

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-096-75-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/16/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 other items not listed below remain active.

SUPERSEDED AND OBSOLETE ITEMS

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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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

Item 031 was superseded by NC1-096-78-01, item 1

Item 036B was superseded by NC1-096-78-01, item 2

Item 053A was superseded by NC1-096-78-01, item 3

Item 409 was superseded by NC1-096-78-01, item 4

Item 441 was superseded by NC1-096-78-01, item 5

Item 441B1 was superseded by NC1-096-78-01, item 6

Item 442A1 was superseded by NC1-096-78-01, item 7

Item 442B1 was superseded by NC1-096-78-01, item 8

Item 444A1 was superseded by NC1-096-78-01, item 9

Item 444B1 was superseded by NC1-096-78-01, item 10

Item 449A1 was superseded by NC1-096-78-01, item 11

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

242 Items
LIST FOR AUTHORITY
TO DISPOSE OF RECORDS

(See Instructions on Reverse)

| | |
|-------------------------------------|------------------------|
| SAVE BLANK | |
| DATE RECEIVED SEP 26 1974 | JOB NO |
| DATE APPROVED | N-C - 96-75 - 1 |

**TO: GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

**1 FROM (AGENCY OR ESTABLISHMENT)
 U.S. DEPARTMENT OF AGRICULTURE**

**2 MAJOR SUBDIVISION
 FARMERS HOME ADMINISTRATION**

**3. MINOR SUBDIVISION
 NATIONAL OFFICE**

**4. NAME OF PERSON WITH WHOM TO CONFER
 Mr. Olin R. Hall**

**5. TEL. EXT.
 447-2839**

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-11-75
 Date *acting* *James E. O'Neill*
 Archivist of the United States

5 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 27²³ pages are proposed for disposal for the reason indicated: ("X" only one)

A The records have ceased to have sufficient value to warrant further retention.

B The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

24 Sept. 1974
 (Date)

N E Rerson
 (Signature of Agency Representative)

acting Director
 Business Services Division
 (Title)

| 7. ITEM NO | 8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9 SAMPLE OR JOB NO | 10 ACTION TAKEN |
|------------|---|--------------------|-----------------|
| | <p>Attached is a combined file/disposition manual for the National Office of the Farmers Home Administration. The records, which are arranged by broad subject categories and thereunder by individual file codes, relate to the ^{NER} agency's program of making a variety of ^{direct} insured, or guaranteed loans ^{and grants} to individuals, associations, partnerships, corporations, and public bodies in rural areas. The National Office is responsible for giving overall direction to the program, and its records reflect this concern. The actual day-to-day operation of the program is handled by the agency's 1,750 County Offices, 42 State Offices, and a Finance Office in St. Louis, Missouri. It is in these offices that the official applicant and/or borrower case files and most fiscal records are to be found.</p> <p>The great majority of the National Office's records are of a general administrative or housekeeping nature and have, accordingly, been scheduled for retention periods sufficient to meet its needs. Certain other records, however, that document general policies and procedures, major phases of the program, and other matters of broad functional significance have been scheduled for permanent retention. The manual also provides for the length of time that the records are to be retained in office space and in the Washington National Records Center. Permanent records will be offered to the National Archives when their value to the agency has ceased.</p> <p>A copy of this file/disposition manual is being submitted to the General Accounting Office for its concurrence.</p> <p><i>Copy to Agency & WNRC 4/16/75 CD</i></p> | | |

Pen and ink changes authorized by N.E. Ricson

Acting Director, Business Administration, Mar. 4, 1975
CHIEF, RECORDS, FORMS & COMMUNICATIONS MGMT BR.

N E Ricson 3-4-75
NATIONAL OFFICE

FILE CODES, FILE HEADINGS, AND
RETENTION REQUIREMENTS

One-digit codes are major divisions of the classification system and are shown for information purposes only.

| New Subject Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------|------------------|--|------------------|-----|----------|-----------|
| | | | CFU | FRC | Archives | |
| | | <u>ADMINISTRATION</u> | | | | |
| 000 | 30 | ADMINISTRATION AND INTER-AGENCY RELATIONS (GENERAL) | 3 | | P | |
| 000A | 30L17 | LEGISLATION (GENERAL) | 3 5 | | | |
| 000A1 | 30L17 | LEGISLATION (By Number) (Concerns other than FmHA legislation.) | 3 5 | | | |
| 000B | 12M4 | EMPLOYEES SERVING ON OTHER THAN FmHA COMMITTEES, ETC. (When not applicable to a Specific file code.) | 3 | | | |
| 003 | 30C80 | ADMINISTRATIVE AND INTER-AGENCY RELATIONS (By Agency) (Including agreements) | 3 | 7 | P | |
| 004 | 34V8 | OFFICIAL MEETINGS (GENERAL) | 2 | | | |
| 004A | 34V8 42120 | REQUESTS FOR APPROVAL OF MEETINGS OR ATTENDANCE BY EMPLOYEES | 2 | | | |
| 004B | 30C115 | STATE ADMINISTRATIVE COMMITTEE MEETINGS | 2 | | | |
| 004C | 14A | PRESIDENT'S COMMITTEES (Contains correspondence from FmHA to the Secretary's Office concerning special committees established by the President, such as "Employment of the Handicapped.") | 5 | | | |
| 004D | 14D | MEETINGS CONDUCTED BY FmHA NATIONAL OFFICE | 3 | | | |
| 004E | 14E | MEETINGS CONDUCTED BY FmHA FIELD OFFICES (Including meeting agendas.) | 2 | | | |
| 004F | 14C&14F | MEETINGS CONDUCTED BY GOVERNMENT AGENCIES (INCLUDING USDA) | 2 | | | |

