,T - Destroy when no longer needed for administrative use.

73 - Aerial Photographs

Aerial photographs annotated with soil survey information used in resource planning and in soil survey reports. Commonly known as "Soil Survey Field Sheets." At the completion of the related soil survey report, transfer to the Records and Communications Management Branch for offer to NARS.

N - Permanent. Offer to NARS after completion of soil survey report.

This category of records covers principles and practices related to a coordinated program of soil, water, and related resource conservation.

Included under this primary are the plant sciences: (1) agronomy for the use and management of vegetation on all lands; (2) biology for the use and management of land, water plants, and animals in sound land use, (3) forestry, for the use and management of private and public woodlands; (4) plant materials, program covering the sources, collection, introduction, testing, release, and utilization of new plant materials; (5) range conservation for the use and management of native grazing lands; (6) recreation, for the planning of safety, sanitation, layout, accessibility, and aesthetic qualities of recreation areas; and (7) research, conservation research needs evaluation and responses, for soil and water conservation.

74 - Agronomy

- (a) Correspondence and other material pertaining to a particular agronomic project and/or agronomic practices. May include records such as cropland management, crops, dune stabilization, cost return, orchards, vineyards, pastures, haylands, mulching, tillage, vegetation culture, vegetated structures, waterways, weed control, etc.
  - (1) N,T,S - Destroy outdated material as new material is received.
  - (2) A,F - Destroy correspondence <sup>when</sup>~~every~~ 3 years old.
- (b) Background material, including research and development studies for agronomic practices developed exclusively by and recommended by SCS. Arrange alphabetically by subject.

- (1) N - Permanent. Offer to NARS when 15 years old. *1 cu. ft. / 5 yrs total*
- (2) T,S,A,F - Destroy correspondence when no longer needed for reference.

75 - Biology

Correspondence and other material pertaining to biologic projects and practices. Includes, but not limited to, records relating to development, ecology, identification, management, production, and values of plant and wildlife conservation.

- (a) N,T,S - Destroy outdated material as related new material is developed or received.

(b) A,F - Destroy correspondence when 3 years old.

76 - Forestry

*NC 174-164 (28-91)*

Correspondence and other material pertaining to a particular forestry project and/or forestry practices. May include dendrology, lists of scientific names, lists of common names, species, ecology - the relationship of plants and animals to the environment, management and culture, mensuration, products, protection, reforestation, windbreaks, etc.

(a) N,T,S - Destroy outdated material as related new material is developed or received.

(b) A,F - Destroy correspondence every 3 years.

77 - Range

Correspondence and other material pertaining to the policies and procedures relating to the soil and water conservation on range lands. Included are technical standards and specifications on range sites, condition, practices, ecology, economics, feed and forage, livestock, wildlife, etc.

(a) N,T,S - Destroy outdated material as related new material is developed or received.

(b) A,F - Destroy correspondence ~~every~~ <sup>when</sup> 3 years <sup>old</sup>.

78 - Recreation

Correspondence and other material pertaining to policies and procedures relating to planning procedures, facility design, ecology, cost estimate, etc., to be used in SCS assisted recreation developments. Does not include files of individual projects.

(a) N,T,S - Destroy outdated material as related new material is developed or received.

(b) A,F - Destroy correspondence ~~every~~ <sup>when</sup> 3 years <sup>old</sup>.

79 - Plant Materials

Certification, registration, accessions, patent certificates, and all background material.

S - Transfer to FARC when 10 years old. Destroy when 30 years old.

80 - National Plant Materials (PMC) Handbook

SCS authority, procedures, purpose, policy, guidelines, and responsibilities for conducting plant material work in conservation program.

- (a) N - Permanent. Offer to NARS 10 years after revisions or *1 1/2" / 5 yrs total* cancellation.
- (b) T,S,A,F - Destroy outdated material as new material is received.

81 - Reserved.

82 - Project Records

Maintained at a Center reflecting a complete history of each project from initiation to completion, including modifications, test and trial results, photographs, etc.

- (a) S - Transfer to FARC when 10 years after project completion. Destroy 30 years after project completion.
- (b) N,T,A,F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

83 - Plant Materials Center Reports

- (a) Annual Plant Materials Technical Report Summary of the test results from 22 PMC's which are used as guidelines for the National Plant Materials Handbook.

- (1) N - Destroy when 2 years old.
- (2) S - Destroy when 5 years old.

- (b) Background Reports.

Includes popular report and operations report prepared by states on an irregular basis.

S - Destroy when obsolete or superseded.

This category of records covers the economic analysis of natural resource related problems and the economic and social impacts of conservation measures on the problems. Also includes records regarding interagency and intergovernmental coordination in economic research and application to benefit cost analyses and evaluations.

84 - Project Analysis

Correspondence and other records pertaining to the economic analysis of individual projects, such as Watershed, Flood Prevention, Resource Conservation and Development projects, etc.

