

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-016-77-06

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/22/2021

## **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These items, unless subsequently superseded, may be used by the agency to disposition records.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 except those listed below are 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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 82 is superseded by nc1-016-81-01, item 1.

NCD

REQUEST FOR RECORDS DISPOSITION AUTHORITY  
(See Instructions on reverse)

LEAVE BLANK
JOB NO. <b>NC1 16 77 6</b>
DATE RECEIVED <b>16 AUG 1977</b>
NOTIFICATION TO AGENCY 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
<b>9-30-77</b> Date <i>James B. Rhoads</i> Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**United States Department of Agriculture**

2. MAJOR SUBDIVISION  
**Office of Operations**

3. MINOR SUBDIVISION  
*Office of the Secretary*

4. NAME OF PERSON WITH WHOM TO CONFER  
*Cherie Cozins*

5. TEL. EXT.  
**447-9215**

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 34 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 <i>8-10-77</i> <i>12/10/77</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Arden B. Pepper, cc</i>	E. TITLE <i>Division Chief Records and Distribution Unit</i>
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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 disposition schedule supersedes all previously approved records schedules for the Office of Plant and Operations now referred to as OFFICE OF OPERATIONS. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Temporary records covered by the Revised General Records Schedule are disposable without further authorization, however, there are items listed in this schedule that are in the REVISED SCHEDULE (they are referred to) and are listed since this is the first schedule ever prepared for OFFICE OF OPERATIONS.</p>		

115-107 *sent 10/4/77 - New Agency. NNR, NMR  
NNB*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The following items (1-9) are files relative to all offices within the Office of Operations.</p> <p><u>GENERAL RECORDS</u></p>		
1.	<p>Staff Working Papers. Unless otherwise specified in this schedule, reference documents compiled and used by the Staff, as aids in completing such records as reports, cases, or studies.</p> <p>DESTROY when 5 years old or upon completion of reports, case, or studies, whichever is sooner.</p>		
2.	<p>Subject Files. Includes all subject files not otherwise specified in this schedule. Contains copies of correspondence, reports, articles, other documents and printed material used for reference.</p> <p>DESTROY when 7 years old or when no longer needed, whichever is sooner.</p> <p><u>TRAINING RECORDS</u></p>		
3.	<p>Employee Training. Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.</p> <p>DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.</p>	GRS 1, 30 c	
4.	<p>Course Announcement Files. Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.</p> <p>DESTROY when superseded or obsolete.</p>	GRS 1, 30 d	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p><u>ADMINISTRATION</u></p> <p>Objectives and Policy Documents. Material relating to overall program direction.</p> <p>a. Regulations - copies of comments and other material on proposed and existing regulations other than OO originated.</p> <p>DESTROY when 5 years old.</p> <p>b. Decisions - copies of comments and other material on GAO, OMB, OGC and other formal decisions.</p> <p>DESTROY when 5 years old.</p> <p>c. Orders - Copies of comments and other material on existing or proposed executive orders of the President.</p> <p>DESTROY when 5 years old.</p>		
6.	<p><u>ORGANIZATION AND AUTHORITIES DOCUMENTS</u></p> <p>Organization. Material on administrative or executive structure of programs</p> <p><i>Alphabetical by organization name.</i></p> <p>PERMANENT. Transfer to FARC when 5 years old.                  Offer to NARS when 20 years old.</p>	<p>II NVA- 1254(1)</p>	<p>1/2 cu. ft./yr.</p>
6.	<p>ALL OTHERS. Destroy when superseded or obsolete.</p>		
7.	<p>Delegations of Authority. Material on delegations of authority and responsibilities of top agency and department personnel.</p> <p><i>Alphabetical by organization name.</i></p> <p>PERMANENT. Transfer to FARC when 5 years old.                  Offer to NARS when 20 years old.</p>	<p>II NVA- 1254(1)</p>	<p>1"/yr.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7 cont	ALL OTHERS. DESTROY when superseded or obsolete.  <u>MANAGEMENT IMPROVEMENT REPORTS</u>		
8.	Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.  DESTROY when 10 years old.  <u>COMMITTEE AND CONFERENCE RECORDS</u>	GRS 16, 5	
9.	<p>a. Records relating to establishment, organization, membership and policy.</p> <p>(1) Interagency, advisory or international committees.  <i>Alphabetical by Committee name.</i>                      PERMANENT. Transfer to FARC when 5 years old.                      Offer to NARS when 20 years old.</p> <p>(2) Internal Committees                      DESTROY 2 years after termination of committee.</p> <p>b. Records created by Committees.</p> <p>(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.</p> <p>(a) Records of the Sponsor or Secretariat.  <i>Alphabetical by Committee name.</i>                      PERMANENT. Transfer to FARC when 5 years old.                      Offer to NARS when 20 years old.</p> <p>(b) All other copies.                      DESTROY when 3 years old or when no longer needed for reference.</p>	<p>GRS 16, 12a(1)</p> <p>GRS 16 12a(2)</p> <p>GRS 16, 12b(1) (a)</p> <p>GRS 16, 12(b)(1) (b)</p>	<p><i>1 cu. ft./yr.</i></p> <p><i>1/2 cu. ft./yr.</i></p>

