NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE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Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules.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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 82 is superseded by nc1-016-81-01, item 1.

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REQ	UEST FOR RECORD SPOSITION AUTHORITY	JOB N	LEAV	E'BLANK	
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	AL SERVICES ADMINISTRATION, L ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408				
-	NCY OR ESTABLISHMENT)		16	AUG 197	77
Unite	ed States Department of Agriculture	N	OTIFICATIO	ON TO AGE	NCY
≫0ffic	e of Operations	quest, including am	endments, is	approved exce	3303a the disposal re ept for items that may
MINOR SUB	DIVISION	be stamped "dispo	sal not appro	ved" or "with	drawn'' in columi 10
F	ERSON WITH WHOM TO CONFER		Δ		
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	$\frac{1}{100} \left(\frac{1}{100} \right) = \frac{1}{100} \frac{1}{1$	Date	Ar	chivist of the	• United States
that the this age	certify that I am authorized to act for this agency in matters pert records proposed for disposal in this Request of <u>34</u> pag ncy or will not be needed after the retention periods specified. Request for immediate disposal.	aining to the dis e(s) are not no	posal of w neede	the agend d for the	cy's records; business of
1	Request for disposal after a specified period or retention.	of time or r	eques	t for pe	ermanent
2710 - 71	D. SIGNATURE OF AGENCY REPRESENTATIVE E. TITLE Arden B. Sepper, cc Record	ion br	hief, <u>kli</u>	strile	ution her
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		s	9. Ample or Job No.	10. Action taken
	This comprehensive records dispositi supersedes all previously approved a schedules for the Office of Plant ar now referred to as OFFICE OF OPERATI records series created subsequent to disposable by this schedule shall be by supplementary records disposition to be obtained from the National Arc Records Service. Temporary records covered by the Rev Records Schedule are disposable with authorization, however, there are it in this schedule that are in the REV SCHEDULE (they are referred to) and since this is the first schedule eve for OFFICE OF OPERATIONS.	records nd Operati IONS. Any o and/or m covered n authorit chives and vised Gene nout furth cems liste /ISED are liste	ons not y l eral er ed		
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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
	The following items (1-9) are files relative to all offices within the Office of Operations.		
	GENERAL RECORDS		
1.	Staff Working Papers. Unless otherwise specific in this schedule, reference documents compiled and used by the Staff, as aids in completing such records as reports, cases, or studies.	ed	
	DESTROY when 5 years old or upon completion of reports, case, or studies, whichever is sooner.		
2.	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.		
	DESTROY when 7 years old or when no longer needed, whichever is sooner.		
	TRAINING RECORDS		
3.	Employee Training. Correspondence, memoranda, reports and other records relating to the availability of training and employee particip- ation in training programs sponsored by other government agencies or non-government institutio	GRS 1, 30 c	
	DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.		
4.	Course Announcement Files. Reference file of phamplets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.	GRS 1, 30 d	
	DESTROY when superseded or obsolete.		



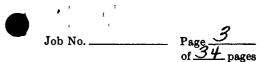


7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	ADMINISTRATION		
5.	Objectives and Policy Documents. Material re- lating to overall program direction.		
	a. Regulations - copies of comments and other material on proposed and existing re- gulations other than 00 originated.		
	DESTROY when 5 years old.		
	b. Decisions - copies of comments and other material on GAO, OMB, OGC and other formal decisions.		
	DESTROY when 5 years old.		
	c. Orders - Copies of comments and other material on existing or proposed executive orders of the President.		
	DESTROY when 5 years old.		
	ORGANIZATION AND AUTHORITIES DOCUMENTS		
6.	Organization. Material on administrative or executive structure of programs Mephabetical by organization name. PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.	TINNA - 1254(1)	's cu ft.f
	6, ALL OTHERS. Destroy when superseded or obsolete	2.	
7.	Delegations of Authority. Material on delegation of authority and responsibilities of top agency and department personnel.		
	And department personner. Alphabetical by Organization name, PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.	[[NNA- 1254(1)	1"/yr.