N,T,S,A,F - Transfer analysis records to project case file at completion of analysis. Dispose of in accordance with disposition for project case files (*Items 28 & 36*).

85 - Conservation Measures

Correspondence and other records pertaining to the economic analysis of the impact of planned and proposed conservation measures.

N,T,S - Maintain current economic analysis records. Destroy old analysis 3 years after update.

86 - Production and Efficiency

Correspondence and other records pertaining to the economic analyses of problems and impacts of employment, production, and efficiency including energy efficiency.

N,T,S - Maintain current economic analysis records. Destroy outdated analysis 3 years after update.

87 - Cost-Return

Correspondence and other records pertaining to the economic analyses related to computing cost-return data. These records are not those connected with project analysis.

N,T,S - Maintain data as long as it applies to current rules for economic analysis. Destroy 3 years after it has lost its usefulness.

This category of records covers the policy and procedures pertaining to engineering planning, design, construction, and maintenance of structural and management measures to implement soil and water conservation. Includes hydrology, hydraulics, geology, soil mechanics, surveying, etc. for watershed protection and flood prevention, resource development, snow surveys and other conservation programs.

88 - General Engineering Records.

Construction and design phases of Engineering. Includes correspondence and other material pertaining to such topics as construction, design, drainage, erosion control, geology, hydrology, irrigation, maintenance, snow surveys, soil mechanics, specifications, water conservation, water plans, water rights, water quality, sea water conversion, landscape architecture, sanitary engineering, etc. Does not include case files pertaining to particular project (WS, FP, RC&D, etc) activity.

- (a) N - Transfer to FARC when 5 years old. Destroy when 30 years old.
- (b) T,S,A,F - Transfer to FARC when 5 years old. Destroy when 10 years old.

89 - Engineering Conservation Practices

*NC1-114-75-2(9, 45-54)*

Consists of correspondence and other material pertaining to studies, tests, specifications, etc. for individual conservation practices.

Arrange files alphabetically by practice.

- (a) N - Transfer obsolete or inactive material to FARC when 10 years old. Destroy when 30 years old.
- (b) T,S,A,F - Destroy obsolete and inactive material when 5 years old.

90 - Construction Files & Design Files

*NC1-114-75-2(10-18, 44-45, 55-75)*

Consists of correspondence and other material pertaining to construction phase of engineering for a specific project. Includes reviews and inspections, original manuscript "as built" plans, computation sheets, control tests on construction material, field density determinations, field notebooks, inspector's construction reports, job diaries, etc.

- (a) Engineering Design and Construction case files for certain PL 566, Flood Prevention (FP), and PILOT Watershed projects have been designated as permanent records. States designated

are to consolidate design and construction case files with WS case file records similarly listed under the primary subject WATERSHED.

The states listed below are designated as the archival record copy office for the identified (1) PL 566, (2) Flood Prevention (FP), and (3) Pilot Watershed projects.

<u>State</u>		<u>Project</u>	<u>GSA-Region</u>
California	PL-566	Escondido Creek	9
	FP	Los Angeles - Los Angeles River	
	Pilot	Walnut Creek	
Georgia	FP	Coosa River - Little River	4
	Pilot	North Fork Brood River	
Indiana	PL-566	Little Raccon Creen	5
	Pilot	Flat Creek	
Massachusetts	PL-566	Washington Mountain Brook	1
Mississippi	PL-566	West Hatchie	4
Nebraska	PL-566	Buckley Creek	6
	Pilot	Upper Salt Swedeburg Trib	
Hew Hampshire	Pilot	Boboosin River	1
New Jersey	Pilot	Pequest River	2
New York	FP	Buffalo Creek Cayaga Creek	2
	PL-566	Ischua Creek	
North Dakota	PL-566	Boundary Creek	8
	Pilot	Tongue Creek	
Oklahoma	PL-566	Four-mile Creek	7
	FP	Washita River - Oak Creek	
	Pilot	Double Creek	
Pennsylvania	PL-566	Marsh Creek	3
Washington	PL-566	Locke	10
	Pilot	Mission Creek	
West Virginia	FP	Potomac River - Patterson Creek	3
	Pilot	Salem Fork of Ten-Mile Creek	

S - Permanent - Transfer to the FARC when files become inactive for administrative purposes. Offer to NARS when 15 years old.

PL 566 - 30 cu. ft. total  
 FP - 15 cu. ft. total  
 Pilot - 20 cu. ft. total

- (b) Engineering Design and Construction case files for PL 566, Flood Prevention (FP), and Pilot Watershed Projects not named above.

S - Transfer to FARC 4 years after project completion. Destroy when 25 years old.

- (c) Consists of correspondence and other material pertaining to the design phase of engineering for other specific projects. Includes design report, drainage, field notes and engineering, surveys, geologic reports, engineering geology, hydrology, irrigation, preliminary and final design computations, sedimentation, soil mechanics reports, and specifications.

