

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-016-87-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/11/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 are active.

Item 2000 remains active for records related to budget submissions and dated 2016 and previous only.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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 2000

Superseded by DAA-GRS-2015-0006-0001

* Budget submissions records dated 2017 and later only.

Superseded by DAA-GRS-2015-0006-0002

* Budget execution records only.

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

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

JOB NO.

N1-16-87-1

DATE RECEIVED

Nov. 25, 1986

1. FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION
U.S. Department of Agriculture

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION
Office of the Secretary

4. NAME OF PERSON WITH WHOM TO CONFER
Office of Information Resources Mgmt.

5. TELEPHONE EXT.

DATE

ARCHIVIST OF THE UNITED STATES

Cherie Cozin

Cherie Cozin

447-9272

5/12/88

[Signature]

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 19 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

| | | |
|----------------------------|---|--|
| B. DATE <i>11/24/86</i> | C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Paul A. Bennett</i> | D. TITLE <i>USDA Departmental Records Officer</i> |
|----------------------------|---|--|

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i> | 9. GRS OR SUPERSEDED JOB CITATION | 10. ACTION TAKEN <i>(NARS USE ONLY)</i> |
|-------------|---|-----------------------------------|--|
| | The ASA File Plan and Disposition Schedule manual (ASAR 3040-1) is being revised to include records of the Board of Contract Appeals, Administrative Law Judges/Hearing Clerks' Unit, Budget Planning and Analysis, General Counsel, Governmental and Public Affairs, Personnel (Office of the Director and Awards Unit), and Advocacy and Enterprise. Revised dispositions and/or retention periods are requested for items indicated on the attached pages. | | |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | DISPOSITION AUTHORITY |
|-----------------------|--|---|----------------|---|---|
| | | CFIA DISPOSITION | TO FILE | OTHER OFFICES | |
| 1015 | Manpower Planning Use for material pertaining to the manpower needed to accomplish tasks. FILE by subject. | OP Destroy when 20 yrs. old. | N/A | Destroy when S/O. | NC1-16-84-1 |
| 1020 | Statements of Missions and Functions Use for material pertaining to the missions and functions statements. FILE by subject. | OP Destroy when 20 yrs. old. | N/A | Destroy when S/O. | NC1-16-84-1 |
| 1030 | Delegation of Authority Use for material on delegations of authority to identified positions or persons, and temporary or limited delegations to positions or persons. FILE chronologically by major and minor subdivisions. | Destroy when S/O. | N/A | Destroy when S/O. | N1-16-87-1 <i>superseded authorities:</i> NC1-16-77-2 #6 NC1-16-84-1 #1030 |
| 1040 | Committees and Boards Use for official material documenting the accomplishment of official internal committees, boards, task forces, and work groups. FILE chronologically by subject. | Destroy 2 yrs. after termination of committee. | N/A | Destroy when 1 yr. old. | GRS-16-12a (2) |
| 1041 | Committee Management Use for material pertaining to the continued monitoring of committee activities. FILE by committee title. | Destroy when 3 yrs. old or when no longer needed for reference. | N/A | Destroy when 3 yrs. old or when no longer needed for reference. | N1-16-87-1 <i>Superseded authorities</i> NC1-16-77-5 #2 NC1-16-77-2 #22 NC1-16-84-1 #1041 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|---|----------------|---|--|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO: FARE | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1100-3 | Reports Use for reports pertaining to management improvements. FILE by agency and subject. | MIS Destroy when 3 yrs. old. | N/A | Destroy when 3 yrs. old. | NC1-16-84-1 |
| 1100-4 | Project Control Use for memoranda, reports, and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project. | Destroy 1 yr. after the yr. in which the project is closed. | N/A | Destroy when no longer needed. | GRS-16-7 |
| 1110 | Management Policies and Procedures Use for material pertaining to the policies and procedures developed by management to carry out the requirements of programs. FILE by subject. | MIS Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | NC1-16-84-1 |
| 1120 | Management System Development Use for material pertaining to the development of management systems. FILE by subject. | MIS, OB&PA Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | N1-16-87-1 <i>Superseded Authorities:</i> NC1-16-77-2 #23 NC1-16-84-1 #1120 |
| 1121 | Project Management Use for material pertaining to the assurance that project operations are going well. FILE by project name. | MIS Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | NC1-16-84-1 |
| 1130 | Management Studies and Analyses Use for intra/inter agency management improvement studies and analyses. Also includes related analysis and feeder reports. FILE by agency and subject. | MIS Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | NC1-16-83-1 1100-2 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|---|-----------------------------|---|--|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | ONE DEPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1131 | <p><u>Workload Analysis and Measurement</u> Use for material pertaining to workload analysis and measurement.</p> <p>FILE by subject and in chronological sequence.</p> | MIS Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | N1-16-87-1 <i>Superseded authorities:</i> NCI-16-77-2 #25 NCI-16-84-1 #1121 |
| 1132 | <p><u>Productivity Analysis</u> Use for material pertaining to the analysis of the productivity of continuing activities.</p> <p>FILE by subject.</p> | MIS Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | NCI-16-84-1 |
| 1140 | <p><u>Management Improvement Programs</u> Use for material pertaining to specific management improvement programs.</p> <p>FILE by subject.</p> | MIS, OBP&A Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | N1-16-87-1 <i>Superseded authorities:</i> NCI-16-77-2 #25 NCI-16-84-1 #1140 |
| 1140-1 | <p><u>Reform '88</u> Use for material pertaining to the policies and procedures developed by management to carry out the Reform '88 program.</p> <p>FILE by project name.</p> | MIS Destroy when no longer needed for reference. | N/A | Destroy when no longer needed. | NCI-16-84-1 |
| 1140-2 | <p><u>Federal Field Structure</u> Use for material pertaining to the development of governmental policy and procedures and the monitoring and coordination of programs relating to the housing together of activities which serve the same geographical area.</p> | MIS Destroy when 6 yrs. old. | When 3 yrs. old. | Destroy when no longer needed. | NCI-16-84-1 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILE INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|--|----------------|---|---|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1200 | PROGRAM PLANNING AND EVALUATION Use for material pertaining to projected program planning, implementation, and monitoring of operations, plans, and goals. FILE alphabetically by major and minor subdivisions. | Destroy when 3 yrs. old. | N/A | Destroy when no longer needed. | NC1-16-84-1 |