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9. cont.	(2) All other committee records.  DESTROY when 3 years old or when no longer needed for reference.	GRS 16, 12 (2)	

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>PROCUREMENT DIVISION</u></p> <p><u>UNIQUE PROCUREMENT FILES</u></p>		
11.	<p>Procurement files documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs.</p> <p>Maintain files for 1 year after completion of contract. Transfer to FARC. DESTROY 6 years after completion of contract.</p>	GRS 3, 1	
	<p><u>ROUTINE PROCUREMENT FILES</u></p>		
12.	<p>Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000, dated subsequent to 7/26/74.</p> <p>DESTROY 6 years and 3 months after final payment. (Place in inactive file on final payment, transfer fiscal year block to FARC after 2 years.</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000 dated subsequent to 7/25/74; and transactions of \$2,500 or less dated prior to 7/26/1974.</p> <p>DESTROY 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.</p>	GRS 3, 4 a (1)	
		GRS 3, 4 a (2)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOBNO.	10. ACTION TAKEN
12 cont.	<p>(3) Transactions of more than \$2,500 dated prior to 7/1/74.</p> <p>DESTROY 6 years after final payment.</p> <p>b. Obligation Copy.</p> <p>DESTROY when funds are obligated.</p> <p><u>GENERAL CORRESPONDENCE FILES</u></p>	<p>GRS 3 4 a (3)</p> <p>GRS 3, 4 b</p>	
13.	<p>Correspondence files of operating procurement units concerning internal operation and administration matters.</p> <p>DESTROY when 2 years old.</p>	<p>GRS 3, 3</p> <p><i>INNA</i> <i>1254(1)</i></p>	
14.	<p><u>BID FILES</u></p> <p>a. Successful or unsuccessful bids.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to 7/26/74.</p> <p>DESTROY 6 years and 3 months after final payment (Place in inactive file on final payment, transfer fiscal year block to FARC after 2 years.</p> <p>(2) Transactions of \$10,000 or less and construction under \$2,000 dated subsequent to 7/25/1974; and transactions of \$2,500 or less dated prior to 7/26/74.</p> <p>DESTROY 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith).</p>	<p>GRS 3 4 a (1)</p> <p>GRS 3, 4a(2)</p>	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14. cont.	<p>(3) Transactions of more than \$2,500 dated prior to 7/26/1974.</p> <p>DESTROY 6 years after final payment.  <i>b. Obligation copy: Destroy when funds are obligated.</i></p> <p><u>SPACE AND PROPERTY DIVISION</u></p>	GRS 3, 4 a (3)	
15.	<p>Computerized Print-Outs. Lists the numeric description code (NDC), item description, vendor, property number, serial number, acquisition cost and date, document number, State, City, Division and Agency.</p> <p>a. Master Property Print-out.              b. Working Capital fund Print-out.              c. Appropriated funds Print-out.              d. Station Listing Print-out.</p> <p>Above listed print-outs provide accountability of the various items of personal property acquired by OO and serviced agencies including the field.</p> <p>DISPOSE when updated which occurs every 4 months.</p>		
16.	<p>Excess Personal Property Reports.</p> <p>DESTROY when 3 years old.</p>	GRS 4, 5	
17.	<p><u>MOTOR VEHICLE OPERATING AND MAINTENANCE FILES</u></p> <p>a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.</p> <p>DESTROY when 3 months old.</p> <p>b. Maintenance records, including those relating to service and repair.</p> <p>DESTROY when 1 year old.</p>	GRS 10, 2 a  GRS 10, 2 b	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
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18.	<p><u>MOTOR VEHICLE RELEASE FILES</u></p> <p>Records relating to transfer, sale, donation or exchange of vehicles.</p> <p>DESTROY 4 years after vehicle leaves agency custody.</p>	GRS 10, 6	
19.	<p><u>MOTOR VEHICLE REPORT FILES</u></p> <p>Reports on motor vehicles (other than accident, operating and maintenance reports).</p> <p>DESTROY 3 years after date of report.</p>	GRS 10, 4	
20.	<p><u>SPACE UTILIZATION BRANCH</u></p> <p>Space and Maintenance General Correspondence Files.</p> <p>Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.</p> <p>DESTROY when 2 years old.</p>	GRS 11, 1	