S - Transfer to FARC 4 years after project completion. Destroy when 25 years old.

91 - Engineering geology records Forms SCS-EN-35A, B, C.

S - Destroy when 100 years old.

92 - "As Built" Plans.

1. Original blue-line construction drawings stamped "As Built" on each page, annotated to show all changes made in the course of construction.

S - Transfer to sponsor 10 years after completion of construction.

2. Negatives of "As Built" plans (35 mm minimum size, 105 mm maximum size) which serves as SCS record copy.

S - Transfer to FARC 3 years after completion of construction. Destroy 100 years after completion of construction.

93 - Snow Surveys

*NCI-114-75-2 (23-43a)*

Consists of correspondence and other material pertaining to snow course, aerial marker, and soil moisture stations. Include map, forecast formula, soil moisture data, phot canopy data, and basic hydrometeorological data relating to individual courses.

- (a) S - Transfer to FARC 3 years after abandonment. Destroy 8 years after snow course abandonment.

- (b) N,T,A,F - Destroy 5 years after snow course abandonment.

94 - Published Summaries

*NCI-114-75-2 (43b)*

Published Summaries of snow course data. Each state is to maintain one copy at State Office for reference.

(a) N,T - Destroy when 5 years old.

(2) A,F - Maintain for 1 year after publication as records, thereafter as reference material. Destroy when no longer needed for reference or administrative purposes.

95 - Dam Safety

Correspondence and other material compiled as a result of the SCS Plan for Safety of Dams. Contains, but is not limited to such records as responsibility, inventory, classification, design and construction, geotechnical engineering, operation and maintenance, management, and personnel.

(a) N,T,S - Transfer to FARC 5 years after study is completed.  
Destroy 25 years after study is completed.

(b) A,F - Destroy 5 years after study is completed.

The records in the category cover SCS activities pertaining to developing and implementing SCS policy relating to water quality, environmental assessment, ecological systems' planning and modeling, and archeological and historical preservation. Also includes records relating to pollution and pollution abatement, natural beauty, etc.

96 - Pollutants

Correspondence and other material relating to specific pollutants such as animal, industrial, and agriculture wastes, sediment, plant nutrients, inorganic salts and minerals, pesticides, etc.

N,T,S,A,F - Destroy when 5 years old.

97 - Abatement

Correspondence and other material relating to specific measures or practices for pollution abatement such as lagoons, holding tanks or ponds, irrigation with wates, incineration, sanitary land fills, municipal sewage treatment, etc.

N,T,S,A,F - Destroy when 5 years old.

98 - Historic Sites

Correspondence and other material related to the preservation of historical areas, including geologic, archeologic, and vegetative sites.

N,T,S,A - Destroy when 3 years old or when no longer needed for reference, whichever is sooner.

99 - Environmental Impact Statements

Correspondence and other material relating to the review and subsequent comments pertaining to EIS' of SCS and other agencies.

N,T,S,A,F - Destroy 6 months after review and comments have been made.

100 - Environmental Policy Handbook

- (a) Correspondence and other background material relating to the study, comments, and writing of SCS environmental policy. Also includes quality control of SCS environmental assessments and statements.

N - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.

(b) SCS policy and guidelines for complying with NEPA and for dealing with project and non-project activities that require environmental assessments or statements related to SCS programs on environmental concerns. *Arranged alphabetically by subject classification.*

(1) N - Permanent. Offer to NARS 10 years after revision or <sup>1/4/84</sup>3yr total cancellation.

(2) T,S,A,F - Destroy outdated material as new material is received.

This category of records covers the plans, standards, and procedures for collecting, summarizing, analyzing, and developing estimates of the extent and condition of soil, water, and related resources and changes in these resources. Also includes priorities for surveying, inventorying, and monitoring, Conservation Needs Inventory, remote sensing techniques, and other modes of surveying and monitoring.

#### 101 - Data Systems

~~Correspondence and other~~ material pertaining to ~~development, review, needs and~~ use of data systems in inventory and monitoring soil, water, and related resources, such as ~~ERTS, TOPAS, MIADS, COES,~~ etc. For machine-readable records developed in connection if IM, refer to GRS-20, Part III.

*N, T, S, A, F - Refer to GRS 20, Part III.*

~~(a) N - Permanent Transfer to FARC when 5 years old. Offer to NARS when 20 years old.~~

~~(b) T, S, A, F - Destroy when 5 years old or when no longer needed for reference, whichever is sooner.~~

#### 102 - Inventories

Correspondence and other material pertaining to the inventory of soil, water, and related resources, including special inventories, such as surface mined land, prime and unique farmland, wetlands, etc.

(a) N - Maintain current inventories. Transfer outdated and one time inventories to FARC when 3 years old. Destroy when 20 years old.

