

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-161-79-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: January 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These items, unless subsequently superseded, may be used by the agency to disposition records.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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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.

Items 6a-6i are superseded by DAA-0161-2016-0001-0001 through 0004

Item 7a is superseded by DAA-0161-2016-0004-0001

Item 9 superseded by DAA-0161-2016-0006-0001

Item 11a superseded by DAA-0161-2016-0007-0001

Item 12a superseded by DAA-0161-2016-0005-0001

Item 17 superseded by NC1-161-84-01

Rec'd NCD 3/11/78

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

LEAVE BLANK	
JOB NO	<b>NC1 161 79 1</b>
DATE RECEIVED	<b>NOV 6 1978</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>3-16-79</i> 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)  
**U.S. Department of Agriculture**

2. MAJOR SUBDIVISIONS *Commodity Credit Corporation*  
~~**Agricultural Stabilization and Conservation Service**~~

3. MINOR SUBDIVISION *Office of General Sales Manager*  
~~**Management Services Division**~~

4. NAME OF PERSON WITH WHOM TO CONFER  
**Richard J. Bryan**

5. TEL. EXT.  
**447-6963**

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 23 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

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

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
10/31/78	<i>Wayne F. Wang</i>	Acting Director, Managment Services Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This records disposition schedule revises and supersedes the previously approved Commodity Credit Corporation records schedule Job Number NN-164-71 dated December 6, 1963. It also provides a schedule for the records of the Office of the General Sales Manager. 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 General Records Schedules are disposable without further authorization.</p>		

*71 items*

*Copies sent to All FRC's, NNC, NAB, NNF, & NND  
(T.D.) : 3-26-79*

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><b>COMMODITY CREDIT CORPORATION RECORDS</b></p> <p>The Commodity Credit Corporation (CCC) is a wholly owned government corporation, created to stabilize, support, and protect farm income and prices; to assist in the maintenance of balanced and adequate supplies of agricultural commodities and their products, and to facilitate the orderly distribution of commodities. To accomplish these objectives, CCC is authorized to acquire commodities through the commodity loan programs administered by the Agricultural Stabilization and Conservation Service or through commercial purchases; to conduct warehousing, transporting, processing and handling operations; and, to dispose of commodities by sale or donation in the United States or in foreign countries (under P. L. 480 programs administered by the Office of the General Sales Manager).</p> <p style="text-align: center;"><u>RECORDS OF THE COMMODITY CREDIT CORPORATION BOARD OF DIRECTORS</u></p> <p>Records created and maintained by the Commodity Credit Corporation which have administrative, legal, and fiscal values in the administration of current and future programs, projects, and other activities. Includes records basically essential as evidence of policies, organization, functions, and procedures.</p> <p>1. <u>Minutes of Board Meetings</u></p> <p>Arranged chronologically. Annual accumulation less than 1/2 cubic foot.</p> <p>Records include official signed originals of minutes of meetings of the Board of Directors of the Commodity Credit Corporation which meets periodically to survey the general policies of the Corporation, together with documents presented for consideration at the meetings.</p> <p>PERMANENT. OFFER TO NARS WHEN 6 YEARS OLD.</p>	<p style="text-align: right;">NCL-161-79-1 (1)</p>	

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*NCI-161-79-1*

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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
2.	<p>(Since matters pertaining to the formulation of policies, the carrying out of functions, and organization and procedures are considered and decided by the Board of Directors, these records document all significant Corporation activities. Additional high-level documentation is to be found in the correspondence of the Secretary of Agriculture as ex-officio Director and Chairperson of the Board. This correspondence is among the retained records of the Secretary.)</p> <p><u>Legal Documents</u></p> <p>a Records include record copy of legal documents creating, empowering, and otherwise applicable to the Corporation, among them its charters, under the laws of the State of Delaware in 1933 and under Federal law in 1948.</p> <p>Arranged chronologically. Total accumulation of less than 1 cubic foot.</p> <p>PERMANENT. OFFER TO NARS WHEN THE CORPORATION IS TERMINATED.</p> <p>b Copies of pertinent Acts of Congress and Executive Orders, and official copies of commissions and confirmations of appointment of members of the Board of Directors.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, FISCAL, OR LEGAL PURPOSES.</p>	<p><i>NN164-71 (2)</i></p>	
3.	<p><u>Legal and Regulatory Issuances</u></p> <p>Records include record copy of legal and regulatory issuances of the Board of Directors, among them its bylaws and resolutions, together with supplements and amendments thereto, memoranda of understanding, delegations of authority, and appointments of officers.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, FISCAL, OR LEGAL PURPOSES.</p>	<p><i>NN164-71 (3)</i></p>	