| Object | File Heading | Retention Period | | | Authority |
|-----------------|---------------|---|--------------|--------------|------------|
| | | CFR | FPC | Archives | |
| 004G | 14G | MEETINGS CONDUCTED BY COLLEGES | 2 | | |
| 004H | 14G | MEETINGS CONDUCTED BY GREAT PLAINS | 2 | | |
| 004i | 14H&14i | MEETINGS CONDUCTED BY CIVIC GROUPS | 2 | | |
| 06 | 14F1 | CIVIL DEFENSE (GENERAL) | 2 | | GRS 18(27) |
| 006A | 14F1 | CIVIL DEFENSE MINUTES OF MEETINGS | 3 | | |
| 007 | 36&38S26 | CONTINGENCY PLANS (INCLUDING REPORTS CONCERNING ENERGY SHORTAGE - GASOLINE, ELECTRICITY, FUEL OIL, ETC.) | 4 | | |
| 008 | | RURAL REHABILITATION CORPORATION (GENERAL) | 3 | | |
| 008A | | RR CORPORATION TRUST FUNDS (By State) (Correspondence and documents re the administration of the State RR Corporation Trust Funds.) | 3 | 12 | |
| 010 | 30C25 & 30R32 | FmHA ORGANIZATION AND STAFFING (GENERAL) | 5 | 5 | |
| 011 | | NATIONAL OFFICE ORGANIZATION AND STAFFING | 5 | 5 | |
| 012 | | FINANCE OFFICE ORGANIZATION AND STAFFING | 5 | 5 | |
| 013 | | STATE AND COUNTY OFFICE ORGANIZATION AND STAFFING | 5 | 5 | |
| 013A | | PILOT PROJECTS ORGANIZATION | 5 | 5 | |
| 015 | 12T5& 12M4 | FmHA DIRECTORY (Changes in National, State and County Office addresses and telephone numbers.) | 1 | | |
| 020 | | MANAGEMENT (GENERAL) | 3 | | |
| 020A | 36 | FmHA TASK FORCE, COMMITTEE, SURVEY, ETC. (By title) | 3 | 5 | P |
| 020B | 36 | TASK FORCES, COMMITTEES, SURVEYS, ETC., (OTHER THAN FmHA) | 3 | | |

| Object Code | File Heading | Retention Period | | | Authority |
|----------------|--------------|---|---------------------|----------|-----------|
| | | CFU | ERC | Archives | |
| 021 | 30P45 | PROCEDURES AND FORMS (GENERAL) | 3 | | |
| 021A | 30P45 | National FmHA MASTER MANUAL RECORD OF PROCEDURES AND FORMS (One copy of each issuance from the inception of the Agency.) | 25 30 | | P |
| 021B | 30P45 | NATIONAL PROCEDURES WORKING PAPERS (BY NUMBER) SERIES 000 thru 029 SERIES 030 thru 495 (Each Instruction and each sheet revision retained in Directives Management Branch until Instruction completely revised.) *Retained in CFU 10 FYs from revision date reflected on folder label. | *10 *10 | | P |
| 021C | 20F54 | NATIONAL FORM WORKING PAPERS (BY NUMBERS) | 10 | | |
| 021D | 20F54 | STATE PROCEDURES WORKING PAPERS (BY STATE IN NUMERICAL ORDER) * Retain 10 FYs from end of FY of latest date on last document. | *10 | | |
| 021E | 20F54 | STATE FORMS WORKING PAPERS (BY STATE IN NUMERICAL ORDER) *Retain 10 FYs from end of FY of latest date on last document. (Contains copies of State Instructions which merely implement policies established in National Instructions when such supplementation is needed because of State statutes and laws.) | *10 | | |
| 021F | 30P45 | NATIONAL PROCEDURES CORRESPONDENCE (BY NUMBER) | 5 | | |
| 021G | 30P45 | FINANCE OFFICE PROCEDURES CORRESPONDENCE | 3 | | |
| 021H | 30P45 | FEDERAL REGISTER CORRESPONDENCE | 3 | | |
| 021I | 30P45 | FEDERAL REGISTER WORKING PAPERS | 10 | | |
| 021J | | NATIONAL BULLETIN WORKING PAPERS (BY NUMBER) | 3 | | |
| 022 | 30A52 | AUTHORITY REDELEGATIONS (GENERAL.) | 3 | | |

| Inet Code | File Heading | Retention Period | | | Authority |
|-----------------|---------------|--|--------------|----------|-----------|
| | | CFU | FIC | Archives | |
| 022A | 30A52 | AUTHORITY REDELEGATIONS AND "ACTING" DESIGNATIONS-- NATIONAL OFFICE AND FINANCE OFFICE (Copies only) | 3 | | |
| 022B | 30A52 | AUTHORITY REDELEGATIONS AND "ACTING" DESIGNATIONS-- STATES (Copies only) | 1 | | |
| 024 | 30M7 | MANAGEMENT IMPROVEMENT COST REDUCTION | 3 | | |
| 024A | 36 | FINANCIAL MANAGEMENT IMPROVMENT REPORT | 3 | | |
| 024B | 36 | TIME SAVING AND WORK IMPROVEMENT REPORTS | 3 | | |
| 025 | 2B22 | ADMINISTRATIVE BONDS (EMPLOYEES)--GENERAL | 3 | | |
| 026 | 36 | WORK MEASUREMENT (GENERAL) | 3 | | |
| 030 | 2A27 | BUDGET DIVISION (GENERAL) Correspondence and other material related to the Budget Division as a whole. | 3 | | |
| 030A | | CONGRESSIONAL RECORD (Excerpts relating to FHA) (Retained in Budget Division for 2 FYs, then sent to CFU.) | 3 | 5 | R |
| 031 | | BUDGET FORMULATION AND PRESENTATION (INCLUDES ESTIMATES) Material covering the initial development, preparation, presentation (hearings), and justification of budget estimates. (Retained in Budget Division for 2 FYs, then sent to CFU.) | 3 | 5 | P |
| 031A | | BUDGET ENACTMENT (LEGISLATIVE) Copies of reports and bills. *Current Congress (1st and 2nd sessions) held by Congressional Liaison. Five prior Congresses held by CFU 10 ⁵ CYs for each Congress. | 3 *10CY | | |