(b) T, S, A, F - Maintain current inventories. Destroy outdated and one time inventories when 10 years old or when no longer needed for reference, whichever is sooner.

#### 103 - Monitoring

Correspondence and other material pertaining to the monitoring of soil, water, and related resources, such as, wind erosion in Great Plains, weather conditions, land use change, etc.

(a) N - Maintain current monitory reports. Transfer outdated or one time reports to FARC when 3 years old. Destroy when 20 years old.

(b) T, S, A, F - Maintain current monitoring reports. Destroy outdated and one time reports when 10 years old or when no longer needed for reference, whichever is sooner.

104 - Conservation Needs Inventory (CNI)

Correspondence, background, and other material relating to conservation needs inventories. Published inventories are covered under INFORMATION.

N,T,S,A,F - Maintain current material. Destroy when complete revision of CNI is completed.

105 - Conservation Needs Inventory Publication *and Machine Readable Files*

Arrange by State. Related to all conservation needs such as erosion control, recreation, forest lands, fertilizer, and crops.

(a) N,T,S,A,F - Permanent. Publications not printed by GPO. Offer immediately upon publication to NARS.

*2 cu. ft./5 yrs*

(b) Other copies and publications printed by GPO: Destroy when no longer needed for reference.

Machine - readable master files containing survey data from the Conservation Needs Inventory, National ~~Erosion~~ Survey, and subsequent studies.

*Reserve*

N - Permanent. Offer to NARS upon completion of the survey.

ADMINISTRATION

AD-50

This category of records covers the reports, authorizations, committees and meetings, opinion and decisions, and outside relations (for Agreements, see AS) relating to overall management and direction of AD in SCS. The AD primary is to be used only when the subject matter covers two more of the following associated primaries: Management (MA), Administrative Services (AS), Budget and Finance (BF), Management Evaluation (ME), Personnel (PS), Planning and Evaluation (PE), Legislation (LE), Policy Analysis (PA), and Program Evaluation (PV).

This category of records covers the overall management activities of SCS. The MG primary is used only when the subject matter covers two of more of the following primaries: Administrative Services, Budget and Finance, Management Evaluation, and Personnel.

106 - ADP

- (1) Correspondence and other material pertaining to operations, use, and management of ADP equipment and facilities, including training, and feasibility.

N,T,S - Destroy when 5 years olde

- (2) Records pertaining to authorizations, planning, and program management including security and privacy.

*Arranged alphabetically by subject classification.*

N - Permanent. Transfer to FARC when 5 years old. Offer to 1 2/3 yrs total NARS when 10 years olde

- (3) Correspondence pertaining to Systems, programs, data files and documentation.

N,T,S - Destroy when 5 years olde

107 - Management Records

- (a) Correspondence and other material pertaining to time and progress management and evaluation.

(i) N - Destroy when 5 years old.

(2) eT,S,A,F - Destroy when 2 years old.

- (b) ~~(a)~~ Time and Progress Reports (except original)

N,T,S,A,F - Destroy 1 year after fiscal year in which created, or when no longer needed for administrative purposes

- (c) ~~(a)~~ Time and Progress Summaries

(j) A,F - <sup>(i)</sup> Destroy first quarter summaries when semi-annual summaries are received. <sup>(ii)</sup> Destroy third quarter summaries when annual summaries are received. <sup>(iii)</sup> Destroy semi-annual and annual summaries when 3 years olde

(2) S - <sup>(i)</sup> Destroy monthly summaries when quarterly summaries are received. <sup>(ii)</sup> Destroy first quarter summaries when



This category of records covers the planning, standards, and procedures relating to the management of accidents, agreements, communications, directives, forms, procurement, grants, property, records, and reports in SCS administered programs, etc.

109 - Accidents

- (a) Correspondence and other material and documents pertaining to accidents involving damage to government owned equipment, property, and vehicles, including damage resulting from natural disasters such as flood, fire, explosions, etc.
  - (1) N,T,S,A,F - Destroy correspondence, not a part of a case file, when 2 years old.
  - (2) N,T,S,A,F - Destroy case files 3 years after case is closed, disaster occurred, or claim is settled.
- (b) Minor incidents not involving investigations or accident review committee action.

N,T,S,A,F - Destroy 1 year after fiscal year in which incident occurred.

110 - Agreements

National

Correspondence and other material and documents pertaining to interagency program agreements or memorandums of understanding established at the national level.

Arrange alphabetically by Agency name.

N - Permanent. Transfer to FARC 3 years after revision or termination. Offer to NARS when 10 years old.

*3 cu. ft. / 38 up total*

Other Agreements

Correspondence and other material and documents pertaining to agreements or memorandums of understanding established below national level or those agreements related to housekeeping functions.

T,S,A,F - Destroy 3 years after termination or end of effective period.

111 - Communications

Correspondence and other material and documents relating to communications administration and operations. Included are directories, mailing lists, postal records, radio, telecommunications, FTS, telegraphs, teletype, etc.