21.	<p>Agency Space Files.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.</p> <p>a. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>(1) Agency records to GSA regarding space occupied in "Metropolitan Washington" and "Outside the "District of Columbia", and related papers.</p> <p><u>DESTROY WHEN 2 YEARS OLD.</u></p>	GRS 11, 2 b(1)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22.	<p><u>Telephone Summaries</u></p> <p>Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.</p> <p>DESTROY after the close of the fiscal year in which audited.</p>	GRS 12 4	
23.	<p>Communication Correspondence, Reports, and Reference Files.</p> <p>a. Correspondence and related records pertaining to internal administration and operation.</p> <p>DESTROY when 2 years old.</p> <p>b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.</p> <p>DESTROY when 3 years old.</p> <p>c. Telecommunications statistical reports including cost and volume data.</p> <p>DESTROY when 1 year old.</p> <p>d. Telecommunications reference voucher files.</p> <p>(1) Reference copies of vouchers, bills, invoices, and related records.</p> <p>DESTROY when 1 fiscal year old.</p> <p>(2) Records relating to installation, change, removal, and servicing of equipment.</p> <p>DESTROY 1 year after audit or when 3 years old,  <small>whichever is sooner</small></p>	<p>GRS 12, 2 a</p> <p>GRS 12, 2 b</p> <p>GRS 12, 2 c</p> <p>GRS 12, 2 d 1</p> <p>GRS 12, 2 d 2</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23 cont.	<p>(e) Copies of agreements with background data and other records relating to agreements for telecommunications services.</p> <p>DESTROY 2 years after expiration or cancellation of agreement.</p> <p><u>WASHINGTON SPACE BRANCH</u></p>	GRS 12, 2 e	
24.	<p>Agency Space Files.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.</p> <p>a. Building plan files and related agency records utilized in space planning, assignment, and adjustment.</p> <p>DESTROY 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.</p> <p>b. Correspondence<sup>d</sup> with and reports to Staff agencies relating to agency space holdings and requirements.</p> <p>(1) Agency records to GSA regarding space occupied in "Metropolitan Washington" and "Outside the "District of Columbia", and related papers.</p> <p>DESTROY when 2 years old.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p> <p>DESTROY when 1 year old.</p>	<p>GRS 11, 2 a</p> <p>GRS 11, 2 b 1</p> <p>GRS 11, 2 b 1</p> <p>GRS 11, 2 b 2</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25.	<p><u>CREDENTIAL FILES</u></p> <p>Identification credentials and related papers.</p> <p>(a) Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and <u>other identification credentials.</u></p> <p>DESTROY credentials 3 months after return to issuing office.</p> <p><u>MAIL SERVICES BRANCH</u></p>	GRS 11, 4 a	
26.	<p>Messenger Service Files</p> <p>Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.</p> <p>DESTROY when 2 months old.</p> <p><u>POSTAL RECORDS</u></p>	GRS 12, 1	
27.	<p>Post office forms and supporting papers, exclusive of records held by the U.S. Postal Service.</p> <p>a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.</p> <p>DESTROY when 1 year old.</p> <p>b. Application for postal registration and certificates of declared value of matter subject to postal surcharge.</p> <p>DESTROY when 1 year old.</p>	GRS 12, 5 a  GRS 12, 5b SC 8-19-77	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
27 cont.	<p>c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.</p> <p>DESTROY when 1 year old.</p>	GRS 12, 5 c	
28.	<p><u>MAIL AND DELIVERY SERVICE CONTROL FILES</u></p> <p>a. Statistical reports and data relating to handling of mail and volume of work performed</p> <p>DESTROY when 1 year old.</p> <p>b. Records relating to checks, cash, stamps, money orders or other valuables remitted to the agency by mail.</p> <p>DESTROY when 1 year old.</p> <p>c. Records of and receipts for mail and packages received through the official mail and messenger service.</p> <p>DESTROY when 6 months old.</p> <p>d. General files including correspondence, memoranda, directives, and guides relating to the administration of mail room operations.</p> <p>DESTROY when 1 year old or when superseded or obsolete, whichever is applicable.</p> <p>e. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.</p> <p>DESTROY 5 months after separation or transfer of individual or when obsolete, whichever is applicable.</p>	<p>GRS 12, 6 d</p> <p>GRS 12, 6 e</p> <p>GRS 12, 6 f</p> <p>GRS 12, 6 g</p> <p>GRS 12, 6 h</p>	