| Subject Code | File Heading | Retention Period | | | Notes |
|--------------|--|------------------|-----|--------------|-----------|
| | | CFU | ERC | Archives | |
| 031B | NEW, NORMAL AND PROJECTED PAYROLL COSTS (Retained in Budget Division for 2 FYs, then sent to CFU.) | 3 | 5 | P | |
| 032 | 2A27 BUDGET EXECUTION (INCLUDES APPORTIONMENTS, OBLIGATIONS, FUND AUTHORIZATIONS AND ALLOCATIONS)--GENERAL | 2 | | | GRS 5 (6) |
| 032A | BUDGET EXECUTION (INCLUDES APPORTIONMENTS, OBLIGATIONS, FUND AUTHORIZATIONS AND ALLOCATIONS)--BY STATES (Retained in Budget Division for 2 FYs, then sent to CFU.) | 3 | | | |
| 036 | PROGRAM AND BUDGET STUDIES, ANALYSES AND REPORTS (Retained in BU for 2 FYs, then sent to CFU.) | 3 | 5 | P | |
| 036A | * STATEMENT #1 - Administrative and Insured Fund Accounts Status Report. Retained in Budget Division <i>until administrative needs have been served.</i> | | | | |
| 036B | STATEMENT #4 - Status of FmHA loans showing cumulative advances, maturities, repayments, delinquencies and balances (report). Retained in Data Division 4 FYs, then sent to CFU. | 10 | 10 | P | |
| 036C | * STATEMENT #6 - Summary Statement of FmHA Program by Major Purposes for All Funds Allocated to FmHA. Retained in Budget Division <i>until administrative needs have been served.</i> | | | | |
| 036D | BUDGET PERSONNEL ROSTERS (Retained in Budget Division for 2 FYs, then sent to CFU.) | 3 | | | |
| 036E | PAYROLL EXPENDITURE REPORTS (Retained in Budget Division for 2 FYs, then sent to CFU.) | 3 | | | |
| 050 | A52-IG AUDITS AND INVESTIGATIONS OTHER THAN GAO (GENERAL) | 2 | | | |
| 050A | P15-IG FBI REPORTS (EXCLUDING FmHA EMPLOYEES AND UNAUTHORIZED ENTRY INTO COUNTY AND STATE OFFICES) For FBI reports concerning Employees use code "232." For unauthorized entry reports, use code 110A or 110A1. | 2 | | | |

* Agency agrees to review + establish retention periods for these items within 5 years.

| New Sub_ect Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------------|------------------------|---|------------------|-----|----------|-----------|
| | | | CFU | FRC | Archives | |
| 050B | A52-IG | OA SPECIAL AUDITS, OI INVESTIGATIONS AND SURVEYS (By title) *Retain 4 FYs from end of FY in which last document is processed. | *4 | | | |
| 051 | A52-IG | OA AUDITS FOR STATE AND COUNTY OFFICES (By headquarters city - by State) *Retain 2 FYs from end of FY in which last document is processed. | *2 | | | |
| 051 | A52-IG | OA AUDITS FOR NATIONAL OFFICE AND FINANCE OFFICE *Retain 5 FYs from end of FY in which last document is processed. | *5 | | | |
| 052 | P15-IG | OI INVESTIGATIONS (By Name when pertaining to an individual or association. By Headquarters City when pertaining to offices.) *Retain 4 FYs from end of FY in which last document is processed or 4 FYs from end of FY in which employee is separated, whichever is later. | *4 | | | |
| 052A | | DISCRIMINATION COMPLAINTS (INCLUDING INVESTIGATIONS) (By Name of Complainant - By State) *Retain 4 FYs from end of FY in which last document is processed or 4 FYs from end of FY in which employee is separated, whichever is later | *4 | | | |
| 053 | 2A51 | GAO AUDITS (GENERAL) | 10 | | | |
| 053A | 2A51 | GAO AUDIT REPORTS (INCLUDING CORRESPONDENCE) (By Title) * Retain 10 FYs from end of FY in which last document is processed | *10 | | P. | |
| 053B | 2A51 | PUBLISHED DECISIONS BY COMPTROLLER GENERAL | 5 | | | |
| 070 | 34E24 | INFORMATION (GENERAL) | 3 | | | |

| New Subject Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------|------------------|---|------------------|-----|--------------|------------|
| | | | CFU | FRC | Archives | |
| 070A | 36 | WEEKLY REPORT | 1 | | | |
| 071 | 12M4 | MAILING LIST REQUESTS (Requests by outsiders to be placed on mailing list to receive FHA recurring information, and requests by FHA to receive recurring information from outside sources.) | 1 | | | |
| 071A | 34S29 | SPEECHES, RADIO AND TV BROADCASTS (GENERAL) | 3 | | | |
| 071A1 | | SPEECHES, RADIO AND TV BROADCASTS AND TAPES (Retained by Information Division for 3 yrs., then sent to CFU for archiving. <i>A record copy of each speech, together with two copies of each tape of radio + TV broadcasts.</i>) | 3 | 3 | P | |
| 071B | 34R24 | NEWS CLIPPINGS (GENERAL) | 3 | | | |
| 071B1 | | NEWS CLIPPINGS ^(By State) (Retained by Information Division for 3 yrs., then sent to CFU for archiving.) | 3 | 3 | P | |
| 071C | 34R24 | NEWS RELEASES (GENERAL) | 3 | | | |
| 071C1 | | NEWS RELEASES (Retained by Information Division for 3 yrs., then sent to CFU for archiving.) | 3 | 3 | P | |
| 071D | 34R24 | FARM FAMILY OF THE YEAR (GENERAL) | 3 | | | |
| 071D1 | | FARM FAMILY OF THE YEAR (Finalist) (Retained by Information Division for 3 yrs., then sent to CFU for archiving.) | 3 | 3 | P | |
| 071E | 34R24 | BUILDING OUR AMERICAN COMMUNITIES | 3 | | | |
| 072 | 34P65 | DISSEMINATION OR RECEIPT OF PAMPHLETS AND OTHER PUBLICATIONS (GENERAL) | 1 | | | GRS 14 (3) |
| 072A | 34P65 | PAMPHLETS (FORMS FHA 121-40 ^{or equivalent, with} and RELATED CORRESPONDENCE) | 1 | | | |