- (1) N,T,S,A,F - Destroy correspondence, not a part of a case file, when 2 years old.
- (2) N,T,S,A,F - Destroy case files 2 years after case is closed, authority rescinded, or when obsolete or superseded.
- (3) N,T,S,A,F - Destroy directories and mailing lists when obsolete or superseded

112 - Federal Register

- (1) Correspondence and other material and documents pertaining to preparation of notices, proposed rules, etc. Includes background, supporting documents, and clearances

N,T,S - Destroy when 2 years old

- (2) Correspondence and other material and documents pertaining to preparation of final rules. Includes background, supporting documents, comments, and clearances To be maintained in RCMB for transfer to FARC.

N - Transfer to FARC when 5 years old. Destroy when 25 years old.

- (3) Federal Register Publication

Extract (by copying or tearing out pages), information of interest to SCS and file in applicable primary or in case file, if publication refers to project activity. Destroy balance of publication.

- (a) Project Case File

N,T,S,A,F - Destroy with case file.

- (b) Primary File

N,T,S,A,F - Destroy when 2 years old.

- (c) Publication

N,T,S,A,F - Destroy when 3 months old.

113 - Forms

- (a) Correspondence and other material and documents pertaining to SCS forms prepared at all levels. Includes background, supporting justification, and clearances.

N,T,S,A,F - Destroy 2 years after form is discontinued, superseded, or canceled.

- (b) Record copy of form.

(1) N - Destroy 3 years after cancellation, discontinuance, or supersession.

(2) T,S,A,F - Destroy when canceled, discontinued, or superseded.

114 - Procurement

Correspondence, forms, reports, and other documents relating to a specific contract, lease (other than real estate), purchase order, requisition, purchase arrangement, etc. Instructions as to the documents making a complete contract, lease, etc., refer to the SCSPMR and SCSPR.

- (a) N,T,S - Refer to GRS-3, item 2 and 4

- (b) A,F - Destroy 1 year after receipt of property or expiration of lease, BPA, etc.

115 - Grants

- (1) Application

Consists of general correspondence, forms, reports, applications, memorandums, and other records relating to the decision to accept or reject grant applications

- (a) Rejected applications

N,T,S - Destroy 5 years after rejection.

- (b) Accepted applications

N,T,S - Transfer to FARC 3 years after final payment  
Destroy when 6 years, 3 months after final payment.

- (2) Accepted Grant Records

Proposals or applications, contracts, project reports, studies, certificates, agreement, memoranda, correspondence, and other

records relating to receipt, review, evaluation, and status and monitoring of accepted or approved grants; allocation of funds, and project budget.

(a) N,T,S - Transfer to FARC 3 years after final payment or cancellation of grant. Destroy 6 years, 3 months after final payment.

(b) A,F - Transfer all grant documents to state office 3 months after final payment.

(3) Control Files

Indexes, register, logs, or other records relating to control of assigning numbers or identifying projects, applications, and grants.

S - Destroy when superseded or obsolete.

(4) Correspondence and Subject Files

(a) Correspondence and/or subject files including memoranda, studies, reports, forms, and other records relating to the legal establishment of the grant program, its policies, and basic procedures, and the management and evaluation of grants.

N - Transfer to FARC 2 years after cancellation of grant program. Destroy 10 years after program cancellation.

(b) Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.

N,T,S,A,F - Destroy when 2 years old.

116 - Property

(1) Surplus Property Precedential Case Files

Case files on sales of surplus personal property documenting the initiation and development of transactions that deviate from established precedents with respect to general SCS disposals or to major disposal programs.

N,T,S - GSR 4, item 5 a, b.

(2) Property Disposal Case Files

Case files on disposal of surplus real estate and related personal property.

N,T,S,A,F - Destroy when 5 years old or when no longer needed for reference.

(3) Excess Real Property Reports

Consists of correspondence and other material reporting excess real property.

N - Destroy 2 years after disposition of excess property or in 5 years whichever is sooner.

(4) Surplus Property Case Files

Case files on sales of surplus personal property, comprising invitations, bids, acceptances, lists of material, evidence of sales, and related correspondence (other than those covered in (1) and (1) above).

(a) N,T,S - Refer to GRS-4, item 6a and b.

(b) A,F - Transfer all information to state office when notified of completion of sale.

(5) Real Property Files

N - Refer to GRS-4, item 7.

(6) Property

Consists of documents relating to real and personal property control and disposition, including Inter-agency and SCS motor vehicles and related records

(a) N,T,S - Refer to GRS-4.

(b) A,F - Destroy 2 years after disposal of property.

117 - Records

Consists of documents relating to distribution, management, improvement, inventories, dispositions, transfers, including SF-135 Records Transmittal and Receipt, SF-115 Request for Records Disposition Authority, etc

(1) Records Disposition Files

Descriptive inventories, disposal authorizations, schedules, and reports.