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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
4.	<p><u>Corporation Reports</u></p> <p>a. Records include record copy of reports of the Corporation including annual reports to the Secretary of Agriculture, budget presentations to the Office of Management and Budget and to Congress.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, FISCAL, OR LEGAL PURPOSES.</p> <p>b. Records include summary records in the Washington office consisting of periodic reports of financial conditions and operation of the Corporation.</p> <p>DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE, FISCAL, OR LEGAL PURPOSES.</p> <p>c. Records include reports, working papers, background and research materials used in the preparation of the Corporation reports.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR.</p>	<p>NN164-71 (4)</p>	
5.	<p><u>Docket Files</u></p> <p>a. Records include docket files of matters considered and approved or rejected by the Board of Directors. A representative docket contains the formal proposal to the Board setting forth the purpose, justification, historical background, and legal authority for the program or activity together with statements of authorization, fund requirements and availability. Also includes the General Counsel's opinions, resolutions of the Board, delegations of authority, supplements and amendments to the original authorization, materials on the conduct of the program, press releases, and related and supplementary papers.</p> <p>(The dockets contain the basic documents for each of the major programs of the Corporation. In addition, there is a docket for each year's activities of each segment of each program, i.e., for the price support program, there will be not only a docket for the program as a whole, but separate dockets for each of the commodities for which prices were supported that year.)</p>	<p>(NN164-71 (5))</p>	

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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>Arranged alphabetically by subject by year. Annual accumulation of 1 cubic foot.</p> <p>PERMANENT. OFFER TO NARS WHEN 6 YEARS OLD.</p> <p>b. Records include pre-docket files of materials used in the preparation of proposals and other papers for the Board of Directors of the Commodity Credit Corporation, relating to the initiation, implementation, or amending of programs, which become part of the docket file.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR.</p> <p><u>CCC RECORDS MAINTAINED BY ASC STATE AND COUNTY COMMITTEES</u></p> <p>Records originating in the daily transactions of the Commodity Credit Corporation, operating through Agricultural Stabilization and Conservation Service offices in carrying out commodity loan, direct payment, indemnity payment, emergency feed, and sugar programs. These records are not needed by the Corporation for administrative, legal, or fiscal purposes beyond the retention period specified. Provision is made whereby the National Archives and Records Service may select from them prior to the time of disposal, sample materials illustrative of program operations and of possible historical and research interest. Machine readable files are maintained by the Management Field Office (MFO) which provides computer support to the ASC State and county committees.</p> <p>6. <u>Commodity Loan Programs, Farm Facility Loans Program, and Grain Reserve Program</u></p> <p>Provides nonrecourse loans for specified commodities, loans for purchase and installation of storage facilities and drying equipment, and creation of a grain reserve from farmer-owned commodities including those under CCC loan or purchase agreement. Programs are designed to support prices and to maintain an even flow to market of reasonably priced quality products.</p>		

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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>a. <u>Loan and Subsidy Case Files</u></p> <p>Records include files for individual producers containing loan agreements, producers' notes, mortgages, appeals, and related and similar CCC forms and papers created in connection with commodity loans and farm storage and drying equipment loans made under authority of the price support and farm storage facility loan programs, reports, and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p> <p>b. <u>Purchase Case Files</u></p> <p>Records include purchase agreements, approvals, purchase orders, grade certificates, delivery instructions, and related and similar CCC forms and papers concerning commodity purchases under the price support program, reports, and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p> <p>c. <u>Loan and Purchase Control Files</u></p> <p>Records include loan and purchase control files, and other records giving numbers and amounts of loans made and figures on payments, forfeitures, transfers, and similar loan actions, and figures on waivers, settlements, liquidations, deliveries, and similar actions, reports, and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR.</p>	<p>NN164-71 (9)</p> <p>(10)</p> <p>(11)</p>	