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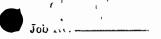
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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7 cont	ALL OTHERS. DESTROY when superseded or obsolet	е.	
	MANAGEMENT IMPROVEMENT REPORTS		
8.	Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.	GRS 16, 5	
	DESTROY when 10 years old.		
	COMMITTEE AND CONFERENCE RECORDS		
9.	a. Records relating to establishment, organization, membership and policy.	•.	
	(1) Interagency, advisory or internation- al committees. Alphabetical by Committee name PERMANENT: Transfer to FARC when 5 years old. Offer to NARS when 20 years old.	GRS 16, 12a(1)	Icu. ft/np
	(2) Internal CommitteesDESTROY 2 years after termination of committee.	GRS 16 12a(2)	
	b. Records created by Committees.		
	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.	GRS 16, 12b(1) (a)	
	(a) Records of the Sponsor or Secretarian Alphantics by Committee name PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.		12cu, ft./yr.
	(b) All other copies.	GRS 16, L2(b)(1)	
	DESTROY when 3 years old or when no longer needed for reference.	(b)	



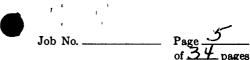




7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7. ITEM NO. 9. cont.		9. SAMPLE OR JOB NO. GRS 16, 12 (2)	10. ACTION TAKEN
	Four copies, including griging , to be submitted to the National Archives and Records 9		

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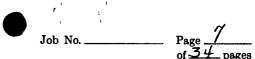
7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PROCUREMENT DIVISION		
	UNIQUE PROCUREMENT FILES		
11.	Procurement files documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs.	GRS 3, 1	
	Maintain files for 1 year after completion of contract. Transfer to FARC. DESTROY 6 years after completion of contract.		۲
	ROUTINE PROCUREMENT FILES		
12.	Contract, requisition, purchase order, lease, and bond and surety records, including corres- pondence and related papers pertaining to award administration, receipt, inspection and payment		•
	a. Procurement or purchase organization c opy, and related papers.	GRS 3, 4 a (1)	
	(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000, dated subsequent to 7/26/74.	•	
	DESTROY 6 years and 3 months after final payment (Place in inactive file on final payment, trans fiscal year block to FARC after 2 years.		
	(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.	GRS 3, 4 a (2)	
	DESTROY 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years at destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.	1	





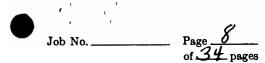
7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12 cont.	(3) Transactions of more than \$2,500 date prior to 7/1/74.	d GRS 3 4 a (3)	
	DESTROY 6 years after final payment.		
	b. Obligation Copy.	GRS 3, 4 b	
	DESTROY when funds are obligated.	40	
	GENERAL CORRESPONDENCE FILES		
13.	Correspondence files of operating procurement units concerning internal operation and admin- istration matters.	GRS 3, 3	
	DESTROY when 2 years old.	IINNA 1254(1)	
14.	BID FILES		
	a. Successful or unsuccessful bids.		
	(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to 7/26/74.	GRS 3 4 a (1)	
	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		
	(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.	GRS 3, 4a(2)	
	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).		
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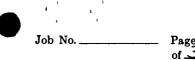
7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14. cont.	(3) Transactions of more than \$2,500 dated prior to 7/26/1974.	GRS 3, 4 a (3)	
	DESTROY 6 years after final payment. b. Oligation Copy: Distroy when funds are oblig SPACE AND PROPERTY DIVISION	galið.	
15.	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.	-	
	 a. Master Property Print-out. b. Working Capital fund Print-out. c. Appropriated funds Print-out. d. Station Listing Print-out. 		
	Above listed print-outs provide accountability of the various items of personal property acquired by 00 and serviced agencies including the field.		
	DISPOSE when updated which occurs every 4 months	5.	
16.	Excess Personal Property Reports.	GRS 4,	
	DESTROY when 3 years old.	5	
17.	MOTOR VEHICLE OPERATING AND MAINTENANCE FILES		
	a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.	GRS 10, g 2 a	
	DESTROY when 3 months old.		
	b. Maintenance records, including those relating to service and repair.	GRS 10, 2 b	
	DESTROY when 1 year old.		