- (a) Basic documentation of records description and disposition programs, including SF-115 Request for Records Disposition Authority, SF-135 Records Transmittal and Receipt, and related documentation.

N,T,S - Refer to GRS-16, item 3a, b, and c.

(2) Records Holding Files

Statistical reports of agency records holdings required by the General Services Administration, including feeder reports (SCS-AS-303) from all offices and data on the volume of records disposed of by destruction or transfer.

(a) N,T,S - Refer to GRS-16, item 6.

(b) A,F - Destroy past copy when new copy is received.

118 - Reports

Consists of documents relating to authority to require submission of certain reports and delegation of such authority, approved forms, etc. Files maintained for each created, canceled, or superseded.

N,T,S,A,F - Destroy 2 years after report is discontinued.

PRIVACY ACT

Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 55a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

119 - Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein) GRS14-25

- (a) Granting access to all the requested records.

N,T,S - Destroy 2 years after date of reply.

- (b) Responding to requests for nonexistent records to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

- (1) Request not appealed.

N,T,S - Destroy 2 years after date of reply.

(2) Request appealed.

N,T,S - Destroy as authorized under B-(1), (2), and (3).

120 - Privacy Act Amendment Case Files

GRS 14-26

Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 55a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

- (a) Request to amend agreed to by agencies. Includes individual's requests to amend and/or review to amend, copies of agency's replies thereto and materials.

N,T,S - Dispose of in accordance with the disposition instructions for the related subject individual's record or 4 years after agreement to amend, whichever is later.

- (b) Request to amend refused by agency. Included individual's to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, justification for refusal to amend a record, and related materials.

N,T,S - Dispose of in accordance with the approved disposition instructions for the related subject individual's record; 4 years after final determination by agency; or 3 years after final adjudication by courts, whichever is later.

- (c) Appealed requests to amend. Includes all disposition instructions for related subject individual's record 3 years after final adjudication by courts, whichever is later.

N,T,S - Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 years after final adjudication by courts, whichever is later.

121 - Privacy Act Accounting of Disclosure Files

GRS 14-27

Files maintained under the provisions of 5 U.S.C 522(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual's name, requester's name and address, purpose, and date of disclosure, and proof of subject individual's consent when applicable.

N,T,S - Dispose of in accordance with the approved disposition instructions for the related subject individual's records, or 5 years after the disclosure for which the accountability was made, whichever is later.

122 - Privacy Act Control Files

GRS 14-28

Files maintained for control purposes in responding to requests including registers and similar records listing date, nature of request, and name and address of requestor.

(a) Registers or listings.

N,T,S - Destroy 5 years after date of last entry.

(b) Other files.

N,T,S - Destroy 5 years after final action by the agency or final adjudication by courts, whichever is later.

123 - Privacy Act Reports Files

GRS 14-29

Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of the United States, the Office of Management and Budget and the Report on New Systems.

(a) Annual reports at departmental or agency level.

N - Transfer to FRC when 10 years old. Destroy when 20 years old.

(b) Other reports.

N,T,S,A,F - Destroy when 2 years old.

124 - Privacy Act General Administration Files

GRS 14-30

Records relating to the general agency implementation of the Privacy Act, including notices, memorandum, routine correspondence, and related records.

N,T,S,A,F - Destroy when 2 years old or sooner if no longer needed for administrative use.

FREEDOM OF INFORMATION

This category of records created in response to requests for information under the Freedom of Information Act and all related supporting files.

125 - Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

GRS14-16

- (a) Granting access to all the requested records.

N,T,S - Destroy 2 years after date of reply.

- (b) Responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

- (1) Request not appealed.

N,T,S, - Destroy 2 years after date of reply.

- (2) Request appealed.

N,T,S - Destroy 4 years after final determination by SCS or 3 years after final adjudication by courts, whichever is later.

- (c) Denying access to all or part of the records requested.

- (1) Requests not appealed.

N,T,S - Destroy 5 years after date of reply.

- (2) Request appealed.

N,T,S - Destroy 4 years after final determination by SCS or 3 years after final adjudication by courts, whichever is later.

- (d) Official file copy or requested records.

N,T,S - Dispose of in accordance with disposition instructions for the requested records or with the related FOIA request whichever is later.

126 - FOIA Appeals Files

GRS14-17

Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of under appeal or copy thereof.

- (a) Correspondence and supporting documents (EXCLUDING the official file copy of the records under appeal if filed herein).

N,T,S - Destroy 4 years after final determination by agency or 3 years after final adjudication by courts, whichever is later.

(b) Official file copy of records under appeal.

N,T,S - Dispose of in accordance with disposition instructions for the requested record, or with the related FOIA requests, whichever is later.

127 - FOIA Reports Files

GRS14-19

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.

(a) Annual reports at departmental or agency level.

N - Transfer to FRC when 10 years old.. Destroy when 20 years old.