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29.	<p><u>PENALTY MAIL REPORT FILES</u></p> <p>Official penalty mail reports and all related papers.</p> <p>DESTROY when 6 years old.</p>	GRS 12, 7	
30.	<p><u>POSTAL IRREGULARITIES FILE</u></p> <p>Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.</p> <p>DESTROY 3 years after completion of investigation.</p> <p><u>SECRETARY RECORDS</u></p> <p>The following records (items 31, 35 and 37) for the immediate Office of the Secretary have a unique disposition in so far as they are offered directly to NARS on a yearly basis as the 5 year rotation is accomplished.</p>	GRS 12, 8	
31.	<p>General Correspondence. Incoming and Outgoing correspondence, memoranda, reports and related material of the Secretary, Under Secretary, Assistant Secretaries, and their staffs. These records document the Department's functions at the Secretary's level and consist of policy, procedure and program planning material. The records also reflect public reaction to the Department's programs. These files primarily consist of:</p> <p style="padding-left: 40px;">Correspondence and legislative reports carried on between the Department and Congressmen and Congressional Committees.</p> <p style="padding-left: 40px;">Correspondence with the President and his staff pertaining to high level policy</p>		

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31. cont.	<p>matters.</p> <p>Correspondence with other Government agencies, State Governments, and Foreign countries pertaining to the programs of the Department and the relationship with their agricultural programs.</p> <p>Correspondence with private concerns, individuals, foundations, and educational institutions on matters of mutual interest concerning working relationships and cooperation in the interest of the national economy. <i>2. Paper copy</i>  <i>Alphabetical by Subject.</i>                      PERMANENT. Offered to NARS when 5 years old. (This is the original incoming correspondence with reply attached to).  <i>Item 37 is index to 312.</i>                      b. Microfilm. (Microfilm cassettes) of portions of <del>outgoing</del> <i>incoming</i> correspondence ONLY.</p>		42 cu. ft/yr.
32.	<p>DESTROY in 3 years  <i>c. Machine readable index to microfilm copy: Destroy when superseded or obsolete. 9-21-77</i>                      DOCKETS. <i>2.</i> Dockets pertaining to the organizational structure and basic policies of the Department and its agencies.  <i>Alphabetical by Subject</i>                      PERMANENT. Offer to NARS when 5 years old.</p> <p>b. Copies of program docketts.</p> <p>DISPOSE after 3 years.</p> <p>NOTE: The originals of these docketts are retained by the agency concerned or the Federal Register Division of NARS. Background material is retained in the originating agency.</p>	INNA 1275(2)	1/2 cu. ft/yr.
33.	<p>GENERAL INFORMATION CORRESPONDENCE. Request for information from the general public and replies involving no administrative action, no policy decisions, and no special compilations</p>	INNA 1275(3)	



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33. cont.	<p>or research for reply, including requests for information and inquiries to which replies are made by printed or duplicated material, requests for publications, photographs and autographs, and acknowledgements and replies; letters of and concerning referrals to other agencies for replies.</p> <p>DESTROY after 1 year.</p>		
34.	<p>PUBLIC RELATIONS CORRESPONDENCE. 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. Compilations of such opinions are made and brought to the attention of the Secretary to assist in the formulation of agricultural programs and policies.</p> <p>DESTROY after 5 years.</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.</p>	<p>JNNA 1275(4)</p>	
35.	<p>ISSUANCES. <sup>a</sup> Originals of Administrative Regulations and <sup>b</sup> Secretary's Memoranda signed by the Secretary of Agriculture and/or his staff.</p> <p><sup>a</sup> Alphabetically by Regulation title, <sup>b</sup> Numerically by memo number.</p> <p>PERMANENT. Offered to NARS after 5 years.</p>	<p>JNNA 1275(5)</p>	<p>1/2 cu. ft./yr. 1/2 cu. ft./yr.</p>
36.	<p>DEPARTMENT SEAL. Routine request for impression of.</p> <p>DESTROY after 1 year.</p>		