| 1200-1 | <u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure. NOTE: See 3010-1 for disposition of record copy of Departmental directives. FILE by origin, series number or in chronological sequence. | Destroy when no longer needed. | N/A | Destroy after the directive is issued or immediately when it is known that no action will be taken. | GRS-16-1d |
| 1200-1-1 | <u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions. FILE by origin, series number or in chronological sequence. | Destroy when S/O. | N/A | Destroy when S/O. | NC1-16-84-1 |
| 1200-2 | <u>Reports</u> Use for material pertaining to program planning and evaluation reports. FILE by agency and subject. | Destroy when 3 yrs. old. | N/A | Destroy when 3 yrs. old. | NI-16-87-1 <i>superseded</i> <i>all priorities:</i> NC1-16-77-5 #46172 NC1-16-77-2, #16 NC1-16-54-1, #120 |
| 1200-3 | <u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects. Includes weekly activity reports. FILE: Case file alphabetically by title of project. | Destroy 1 yr. after the yr. in which the project is closed. | N/A | Destroy when no longer needed. | GRS-16-7 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|---|---|-----------------------|-----------------------|---|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO FARE | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1220 | <p><u>Program Goals and Objectives</u> Use for material pertaining to the program goals and objectives set forth to accomplish a particular goal. FILE by position number.</p> <p><u>Program Planning</u> Use for material pertaining to the planning set forth to accomplish effective approved programs. FILE by subject.</p> | <p>Destroy when no longer needed for reference.</p> <p>Destroy when no longer needed for reference.</p> | <p>N/A</p> <p>N/A</p> | <p>N/A</p> <p>N/A</p> | <p>N1-16-87-1 <i>superseded</i> <i>Authorities:</i> NCI-16-77-5 #4 NCI-16-77-2 #16+17 NCI-16-84-1 #1210 N1-16-87-1 <i>superseded</i> <i>Authorities:</i> NCI-16-77-2 #16+26 NCI-16-84-1 #1220</p> |
| 1230 | <p><u>Program Review and Evaluation</u> Use for material pertaining to criteria used to evaluate programs and their results. FILE by subject in chronological sequence.</p> | <p>Destroy when no longer needed for reference.</p> | <p>N/A</p> | <p>N/A</p> | <p>NC1-16-84-1</p> |
| 1240 | <p><u>Program Impact Analysis</u> Use for material pertaining to the impact of certain programs. FILE by subject in chronological sequence.</p> | <p>Destroy when no longer needed for reference.</p> | <p>N/A</p> | <p>N/A</p> | <p>NC1-16-84-1</p> |
| 1250 | <p><u>Program Decision Systems</u> Use for material pertaining to systems developed to support decisions necessary to continue an effective program. FILE by subject.</p> | <p>Destroy when no longer needed for reference.</p> | <p>N/A</p> | <p>N/A</p> | <p>NC1-16-84-1</p> |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|---|--|---------|--------------|--|
| | | RECORD OFFICE | | OTHER OFFICE | DISPOSITION AUTHORITY |
| | | OP & DEPOSITION | TO PAGE | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1260 | <p><u>Legislative Programs and Reports</u> Use for material pertaining to approved legislative programs. Includes comments and reports.</p> <p>NOTE: For proposed legislation, see 1300-2.</p> <p>FILE by subject in chronological sequence.</p> | Destroy when no longer needed for reference. | N/A | N/A | N1-16-87-1 <i>superseded</i> <i>authorities:</i> NCI-16-??-2 #11 NCI-16-84-1 #1260 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|--|------------------|--------------------------|--|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DEPOSITION | TO FARE | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1300-2 | <p><u>Legislative Proposals</u> Use for comments and other material on legislative proposals.</p> <p>NOTE: All Offices: Office responsible for preparing the material will retain the file 3 yrs. and destroy. Other offices will destroy copies when 1 yr. old.</p> <p>FILE chronologically by House and Senate</p> | (SEE NOTE) | N/A | (SEE NOTE) | NI-16-87-1 <i>superseded</i> <i>authorities:</i> NC1-16-77-2 #11 NC1-16-84-1 #1310-2 |
| 1300-3 | <p><u>Public Relations Correspondence</u> Use for general correspondence from the public reflecting individual opinions pertaining to general programs of the Department not involving any administrative action beyond the preparation of a form reply.</p> <p>NOTE: Records from farm organizations and other groups are not included in this item since such opinions are constantly referred to by the Department in the formulation of agricultural programs and policies. For these records, see 1300.</p> <p>FILE by control number and name.</p> | ECR Destroy after 5 yrs. | N/A | Destroy after 1 yr. | NC1-16-84-1 |
| 1300-4 | <p><u>Alphabetical Name File</u> Use as a record and cross reference of signed incoming and outgoing mail addressed to/by Secretary and his immediate staff.</p> <p>FILE alphabetically by geographical location, addressee, title, organization or agency.</p> | ECR PERMANENT. Offer to NARA in 5 yr. blocks when 20 yrs. old. | When 5 yrs. old. | N/A | NC1-16-84-1 |
| 1300-5 | <p><u>Reports</u> Use for material pertaining to external relations reports.</p> <p>FILE by agency and subject.</p> | Destroy when 3 yrs. old. | N/A | Destroy when 3 yrs. old. | NC1-16-84-1 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILE INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|---|---------|---|---|
| | | REGULAR | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OP-4 DISPOSITION | TO FILE | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1314 | <p><u>Formal Agreements and Memoranda of Understanding</u> Use for material relating to agreements between USDA agencies; between USDA and other Federal, State and local agencies; and between USDA and nonfederal organizations or agencies and foreign countries. These agreements relate to providing or obtaining various types of support services including administrative facilities, payroll and similar support on a onetime or continuing basis; and on a reimbursable or nonreimbursable basis. Includes cooperative agreements, memoranda of understanding, amendments, review comments, related correspondence, and similar documents.</p> <p>FILE alphabetically by agency or organization, geographical location, addressee name, or title.</p> | Destroy 5 yrs. after expiration or cancellation of agreement. | N/A | Destroy 2 yrs. after expiration or cancellation of agreement. | NC1-16-87-1 OGPA (NC1-16-78-2 #2 - <i>Superseded authority</i> NC1-16-84-1 #1314 |
| 1320 | <p><u>Legislative Branch Relations</u> Use for general material pertaining to USDA relations with the Legislative Branch.</p> <p>FILE by subject in chronological sequence.</p> | Destroy when 5 yrs. old. | N/A | N/A | NC1 16 84 1 |
| 1321 | <p><u>Senate Relations</u> Use for material pertaining to USDA relations with Senate members and/or their staff.</p> <p>FILE by subject in chronological sequence.</p> | Destroy when 5 yrs. old. | N/A | N/A | NC1-16-84-1 |
| 1322 | <p><u>House of Representatives Relations</u> Use for material pertaining to USDA relations with House of Representatives members and/or their staff.</p> <p>FILE by subject in chronological sequence.</p> | Destroy when 5 yrs. old. | N/A | N/A | NC1-16-84-1 |