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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>d. Farm Storage Facility and Equipment Loan File (Machine-Readable File Maintained by MFO)</p> <p>Machine-readable file of all open loans with data elements, loan number, principal amount, capacity (structures only), repayment data, etc. File is updated monthly and is used to produce accounting and program management reports.</p> <p>RETAIN FILE FOR FOUR GENERATIONS.</p> <p>e. County Loan Rate Table File (Machine-Readable File Maintained by MFO)</p> <p>Machine-readable file of loan rates for all eligible commodities, States, counties, and program years. The loan rates entered on the file are used to validity check warehouse receipt data and the loan amounts computed by the county offices.</p> <p>MAINTAIN RATES ON THE FILE UNTIL ALL LOANS FOR A PROGRAM YEAR ARE LIQUIDATED OR FOR A MAXIMUM PERIOD OF 10 YEARS.</p> <p>f. Cotton Gin Master File (Machine-Readable File Maintained by MFO)</p> <p>Machine-readable revolving file of gin codes for all cotton gins authorized to gin CCC loan cotton. The file is used to validity check codes on input documents processed to the Cotton Loan Computer System.</p> <p>RETAIN FILE FOR 99 DAYS AFTER CHANGES HAVE BEEN APPLIED AND A NEW FILE CREATED.</p> <p>g. Cotton Warehouse File (Machine-Readable File Maintained by MFO)</p> <p>Machine-readable file of cotton loan rates for all warehouses authorized to store CCC loan or owned cotton. File used to validity check loan amount computations shown on input documents by county offices and servicing agent banks.</p> <p>RETAIN 14 DAYS AFTER CHANGES HAVE BEEN APPLIED AND A NEW FILE CREATED.</p>		



7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p><u>Wool and Mohair Programs</u></p> <p>Provides incentive payments to producers to encourage increased production of quality wool and mohair at prices fair to both producers and consumers. Payments are based on the percentage needed to bring the average return received by all producers up to a price support level determined each year.</p>		
	<p>h. Program Control File (Machine-Readable File Maintained by MFO)</p> <p>Machine-readable file of valid commodities, States, counties, and program years for CCC loan activity. File used to validity check input documents and reject invalid data.</p> <p>RETAIN 99 DAYS AFTER CHANGES HAVE BEEN APPLIED AND A NEW FILE CREATED.</p> <p>i. CCC Detail Loan File (Machine-Readable File Maintained by MFO)</p> <p>Machine-readable file of detail information for CCC loans such as loan quantity and amount. Includes all transactions recorded for individual loans. File used for accounting and statistical control and reporting. File is a continuous revolving file updated monthly to reflect current data processed in the previous month.</p> <p>RETAIN INDIVIDUAL RECORDS ON THE FILE FROM INCEPTION OF A LOAN PROGRAM YEAR TO 9 MONTHS BEYOND FINAL MATURITY DATE OF THAT PROGRAM YEAR.</p> <p>(These files on CCC receipts and expenditures in items 6 a, b, and c are maintained for use in preparing reports and for the convenience of the Committees. The essential information contained in them is in reports submitted to State Committees, Commodity Offices, and the Management Field Office and is ultimately included in the reports listed above for retention.)</p>		

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8.	<p><b><u>Sugar Program</u></b></p> <p>Provides nonrecourse loans, secured by the pledge of eligible sugar in eligible storage, to processors of refined beet sugar, raw cane sugar, cane syrup, and edible molasses. Also, provided price support at a percentage of parity to sugarbeet and sugarcane producers in a payment program which terminated on November 7, 1977.</p> <p>Loan program records include minimum wage certifications and all those records listed above in item 6. Payment program records include price support and payment rate determinations, applications for payment, payment statements and sight drafts, funds control records, compliance, appeals, contracts between processors and producers, related reports, and correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p>		

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9.	<p><u>Indemnity Payment Programs</u></p> <p>Payments to compensate beekeepers and dairy farmers and manufacturers who, through no fault of their own, suffer losses caused by application of pesticides.</p> <p>Records include applications for payment, proof of loss, inspections, appeals, payment records, funds control records, reports, and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR.</p>		
10.	<p><u>Emergency Feed Programs: Livestock Feed Program, Emergency Feed Program, Cattle Transportation Assistance Program, and Hay Transportation Assistance Program</u></p> <p>Programs provide assistance to livestock owners in emergency or disaster situations in the form of sale of CCC-owned feed grains at reduced prices, cost-sharing of feed, or payments for transportation of hay and cattle.</p> <p>Records include those records related to determination of emergency conditions, contractor agreements, program applications and related records, requests for grain, loading and delivery orders, sale and delivery of grain, settlement records, dealer invoices and related records, payment records, compliance, appeals, reports and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR.</p> <p style="text-align: center;"><u>CCC RECORDS MAINTAINED BY THE KANSAS CITY COMMODITY OFFICE AND THE MANAGEMENT FIELD OFFICE</u></p> <p>Records originating in the daily transactions of the Kansas City Commodity Office (KCCO) and the Management Field Office (MFO) in</p>		