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37.	<p>ALPHABETICAL NAME FILE. File used as a record and cross reference of signed incoming and outgoing mail addressed to/by the Secretary and his immediate staff. <i>Index to item 3/2.</i></p> <p>PERMANENT. Offered to NARS every 5 years.</p> <p>MANAGEMENT ANALYSIS BRANCH</p>		<i>10 cu. ft./yr.</i>
38.	<p><u>Records Management Files.</u></p> <p>Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the agency. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.</p> <p>DESTROY when 6 years old.</p>	GRS 16, 11	
39.	<p><u>Working Papers.</u></p> <p>Project background records such as studies, analyses, notes, drafts, and interim reports.</p> <p>DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	GRS 16, 10	
40.	<p><u>Records Disposition Files.</u></p> <p>Descriptive inventories, disposal authorizations, schedules and reports.</p> <p>a. Basic documentation of records description and disposition programs, including Standard Form 115, Request for Records Disposition Authority; Standard Form 135, Records</p>	GRS 16 3 a	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40. cont.	<p>Transmittal and Receipt and related documentation.</p> <p>DESTROY when related records are destroyed, or when no longer needed for administrative or reference purposes.</p> <p>b. Extra copies and routine correspondence and memoranda.</p> <p>DESTROY when no longer needed for reference.</p> <p>c. Working papers and background material</p> <p>DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	<p>GRS 16, 3b</p> <p>GRS 16, 3 c</p>	
41.	<p><u>Management Improvement Reports.</u></p> <p>Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.</p> <p>DESTROY after 5 years.</p>	<p>GRS 16, 5</p>	
42.	<p><u>Records Holdings Files.</u></p> <p>Statistical reports of agency records holdings required by the General Services Administration, including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.</p> <p>DESTROY when 3 years old.</p>	<p>GRS 16, 6</p>	
43.	<p><u>Project Control Files.</u></p> <p>Memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>DESTROY 1 year after the year in which project is closed.</p>	<p>GRS 16, 7</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
44.	<p><u>Reports Control Files.</u></p> <p>Case files maintained for each agency report created, cancelled or superseded.</p> <p>DESTROY 2 years after the report is discontinued.</p>	GRS 16, 8	
45.	<p><u>Mailing Lists.</u></p> <p>a. Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>b. Card lists.</p> <p>DESTROY individual cards when cancelled or revised.</p> <p>c. Plant or stencil mailing lists.</p> <p>DESTROY plates or stencils when cancelled or revised.</p>	GRS 13, 5a  GRS 13, 5b  GRS 13, 5c	
46.	<p>Check lists and indexes of Secretary numbered and un-numbered memoranda, OO numbered and un-numbered memoranda and Agriculture property and personnel regulations. <i>Index to items 35a &amp; b</i>  <i>Filed chronologically</i></p> <p>PERMANENT. Offer to NARS when 20 years old.</p>		1 1/2 yrs.
47.	<p>Copies used for REFERENCE ONLY of Secretary and OO numbered and un-numbered memoranda, OMB bulletins, GSA and Agriculture Property, Procurement, and Personnel Regulations.</p> <p>DISPOSE when superseded or obsolete.</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	CENTRAL SUPPLY BRANCH - WAREHOUSE		
48.	<p><u>Plant, Cost and Stores General Correspondence Files.</u></p> <p>Correspondence files of units responsible for plant, cost and stores accounting operations.</p> <p>DESTROY when 3 years old.</p>	GRS 8, 2	
49.	<p><u>Stores Invoice Files.</u></p> <p>Invoices or equivalent papers used for stores accounting purposes.</p> <p>DESTROY when 3 years old.</p>	GRS 8, 3	
50.	<p><u>Stores Accounting Files.</u></p> <p>Stores accounting returns and reports.</p> <p>DESTROY when 3 years old.</p>	GRS 8, 4	
51.	<p><u>Stores Accounting Work Papers.</u></p> <p>Work papers used in accumulating stores accounting data.</p> <p>DESTROY when 2 years old.</p>	GRS 8, 5	
52.	<p><u>Postal Records.</u></p> <p>Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.</p> <p>DESTROY when 1 year old.</p>	GRS 12, 5a	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
53.	<p><u>DRIVERS GROUP</u></p> <p><u>Motor Vehicle Correspondence Files.</u></p> <p>Correspondence in the operating unit responsible for maintenance and operation of motor vehicles.</p> <p>DESTROY when 2 years old.</p>	GRS 10, 1	
54.	<p><u>Motor Vehicle Operation.</u></p> <p>Records relating to individual employee operation of Government owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.</p> <p>DESTROY 3 years after separation of employee or 3 years after rescision of authorization to use, safe driving awards, and related correspondence. <i>operate Government-owned vehicle, which was done. SC 8-14-77</i></p>	GRS 10, 7	
55.	<p><u>Passenger Reimbursement Files.</u></p> <p>Records relating to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents, or others authorized by law to travel.</p> <p>a. Travel administrative office files.</p> <p>DESTROY when 3 years old.</p> <p>b. Obligation copies</p> <p>DESTROY when funds are obligated.</p>	GRS 9, 4 a	GRS 9, 4 b