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.	MOTOR VEHICLE RELEASE FILES		
	Records relating to transfer, sale, donation or exchange of vehicles.	GRS 10, 6	
	DESTROY 4 years after vehicle leaves agency cust	ody.	
19.	MOTOR VEHICLE REPORT FILES		
	Reports on motor vehicles (other than accident, operating and maintenance reports).	GRS 10, 4	
	DESTROY 3 years after date of report.		
	SPACE UTILIZATION BRANCH		
20.	Space and Maintenance General Correspondence Files.	GRS 11, 1	
	Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and re- lated papers.	:	
	DESTROY when 2 years old.		
21.	Agency Space Files.		
	Records relating to the allocation, utilization and release of space under agency control, and related reports to GSA.	GRS 11, 2 b(1)	
	a. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.	5	
	(1) Agency records to GSA regarding space occupied in "Metropolitan Washington" and "Outside the "District of Columbia", and related papers. DESTROY WHEN 2 YEARS OLD. Four copies, including original, to be embruitted to the National Archives and Records &		





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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
22.	Telephone Summaries		
	Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.		
	DESTROY after the close of the fiscal year in which audited.		
23.	Communication Correspondence, Reports, and Reference Files.	GRS 12, 2 a	
	a. Correspondence and related records pertaining to internal administration and operation.		
	DESTROY when 2 years old.		
	b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	GRS 12, 2 b	
	DESTROY when 3 years old.		
	c. Telecommunications statistical re- ports including cost and volume data.	GRS 12, 2 c	
	DESTROY when 1 year old.	-	
	d. Telecommunications reference voucher files.	GRS 12, 2 d 1	
	(1) Reference copies of vouchers, bills, invoices, and related records.		
	DESTROY when 1 fiscal year old.		
	(2) Records relating to installation, change, removal, and servicing of equipment.	GRS 12, 2 d 2	
	DESTROY 1 year after audit or when 3 years old,		





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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
23 cont.	(e) Copies of agreements with background data and other records relating to agreements for telecommunications services.	GRS 12, 2 e	
	DESTROY 2 years after expiration or cancellation of agreement.		
	WASHINGTON SPACE BRANCH		
24.	Agency Space Files.	GRS 11, 2 a	
	Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.		
	a. Building plan files and related agency records utilized in space planning, assignment, and adjustment.		
	DESTROY 2 years after termination of assignment, or when lease is cancelled, or when plans are superseded or obsolete.		
	b. Corresponsence with and reports to Staff agencies relating to agency space holdings and requirements.	GRS 11, 2 b 1	
	(1) Agency records to GSA regarding space occupied in "Metropolitan Washington" and "Outside the "District of Columbia", and re- lated papers.	GRS 11, 2 b 1	
	DESTROY when 2 years old.		
	(2) Copies in subordinate reporting units and related work papers.	GRS 11, 2 b 2	
	DESTROY when 1 year old.		



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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
25.	C <u>REDENTIAL FILES</u>		
	Identification credentials and related papers.	GRS 11, 4 a	
	(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>	- u	
	DESTROY credentials 3 months after return to issuing office.		
	MAIL SERVICES BRANCH		
26.	Messenger Service Files	GRS 12, 1	
	Daily logs, assignment records and instructions dispatch records, delivery receipts, route schedules, and related records.		
	DESTROY when 2 months old.		
	POSTAL RECORDS		
27.	Post office forms and supporting papers, exclusive of records held by the U.S. Postal Service.	GRS 12, 5 a	
	a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.		
	DESTROY when 1 year old.		
	b. Application for postal registration and certificates of declared value of matter subject to postal surcharge.	GRS 12, 56¢ 568-19-79	1
	DESTROY when 1 year old.		