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11.	<p>carrying out the management responsibilities for acquisition, handling, storage, processing, and disposition of commodities as required by CCC program commitments. Operations include commodity acquisition through commodity loan programs and commercial purchases; warehousing, transporting, processing, and handling operations; and, disposal of commodities by sale or donation in the United States or in foreign countries. Fiscal records for these programs are maintained by the Financial Management Division, ASCS Washington Headquarters Offices.</p> <p><u>Price Support Operations</u></p> <p>Records related to CCC commodity acquisition and disposal activities which support prices and maintain an adequate supply of food commodities and dairy products. Operations include CCC takeover of unredeemed commodities pledged as collateral for commodity loans; direct purchases of food commodities and dairy products at a price at least equal to the announced support price; and, disposal of CCC inventories when the market price reaches a specified level above the support price.</p> <p>a. <u>Price Support Program Files (Case Files)</u></p> <p>Records include such materials as are listed in items 6a and 6b above, plus delivery instructions, announcement, waivers, settlement and liquidation documents, sales contracts, memoranda of understanding, offers, acceptances and amendments thereto, abstracts of contracts, confirmation of sales, announcements, instructions, market price determinations and formulas, inventory and sales transaction records, debit and credit notices, invoicing and billing forms and documents, inspection, sampling and grading forms, reports, and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p>		

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ITEM NO.8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)9.  
SAMPLE OR  
JOB NO10.  
ACTION TAKENb. Inventory Files

Records include inventory files of "on farm" and "off farm" storage, CCC-owned commodities, related inventory and fiscal information, reports, and related correspondence.

DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR.

c. Warehouse Name and Address File, Grain  
(Machine-Readable)

Machine-readable file of names, addresses and other information about warehouses which have entered into an agreement with CCC to store government owned or loan collateral commodities. File used in storage contract administration and in providing various reports and listings relative to CCC-owned and loan collateral inventory management.

RETAIN FILE FOR 3 GENERATIONS.

## d. Offer Rate File, Grain (Machine-Readable)

Machine-readable file of storage, receiving and loadout rates charged by warehouse operators under contract with CCC for storage and handling of CCC-owned and loan collateral commodities. File used in storage contract administration, inventory management and in machine computation of storage and handling invoices.

RETAIN FILE FOR 45 DAYS.

e. Market Price and Premium/Discount File, Grain  
(Machine-Readable)

Machine-readable file of daily grain commodity prices for each of the established commodity markets and the premium and discounts which are applied to these base prices. File used in machine computations of the value of grain shipped versus the grain ordered shipped when making loadout settlements with warehouse operators.

RETAIN FILE 400 DAYS.

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12.	<p data-bbox="223 272 1124 332">f. Commodity Description File, Processed (Machine-Readable)</p> <p data-bbox="292 372 1131 534">Machine-readable file containing descriptions, both narrative and coded, to describe processed commodities and categorize them by type of processing, type of packaging, etc. File used throughout the Processed Commodity Inventory System.</p> <p data-bbox="292 564 908 594">RETAIN FILE FOR 2 GENERATIONS.</p> <p data-bbox="223 624 1062 685">g. CCC-Owned Grain Inventory Records (Machine-Readable)</p> <p data-bbox="292 725 1147 887">Machine-readable file identifying the quality and quantity of grain inventory owned by CCC. Records aid in the management of CCC grain inventories including the acquisition, storage, processing, shipment and disposition of these inventories.</p> <p data-bbox="292 917 1101 977">MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTION OF THESE FILES ARE:</p> <ul style="list-style-type: none"> <li data-bbox="361 1018 1085 1048">(1) WAREHOUSE RECEIPT FILE 400 DAYS</li> <li data-bbox="361 1078 1101 1139">(2) LOADING ORDER SETTLEMENT FILE - 400 DAYS</li> <li data-bbox="361 1169 1101 1229">(3) MISCELLANEOUS POSITION ACCOUNTS FILE - 120 DAYS</li> <li data-bbox="361 1260 1016 1300">(4) UNMATCHED CAR FILE - 84 DAYS</li> <li data-bbox="361 1330 1024 1391">(5) LOADING ORDER CONTROL FILE - 400 DAYS</li> </ul> <p data-bbox="223 1431 677 1461"><u>Foreign Sales and Donations</u></p> <p data-bbox="223 1491 1147 1743">Records related to the foreign sale of CCC commodities when privately owned stocks are not sufficient to meet export requirements, including CCC financing of commercial export credits sales by U.S exports of agricultural commodities from private stocks. Donation operations include foreign donations for relief activities of CCC food commodities acquired from CCC inventories or from purchases.</p>		