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	<p><u>General Travel and Transportation Files.</u></p> <p>a. Correspondence, forms, and related records pertaining to agency travel and transportation functions.</p> <p>DESTROY when 2 years old.</p> <p>b. Accountability records.</p> <p>DESTROY 1 year after all entries are cleared.</p> <p><u>PRINTING SERVICES DIVISION</u></p>	<p>GRS 9, 5 a</p> <p>GRS 9, 5 b</p>	
57.	<p><u>Administrative Correspondence Files.</u></p> <p>Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication and distribution matters, and related papers.</p> <p>DESTROY when 2 years old.</p>	<p>GRS 13, 2</p>	
58.	<p><u>Project Files.</u></p> <p>Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.</p> <p>a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.</p> <p>DESTROY 1 year after completion of job.</p>	<p>GRS 13, 3 a</p>	

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
58. cont.	<p style="margin-left: 40px;">b. Files pertaining to planning and other technical matters.</p> <p>DESTROY when 3 years old.</p>	GRS 13, 3 b	
59.	<p><u>Control Files.</u></p> <p>Control registers pertaining to requisitions and work orders.</p> <p>DESTROY 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.</p>	GRS 13, 4	
60.	<p><u>Mailing Lists.</u></p> <p style="margin-left: 40px;">a. Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>DESTROY after appropriate revision of mailing list or after 3 months, whichever is earlier.</p> <p style="margin-left: 40px;">b. Card lists.</p> <p>DESTROY individual cards when cancelled or revised.</p> <p style="margin-left: 40px;">c. Plate or stencil mailing lists.</p> <p>DESTROY plates or stencils when cancelled or revised.</p>	GRS 13, 5 a	
61.	<p><u>JCP Reports Files.</u></p> <p>Reports to Congress and related records.</p> <p style="margin-left: 40px;">a. Agency reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.</p>	GRS 13, 6 a	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61. cont.	DESTROY when 3 years old.  b. Copies in subordinate reporting units and related work papers.	GRS 13, 6 b	
62.	DESTROY 1 year after date of report.  <u>Internal Management Files.</u>  Records relating to internal management and operation of the unit.  DESTROY when 2 years old.  <u>TRANSPORTATION AND SUPPLY MANAGEMENT STAFF</u>	GRS 13, 7	
63.	Files relating to implementation of the Federal program to reduce the consumption of fossil-fuels and electricity.  DESTROY 5 years after discontinuance of project.		
64.	<u>Motor Vehicle Report Files.</u>  Reports on motor vehicles (other than accident, operating and maintenance reports).  DESTROY 3 years after date of report.	GRS 10, 4	
65.	<u>Motor Vehicle Correspondence Files.</u>  Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.  DESTROY when 2 years old.	GRS 10, 1	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
66.	<p><u>Lost or Damaged Shipments Files.</u></p> <p>Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.</p> <p>DESTROY when 3 years old.</p>	GRS 9, 2	
67.	<p>FEDSTRIP. Files containing indexes of federal specifications issued by GSA and armed service on the federal standards (proposed and approved) for all equipment.</p> <p>DESTROY when superseded or obsolete.</p> <p><u>FACILITIES MANAGEMENT STAFF.</u></p>		
68.	<p><u>Real Property Files.</u></p> <p>Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance</p>	GRS 4, 7	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
68. cont.	<p>of its use for historical purposes.</p> <p>Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>		
69.	<p>Comments and other material on:</p> <p>a. Legislative Reports, USDA comments on: Inter state recycling Acts, USDA Environmental and Consumer protection bill and Federal assistance for construction of county agricultural centers.</p> <p>DESTROY when 5 years old.</p> <p>b. Inter-agency annual reports including: location of new federal offices and other facilities, amendments to the Public Buildings Act, status of state and county housing consolidations, space relocation assistance, real property disposal and acquisition actions, rural development and standard metro area statistics.</p> <p>DESTROY when 5 years old.</p> <p><u>BUSINESS SERVICE UNIT.</u></p>		
70.	<p><u>Employee Record Cards.</u></p> <p>Employee record cards used for informational purposes outside personnel offices (such as SF 7-B)</p> <p>DESTROY on separation or transfer employee.</p>	GRS 1, 6	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
71.	<p><u>Position Descriptions.</u></p> <p>Files describing established positions including information on title, series, grade, duties and responsibilities.</p> <p>(1) Record copy.</p> <p>DESTROY 5 years after position is abolished or description superseded.</p> <p>(2) All other copies</p> <p>DESTROY when position is abolished or description superseded.</p>	GRS 1, 7 b(1)	
72.	<p><u>EQUAL EMPLOYMENT OPPORTUNITY RECORDS.</u></p> <p><u>EEO General Files.</u></p> <p>General Correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the EEO Act of 1972, and any pertinent future legislation; and agency EEO Committee meeting and records including minutes and reports.</p> <p>DESTROY when 3 years old, or when superseded or obsolete, whichever is applicable.</p>	GRS 1, 7 b (2)	
73.	<p><u>TRAINING RECORDS.</u></p> <p>General file of agency-sponsored training.</p> <p>(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.</p> <p>DESTROY when 5 years old or 5 years after completion of a specific training program.</p>	GRS 1, 30 b(1)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73. cont.	<p>(2) Background and workpapers.</p> <p>DESTROY when 3 years old.</p> <p>a. Employee training. Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.</p> <p>DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.</p> <p>b. Course announcement files. Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.</p> <p>DESTROY when superseded or obsolete.</p> <p><u>PLANNING AND ANALYSIS STAFF.</u></p>	<p>GRS 1, 30 b(2)</p> <p>GRS 1, 30 c</p> <p>GRS 1, 30 d</p>	