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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
27 cont.	c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail matter.	GRS 12, 5 c	
	DESTROY when 1 year old.		
28.	MAIL AND DELIVERY SERVICE CONTROL FILES		
	a. Statistical reports and data relating to handling of mail and volume of work performed	GRS 12, 6 d	
	DESTROY when 1 year old.		
	b. Records relating to checks, cash, stamps, money orders or other valuables remitted to the agency by mail.	GRS 12, 6 e	
	DESTROY when 1 year old.		
	c. Records of and receipts for mail and packages received through the official mail and messenger service.	GRS 12, 6 f	
	DESTROY when 6 months old.		
	d. General files including correspondence memoranda, directives, and guides relating to the administration of mail room operations.	GRS 12, 6 g	
	DESTROY when 1 year old or when superseded or obsolete, whichever is applicable.		
	e. Locator cards, directories, indexes, and other records relating to mail delivery to individuals.	GRS 12, 6 h	
	DESTROY 5 months after separation or transfer of individual or when obsolete, whichever is applicable.		



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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
29.	PENALTY MAIL REPORT FILES		
	Official penalty mail reports and all related papers.	GRS 12, 7	
	DESTROY when 6 years old.		
30.	POSTAL IRREGULARITIES FILE		
	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.	GRS 12, 8	
	DESTROY 3 years after completion of investigation	on.	
	SECRETARY RECORDS		
	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.	1	
31.	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:		
	Correspondence and legislative reports carried on between the Department and Congress- men and Congressional Committees.		
	Correspondence with the President and his staff pertaining to high level policy		

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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
31. cont.	matters.		
	Correspondence with other Government agencies, State Governments, and Foreign countri pertaining to the programs of the Department and the relationship with their agricultural program		
32.	Correspondence with private concerns, individuals, foundations, and educational institutions on matters of mutual interest con- cerning working relationships and cooperation in the interest of the national economy. J. Mapu. Copu (Mphabitual by Mutuk. PERMANENT. Offered to NARS when 5 years old. (This is the original incoming correspondence with reply attached to), Microfilm. (Microfilm cassettes) of portions of outgoing correspondence ONLY. Microfilm. (Microfilm cassettes) of portions of outgoing correspondence ONLY. Microfilm in 3 years. C. Microfilm Supercale or obsolut. 4-21-22 DOCKETS. J. Dockets pertaining to the organization structure and basic policies of the Department and its acception.	8	42 <i>си.ft/у</i> р.
	<pre>and its agencies. Uphabetical by Subject PERMANENT. Offer to NARS when 5 years old. k. Copies of program dockets. DISPOSE after 3 years. NOTE: The originals of these dockets are re- tained by the agency concerned or the Federal Register Division of NARS. Background material is retained in the originating agency.</pre>	12 15(2)	¹ /2 cu. ft / yr
33.	GENERAL INFORMATION CORRESPONDENCE. Request for information from the general public and replies involving no administrative action, no policy decisions, and no special compilations	[[NNA [275(3)	



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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
33. cont.	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.		
	DESTROY after 1 year.		
34.	PUBLIC RELATIONS CORRESPONDENCE. General corres pondence 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.	ŢNNA 1275(4)	
	DESTROY after 5 years.		
	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 agri- cultural programs and policies.		
35.	ISSUANCES. ² .Originals of Administrative Reg- ulations and Secretary's Memoranda signed by the Secretary of Agriculture and/or his staff. 2.(Uphabilitally Regulation title, F. Mumerically by nemon PERMANENT. Offered to NARS after 5 years.		1/2 cu. ft./y.
36.	DEPARTMENT SEAL. Routine request for im- pression of.		
	DESTROY after 1 year.		