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|-----------------------|---|--|---------|--|-----------------------|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DEPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1422 | <p><u>Photocomposition</u> Use for material pertaining to photocomposition.</p> <p>FILE by job number in chronological sequence.</p> | MRMD Destroy when no longer needed for reference. | N/A | MRMD Destroy when no longer needed for reference. | NC1-16-84-1 |
| 1430 | <p><u>Publication Distribution</u> Use for material pertaining to publication distribution. Includes revisions and deletions to mailing lists.</p> <p>NOTE: For directives distribution lists, see 3010-2.</p> <p>FILE in chronological sequence.</p> | MRMD Destroy when S/O. | N/A | Destroy when change is completed. | NC1-16-84-1 |
| 1430-1 | <p><u>Congressional Inquiries and Orders</u> Use for Congressional inquiries and their acknowledgements regarding publications of the Department. Includes requests submitted to GPO for congressional requests of a large quantity of publications.</p> <p>FILE alphabetically, and by requisition number in chronological sequence.</p> | OGPA Destroy 3 mos. after transmittal or reply. | N/A | N/A | GRS-14-3 |
| 1430-1-1 | <p><u>Individual Congressional Account Card</u> Unnumbered 8x5 cards used to record quota of Farmers Bulletins and other publications allotted to each Congressman, the number distributed and charge against their quota and the balance.</p> <p>FILE alphabetically in chronological sequence.</p> | OGPA Destroy 4 yrs. after each Congress adjourns. | N/A | N/A | NC1-16-78-2 20 |
| 1440 | <p><u>News Releases and Speeches</u> Use for copies of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto.</p> | OGPA | | | |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|---|---|--|---|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DEPOSITIVE | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1440-1 | <p><u>Press Releases</u> a. Master set of all releases issued by the Department. The press releases also contain biographies of important individuals and all of the Secretary's speeches. FILE numerically by press release number.</p> <p><u>Index to Press Releases</u> b. 3x5 index cards. FILE alphabetically by subject, person, geographic location (country and state), or originating bureau.</p> | <p>OGPA PERMANENT. Transfer to NARA in 5 yr. blocks when the most recent records are 10 yrs. old.</p> <p>OGPA PERMANENT. Transfer to NARA in 5 yr. blocks when the most recent records are 10 yrs. old.</p> | <p>When 3 yrs. old.</p> <p>When 3 yrs. old.</p> | <p>Destroy when no longer needed for reference.</p> <p>N/A</p> | <p>N1-16-87-1 <i>Superseded authority:</i> NCI-16-77-2 #19 NCI-16-78-2 #3</p> <p>N1-16-87-1 <i>Superseded authority</i> NCI-16-78-2 #5</p> |
| 1440-2 | <p><u>Speeches of Secretary of Agriculture</u> Master set of the Secretary's speeches. NOTE: A duplicate set is given to each departing Secretary. FILE in chronological sequence.</p> | <p>OGPA Transfer to NARA when Secretary leaves.</p> | N/A | <p>Destroy when no longer needed for reference.</p> | <p>N1-16-87-1 <i>Superseded authority</i> NCI-16-78-2 #4</p> |
| 1450 | <p>Radio and Television Use for agency-sponsored radio or television news releases. FILE by subject in chronological sequence.</p> | <p>Destroy when no longer needed.</p> | N/A | N/A | <p>NCI-16-84-1</p> |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|---|---|----------------|----------------|---|
| | | RECORDS OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1460 | <p><u>Media and Public Liaison</u> Use for media appearances by agency representatives and the prepared material used when acting as public liaison.</p> <p>FILE by subject.</p> | Destroy when no longer needed. | N/A | N/A | <p>NI-16-87-1 <i>Superseded Authority</i> NCI-16-77-2 #19</p> |
| 1470 | <p><u>Graphic and Exhibit Design</u> Use for viewgraphs, routine artwork for flyers, posters, letterheads, and other graphic and exhibit material.</p> <p>FILE by subject in chronological sequence.</p> | <p>Destroy 1 yr. after final publication or when no longer needed.</p> | N/A | N/A | GRS-21-10 |
| 1480 | <p><u>Photography</u> Use for black and white and colored originals and negatives, color transparencies and slide photography and slide sets or filmstrips.</p> <p>a. One copy of a slide set and a filmstrip, with the audio track and script for each, for those productions released in both formats. Two copies of a slide set or filmstrip, with the audio track and script for each copy, for those released in only one format.</p> <p>FILE by inventory number.</p> | <p>OGPA PERMANENT. Offer the appropriate cys. of those released before 1980 to NARA immediately. Offer the appropriate cys. of those released after 1979 to NARA after release.</p> | N/A | N/A | <p>NCI-16-80-2 1a</p> |

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|-----------------------|--|---|---|---|---|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OGPA DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1450-1 | <p><u>Sound Recordings</u> Used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the master tape, matrix or stamper, and one disc pressing for each mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording.</p> <p>a. Historical programs in USDA radio series; remarks, interviews, and press conferences of USDA and government officials; programs prepared for individual radio stations; and other miscellaneous programs which are more than 5 years old.</p> <p>FILE by subject, production or series title and thereunder chronologically.</p> <p>b. Programs in weekly series such as "Agriculture USDA" and "Consumer Time" from which a selection of 5 installments from each series will be made annually by the Department.</p> <p>FILE by subject production or series title and thereunder chronologically.</p> <p>c. Other recorded items not included in a or b.</p> <p>FILE by subject, production or series title and thereunder chronologically.</p> | <p>OGPA</p> <p>OGPA/R+TV PERMANENT. Transfer to NARA in 5-yr. yearly accumulations blocks of productions on an annual basis. * when the most recent records are 5 yrs. old.</p> <p>OGPA/R+TV PERMANENT. Offer 5 year accumulations productions to NARA every 5 yrs. NARA on an annual basis. *</p> <p>OGPA Destroy or erase and reuse when no longer needed for administrative use.</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> | <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> | <p>N1-16-87-1 superseded authority: N1-16-78-2 #28a</p> <p>N1-16-87-1 superseded authority: N1-16-78-2 #28b</p> <p>N1-16-87-1 superseded authority: N1-16-78-2 28c.</p> |