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13.	<p>a. <u>Supply and Foreign Purchase Files (Case Files)</u></p> <p>Records include contracts, agreements, memoranda of understanding, offers, acceptances, and amendments thereto, abstracts of contracts, confirmations of sales and purchases, market price determinations and formulas, contract control and delivery records, notices of completion of contracts, consignee receipts, notices of processing charges accrued, forwarding notices, sale transaction records, debit and credit notices, notices to deliver, claim determinations, vouchers, schedules of purchase, invoicing and billing forms and documents inspection and grading forms, reports, and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p> <p>b. <u>Commodity Export Program Files</u></p> <p>Records include sales price quotations, sales price formulas, food requisitions, letters of credit, reports, related correspondence, and other applicable forms and records listed under items 11a and 12a above.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p> <p><u>Domestic Donations</u></p> <p>Records related to the donation to federal, state, and private domestic groups of food commodities and dairy products acquired through support programs or from private stocks.</p> <p>a. Case files which include contracts, agreements, memoranda of understanding, offers, acceptances, and amendments thereto, abstracts of contracts, confirmations of purchases, market price determinations and formulas, contract control and delivery</p>		

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	<p>records, notices of completion of contracts, consignee receipts, notices of processing charges accrued, forwarding notices, debit and credit notices, notices to deliver, claim determinations, vouchers, schedules of purchase, invoicing and billing forms and documents, inspection and grading forms, reports and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p> <p>b. Processed Commodities FNS Records (Machine-Readable)</p> <p>Machine-readable file of Food and Nutrition Service (FNS) information for which KCCO is responsible. File is a reporting system of activity carried out at KCCO and integrated into the Processed Commodities Inventory System.</p> <p>MASTER FILES USED IN THIS REPORTING SYSTEM AND RETENTION OF THESE FILES ARE:</p> <p>(1) FNS STANDARD REMARKS FILE - DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p> <p>FNS MASTER FILE WEEKLY UPDATE - 7 DAYS MONTHLY UPDATE- 90 DAYS AFTER END OF MONTH</p>		
14.	<p><u>Inventory and Transportation Operations</u></p> <p>Records related to the movement, shipment, or transport via rail, truck, barge, or vessel and the warehousing, storage, and maintenance of CCC commodities, materials and equipment.</p>		



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	<p>a. Case files which include bills of lading, export certificates, embargoes, vessel folders, transit records, loading orders, storage agreements and contracts, certificates, rates and tariffs, reports, and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p> <p>b. Processed Commodities Follow-Up Records (Machine-Readable)</p> <p>Machine-readable file generated as "after the fact" processing. Includes Loss and Damage Claims and Contract History and Performance.</p> <p>MASTER FILES USED IN THIS SYSTEM AND RETENTION ARE:</p> <p>(1) SHORT AND DAMAGED MASTER FILE - 90 DAYS</p> <p>c. CCC-Owned Transit Records (Machine-Readable)</p> <p>Machine-readable file of grain shipments for which CCC has acquired transit privileges. Records aid in the management of transit owned by CCC including the acquisition, maintenance and application of the transit.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND RETENTION OF THESE FILES ARE:</p> <p>(1) MASTER TRANSIT FILES - 180 DAYS</p> <p>(2) UNMATCHED SUPPLEMENTAL CERTIFICATE FILE - 120 DAYS</p> <p>(3) UNMATCHED FREIGHT BILL FILE - 180 DAYS</p> <p>(4) UNMATCHED WAREHOUSE RECEIPT FILE - 180 DAYS</p>		