7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
37.	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. Inducts Merro 3/2; PERMANENT. Offered to NARS every 5 years.		10 cu. ft/yr
	MANAGEMENT ANALYSIS BRANCH		
38.	<u>Records Management Files.</u>		
	Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the agency. Includes the manage- ment of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.	GRS 16, 11	
	DESTROY when 6 years old.		
39.	Working Papers.		
	Project background records such as studies, analyses, notes, drafts, and interim reports.	GRS 16, 10	
	DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.		
40.	Records Disposition Files.		
	Descriptive inventories, disposal authorizations schedules and reports.	s, GRS 16 3 a	
	a. Basic documentation of records des- cription and disposition programs, including Standard Form 115, Request for Records Dis- position Authority; Standard Form 135, Records		

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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
40. cont.	Transmittal and Receipt and related documentatio	n.	
conc.	DESTROY when related records are destroyed, or when no longer needed for administrative or reference purposes.		
	b. Extra copies and routine correspond- ence and memoranda.	GRS 16, 3b	
	DESTROY when no longer needed for reference.		
	c. Working papers and background material	GRS 16 3 c	,
	DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.	5 6	
41.	Management Improvement Reports.		
	Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.	GRS 16, 5	
	DESTROY after 5 years.		
42.	<u>Records Holdings Files</u> .		
	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.	GRS 16, 6	
	DESTROY when 3 years old.		
43.	Project Control Files.		
	Memoranda, reports and other records document- ting assignments, progress and completion of projects.	GRS 16, 7	
	DESTROY 1 year after the year in which project is closed. Four copies, including original, to be submitted to the National Archives and Records Se		

Four copies, including original, to be submitted to the National Archives and Records Service



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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
44.	<u>Reports Control Files</u> .		
	Case files maintained for each agency report created, cancelled or superseded.	GRS 16, 8	
	DESTROY 2 years after the report is discontinued	۱.	
45.	<u>Mailing Lists</u> .		
	a. Correspondence, request forms and other records relating to changes in mailing lists.	GRS 13, 5a	
	b. Card lists.	GRS 13, 5b	
	DESTROY individual cards when cancelled or revised.	00	
	c. Plant or stencil mailing lists.	GRS 13, 5c	
	DESTROY plates or stencils when cancelled or revised.	Je	
46.	Check lists and indexes of Secretary numbered and un-numbered memoranda, 00 numbered and un- numbered memoranda and Agriculture property and personnel regulations. Industry terms 35236 Filed chemologically PERMANENT. Offer to NARS when 20 years old.		1"/yr.
47.	Copies used for REFERENCE ONLY of Secretary and OO numbered and un-numbered memoranda, OMB bulletins, GSA and Agriculture Property , Procurement, and Personnel Regulations.		
	DISPOSE when superseded or obsolete.		

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Job No.		Page $\frac{19}{54}$ pages

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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
د	CENTRAL SUPPLY BRANCH - WAREHOUSE		
48.	Plant, Cost and Stores General Correspondence Files.	GRS 8, 2	
	Correspondence files of units responsible for plant, cost and stores accounting operations.		
	DESTROY when 3 years old.		
49.	<u>Stores Invoice Files.</u>	GRS 8, 3	
	Invoices or equivalent papers used for stores accounting purposes.	J	
	DESTROY when 3 years old.		
50.	Stores Accounting Files.	GRS 8,	
	Stores accounting returns and reports.	4	
	DESTROY when 3 years old.		
51.	Stores Accounting Work Papers.	GRS 8,	
	Work papers used in accumulating stores account- ing data.	5	
	DESTROY when 2 years old.		
52.	Postal Records.	GRS 12,	
	Records relating to incoming or outgoing re- gistered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.	5a	
	DESTROY when 1 year old.		