| New Subject Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------|--------------------|---|------------------|-----|----------|--------------|
| | | | CFU | ERC | Archives | |
| 073 | | PHOTOGRAPHS (Retained by Information Division for 3 yrs., then sent to CFU for archiving.) | 3 | 3 | P | |
| <u>1</u> | | <u>BUSINESS SERVICES</u> | | | | |
| 100 | | BUSINESS SERVICES (GENERAL) | 2 | | | GRS 3 (3) |
| 01 | 2A27 | IMPREST FUND--NATIONAL OFFICE (Retained in Property & Procurement Mgmt. Branch, BS Division, for three FYs, then destroyed.) | | | | |
| 102 | 2C28 & 2C49 | CHECKS AND BONDS (INCLUDING LOST FUNDS) | 2 | | | |
| 104 | 12P74 | AVAILABILITY OF MATERIALS AND RECORDS (INCLUDING FORM FHA 104-1) (Correspondence concerning material made available under the Public Information Act.) | 2 | | | GRS 14 (3&4) |
| 104A | 12P75 | EXEMPT RECORDS DENIED (Correspondence concerning records denied under the Public Information Act.) | 10 | | | |
| 105 | 32C108 | IDENTIFICATION CARDS (CORRESPONDENCE ONLY) (Official accountability records retained in BS Division.) | 1 | | | |
| 110 | 38S26 | SPACE AND EQUIPMENT (GENERAL) | 2 | | | GRS 11 (1&2) |
| 110A | 38S26& 30i16& 12T5 | STATE OFFICE SPACE AND EQUIPMENT (INCLUDING UNAUTHORIZED ENTRY REPORTS) (By State) * Retain in Position 1 original lease and renewals thereof 2 FYs from end of FY in which original lease expires. Position 3 material will be retained 4 FYs. | * | | | GRS 11 (1&2) |
| 110A1 | 38S26 12T5 30i16 | COUNTY OFFICE SPACE AND EQUIPMENT (INCLUDING UNAUTHORIZED ENTRY REPORTS) (By State) * Retain in Position 1 original lease and renewals thereof for 2 FYs from end of FY in which original lease expires. Position 3 material will be retained 4 FYs. | * | | | GRS 11 (1&2) |

| New Subject Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------|------------------|--|------------------|-----|----------|------------|
| | | | CFU | FRC | Archives | |
| 110A2 | 38S26 & 12T5 | AGRICULTURAL SERVICE CENTERS | 4 | | | |
| 110B | 36 & 12T5 | NATIONAL OFFICE SPACE AND EQUIPMENT (INCLUDING SURVEY OF TELEPHONE EQUIPMENT) | 4 | | | |
| 120 | 20P47 & 20i15 | PROPERTY AND SUPPLY (GENERAL) (Including correspondence concerning proposed Federal Procurement Regulations and Federal Property Management Regulations) | 2 | | | |
| 120A | 20P47 & 20i15 | PROPERTY AND SUPPLY--PROCUREMENT--NATIONAL OFFICE | 2 | | | GRS 3 (3) |
| 120B | 20P47 & 20i15 | PROPERTY AND SUPPLY--PROCUREMENT--FINANCE OFFICE | 2 | | | GRS 3 (3) |
| 120C | 20P47 & 20i15 | PROPERTY AND SUPPLY--PROCUREMENT--STATE AND COUNTY OFFICES (By State) | 2 | | | GRS 3 (3) |
| 120D | 20C73 | PROCUREMENT CONTRACTS (By name and Contract Number) (Separate file for each contract) Includes all related reports. Retain in Property & Procurement Branch, BS Division, until expiration of contract and final invoice is paid. *Retain in CFU 3 FYs from "closed" date shown on folder label. | *3 | 4 | | GRS 3 (4a) |
| 120D1 | 20C73 | PENDING PROCUREMENT PROJECTS (By Project Title) Retain in Property and Procurement Branch, BS Div., until contract number is assigned and file code "120D" is used; or project is canceled or deferred and file code "120D2" is used. | | | | |
| 120D2 | 20C73 | CANCELED OR DEFERRED PROPOSED PROJECTS (By Project Title) Retain in Property and Procurement Branch, BS Division, 1 FY from date of last document. | 3 | | | |

| New Subject Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------|------------------|--|------------------|-----|----------|------------|
| | | | CFU | FRC | Archives | |
| 120E | 20S25 | VENDORS (GENERAL) | 2 | | | GRS 3 (3) |
| 121A | 20R41 | REQUISITIONS (By Vendor or Seller) (Maintain in alphabetical order by name of vendor or seller. Establish separate file when volume warrants.) (Includes Forms FHA 033-1, 120-40, AD-33, SF 1034, etc.) | 2 | | | GRS 3 (3) |
| 121B | 42B16 | BILLS OF LADING | 3 | | | GRS 9 (1b) |
| 122 | | PROPERTY AND SUPPLY CUSTODY (GENERAL) | 3 | | | |

| New Subject Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------|---------------------------------|--|------------------|-----|----------|------------------------------|
| | | | CFU | ERC | Archives | |
| 122A | 20M16 | GSA MOTOR VEHICLES | 2 | | | GRS 10 (1) |
| 122B | 42 | TRANSPORTATION REQUESTS (GENERAL) | 2 | | | GRS 9 (5a) |
| | 26P56 | DISPOSITION OF ADMINISTRATIVE EQUIPMENT | 2 | | | GRS 4 (4) |
| 123A | | DISPOSITION OF ABSTRACTS OF TITLE <i>* Retained in CFU until administrative needs have been met</i> | 2 | | | GRS 4 (4) |
| 130 | 20P41 & 36 | REPRODUCTION--PRINTING (INCLUDING PRINTING REPORTS) | 2 | | | GRS 13 (2) |
| 140 | 12M3 & 12T5 | COMMUNICATIONS WRITTEN AND TELEPHONE (GENERAL) | 2 | | | GRS 12 (2) |
| 141 | 12T30 & 12M3 | WRITTEN COMMUNICATIONS | 2 | | | GRS 12 (2) |
| 140A | 12M3 | MAIL SURVEY AND POSTAL COSTS | 3 | | | GRS 12 (6b) |
| 141B | 12T5 | TELEPHONE COMMUNICATIONS | 3 | | | |
| 150 | 12D43 12F70 | FHA RECORDS (GENERAL) | 3 | | | |
| 150A | 36 | ANNUAL REPORT OF RECORDS HOLDINGS (STATE & COUNTY) (FORM FHA 150-4) | 3 | | | |
| 150B | 36 | FHA ANNUAL SUMMARY OF RECORDS HOLDINGS (SF-136) | 5 | | | |
| 151 | 12F70 | COUNTY OFFICE RECORDS | 3 | | | GRS 16 (7, 8, 10) |
| 152 | 12F70 | STATE OFFICE RECORDS <i>* Agency agrees to review + establish retention period for this item within 5 years.</i> | 3 | | | GRS 16 (7, 8, 10) |