74.	<p><u>ADP Planning Documents File.</u> <i>Alphabetically by report title.</i> Planning documents consisting of master plan, feasibility studies with associated charts and diagram, and supporting data reflecting the characteristics of the data automation activity. <i>Includes justification for all data systems developed by or for ADP.</i> PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/or project.</p>		<p>1 Volume 1 1/2" total</p>
75.	<p><u>ADP Program Management Files.</u></p> <p>Files consist of the development of plans, policy, and procedures governing the conversion of electrical machine operations and the supervision, control, coordination and operation of</p>		<p>WITHDRAWN</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75. cont.	<p>the mechanization program.</p> <p>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</p>		
76.	<p><u>ADP Standardizations Files.</u></p> <p>Files consisting of data elements and codes, standardization requests, and <del>justification for all data systems developed by or for ADP.</del> <i>Destroy when superseded or obsolete. SC</i></p> <p><del>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</del></p>		
77.	<p><u>ADP Data Systems Planning Files.</u></p> <p>Documents containing definition of system</p> <p>PERMANENT. Offer to NARS with related materials upon completion and/or projects.</p>		
78.	<p><u>ADP Valid Transaction.</u></p> <p>Magnetic tapes containing valid files of items used in additional statistical analysis.</p> <p>DESTROY when no longer needed.</p>		WITHDRAWN
79.	<p><u>ADP Sample and Sub-sample Data Files.</u></p> <p>Magnetic media that are disclosure free or useful in statistical analysis or policy formation models or simulation studies.</p> <p>DESTROY when no longer needed.</p>		WITHDRAWN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
80.	<p><u>ADP Economic Statistics Master Files.</u></p> <p>a. Magnetic media containing noncumulative data used to prepare reports covering a limited period of time.</p> <p>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</p> <p>b. Magnetic media containing noncumulative recurring periodic surveys.</p> <p>PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/or project.</p>		<p><b>WITHDRAWN</b></p>
81.	<p><del>DOCUMENT TYPES</del> <i>ADP Documentation</i></p> <p>Documents or related documents and program listings, source decks and test data, e.g.</p> <p>a. Functional requirements documents. b. Data requirements document. c. System/subsystem specification. d. Program specification. e. Data base specification. f. Users manual. g. Operations manual. h. Program maintenance manual. <i>Maintain with related data files. SC</i> i. Test plan. j. Test analysis report.</p> <p><i>Dispose of descriptive materials for approved systems one year after completion of testing. For a disapproved system, dispose of when no longer needed. SC</i></p> <p>Background and policy statement for item 82 is as follows:</p> <p>BACKGROUND: Secretary's Memorandum 1492 (Revised) which is codified in 1 AR 675 re-emphasized the long-standing Department policy</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
81. cont.	<p>that the field offices of departmental agencies located in the same community should be housed together.</p> <p>POLICY: It is the policy of the department to house together in colocated offices field activities which serve the same geographical areas such as county, state, or region. Emphasis at the county level is to be on establishing and maintaining "Agricultural Service Centers" at those locations approved by the appropriate agency heads and the Office of the Secretary.</p>		
82.	<p><u>Case files.</u></p> <p>Files containing material relating to the coordination and monitoring of programs, including development of policies, procedures, regulations, guidelines, and provisions of technical assistance for the service center. Material relating to the liaison with GSA (Central Office), OMB, Congress and the public, the Steering Committee and Agency heads.</p> <p><i>Alphabetically by subject</i></p> <p>PERMANENT. Retain file(s) for duration of Service Center. Upon re-location of center(s), offer file(s) to NARS after 10 years.</p> <p>PROCUREMENT, GRANTS AND AGREEMENTS.</p>		<i>1/2 copy/yr.</i>
83.	<p><u>Supply Management Files.</u></p> <p>Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services</p>	GRS 3, 5 a	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
83. cont.	<p>Act of 1949 (40 U.S.C. 481).</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p> <p>DESTROY when 2 years old.</p> <p>b. Copies in other reporting units, and related work papers.</p> <p>DESTROY when 1 year old.</p>		
84.	<p><u>Committee and Conference Records.</u> <i>omit</i></p> <p>a. Records relating to establishment, organization, membership and policy.</p> <p>(1) Interagency, advisory or international committees.</p> <p>DESTROY when 10 years old.</p> <p>(2) Internal committees.</p> <p>DESTROY 2 years after termination of committee.</p> <p>b. Records created by committees.</p> <p>(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.</p> <p>(a) Records of the sponsor or Secretariat</p> <p>Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>(b) All other copies</p> <p>DESTROY when 3 years old or when no longer needed for reference.</p>	<p>GRS 3, 5 b</p> <p>GRS 16, 12 a(1)</p> <p>GRS 16, 12 a(2)</p> <p>GRS 16, 12b(1)(a)</p> <p>GRS 16, 12(b)(1b)</p>	