* per agreement w/ Cherie Cozin, USDA
Jeanne Young, NARA
5-4-88

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|--|---------|---------------|---|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| | <p>b. Other copies</p> <p>FILE by inventory number.</p> | <p>Destroy when withdrawn from distribution.</p> | N/A | N/A | NC1-16-80-2 1b |
| 1480-1 | <p><u>Still Color Picture Files</u></p> <p>a. Color photography consisting of negatives, captioned prints, and captioned slides or other transparencies maintained in the photographic library which are used to document, carry on, or promote substantive agency activities, procedures, and programs. Record elements for color slides are an original and one duplicate; record elements for color photography are the negative and captioned print.</p> <p>FILE numerically by subject (USDA photographic index guide).</p> | <p>OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs. thereafter, e.g., transfer 1976 - 1980 records in 1990. All earlier photography should be transferred to NARA immediately.</p> | N/A | N/A | GRS-21-7a <i>superseded authorities</i> NC1-16-79-4 1a+b |
| | <p>b. Caption cards to color photography. 3x5 index cards containing control number and caption.</p> <p>FILE alphabetically by subject (USDA photographic index guide).</p> | <p>OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs. thereafter.</p> | N/A | N/A | GRS-21-7 |

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|-----------------------|--|---|---------|---------------|----------------------------------|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| | <p>c. Color photography having limited administrative use or interest or not related to or needed to document substantive agency activities, operations, or responsibilities.</p> <p>FILE by subject and thereunder numerically.</p> | <p>OGPA Destroy when no longer needed for administrative use.</p> | N/A | N/A | GRS-21-1 |
| 1480-2 | <p><u>Still Picture Files</u></p> <p>a. Still photographs maintained to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the original negative and a captioned print for each black and white image including photography bearing the following identifying designation: N, BN, DN, PN, CEN, ST, ARS, (C&F), BAI, A, C, BPI (G), ARS (M&A), (TC), (CI), and State file (SCS).</p> <p>FILE alphabetically in numerical sequence.</p> | <p>OGPA PERMANENT. Break individual files every 10 yrs. and offer to NARA 10 yrs. thereafter, e.g. Transfer. 1970-1979 in 1989.</p> | N/A | N/A | NC1-16-78-2 29 27a |
| | <p>b. Still photographs having limited administrative use or interest such as line copy negatives made for publications, or not related to or necessary to document substantive agency activities, operations, or responsibilities including photography bearing the following identifying designations: ARS-Home Economics; TX; ARS-VIS; OFAR-Charts and maps; and PMA (Numerical) and similar photography that lacks significance or longterm value.</p> <p>FILE alphabetically in numerical sequence.</p> | <p>OGPA Destroy when no longer needed for administrative use.</p> | N/A | N/A | NC1-16-78-2 29b |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|---|----------------|----------------|------------------------------------|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1480-3 | <p><u>Slide Sets and Film Strips</u> a. Use fore slide sets and filmstrips issued to teach better farm and home practices and to disseminate information about the programs of USDA.</p> <p>NOTE: Transfer to NARA one copy of a slide set and a filmstrip, with the audio track and script for productions released in both formats; or two copies of a slide set or filmstrip, with audio track and script for each copy, for those productions released in only one format.</p> <p>FILE alphabetically in numerical sequence.</p> <p>b. Other copies.</p> | <p>OGPA PERMANENT. (See Note) Transfer to NARA upon release.</p> | N/A | N/A | N1-16-87-1 <i>new authority</i> |
| | | <p>Destroy when withdrawn from distribution.</p> | N/A | N/A | N1-16-87-1 <i>new authority</i> |
| 1480-4 | <p><u>Photography Conversion and Storage</u> Use for material pertaining to the technologies used in converting and storing color images and photos to some other medium.</p> <p>FILE by subject in chronological sequence.</p> | <p>OGPA Destroy when no longer needed for administrative use.</p> | N/A | N/A | N1-16-87-1 <i>new authority</i> |
| 1490 | <p>Video and Film Use for material pertaining to agency sponsored film or video recordings.</p> <p>FILE by subject in chronological sequence.</p> | <p>Destroy 1 yr. after completion of training.</p> | N/A | N/A | GRS 21 31 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|---|---------|---------------|-----------------------|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1490-1 | <p><u>Motion Picture Production Files</u> Files contain material pertaining to the production of films, video tapes, including clearance signed by individuals for use of their narration, acting, and music rights; scripts; and a copy of each release giving full exhibition rights of the film to the television industry.</p> <p>FILE by production number.</p> | OGPA/V&FD PERMANENT. Offer to NARA along with the motion picture productions to which they relate. | N/A | N/A | NC1-16-78-2 24 |
| 1490-2 | <p><u>Motion Picture Film or Video Tape</u> Use to document, carry on, or promote substantive agency activities, procedures, and programs. In the case of Motion Picture Film: camera original, optical sound track, preprint elements, and a sound projection print. In case of video tape: master, edit master, and dub for:</p> <p>a. Productions made for distribution. FILE by production number.</p> <p>b. Special subject productions for use within the Department. FILE by production number.</p> | OGPA/V&FD PERMANENT. Offer to NARA when withdrawn from distribution or when 5 yrs. old. | N/A | N/A | NC1-16-78-2 26a |
| | | OGPA/V&FD PERMANENT. Offer to NARA when no longer needed for administrative use or when 5 yrs. old. | N/A | N/A | NC1-16-78-2 26b |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | DISPOSITION AUTHORITY |
|-----------------------|--|--|---------|---------------|-----------------------|
| | | RECORD OFFICE | | OTHER OFFICES | |
| | | OPIA DISPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| | <p>c. <u>TV Film Newsfeatures</u> Sound on film newsclips sent to commercial television stations from which a representative selection of 5 newsfeatures will be made annually by the Department.</p> <p>FILE by production number.</p> | <p>OGPA/R&TV PERMANENT. Offer 5 Transfer <i>yearly</i> yr. accumulations of selected items to NARA every 5 yrs <i>on an annual * basis.</i></p> | N/A | N/A | NC1-16-78-2 26c |
| | <p>d. <u>TV Public Service Announcements</u> 10 to 60 second spot announcements on agricultural subjects which have a general public interest focus from which a representative selection of 5 announcements will be made annually by the Department.</p> <p>FILE by production number.</p> | <p>OGPA/V&FD PERMANENT. Offer 5 yr. accumulations of selected items to NARA every 5 yrs.</p> | N/A | N/A | NC1-16-78-2e 26d |
| | <p>e. Additional duplicate prints or video dubs identified in 1490-2a, b, and those items not selected under 1490-2c and d.</p> <p>FILE by production number.</p> | <p>OGPA Destroy or erase when no longer needed for administrative use.</p> | N/A | N/A | NC1-16-78-2 26e |
| | <p>f. Other films or video tapes having limited administrative use or interest such as productions whose subject matter is transitory or not related to or needed to document substantive agency activities, operations, or responsibilities.</p> <p>FILE by production number.</p> | <p>OGPA/V&FD Destroy or erase when no longer needed for administrative use.</p> | N/A | N/A | NC1-16-78-2 26f |