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15.	<p><u>Machine-Readable Records Common To Two Or More Of The Above CCC Record Groups.</u></p> <p>a. Payee Name and Address File, Grain (Machine-Readable)</p> <p>Machine-readable file of names and addresses of KCCO vendors or their assignees to whom payment is made for their services. File used primarily for machine preparation of drafts.</p> <p>RETAIN FOR 60 DAYS.</p> <p>b. Name and Address File, Processed (Machine-Readable)</p> <p>Machine-readable file of names and addresses of parent and subsidiary companies with whom KCCO conducts the business of acquiring, storing, and shipping processed commodities. File used for identification and control purposes throughout the Processed Commodity Inventory System.</p> <p>RETAIN FILE FOR 3 GENERATIONS.</p> <p>c. Processed Commodities Purchased and Processing Records (Machine-Readable)</p> <p>Machine-readable file of information relating to KCCO purchase of grain, dairy and other products processed for distribution to various programs administered by USDA. The file identifies products, bidders, and rates necessary to successfully evaluate, award and distribute the processed products.</p> <p>MASTER FILES COMPRISING THE SYSTEM AND RETENTION OF THESE FILES ARE:</p> <p>(1) INVITATION TO BID FILE - 30 DAYS</p> <p>(2) BIDDER INFORMATION FILE - 365 DAYS</p> <p>(3) DAIRY RATE MASTER FILE - 365 DAYS</p> <p>(4) OPEN ACQUISITION FILE - 45 DAYS</p>		

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	<p>d. Processed Commodities Inventory and Contract Control Records (Machine-Readable)</p> <p>Machine-readable file of maintenance control of CCC inventory of price support products as well as commodities purchased for processing and delivery for other agencies in USDA. File used to control warehousing, movement of commodities, inspection, and related reporting of these activities for domestic and export programs.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND RETENTION OF THESE FILES ARE:</p> <ol style="list-style-type: none"> <li>(1) EXPORT DISPOSITION FILE - 45 DAYS</li> <li>(2) DOMESTIC DISPOSITION FILE - 45 DAYS</li> <li>(3) FAS FOREIGN COUNTRY FILE - DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</li> <li>(4) OCEAN BILL OF LADING - RETAIN FOR 3 GENERATIONS</li> <li>(5) UPDATED PROJECTED SHIPMENTS - RETAIN FOR 2 GENERATIONS</li> <li>(6) NOTICE TO DELIVER REGISTER - 15 DAYS</li> <li>(7) MASTER INVENTORY FILE DETAIL - 30 DAYS</li> <li>(8) MASTER STORAGE RATE FILE - 60 DAYS</li> <li>(9) PORT ALLOCATION INFORMATION FILE - 30 DAYS</li> </ol>		

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16.	<p><u>CCC Records Maintained by Federal Reserve Banks and Other Lending and Participating Agencies</u></p> <p>a. Files similar to those described in item 6a and related materials maintained by these agencies as agents for Commodity Credit Corporation.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIMS.</p> <p>b. Copies of reports submitted by the Federal Reserve Banks to the Commodity Credit Corporation on financial transactions involving CCC funds.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR.</p> <p style="text-align: center;"><u>RECORDS OF THE OFFICE OF THE GENERAL SALES MANAGER</u></p>		
17.	<p><u>Title I, Public Law 480 (Case Files)</u></p> <p>Agreements negotiated with friendly nations by AID to provide for the sale of agricultural commodities on credit terms for dollars or for foreign currencies convertible to dollars. Agreements for foreign purchases are made either with a foreign government or with a private trade entity.</p> <p>Records include agreements; purchase authorizations; letters of conditional reimbursement and commitment; contracts; vessel approvals; applications for letters of credit; notice of sale; approvals of price; declarations of sale; shipping and inspection records; notice of assignment; notice of arrival; suppliers invoice and certificate; carriers invoice; shipping and arrival reports; reports; and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIMS.</p>		