| New Subj ect Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|-------------------------|------------------------|---|------------------|-----|----------|--------------|
| | | | CFJ | FRC | Archives | |
| 152 | 26P56 & 12D43 | LAND ACQUISITION (Correspondence concerning transfer of 4A and 4B borrower case folders from State Office to the National Office in accordance with FHA Instruc- tion 152.1, IV A 1 e.) | 3 | | | |
| 152A | | LAND ACQUISITION - 4A and 4B BORROWER CASE FOLDERS (These are case folders maintained in State Offices for real estate borrowers whose R. E. ^{real estate} security has been acquired by the FHA and subsequently disposed of outside the program. These folders will contain copies of the "IN" and "OUT" deeds and other pertinent material.) | 1 | 9 | | (GRS 3 (2b)) |
| 153 | 12F70 | NATIONAL OFFICE RECORDS (GENERAL) (Includes correspondence concerning vital records) | 3 | | | |
| 153A | 12D43 | FEDERAL RECORDS CENTER ACCESSIONS EXCLUDING FINANCE OFFICE (SF135 ^{or equivalent} - By Accession Number) Permanent retention in RF&C Branch, BS Div. <i>until Administrative needs have been met.</i> | | | | |
| 153B | | DISPOSITION AUTHORITY (SF-115 ^{or equivalent}) Permanent retention in RF&C Branch, BS Division <i>until Administrative needs have been met.</i> | | | | |
| 154 | 12D43 | FINANCE OFFICE RECORDS (Including SF135) | 5 | | | |
| 160 | 42i20 & 42R43 | TRAVEL (GENERAL) (Including hotel reservations for two or more employees.) | 3 | | | GRS 9 (5) |
| 160A | 42T33 | TRAVEL (FOR INDIVIDUAL EMPLOYEES) (By name) (Includes all documents related to an individual's travel as reflected in the 160 and 170 Series, i. e. travel authorization, reimbursement, change of official station, accident reports, etc.) <i>*Retain 4 FYs from end of FY in which last document is processed.</i> <i>t Agency agrees to review & establish retention periods for these items within 5 years</i> | * | | | GRS 9 (4a) |

| New Subject Code | Old Subject Code | File Heading | Retention Period | | | Authority |
|------------------|------------------|---|------------------|-----|----------|------------|
| | | | CFJ | FRC | Archives | |
| 160B | 36 | FOREIGN TRAVEL REPORT | 5 | | | |
| .180 | 10C37 | TORT CLAIMS (GENERAL) | 3 | | | |
| 180A | 10C37 | TORT CLAIMS (By Name of Claimant) *Retain four FYs after FY in which settled. | *4 | | | |
| <u>2</u> | | <u>PERSONNEL</u> | | | | |
| 200 | 32A5 | PERSONNEL MANAGEMENT, SERVICES & ACTIVITIES (GENERAL) | 3 | | | GRS 1 (3) |
| 200A | 32A61 | EXECUTIVE DEVELOPMENT & MERIT PROMOTION | 3 | | | GRS 1 (3) |
| 200B | 32T26 | STUDENT TRAINEES (GENERAL) | 3 | | | GRS 1 (3) |
| 200C | 36 | FEDERAL EMPLOYMENT OF VIETNAM ERA VETERANS | 3 | | | |
| 200D | 36 | MINORITY GROUPS | 3 | | | |
| 203 | 36 | PERSONNEL MANAGEMENT AND EVALUATION (INCLUDING REPORTS) | 3 | | | |
| 205 | 36 | EQUAL EMPLOYMENT OPPORTUNITY (INCLUDING REPORTS) | 3 | | | |
| 205A | 36 | 14-POINT PROGRAM-SPANISH-ORIGIN-EMPLOYEES & OTHER INDIVIDUALS | 3 | | | |
| 207 | | EMPLOYEE RESPONSIBILITIES AND CONDUCT (GENERAL) | 3 | | | |
| 209 | | PERSONNEL REPORTS (GENERAL) NOTE: All reports in the "209" series are computer printouts. | 2 | | | GRS 1 (16) |
| 209A | | EMPLOYING OFFICE LEVEL (FORM 113-A REPORT LONG FORM) ^{or equivalent} Filed in binders by CY and segregated according to National Office, Finance Office and State. Current year maintained by PE Division. | 2CY | | | GRS 1 (16) |

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| | | | CFU | ERC | Archives | |
| 209B | | CONSOLIDATED REPORT--"EMPLOYMENT PAYROLL PERSONNEL ACTIONS." (Form 113A Report Long Form) ^{are relevant} Filed in binders by CY. <i>Returned to CFU until administrative needs have been met. Agency agrees to review & establish retention period for this item within 5 years.</i> | * RETAIN | | | |
| 209C | | MANPOWER REPORTS--"PERMANENT FULL TIME CLASSIFICATION ACT EMPLOYEES." Filed in binders by CY | 3CY | | | |
| 209D | | MINORITY/WOMEN REPORT Filed in binders. | 3CY | | | |
| 209E | | REPORT OF RETIREMENTS Filed in binders. | 2CY | | | GRS 1 (16) |
| 209F | | REPORT ON LENGTH OF SERVICE | 2CY | | | GRS 1 (16) |
| 209G | | COMPLETE PERSONNEL DATA FLOW BY SERIES AND GRADE, SECOND ORGANIZATIONAL LEVEL OF AGENCY, AGENCY AND USDA. Permanent full-time wage system employees by calendar year. | 10CY | | | |
| 209H | | OCCUPATIONAL DISTRIBUTION | 3CY | | | |
| 210 | 32J4 | POSITION CLASSIFICATION | 3 | | | |
| 219 | 32J4 | JOB DESCRIPTIONS (OBSOLETE) (By National Office, FO, & State)*Retain 5 FYs from end of FY in which the position was abolished. | *5 | | | GRS 1 (7) |
| 221 | 2P10 | TIME AND ATTENDANCE REPORTS (EXCEPT "FINAL" T&A) (Separate folder for each employee.) *Timekeepers retain current and prior leave year T&A's and attachments. Before submission to CFU, timekeepers will staple together T&A's (with attachments) by leave year for each employee and show leave year on covering sheet. | *2 | | | GRS 2 (3a) |
| 221A | 2P10 | TIME AND ATTENDANCE REPORTS (FINAL) (A-Z file) *Retain 10 CY after CY in which "final" T&A occurs. | *10 | | | GRS 2 (9a (1)) |
| 222 | 3205 | OFFICE HOURS | 3 | | | |
| 223 | 32016 | OVERTIME WORK | 2 | | | |