(b) Other reports.

N,T,S - Destroy when 2 years old or sooner if no longer needed for administrative use.

128 - FOIA Administrative Files

GRS14-20

Records relating to the general agency implementation of the FOIA, records.

N,T,S - Destroy when 2 years old or sooner if no longer needed for administrative use.

This category of records covers accountable officers and related records including on-site audit; record copies concerned with the accounting for, availability, and status of public funds; records substantiating collection and custody of funds; appropriation warrants; detailed work papers and budgetary statements, summary statements of appropriations and expenditures, statements of contract authorizations; report and data related to voucher preparation, administrative audit, etc.

129 - Accounts

Consists of records concerned with the accounting for, availability, and status of public funds. Included are the general ledgers and related supportive records such as, allotments ledgers, journal vouchers, etc. These records include those records held for on-site audit of the GAO.

N,T,S - Refer to GRS-6, items 1, 2, 3, 4, 5, 6, 7, 8, and 9; GRS-7, items 1 and 4.

NOTE: Records may be transferred to FARC after 2 years if they are no longer needed for administrative purposes. Refer to GRS-6; GRS-7, items 2 and 3.

130 - Budgets

Consists of records of budget preparation, presentation and apportionment, summary statements of appropriations and expenditures, statement of contract authorizations and receipts, schedule of obligations, and appropriation and fund.

(1) Budget Policy Files

Correspondence or subject files in national, TSC, and state budget offices documenting policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for programs.

(a) N - Destroy when 10 years old.

(b) T,S - Destroy when 5 years old.

(2) Budget Estimates and Justification Files

Copies of budget estimates and justifications prepared or consolidated at the national level. Included are appropriation language sheets, narrative statements, and related schedules and data.

N - Destroy when 10 years old.

(3) Budget Correspondence Files

N,T,S - Refer to GRS-5, item 3.

(4) Budget Background Records

N,T,S - Refer to GRS-5, item 4.

(5) Budget Reports Files

N,T,S - Refer to GRS-5, item 5.

(6) Budget Apportionment Files

N,T,S - Refer to GRS-5, item 6.

131 - Appraisal

Made in all programs, at all levels of SCS by GAO, OIG, etc.

(a) N - Destroy 2 years after superseded.

(b) T,S,A,F - Destroy when superseded.

SCS, USDA, CSC,  
NC 174-164 (26-27)  
NC 174-165 (17-23)  
NC 1-114-75-1 (8)  
NC 1-114-75-2 (8)  
NC 1-114-76-1 (15)

This category of records covers the objectives and operations of personnel activities in SCS, including career development, staffing, employee development, employee relations, safety, organization, classification, and operations.

132 - Career Development

- (1) General correspondence and other material relating to career development and staffing programs in SCS.

N,T,S,A,F - Refer GRS-1, item 3.

- (2) Performance Rating Records

- (a) Certificates of performance rating.

N,T,S,A,F - Destroy when 2 years old. Refer to GRS-1, item 23(a).

- (b) General and case files of forms, correspondence, etc. relating to performance ratings.

N,T,S,A,F - Destroy when 3 years old. Refer to GRS-1, item 23(b).

- (c) Appeals files.

Correspondence and other records relating to employee appeals of performance rating.

N,T,S,A,F - Destroy 3 years after final settlement of case. Refer to GRS-1, item 23(c).

133 - Recruitment

- (a) Employment Applications

Correspondence and applications (SF-171) and related records, excluding applications resulting in appointment which are filed in OPF.

N,T,S,A,F - Refer to GRS-1, item 15.

- (b) Offers of Employment Files

Correspondence, telegrams, etc. offering appointments to potential employees.

(i) Accepted offers.

N,T,S,A,F - Refer to GRS-1, item 4.

(ii) Declined offers when name is received from certificate of eligibles.

N,T,S,A,F - Refer to GRS-1, item 4.

(iii) Declined offers of temporary or excepted employment.

N,T,S,A,F - Refer to GRS-1, item 4.

(c) Certificate of Eligibles

Certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.

N,T,S,A,F - Refer to GRS-1, item 5.

(d) Interview Records

Correspondence, reports, and other records relating to interviews with employees.

N,T,S,A,F - Refer to GRS-1, item 8.

(e) Notification of Personnel Actions

Standard Form 50 and 52 documenting initial employment, promotions, transfers in or out, separation, and all other individual personnel actions, EXCLUSIVE of these in OPF.

(i) Chronological file copies, including fact sheets, maintained in personnel offices.

N,T,S,A,F - Refer to GRS-1, item 14(a).

(ii) All other copies maintained in personnel office.

N,T,S,A,F - Refer to GRS-1, item 14(b).

(f) Preemployment Inquiries

Correspondence, forms, and other material received from schools, from employees, etc.

N,T,S,A,F - Refer to GRS-1, item 15.