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
84. cont.	<p>(2) All other committee records.</p> <p>DESTROY when 3 years old or when no longer needed for reference.</p>	GRS 16, 12(b)(2)	
<sup>4</sup> 85.	<p><u>Forms Files.</u></p> <p>a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form. <i>Numerically by form number</i> PERMANENT. Offer to NARS when 20 years old.</p> <p>b. Working papers, background materials, requisitions, specifications, processing data, and control records.</p> <p>DESTROY when related form is discontinued, superseded, or cancelled.</p>	GRS 16, 4 a	<i>1/2" / yr.</i>
<sup>5</sup> 86.	<p><u>Reports Control Files.</u></p> <p>Case files maintained for each agency report created, cancelled or superseded.</p> <p>DESTROY 2 years after the report is discontinued.</p>	GRS 16, 8	
<sup>6</sup> 87.	<p><u>Directive Case Files.</u></p> <p>Internal directives issued at the agency, bureau or division level.</p> <p>a. Record copy with supporting case file, if any, documenting important aspects of the development of the issuance. <i>Alphabetically by title.</i> RECORD SET. PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. Working papers and background material.</p>	GRS 16, 1 a	<i>1" / yr.</i>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
87 <sup>b</sup> cont.	DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.		
88 <sup>?</sup>	<p><u>PUBLICATIONS FILES.</u></p> <p>a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar material. (This item does not cover copies and related program material retained in originating office).</p> <p><i>Alphabetically by title</i> RECORD SET. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. All other copies.</p> <p>DESTROY when superseded, obsolete or no longer needed.</p>	GRS 13, 1A	WITHDRAWN
89 <sup>8</sup>	<p><u>Information Files.</u></p> <p>Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto.</p> <p><i>Destroy when superseded or obsolete.</i> <del>PERMANENT!</del> Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>	GRS 14, 1	<i>1/2 u. H. / yr.</i>
90 <sup>89</sup>	<p><u>FOIA Administrative Files.</u></p> <p>Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.</p> <p>DESTROY when 2 years old or sooner if no longer needed for administrative use.</p>	GRS 14, 20	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
90.	<p><u>Working Papers.</u></p> <p>Project background records such as studies, analyses, notes, drafts, and interim reports.</p> <p>DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	GRS 16, 10	
92.	<p><u>Directives Management Documents.</u></p> <p>Reference material relating to overall program direction.</p> <ol style="list-style-type: none"> <li>1. Administrative Regulations.</li> <li>2. Agriculture Property Management Regs.</li> <li>3. Department Personnel Manual.</li> <li>4. Agriculture Procurement Regulations.</li> <li>5. Federal Property Mgmt. Regulations.</li> <li>6. Federal Procurement Regulations.</li> <li>7. Federal Personnel Manual.</li> <li>8. Secretary's numbered memoranda.</li> <li>9. Secretary's un-numbered memoranda.</li> <li>10. Office of Operations numbered memoranda.</li> <li>11. Office of Operations un-numbered memoranda.</li> </ol> <p>DISPOSE when superseded or obsoleted with the following exception:</p> <p>Copies retained for both active and inactive material by the Management Analysis Branch due to continuous research by Office of Operations serviced agencies and other agency personnel.</p>		
93.	<p>Labor Standards. PGAMS generated material that relates to labor standards.</p> <p>DESTROY when 4 years old.</p> <p>a. Violations of labor standards.</p> <p>DESTROY when 4 years old.</p>		