Job No.	Page <u>20</u> of <u>34</u> pages
	of <u>pages</u>

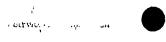
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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	DRIVERS GROUP		
53.	Motor Vehicle Correspondence Files.	GRS 10 1	,
	Correspondence in the operating unit respon- sible for maintenance and operation of motor vehicles.	Ť	
	DESTROY when 2 years old.		
54.	Motor Vehicle Operation.	GRS 10,	
	Records relating to individual employee oper- ation of Government owned vehicles, including driver tests, authorization to use, safe driving awards, and related correspondence.		
	DESTROY 3 years after separation of employee or 3 years after recision of authorization to use, safe driving awards, and related corres- pondence. Operate Movement-owned websile, which we be Some. Sc 8-19-77		
55.	Passenger Reimbursement Files.	GRS 9,	
	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.	4 a	
	a. Travel administrative office files.		
	DESTROY when 3 years old.		
	b. Obligation copies	GRS 9, 4 b	
	DESTROY when funds are obligated.		
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Job	No		Page of 34	<u>21</u> _pages

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	General Travel and Transportation Files.	GRS 9, 5 a	
	a. Correspondence, forms, and related records pertaining to agency travel and transportation functions.		
	DESTROY when 2 years old.		
	b. Accountability records.	GRS 9, 5 b	
	DESTROY 1 year after all entries are cleared.	5 -	
	PRINTING SERVICES DIVISION		
57.	Administrative Correspondence Files.	GRS 13, 2	
	Correspondence files pertaining to the admin- istration and operation of the unit respons- ible for printing, binding, duplication and distribution matters, and related papers.	L	
	DESTROY when 2 years old.		
58.	<u>Project Files</u> .	GRS 13, 3 a	
	Job or project records containing all papers and data pertaining to the planning and ex- ecution of printing, binding, duplication, and distribution jobs.	Ja	
	a. Files pertaining to the accomplish- ment 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.		
	DESTROY 1 year after completion of job.		



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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

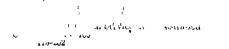
7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
58. cont.	b. Files pertaining to planning and other technical matters.	GRS 13, 3 b	
	DESTROY when 3 years old.		
59.	<u>Control Files.</u>	GRS 13, 4	
	Control registers pertaining to requisitions and work orders.	4	
	DESTROY 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.		
60.	Mailing Lists.	GRS 13, 5 a	
	a. Correspondence, request forms and other records relating to changes in mailing lists.	Ja	
	DESTROY after appropriate revision of mailing list or after 3 months, whichever is earlier.		
	b. Card lists.	GRS 13, 5 b	
	DESTROY individual cards when cancelled or re- vised.	ט כ	
	c. Plate or stencil mailing lists.	GRS 13, 5 c	
	DESTROY plates or stencils when cancelled or revised.	Je	
61.	JCP Reports Files.	GRS 13, 6 a	
	Reports to Congress and related records.	υa	
	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.		

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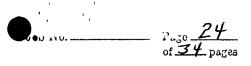
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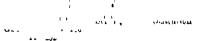


7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61. cont.	DESTROY when 3 years old.		
	b. Copies in subordinate reporting units and related work papers.	GRS 13 6 b	,
	DESTROY 1 year after date of report.		
62.	Internal Management Files.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

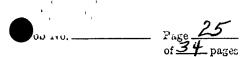




7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
66.	Lost or Damaged Shipments Files.	GRS 9,	
	Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.	2	
	DESTROY when 3 years old.		1
67.	FEDSTRIP. Files containing indexes of federal specifications issued by GSA and armed service on the federal standards (proposed and approved) for all equipment.)	
	DESTROY when superseded or obsolete.		
	FACILITIES MANAGEMENT STAFF.		
68.	Real Property Files.	GRS 4, 7	
	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, blue- prints, master tracings, utility outlet plans, equipment location plans, specifications, con- struction progress photographs, inspection re- ports, 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	n	
	Government immediately upon the discontinuance		







7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE JOB N		10. ACTION TAKEN
68. cont.	of its use for historical purposes.			
	Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.			
69.	Comments and other material on:			
	a. Legislative Reports, USDA comments on: Inter state recycling Acts, USDA Environ- mental and Consumer protection bill and Federal assistance for construction of county agri- cultural centers.			
	DESTROY when 5 years old.			
	b. Inter-agency annual reports in- cluding: 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 ac- quisition actions, rural development and standard metro area statistics.			
	DESTROY when 5 years old.			
	BUSINESS SERVICE UNIT.			
70.	Employee Record Cards.	GRS 3	1,	
	Employee record cards used for informational purposes outside personnel offices (such as SF 7-B)			
	DESTROY on separation or transfer employee.			