* per agreement w/ Cherie Cozin, USDA
 Jeanne Gray, NARA
 5-4-88

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI& DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| | <p>g. <u>Stock Motion Picture Film or Video Tapes</u> Unedited footage productions produced for use in USDA consisting of original negatives, work prints, and video masters.</p> <p>FILE by can and roll number.</p> | <p>OGPA/V&FD Offer to NARA Stock Film Library (NNVS) for evaluation. Accepted footage is maintained pending archival appraisal rejected footage is destroyed or erased.</p> | N/A | N/A | GRS-21-27 |
| 1490-3 | <p><u>Video Recordings</u> a. Used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the original recording or the earliest generation of the recording. Included are productions in the following series "A Better Way"; "Across the Fence"; and "Down to Earth" as well as other video programs. The Department annually will make a representative selection of 5 video productions.</p> <p>FILE chronologically by title.</p> | <p>OGPA/R&TV PERMANENT Offer yearly accumulations of productions to NARA on an annual basis.</p> | N/A | N/A | NC1-16-78-2 29a |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | RECORD OFFICE | | DISPOSITION | |
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| | | OPIN DISPOSITION | TO PARC | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | (3) | (4) | (5) | (6) |
| (1) | (2) | (3) | (4) | (5) | (6) |
| | <p>b. Video recordings not selected under a. and other recording having limited administrative use or interest or recordings not related to substantive agency activities, operations, or responsibilities.</p> <p>FILE chronologically by title.</p> <p style="text-align: center;">NOTE: IF THE ITEMS IN CATEGORIES 1440-1490 DOCUMENTS THE MISSION OF AGENCY, CONTACT IMD FOR DISPOSITION</p> | <p>OGPA Destroy or erase and reuse when no longer needed for administrative use.</p> | N/A | N/A | NC1-16-78-2 29b |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OP & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1700-3-1 | Microfiche Index Index cards used as references to investigation and audit case files and related correspondence. These cards show case numbers, names, and other pertinent information helpful in identifying and locating records. FILE alphabetically by name. | OIG Destroy when S/O. | N/A | N/A | GRS-25-5 |
| 1710 | <p><u>Investigations</u> Use for material pertaining to internal and external investigations of known or alleged irregularities and violations of laws and regulations relating to Departmental program or personnel. Files consist of the official record copy of the investigation report, correspondence, notes and attachments (signed statements, copies of invoices, etc.) and work papers (including computer printouts).</p> <p>NOTE: ALL OFFICES: Offices responsible for preparing the material will retain the file for 3 yrs. and destroy copies when no longer needed.</p> <p>FILE by organization in chronological sequence.</p> <p>a. Headquarters significant case files which 1) gain national attention because of considerable Secretarial, Congressional or public interest, and 2) are deemed to be significant for investigative or litigation procedures.</p> <p>b. Headquarters and Regions all other files.</p> <p>FILE alphabetically by headquarters and regional designations and then by case numbers.</p> | <p>OIG</p> <p>PERMANENT. Offer to NARA 10 yrs. after case is closed.</p> <p>Destroy 10 yrs. after case is closed.</p> | <p>6 mos. after the case is closed.</p> <p>6 mos. after the case is closed.</p> | <p>See Note</p> <p>See Note</p> | <p>NCI-16-84-1</p> <p>NI-16-87-1 <i>Superseded authority:</i> NCI-16-79-1 #1a</p> <p>GRS-25-3b</p> |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|---|--|---------|---------------|-------------------------------|
| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 1710-1 | <p><u>Miscellaneous Complaint Files</u> Use for correspondence, memoranda and related material which are of an investigative nature but not pertaining to specific investigation case files. An example of such material would be a letter from an individual that would be so vague in nature that an investigation is not warranted; material received from other offices for information purposes only in which there are no investigations case files; and requests for investigation from agencies that would be handled administratively by the requesting agency.</p> <p>FILE alphabetically by headquarters and regional designations and then by case number.</p> | OIG Headquarters and Regions. Destroy when 5 yrs. old. | N/A | N/A | NC1-16-79-1 2 GRS-25-3a |
| 1720 | <p><u>Audits</u> Files consisting of the official record copy of the audit report and related work papers (including computer printouts), correspondence, memoranda and exhibits. These records pertain to the review and appraisal of the Department's programs and management operating procedures, plans and policies, and also to Department-related activities with external enterprises such as associations, corporations, etc.</p> <p>NOTE: ALL OFFICES: Offices responsible for preparing the material will retain the file for 3 yrs. and destroy copies when no longer needed.</p> <p>FILE by organization in chronological sequence.</p> | OIG, OB&PA | | | |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | GPI & DISPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| | a. Headquarters significant case files which 1) gain national attention because of considerable Secretarial, Congressional or public interest, and 2) are deemed to be significant for investigative or litigation procedures. | PERMANENT. Offer to NARA 8 yrs. after the case is closed. | 6 mos. after the case is closed. | See Note | GRS-25-4 |
| X | all Headquarters and Regions - all other files. FILE alphabetically by headquarters and regional designations and then by case numbers. | Destroy when 8 yrs. old. | N/A | See Note | GRS-25-4 superseded authority NCI-16-79-1 # 3a |
| | * per agreement w/ Cherie Cozin, USDA significant case files not produced. Jeanne Young, NARA 5-5-88 | | | | |