134 - Staffing

- (1) General correspondence and other material relating to staffing SCS offices and programs, including planning, recruitment, reduction-in-force, etc.

N,T,S,A,F - Refer to GRS-1, item 15.

- (2) Employment Inquiries

Correspondence, inquiries, and replies involving colleges, professional societies, etc. concerning placement of students, members, etc.

N,T,S,A,F - Refer to GRS-1, item 14.

- (3) Reduction-in-force

Correspondence, reviews, and other material concerning establishment of competitive areas Servicewide, state, local, or other area.

N,T,S,A,F - Refer to GRS-1, item 17.

- (4) Programs

Correspondence and other material relating to special employment programs including planning, recruitment, selection etc. on a Service or area (North, South, East, or West) wide basis. For example, Administrative Trainees, Student Trainees, contract specialists, cooperative education, etc.

N,T,S - Destroy all copies, except, OPF, copy, when record becomes obsolete or program is discontinued. Refer to GRS-1, item 3.

EQUAL EMPLOYMENT OPPORTUNITY

This category of records covers the correspondence, regulations, establishment, documentation and actions taken in the equal employment opportunity program in SCS. Included are complaint, compliance, statistical and counseling files.

135 - Complaints

Consists of Complaints with related correspondence, reports, exhibits, withdrawal notices, records of hearings, meetings, and other records as described in 5 CFR 713.222.

N,T,S,A,F - Refer to GRS 1, Item 26a, b, c, d.

136 - Civil Rights

- (1) Correspondence and other material pertaining to the needs, evaluation, programs, and activities of minorities and women in SCS.

N,T,S,A,F - Refer to GRS-1, item 26(f)g).

- (2) Participation

Records accumulated pertaining to the participation and significant activities of minorities and women in SCS programs.

N,T,S - Refer to GRS-1, item 26(f)g).

FOREIGN PROGRAMS

This category of records covers the correspondence and other material pertaining to cooperation and assistance furnished foreign nationals in this country and on-site assistance in foreign countries.

137 - Assistance - Domestic

Correspondence and other material pertaining to assistance to foreign nationals, including requests, travel and itineraries, cost estimates, programming, etc.

- (a) N - Transfer to FARC when 3 years old. Destroy when 10 years old.
- (b) T,S,A,F - Destroy when 3 years old.

138 - Assistance - Foreign

Correspondence and other material pertaining to overseas assistance to foreign countries. Includes requests, travel and itineraries, costs estimates, programming, etc.

- (a) N - Transfer to FARC when 3 years old. Destroy when 10 years old.
- (b) T,S,A,F - Destroy when 3 years old.

This category of records covers the policy, procedures, instructions, etc., pertaining to legislative affairs, policy analysis, and program evaluation in SCS. This primary is to be used only when subject matter includes two or more of the primaries listed above.

139 - Planning

General correspondence and other records pertaining to planning SCS involvement in present and future programs. Including cooperation with other agencies and departments, funding, organization, public involvement, workshops, etc.

N - Transfer to FARC when 5 years old. Destroy when 10 years old.

140 - Evaluation

General correspondence and other records pertaining to the evaluation of SCS involvement in present and future programs, including implementation, appraisals, status reports, etc.

N - Transfer to FARC when 5 years old. Destroy when 10 years old.

This category covers correspondence pertaining to legislative activities including review and evaluation of existing and proposed legislation in Congress and individual states, informing legislators on issues affecting SCS responsibilities, legislative reports, testifying for hearing and draft legislation, etc.

141 - Legislative Affairs

- (1) Correspondence, draft legislation, comments, background material, etc. relating to proposed and enacted legislation at the national level, effecting SCS programs and policies. Records of hearing and testimonies.
  - (a) Proposed

N - Destroy when 5 years old.
  - (b) Enacted

N - Destroy when 3 years old.
  
- (2) Correspondence, draft legislation, comments, background material, etc. relating to proposed and enacted legislation at the state and local level effecting SCS programs and policies.
  - (a) Proposed

T,S,A,F - Destroy when 3 years old.
  - (b) Enacted

T,S,A,F - Destroy when 2 years old.
  
- (3) Legislative reports and programs (by Congress), Record Highlights, Digest of Congressional Proceedings, Friday Notes, Congressional Records, etc.

N,T,S,A,F - Destroy when 2 years old.
  
- (4) Enacted Legislation

Reference files of federal, state, and local laws in effect that govern or rule operations and policies of SCS.

N,T,S,A,F - Destroy when superseded.

POLICY ANALYSIS

PA-58

The records in this category covers information pertaining to the analysis of policy written by SCS as a result of decisions, laws, etc., generated by USDA, Congress, other agencies, commissions, etc.

PROGRAM EVALUATION

PV-59

This category of records covers the correspondence, and other material pertaining to program formulation, planning, development, and evaluation. Includes coordination of national program development with annual and multiyear budgets.

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