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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
71.	<u>Position Descriptions</u> . Files describing established positions includ- ing information on title, series, grade, duties and responsibilities.	GRS 1, 7 b(1)	
	(1) Record copy.		
	DESTROY 5 years after position is abolished or description superseded.		
	(2) All other copies	GRS 1, 7 b (2)	
	DESTROY when position is abolished or description superseded.		
72.	EQUAL EMPLOYMENT OPPORTUNITY RECORDS.		
	EEO General Files.	GRS 1, 26 g	
	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.		
	DESTROY when 3 years old, or when superseded or obsolete, whichever is applicable.		
	TRAINING RECORDS.		
73.	General file of agency-sponsored training. (1) Correspondence, memoranda, agree- ments, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	GRS 1, 30 b(1)	
	DESTROY when 5 years old or 5 years after completion of a specific training program.		



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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
73. cont.	(2) Background and workpapers. DESTROY when 3 years old.	GRS 1, 30 b(2)	
	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.	GRS 1, 30 c	
	DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.		
	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.	GRS 1, 30 d	
	DESTROY when superseded or obsolete.		
	PLANNING AND ANALYSIS STAFF.		
74.	ADP Planning Documents File. Uphythically by uport title. Planning documents consisting of master plan, feasibility studies with associated charts and diagram, and supporting data reflecting the characteristics of the data automation activity. Includes Justification for All data septems developed by PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/ or project.	n fn HOF	1 Volume 1'2" total
75.	ADP Program Management Files.		
	Files consist of the development of plans, policy, and procedures governing the conversion of electrical machine operations and the super- vision, control, coordination and operation of		WITHDRAWN





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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATESOR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75. cont.	the mechanization program. PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/ or project.		
76.	ADP Standardizations Files. Files consisting of data elements and codes, standardization requests, and justification for all data systems developed by or for ADP. Distry when supervised or biselite, 5c PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.		
77.	ADP Data Systems Planning Files. Documents containing definition of system PERMANENT. Offer to NARS with related materials upon completion and/or projects.		
78.	<u>ADP Valid Transaction</u> . Magnetic tapes containing valid files of items used in additional statistical analysis. DESTROY when no longer needed.		Withdra Wa
79.	ADP Sample and Sub-sample Data Files. Magnetic media that are disclosure free or useful in statistical analysis or policy formation models or simulation studies. DESTROY when no longer needed.		W ITHDRAW <u>N</u>



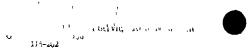
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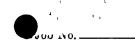
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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
80.	ADP Economic Statistics Master Files.		WITHDRAWM
	a. Magnetic media containing noncumula- tive data used to prepare reports coverning a limited period of time.		
	PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/ or project.		
	b. Magnetic media containing noncumula- tive recurring periodic surveys.		
	PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/ or project.	S	
81.	DOCUMENT TYPES ADP Journentation Documents or related documents and program listings, source decks and test data, e.g.		
	 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. Maintain with 	Atta	- 1.X. 50
	h. Program maintenance manual. Maintain with i. Test plan. j. Test analysis report. Discose of description materials for approved systems one year after completion of testing. For a disapproved system, dispose of when no longer needed. Sc		a files. SC
	Background and policy statement for item 82 is as follows:		
	BACKGROUND: Secretary's Memorandum 1492 (Revised) which is codified in 1 AR 675 re- emphasized the long-standing Department policy		