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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2000 | <p><u>BUDGET DEVELOPMENT, PRESENTATION AND EXECUTION</u> Use for material of a general nature which pertains to the preparation, development, review, adjustment, submission, and approval of the budget. Includes reports, schedules charts, estimates, and related documents which do not fit elsewhere in this category.</p> <p>FILE by agency.</p> | OB&PA Destroy 3 yrs. after close of FY covered by budget. | N/A | Destroy 3 yrs. after close of FY covered by budget. | N1-16-87-1 <i>superseded authorities: NC1-16-77-2 #3,10,14</i> |
| 2000-1 | <p><u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.</p> <p>NOTE: See 3010-1 for disposition of record copy of Departmental directives.</p> <p>FILE by origin, series number or in chronological sequence.</p> | Destroy when no longer needed. | N/A | Destroy after the directive is issued or imme- diately when it is known that no action will be taken. | GRS-16-1d |
| 2000-1-1 | <p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p> | Destroy when S/O. | N/A | Destroy when S/O. | NC1-16-84-1 |
| 2000-2 | <p><u>Reports</u> Use for material pertaining to budget development, presentation and execution reports.</p> <p>FILE by agency and subject.</p> | Destroy when 3 yrs. old. | N/A | Destroy when 3 yrs. old. | NC1-16-84-1 |

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| | | RECORD OFFICE | | OTHER OFFICES | |
| | | OPI& DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 4000-3 | Project Control Use for memoranda, reports, and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project. | Destroy 1 yr. after the yr. in which the project is closed. | N/A | Destroy when no longer needed. | GRS-16-7 |
| 2010 | <u>Budget Planning</u> Use for material pertaining to budget planning NOTE: Working papers and background material are to be destroyed 1 yr. after close of FY covered by the budget. (GRS-5-4d) FILE by agency | OB&PA Destroy 10 yrs. after close of FY covered by budget. | N/A | Destroy 5 yrs. after close of FY covered by budget. | N1-16-87-1 <i>Superseded authority</i> N1-16-77-2 #26 |
| 2020 | <u>Budget Development</u> Use for material pertaining to budget estimates, justifications, and supplementary material such as explanatory notes, narratives, and program performance. Also includes previous supplementary or amended budget material. FILE by agency. | OB&PA PERMANENT. Break files annually. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. old | When 3 yrs. old. | Destroy 1 yr. after close of FY covered by budget. | N1-16-87-1 <i>Superseded authority</i> N1-16-77-2 #9 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPIA DISPOSITION | TO FARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2030 | <p><u>Budget Presentation</u> Use for copies of the budget (original or revised) submitted to Congress for approval.</p> <p>FILE in chronological sequence.</p> <p>a. One record copy of the budget submitted to Congress for approval.</p> <p>b. All other copies.</p> | <p>PERMANENT. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. old.</p> <p>Destroy when no longer needed for reference.</p> | <p>When 3 yrs. old.</p> <p>N/A</p> | <p>N/A</p> <p>Destroy when no longer needed for reference.</p> | <p>NC1-16-84-1</p> <p>NI-16-87-1 <i>superseded authorities:</i> NC1-16-77-2 #9 NC1-16-84-1 #2030</p> <p>NI-16-87-1 <i>superseded authorities:</i> NC1-16-77-2 #9 NC1-16-84-1 #2030</p> |
| 2040 | <p><u>Budget Execution</u> Use for material pertaining to approved budget implementation and maintenance of financial controls over appropriated funds. Include apportionments, allocations, allotments and workplans, obligations and outlays, ceilings, requirements, reimbursements, and nonappropriated funds.</p> <p>NOTE: Include here financial data <u>only</u> if it is directly budget supportive. Use 2100 for regular accounting documentation.</p> <p>FILE by agency.</p> | <p>OB&PA Destroy 10 yrs. after close of FY covered by budget.</p> | <p>N/A</p> | <p>Destroy 10 yrs. after close of FY covered by budget.</p> | <p>NI-16-88-1 <i>superseded authorities:</i> NC1-16-77-2 #15 NC1-16-84-1 #2040</p> |

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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2100 | FINANCIAL MANAGEMENT/ACCOUNTING Use for material pertaining to overall financial management and accounting activities not specifically described in the following categories. FILE by subject in chronological sequence. | OFM, OB&PA Destroy when 3 yrs. old. | N/A | Destroy when 2 yrs. old. | NC1-16-84-1 NC1-16-77-2 2 & 17 |
| 2100-1 | <u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure. NOTE: See 3010-1 for disposition of record copy of Departmental directives. FILE by origin, series number or in chronological sequence. | OFM, OB&PA Destroy when no longer needed. | N/A | Destroy after the directive is issued or immediately when it is known that no action will be taken. | GRS-16-1d <i>superseded authority:</i> NC1-16-77-2 #1 |
| 2100-1-1 | <u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions. FILE by origin, series number or in chronological sequence. | Destroy when S/O. | N/A | Destroy when S/O. | NC1 16 84 1 |
| 2100e2 | <u>Financial Priorities</u> Use for material pertaining to the status or activities of all financial priorities. FILE by agency in chronological sequence. | OFM Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |

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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2100-3 | Internal Controls Use for material which pertains to the plans of organizations and all the coordinated methods and measures adopted by an agency to safeguard assets, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies. FILE by agency in chronological sequence. | OFM Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |
| 2100-4 | Systems Review and Analysis Use for material which pertains to indirect cost reviews and negotiations, Departmental financial management studies, and assessments of Departmental and Agencies' reporting needs. FILE by agency in chronological sequence. | OFM Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |
| 2100-5 | Reports Use for financial management/accounting reports. FILE by agency and subject. | OB&PA Destroy when 3 yrs. old. | N/A | Destroy when 3 yrs. old. | NI-16-87-1 <i>superseded authorities</i> NC1-16-77-2, #2 NC1-16-84-1 # 2100-5 |
| 2100-6 | Project Control Use for memoranda, reports, and other records documenting assignments, progress and completion of projects. FILE alphabetically by title of project. | OFM Destroy 1 yr. after the yr. in which the project is closed. | N/A | Destroy when no longer needed. | GRS-16-7 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2110 | <p><u>Accounting Systems</u> Use for material pertaining to accounting systems approved by GAO; management advisory services for financial systems; monitoring system development processes and the coordination of accounting system regulations.</p> <p>FILE by agency in chronological sequence.</p> | OFM Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |
| 2110-1 | <p><u>Financial Systems</u> Use for material which documents USDA wide accounting and reporting systems, e.g., an Accounting Systems Library.</p> <p>FILE by agency in chronological sequence.</p> | OFM Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |
| 2120 | <p><u>Cash Management</u> Use for material which pertains to the effective management of the Government's cash which encompasses cash advances and cash held outside the cash account of the Treasury.</p> <p>FILE by agency in chronological sequence.</p> | OFM Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |
| 2130 | <p><u>Debt Management</u> Use for material which pertains to the effective management of amounts owed to the Government which includes analyzing the status of Government receivables in terms of delinquencies, age of delinquencies, write-offs, and expected future losses.</p> <p>FILE by agency in chronological sequence.</p> | OFM, OB&PA Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | N1-16-87-1 <i>superseded</i> <i>authorities:</i> NC1-16-77-2 #2 NC1-16-84-1 #2130 |