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| 230 | 30S7 32E8 32E19 32F34 | EMPLOYMENT, ELIGIBILITY, SECURITY INVESTIGATIONS, EXAMINATIONS & FINGER PRINTING. (GENERAL) | 2 | | | GRS 1 (15) |
| 230A | P15 | EMPLOYMENT INQUIRIES (By date) <i>(Maintain in date order)</i> | 1 | | | |
| 230B | 32R15 | RECRUITMENT | 2 | | | GRS 1 (15) |
| 230C | | PERSONNEL ACTION JOURNAL RECORDS (COPIES) | 10 | | | |
| 232 | 32P15 | PERSONNEL CORRESPONDENCE FOLDERS (By Name) <i>Field</i> *All material will be destroyed 2 months after employee is separated from the rolls EXCEPT the "Restricted" material which will be retained 4 FYs from the end of the FY in which the employee is separated or 4 FYs from the end of the FY in which the last document is processed, whichever is later. | * | | | |
| 232A | 32P15 | TEMPORARY FIELD PERSONNEL CORRESPONDENCE (Maintained in A-Z folders) * Destroy 1 FY after termination date. | *1 | | | |
| 232B | 12D43 | TRANSFER OF OFFICIAL PERSONNEL FILES - Form FHA 232-2 <i>or equivalent</i> | 1 | | | |
| 236 | 32C54 | COUNTY AND STATE COMMITTEES (GENERAL) | 3 | | | |
| 236A | | COUNTY COMMITTEES | 3 | | | GRS 1 (15) |
| 239 | 32A61 | REDUCTION-IN-FORCE AND REASSIGNMENTS SYSTEM | 3 | | | GRS 1 (3) |
| 240 | 32T26 | EMPLOYEE TRAINING AND DEVELOPMENT | 3 | | | GRS 1 (3) |
| 240A | 34VS | TRAINING FOREIGN VISITORS | 3 | | | |

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| | | | CFU | FRC | Archives | |
| 240A1 | | TRAINING FOREIGN VISITORS (Material accumulated by Foreign Training Representative and later sent to CFU) | 5 | 10 | X | |
| 240B | 32T26 | TRAINING-PLAIN LETTERS | 1 | | | |
| 240C | 32T26 | TRAINING CENTER - NORMAN, OKLAHOMA | 2 | | | |
| 260 | 32S2 32C59 22L34 & 32W12 | EMPLOYEE RELATIONS AND SERVICES | 3 | | | |
| 261 | 32W12 | COMBINED FEDERAL CAMPAIGN | 3 | | | |
| 263 | 32A54 | EMPLOYEE SUGGESTION AND AWARDS PROGRAM (GENERAL) | 2 | | | |
| 263A | 32S48 | EMPLOYEE SUGGESTIONS (ADOPTED) (By Name) *Retain two FYs after closed. | *2 | | | GRS 1 (12) |
| 263B | 32S48 | EMPLOYEE SUGGESTIONS (REJECTED) (By State) *Retain two FYs after closed. | *2 | | | GRS 1 (12) |
| 263C | 36 | AWARDS REPORTS | 3 | | | GRS 1 (13) |
| 265 | 36 | EMPLOYEE ALCOHOLISM & PROBLEM DRINKING REPORT | 2 | | | |
| 266 | | LEGAL ASSISTANCE AVAILABLE TO EMPLOYEES | 3 | | | GRS 1 (3) |
| 267 | 32U2 | EMPLOYEE ORGANIZATIONS & REPRESENTATION | 3 | | | |
| 267A | | ASSOCIATION OF COUNTY SUPERVISORS | 5 | | | |
| 270 | 32L14 | LEAVE (GENERAL) | 3 | | | |
| 290 | 32R49 | RETIREMENT | 3 | | | |
| <u>3</u> | | <u>FISCAL</u> | | | | |

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| 300 | 36 | FEDERAL OUTLAYS, RECEIPTS, & EXPENDITURES | 2 | | | |
| 382 | 30M7 | COMPUTER PROGRAMMING | 3 | | | |
| <u>4</u> | | <u>PROGRAM OPERATIONS</u> | | | | |
| 4A | C41 | INDIVIDUAL APPLICANT/BORROWER CASE FILE MATERIAL *Retain 3 FYs from date of last document | *3 | | | |
| 4B | C81 | ASSOCIATION APPLICANT/BORROWER CASE FILE MATERIAL *Retain 3 FYs from date of last document | *3 | | | |
| 400 | 2S60 | PROGRAM OPERATIONS (GENERAL) | 3 | | P | |
| 400A | 6C16 | CENSUS | | | | |
| 400B | 36 | CIVIL RIGHTS (GENERAL) | 3 | | | |
| 400B1 | 36 | CIVIL RIGHTS COMPLIANCE REVIEW | 3 | | | |
| 400B2 | 36 | MONTHLY REPORT TO WHITE HOUSE ON MINORITY AFFAIRS | 3 | | | |
| 400B3 | 36 | CONSTRUCTION CONTRACTS (NONDISCRIMINATION AGREEMENTS) | 3 | | | |
| 400C | 36 (FAR) | UNIFORM RELOCATION ASSISTANCE & REAL PROPERTY ACQUISITION POLICIES ACT OF 1970 P.L. 91-646 | 3 | | | |
| 400E-C | 36 | PROGRAM PLANNING, BUDGETING AND EVALUATION | 3 | | | |
| 400E-D | 28W10 | CONGRESSIONAL TELEPHONE CALLS: FHA PROGRAMS | 4 | | | |
| 400E-E | 34P62 | CONGRESSIONAL INQUIRIES - FHA PROGRAMS | 3 | | | |
| 400E | 34P62 | INQUIRIES OTHER THAN CONGRFSSIONAL - FHA PROGRAMS | 3 | | | |