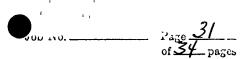




7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
81. cont.	that the field offices of departmental agencies located in the same community should be housed together.		
	POLICY: It is the policy of the department to house together in colocated 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.		
82.	<u>Case files</u> .		
	<pre>Files containing material relating to the coordination and monitoring of programs, in- cluding development of policies, procedures, regulations, guidelines, and provisions of tech nical assistance for the service center. Material relating to the liaison with GSA (Central Office), OMB, Congress and the public, the Sterring Committee and Agency heads. Mathian Mathian PERMANENT. Retain file(s) for duration of Service Center. Upon re-location of center(s), offer file(s) to NARS after 10 years.</pre>	-	"2 cu ft/y
· • •	PROCUREMENT, GRANTS AND AGREEMENTS.		
83.	Supply Management Files.	GRS 3, 5 a	
	Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incor- porated 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 Service		



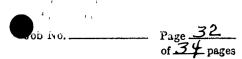




7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
83. cont.	Act of 1949 (40 U.S.C. 481).		
	a. Copies received from other units for internal purposes or for transmission to staff agencies.		
	DESTROY when 2 years old.		
	b. Copies in other reporting units, and related work papers.	GRS 3, 5 b	
	DESTROY when 1 year old.		
84.	Committee and Conference Records. guit		
	a. Records relating to establishment, organ- ization, membership and policy.		
	(1) Interagency, advisory or inter- national committees.	GRS 16, 12 a(1)	
Ø	DESTROY when 10 years old.		
4.43	(2) Internal committees. DESTROY 2 years after termination of committee.	GRS 16, 12 a(2)	
rted	b. Records greated by committees.		
Juplus	(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.		
5	(a) Records of the sponsor or Secretaria	t GRS16, 12b(1)(a)
	Transfer to FARC when 5 years old. Offer to NARS when 20 years old.		
	(b) All other copies	GRS 16. 12(b)(11)
	DESTROY when 3 years old or when no longer needed for reference.	(3)(1)	,

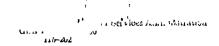




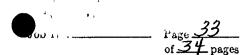


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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
84. cont.	(2) All other committee records. DESTROY when 3 years old or when no longer needed for reference.	GRS 16, 12(b)(2)	
4 8 7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

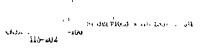






7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
87 cont. 7	DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.		
8 8 .	PUBLICATIONS FILES.		
	a. Record copy if maintained 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	-	WITHDRAWN
	office). Alphantically by till RECORD SET. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.		1/2 m. H. /
	b. All other copies.	GRS 13, 1 b	
	DESTROY when superseded, obsolete or no longer needed.		
89.	Information Files.		
	Complete set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto. Justry When Suprudid or Obsolut, PERMANENT'! Transfer to FARC when 5 years old. Offer to NARS when 20 years old.	GRS 14, 1	
99. 90.	FOIA Administrative Files.	GRS 14, 20	
	Records relating to the general agency im- plementation of the FOIA, including notices, memoranda, routine correspondence, and re- lated records.	20	
	DESTROY when 2 years old or sooner if no longer needed for administrative use.		

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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
9 D .	Working Papers.	GRS 16, 10	
	Project background records such as studies, analyses, notes, drafts, and interim reports.		
	DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.		
92.	Directives Management Documents.		
	Reference material relating to overall program direction.		
	 Administrative Regulations. Agriculture Property Management Regs. Department Personnel Manual. Agriculture Procurement Regulations. Federal Property Mgmt. Regulations. Federal Procurement Regulations. Federal Personnel Manual. Secretary's numbered memoranda. Secretary's un-numbered memoranda. Office of Operations numbered memoranda. Ministrative Stations un-numbered memoranda. 	ıda.	
	DISPOSE when superseded or obsoleted with the following exception:		
	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.		
9 \$.	Labor Standards. PGAMS generated material that relates to labor standards.		
	DESTROY when 4 years old.		
	a. Violations of labor standards.		