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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2140 | Liabilities Use for material pertaining to liabilities. FILE by agency in chronological sequence. | PDS Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |
| 2150 | Revenues Use for material pertaining to revenues. FILE by agency in chronological sequence. | PDS, OB&PA Destroy when 3 yrs. old. | N/A | Destroy when 1 yr. old. | NC1-16-84-1 |
| 2160 | Cost Distribution Use for material pertaining to the proration of Departmental centralized expenses distributed to the agencies. FILE by agency and subject. | OFM, PDS, OB&PA Destroy 5 yrs. after close of FY covered by budget. | N/A | Destroy 5 yrs. after close of FY covered by budget. | NI-16-87-1 <i>superseded authorities:</i> NC1-16-77-2 #2 NC1-16-84-1 #2160 |
| 2160-1 | Working Capital Fund Use for material of a general nature which pertains to WCF. FILE by agency and subject. | OFM Destroy 3 yrs. after close of FY covered by budget. | N/A | Destroy 3 yrs. after close of FY covered by budget. | NC1-16-84-1 |
| 2160-2 | Planning, Development, and Approval Use for material pertaining to Working Capital Fund budget preparation, planning, and final approved budgets. FILE by agency and subject. | OFM Destroy 5 yrs. after close of FY covered by budget. | N/A | Destroy 5 yrs. after close of FY covered by budget. | NC1-16-84-1 |

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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OFFICE DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2160-3 | <p><u>Financial Reviews</u> Use for material pertaining to WCF fund reviews, summary reviews and individual cost centers reviews of a financial nature.</p> <p>FILE by agency and subject.</p> | <p>OFM, OB&PA Destroy 5 yrs. after close of FY covered by budget.</p> | N/A | <p>Destroy 5 yrs. after close of FY covered by budget.</p> | <p>N1-16-87-1 <i>superseded authorities</i> N1-16-77-2 #215 N1-16-84-1 #2160-3</p> |
| 2160-4 | <p><u>Management Council Cost Distributions</u> Use for material pertaining to the distribution of central agency billings (GSA, DOL) to Departmental agencies; FTS, SLUC, OWCP, etc.</p> <p>FILE by agency and subject.</p> | <p>PDS Destroy 5 yrs. after close of FY covered by budget.</p> | N/A | <p>Destroy 5 yrs. after close of FY covered by budget.</p> | <p>NC1-16-84-1</p> |
| 2160-5 | <p><u>Working Capital Fund Cost Distributions</u> Use for material pertaining to Working Capital Fund cost center expense distribution to user agencies of Printing Plant, and Copier Services, etc.</p> <p>FILE by agency and subject.</p> | <p>OFM Destroy 5 yrs. after close of FY covered by budget.</p> | N/A | <p>Destroy 5 yrs. after close of FY covered by budget.</p> | <p>NC1-16-84-1</p> |
| 2160-6 | <p><u>Department Centralized Reimbursable Program Cost Distributions</u> Use for material pertaining to Departmental centralized costs or expenses made through special reimbursable accounts which are prorated to the agencies, e.g., Office of Personnel training programs and Health Services.</p> <p>FILE by agency and subject.</p> | <p>PDS Destroy 5 yrs. after close of FY covered by budget.</p> | N/A | <p>Destroy 5 yrs. after close of FY covered by budget.</p> | <p>NC1-16-84-1</p> |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
|-----------------------|--|---|---------|---------------|---|
| | | RECORD OFFICE | TO PARC | OTHER OFFICES | DISPOSITION AUTHORITY |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2450 | <p>Grants</p> <p>Use for material pertaining to the transfer of money or property to assist recipients to accomplish a public purpose authorized by statute, including all formula, project or other grants and cooperative agreements, and cost sharing arrangements not specifically described in the following categories.</p> <p>FILE by agency.</p> | <p>OB&PA</p> <p>Destroy 5 yrs. after case file is closed.</p> | N/A | N/A | <p>NI-16-87-1 <i>supply selected authorities:</i> NCI-16-97-2 #4</p> |
| 2450-1 | <p>Grant Control files</p> <p>Use for material pertaining to indexes, registers, logs or other records relating to control of assigning numbers of identifying projects, applications and grants.</p> <p>FILE by agency.</p> | <p>DEM</p> <p>Destroy when S/O.</p> | N/A | N/A | GRS-3-16 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPIA DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 2500-3 | Project Control Use for memoranda, reports and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project. | Destroy 1 yr. after the yr. in which the project is closed. | N/A | Destroy when no longer needed. | GRS-16-7 |
| 2510 | Claims Against the U.S. Use for material pertaining to claims submitted by claimants against the U.S. FILE by agency, subject, and claimant. | PDS Dispose of 1 yr. after final disposition of case. | N/A | Dispose of 1 yr. after final disposition of case. | NC1-16-84-1 |
| 2520 | Debt Claims Use for material pertaining to claims by the United States. FILE by agency, subject, and claimant. | PDS, OB&PA Destroy 6 yrs. and 3 mos. after period covered by account. | N/A | Destroy 6 yrs. and 3 mos. after period covered by account. | GRS-6-1a <i>superseded authorities</i> NC1-16-77-2 #13 NC1-16-84-1 #2520 |
| 2530 | Dual Compensation Debts Use for material pertaining to dual compensation. FILE by subject. | PDS Dispose of 1 yr. after final disposition of case. | N/A | Dispose of 1 yr. after final disposition of case. | NC1-16-84-1 |