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| | | | CFJ | FRC | Archives | |
| 400H | 36 | INTERIM FINANCING REPORT | 3 | | | |
| 401 | | OPERATIONS REVIEWS | 3 | 3 | P | |
| 402 | 2C49 | TREASURY DEPT. BANK DESIGNATIONS (Including supervised bank accounts and Federal Reserve Bank Designations) | 3 | | | |
| 405 | 12A41 | COUNTY OFFICE MANAGEMENT SYSTEM | 3 | | | |
| 406 | 30C1 | WORK ORGANIZATION - GENERAL | 3 | | | |
| 406A | 42 | NATIONAL OFFICE TRIP REPORTS (File Report in 4A or 4B when concerning a specific applicant/borrower, and place X-Reference in this file.) | 3 | | | |
| 409 | 46R70 | RURAL DEVELOPMENT - SPECIAL PROJECTS (Including correspondence and reports on Assistance for Planning Districts.) | 5 | | P | |
| 410 | 28V6 | FAMILIES/APPLICATIONS (GENERAL) Correspondence concerning applicants for FmHA assistance. | 3 | | | |
| 410A | 28 | CREDIT REPORTS | 3 | | | |
| 420 | 26A4 | REAL PROPERTY (GENERAL) | 3 | | | |
| 420A | | REAL PROPERTY ACQUISITION (GENERAL) | 3 | | | |
| 422 | 26A39 | REAL ESTATE APPRAISALS | 3 | | | |
| 424 | 18C109 | CONSTRUCTION AND REPAIR (Housing, farm buildings, water and waste systems, etc.) | 3 | | | |
| 426 | 22P55 | PROPERTY INSURANCE | 3 | | | |
| 426A | 28D64 | NATIONAL FLOOD INSURANCE | 3 | 10 | P | |
| 426A1 | 28D64 | HUD FLOOD INSURANCE PROGRAM (BY STATE) | 3 | 10 | | |

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| | | | CFJ | FRC | Archives | |
| 427 | 22T17 | TITLE CLEARANCE AND LOAN CLOSING | 3 | | | |
| 427A | 36 | ESCROW AGENTS (By State) (Including Designated Attorneys) | 3 | 8 | | |
| 430 | 6F7 | BORROWER SUPERVISION | 3 | | | |
| 440 | 28 | LOAN AND GRANT MAKING (GENERAL) | 3 | | P | |
| 440A | | AMERICAN SAMOA AND GUAM | 10 | | P | |
| 440B | 28 | LOAN ASSISTANCE TO INDIANS | 3 | | P | |
| 440C | | TRUTH IN LENDING | 3 | | | |
| 441 | 28P71 | OPERATING, EMERGENCY, EMERGENCY LIVESTOCK, AND ECONOMIC OPPORTUNITY LOANS (GENERAL) | 3 | | P | |
| 441A | 28P71 | OPERATING LOANS (GENERAL) (Includes Economic Opportunity and Guaranteed Operating loans) | 3 | | P | |
| 441B | 28D64 | EMERGENCY LOANS (GENERAL) | 3 | | P | |
| 441B1 | 28D64 | EMERGENCY LOANS (By State) | 3 | | P | |
| 441B2 | 28D64 | EMERGENCY LOAN DESIGNATIONS (By State) (Includes presidential, Secretarial and State Director designations, and Federal Register Document) | 5 | 10 | P | |
| 441C | 28L65 | EMERGENCY LIVESTOCK LOANS | 5 | | P | |

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| | | | CFJ | FRC | Archives | |
| 442 | 28W10 | COMMUNITY LOAN PROGRAMS (GENERAL) (Correspondence concerning two or more association-type loan divisions--Water and Waste Disposal Loan Division, Community Facilities Loan Division, and Business and Industrial Loan Division) | 3 | | P | |
| 442A | 28W10 | WATER AND WASTE DISPOSAL (GENERAL) (Includes Water and Waste Disposal loans and grants, Rural Development, and Comprehensive Area Plans) | 3 | | P | |
| 442A1 | 28W10 | WATER AND WASTE DISPOSAL (By State) (Includes Water and Waste Disposal loans and grants, Rural Development, and Comprehensive Area Plans) | 3 | | P | |
| 442B | 28W10, 46R69 & 46R70 | COMMUNITY FACILITIES LOANS (GENERAL) (Includes Watershed, Resource Conservation & Development, and Community Recreation Facility loans, and Industrial Development grants) | 3 | | P | |
| 442B1 | 28W10, 46R69 & 46R70 | COMMUNITY FACILITIES LOANS (By State) (Includes Watershed, Resource Conservation & Development, and Community Recreation Facility loans, and Industrial Development grants) | 3 | | P | |
| 442C | 28W10 | FARM REAL ESTATE LOAN PROGRAM--ASSOCIATIONS (Includes Grazing, Shift in Land Use, Irrigation and Drainage, Timber Development, and Indian Tribal Land Acquisition Associations.) | 3 | | P | |
| 443 | 28T11 | FARM REAL ESTATE LOAN PROGRAM--INDIVIDUALS (Includes Farm Ownership, Recreation, and Soil and Water loans to individuals, and Guaranteed loans to individuals.) | 3 | | P | |
| 444 | 28F75 | RURAL HOUSING LOAN PROGRAM (GENERAL) (Includes single family and multiple family housing loans) | 4 | | P | |

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| 444A | 28F75 | SINGLE FAMILY HOUSING LOANS (GENERAL) | 3 | | P | |
| 444A1 | 28F75 | SINGLE FAMILY HOUSING LOANS (By State) (Includes self-help housing and conditional commitments to builders and sellers for single family dwellings. Also includes correspondence concerning Interest Credits.) | 4 | | P | |
| 44B | 28F75 | MULTIPLE FAMILY HOUSING LOANS (GENERAL) | 3 | | P | |
| 444B1 | 28F75 | MULTIPLE FAMILY HOUSING LOANS (By State) (Includes rental and cooperative housing, labor housing loans to individuals and associations, technical assistance for self-help housing and rural housing site loans to organizations.) | 4 | | P | |
| 444C | | INELIGIBLE, SUSPENDED, OR DEBARRED PERSONS DEALING WITH RH APPLICANTS OR PARTICIPANTS | 3 | | | |
| 449 | 28W10 | GUARANTEED LOAN PROGRAM (GENERAL) (Correspondence concerning a specific type guaranteed loan will be filed in the applicable loan program folder) | 3 | | P | |
| 9A | 28W10 | BUSINESS AND INDUSTRIAL LOANS (GENERAL) (Includes Co-op loans) | 3 | | P | |
| 449A1 | 28W10 | BUSINESS AND INDUSTRIAL LOANS (By State) (Includes Co-op loans and any reports) | 3 | | P | |
| 450 | | ACCOUNTS SERVICING (GENERAL) (Including Federal Statute of Limitations and last Promissory Notes correspondence.) | 3 | | | |
| 451 | 2C49 | SERVICING AND COLLECTIONS | 3 | | | |
| 455 | 2D14 | SECURITY LIQUIDATION & FORECLOSURE | 3 | | | |

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| | | | CFU | FRC | Archives | |
| 456 | 2A9 | DEBT SETTLEMENT | 3 | | | |
| 462 | 28S7 | CHATTEL SECURITY SERVICING (GENERAL) | 3 | | | |
| 465 | 28S7 | REAL PROPERTY MANAGEMENT (GENERAL) | 3 | | | |
| 470 | 28i24 | INSURED LOANS LENDER RELATIONSHIP | 5 | 10 | | |
| 480 | 26M30 | RESERVED MINERAL INTERESTS (GENERAL) (Government-owned reserved minerals covered by PL 760, 81st Congress, are now handled by the Department of Interior.) | 3 | | | |
| 490 | 36 | REPORTS (GENERAL) | 3 | | | |
| 490A | 36 | MISCELLANEOUS REPORTS (NON-RECURRING REPORTS) | 3 | | P | |
| 490B | 36 | RECURRING REPORTS | 3 | | | |
| 490B1 | 36 | ANNUAL SURVEY OF TELEPHONE EQUIPMENT | 3 | | | |
| 490B2 | 36 | ANNUAL MANAGEMENT REPORT IMPROVED MANPOWER MANAGEMENT IN THE FEDERAL GOVERNMENT. | 3 | | | |
| 490B3 | 36 | AWARDS | 3 | | | |
| 490B4 | 36 | CIVIL RIGHTS COMPLIANCE REVIEW | 3 | | | |
| 490B5 | 36 | REPORT TO WHITE HOUSE ON MINORITY AFFAIRS | 3 | | | |
| 490B6 | 36 | CONSTRUCTION CONTRACTS (NONDISCRIMINATION AGREEMENTS) | 3 | | | |
| 490B7 | 36 | EQUAL EMPLOYMENT OPPORTUNITY | 3 | | P | |

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| | | | CFU | FRC | Archives | |
| 490B8 | 36 | MINORITY GROUP | 3 | | | |
| 490B9 | 36 | 16 POINT PROGRAM - SPANISH ORIGIN EMPLOYEES AND OTHER INDIVIDUALS | 3 | | | |
| 490B10 | 36 | EMPLOYEES ALCOHOLISM AND PROBLEM DRINKING | 3 | | | |
| 490B11 | 36 | COMMERCIAL PRINTING REPORT | 3 | | | |
| 490B12 | 36 | EARLY WARNING REPORT | 3 | | | |
| 490B13 | 36 | FEDERAL ASSISTANCE REVIEW (FAR) PROGRAM | 3 | | | |
| 490B14 | 36 | FEDERAL EMPLOYMENT OF VIET NAM ERA VETERANS | 3 | | | |
| 490B15 | 36 | FEDERAL RECEIPTS & EXPENDITURES FEDERAL OUTLAYS | 3 | | | |
| 490B16 | 36 | FOREIGN TRAVEL | 3 | | | |
| 490B17 | 36 | GRAZING AND OTHER SHIFTS IN LAND USE | 3 | | P | |
| 490B18 | 36 | INTERIM FINANCE | 3 | | | |
| 490B19 | 36 | PERSONNEL MANAGEMENT AND EVALUATION | 3 | | | |
| 490B20 | 36 | PROGRAM PLANNING, BUDGETING AND EVALUATION | 3 | | | |
| 490B21 | 36 | REAL PROPERTY LEASED TO THE UNITED STATES (OFFICE SPACE) | 3 | | | |
| 490B22 | 36 | TIMESAVING AND WORK IMPROVEMENT | 3 | | | |
| 490B23 | 36 | WORK MEASUREMENT REPORT | 3 | | | |

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| | | | CFU | FRC | Archives | |
| 490B24 | 36 | ENERGY CONSERVATION REPORTS (Includes Forms NTIS-231, "Quarterly Directory of Federal Energy Information Products," AD-478 and EC-2, "Quarterly Report on Motor Vehicles and Mileage," etc.) | 3 | | | |
| 90B25 | 36 | ANNUAL SUMMARY OF RECORDS HOLDING (SF-136) <i>or equivalent</i> | 3 | | | |
| 490B26 | 36 | ANNUAL REPORT OF RECORDS HOLDINGS (STATE AND COUNTY) Form FHA-150-4 <i>or equivalent</i> | 3 | | | |
| 490B27 | 36 | REPORT OF LOAN AND GRANT OBLIGATIONS | 3 | | P | |
| 490B28 | 36 | ANNUAL REPORT OF APPLICANT CHARACTERISTICS | 3 | | P | |
| 490B29 | 36 | QUARTERLY AND SEMI-ANNUAL REPORT OF THE FmHA | 3 | | P | |
| 490B30 | 36 | QUARTERLY REPORT OF THE FmHA | 3 | | | |