| CLASSIFICATION NUMBER | INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 3200-2 | <p><u>Reports</u> Use for printed final reports containing the statistical, tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed.</p> <p>FILE by subject in chronological sequence.</p> | Destroy when no longer needed for reference. | N/A | N/A | NC1-16-84-1 |
| 3200-3 | <p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title or project.</p> | Destroy 1 yr. after the yr. in which the project is closed. | N/A | Destroy when no longer needed. | GRS-16-7 |
| 3210 | <p><u>Design and Development</u> Use for material of a general nature related to applications design and development.</p> <p>FILE by system name.</p> | OIRM Destroy when 3 yrs. old | N/A | Destroy when S/O. | NC1-16-84-1 NC1-16-77-2 28 |
| 3210-1 | <p><u>Information Requirements Studies</u> Use for material pertaining to information requirements studies and system development projects. Included are user requests, analytical reports, design requirements, feasibility studies, and cost/benefit analyses.</p> <p>FILE by agency and project name.</p> | OIRM Dispose of when no longer needed. | N/A | Dispose of when no longer needed. | N1-16-87-1 <i>Superseded Authority:</i> NC1-16-77-2 |

| CLASS- NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 3210-2 | System Implementation Files Use for material pertaining to design, development, and operation of an application system including system instructions, user guides and manuals, input, output, and report specifications, standard operating procedures, block diagrams, flow charts, coding instructions, test plans, reference to or copies applicable software and reference materials, job instructions, and similar or related files. FILE by agency and project name. | OIRM Dispose of when no longer needed. | N/A | Dispose when no longer needed. | NC1-16-84-4 |
| 3210-3 | ADP Test Files Use for material pertaining to the testing of ADP equipment and/or data processing methods and procedures and to the trial application of existing or proposed data processing systems. Included are requests for tests, approvals or disapprovals, test reports, and communications relating to the test. FILE by system name. | OIRM Dispose of when no longer needed. | N/A | Dispose of when no longer needed. | GRS-20, Part II, 2 |
| | Resource Acquisition Use for material pertaining to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of ADPE, office automation equipment, multiple equipment when part of a system, auxiliary equipment, and attachments for existing equipment; and ADP software and services. Includes application studies, system specifications and reports of their review, manufacturer's proposals and evaluation thereof, documents relating to | OIRM Destroy after 10 yrs. | N/A | Destroy after 5 yrs. or discontinuance, whichever is first. | N1-16-87-1 <i>Superseded authorities:</i> NC1-16-77-2 1728 NC1-16-84-1 |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | OPI & DISPOSITION | TO FARCS | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 4000-1 | <p><u>Policy and Procedure</u></p> <p>a. Record copy of policy and procedure which is published in the DPM.</p> <p>b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives.</p> <p>NOTE: See 3010-1 for disposition of record copy of Departmental directives not published in the DPM.</p> <p>FILE by origin, series number or in chronological sequence.</p> | <p>OP</p> <p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p> | <p>N/A</p> <p>N/A</p> | <p>Destroy when S/O.</p> <p>Destroy after the directive is issued or immediately when it is known that no action will be taken.</p> | <p>GRS-16-1c</p> <p>GRS-16-1d</p> |
| 4000-1-1 | <p><u>External or Non-Series Instructions</u></p> <p>Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p> | <p>Destroy when S/O.</p> | <p>N/A</p> | <p>Destroy when S/O.</p> | <p>NC1-16-84-1</p> |
| 4000-2 | <p><u>Reports</u></p> <p>Use for statistical reports relating to USDA personnel programs and functions and manpower management and evaluation.</p> <p>FILE by agency and subject report.</p> | <p>OP</p> <p>Destroy when 2 yrs. old.</p> | <p>N/A</p> | <p>Destroy when 2 yrs. old.</p> | <p>GRS-1-16</p> <p><i>superseded authority</i></p> <p><i>NC1-16-97-5</i></p> <p><i>≠ 661x2</i></p> |
| 4000-3 | <p><u>Project Control</u></p> <p>Use for memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p> | <p>OP</p> <p>Destroy 1 yr. after the yr. in which project is closed.</p> | <p>N/A</p> | <p>Destroy when no longer needed.</p> | <p>GRS-16-7</p> |

| CLASSIFICATION NUMBER | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OP & DEPARTMENT | TO FILE | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 4130-2 | Service and Sick Leave Awards Use for material including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees. FILE in OPF. | OP Destroy when 1 yr. old. | N/A | Destroy when 1 yr. old. | GRS-1-12b |
| 4130-3 | Departmental Awards Department level awards or higher (Secretary's Awards, Presidential, etc.) a. Paper copies b. Microfilmed copies | OP Destroy after micro-filming. Destroy when no longer needed. | N/A N/A | N/A N/A | N1-16-87-2 N1-16-84-1, #430-3 N1-16-87-1 superseded authority N1-16-84-1 #4130-3 |
| 4130-4 | External Awards External awards and nominations from or to other government agencies or private organizations. FILE in OPF. | OP Destroy when 2 yrs. old. | N/A | Destroy when 2 yrs. old. | GRS-1-12a (2) |

| CLASSIFICATION RANGE | DESCRIPTION AND FILING INSTRUCTIONS | DISPOSITION | | | |
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| | | RECORD OFFICE | | OTHER OFFICES | DISPOSITION AUTHORITY |
| | | OPI & DISPOSITION | TO PARC | | |
| (1) | (2) | (3) | (4) | (5) | (6) |
| 5060 | <p><u>Departmental Blanket Purchase Arrangements</u> Use for documentation of blanket purchase arrangements, e.g., letters, purchase orders, or other documents stating to vendor the person(s) authorized to make individual purchases, how purchases will be placed, i.e., by telephone or designated persons ordering and pick up supplies from the vendor.</p> <p>FILE by vendor's names.</p> | PD-00 Destroy when S/O. | N/A | N/A | N1-16-87-1 <i>superseded authorities:</i> NCI-16-77-2 #14 NCI-16-84-1 #5060 |
| 5070 | <p><u>Consulting Services</u> Use for material pertaining to the lists and costs of persons who are members of a particular profession or possess a special skill and who are not officers or employees of the contractor.</p> <p>FILE in chronological sequence.</p> | PD-00 Destroy when S/O. | N/A | N/A | NCI-16-84-1 |
| 5080 | <p><u>Disputes</u> Use for material pertaining to disputes arising relating to the contractor. Included is a copy of contractors claims to the Procurement Contracting Officer and a copy of the Contracting Officer's decision.</p> <p>FILE in chronological sequence.</p> | PD-00 Destroy when S/O. | N/A | N/A | NCI-16-84-1 |
| 5090 | <p><u>Socioeconomic Procurement</u> Use for material pertaining to lists of individual(s) and or firms that are both socially and economically disadvantaged.</p> <p>FILE by program title.</p> | PD-00q OAE Destroy when S/O. | N/A | N/A | NCI-16-84-1 |