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18.	<p><u>Title II, Public Law 480 (Case Files)</u></p> <p>The donation of agricultural commodities for foreign governments to meet famine or other urgent relief need and to combat malnutrition. Commodities are furnished by CCC in response to requests for relief or assistance from a foreign government. CCC also pays processing and handling charges and ocean freight charges. AID is responsible for overall program operations.</p> <p>Records include announcements and invitations for offers; offer forms; confirmation of purchase or sale; acceptances; notice of commodity availability; transfer authorizations; grain acquisition report; purchase invoice; loading order; confirmation; letter of readiness; bill of lading; shipping, grading, and inspection records; notice of arrival; reports; and, related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIMS.</p>		
19.	<p><u>CCC Export Credit Sales</u></p> <p>The financing of commercial export credit sales by U.S. exporters of agricultural commodities from private stocks, including commodities purchased from CCC inventories exported as private stocks. Financing accomplished through CCC purchase of the exporter's account receivable arising from the export sale.</p> <p>Records include press releases; requests for sale registrations; applications and approvals of financing; determinations of interest rates; announcements; reports; and, related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p>		

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20.	<p><u>Subsidy Payment Program</u></p> <p>CCC payments to exporters of the difference between domestic and world prices when the domestic market prices of specified supported commodities are higher than world market prices. Designed to enable these commodities to compete in foreign markets and to help the U.S. balance of payments.</p> <p>Records include announcements; offers; acceptances; declarations of sale; registration notices; purchase contracts; reports of wheat exported; reports; and related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p>		
21.	<p><u>Non-Commercial Risk Assurance Program</u></p> <p>CCC non-commercial risk assurance on sales of particular commodities to specified countries. CCC guarantees payment of losses arising from the inability of a foreign bank, through no fault of its own, to make payment because of such events as war, rebellion, or government expropriation. Program designed to increase commercial export of U.S. farm commodities; encourage additional financing by U.S. banks and financial institutions; aid U.S. exporters in locating financing and making sales; and, meet competition from other exporting countries.</p> <p>Records include determinations; announcements; applications; supporting sales documents; assurance fee documentation; assurance agreements; payment schedules; reports; and, related correspondence.</p> <p>DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT, OR OTHER ACTIVITY YEAR, OR IN THE CASE OF CLAIMS, 6 YEARS AFTER THE FINAL DISPOSITION OF CLAIM.</p>		

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22. Export Sales Reporting

Weekly reports of export sales of agricultural commodities showing commodity, quantity and country of destination. Daily reports are prepared if amount sold in a single sale or cumulatively within a week exceeds certain levels. Special reports are extracted as requested by other agencies.

- a. Records include reports from exporters; telephone reports of sales and confirmation letters; daily reports from exporters; weekly U.S. Export Sales Reports; daily report of sales; outlook reports; reports to the International Wheat Council; reports of bilateral agreements; legislative reports; and, related correspondence.

DESTROY 6 YEARS AFTER THE END OF EACH PROGRAM, PROJECT OR OTHER ACTIVITY YEAR.

- b. Historical copies of Weekly U.S. Export Sales Report; daily reports; outlook reports; and, originals and historical copies of statistical charts and tables.

DESTROY WHEN 10 YEARS OLD.

- c. Magnetic Tape of Weekly U.S. Export Sales Report (Machine-Readable)

- (1) Original

Overlay of new data each week.

MAINTAIN AS CONTINUOUS ON-GOING FILE WITH WEEKLY UPDATES.

- (2) Weekly Historical Tape

Copy of tape for each weekly report.

DESTROY WHEN 3 YEARS OLD.

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	<p>(3) Historical Data Base</p> <p>Data from Weekly Historical Tape for use in extracting data of individual countries, commodities and exporters.</p> <p>MAINTAIN AS CONTINUOUS ON-GOING FILE WITH WEEKLY UPDATES.</p> <p>d. Computer printouts derived from magnetic tape of U.S. Export Sales Report.</p> <p>(1) Zero Plus Records</p> <p>Weekly computer printout of all transactions. Includes individual exporter, commodity, quantity and destination.</p> <p>DESTROY WHEN 6 YEARS OLD.</p> <p>(2) Balance Sheet</p> <p>Computer printout of total export sales by commodity, quantity, and destination (country and region).</p> <p>DESTROY WHEN 6 YEARS OLD.</p> <p>(3) Audit Summary</p> <p>(a) Audit One</p> <p>Computer printout for special requests by public and private organizations. (Not available to the public). Includes breakdown of all commodities by exporter and by country and region, showing total commitment for the year.</p> <p>DESTROY WHEN 6 YEARS OLD.</p> <p>(b) Audit Two</p> <p>Computer printout of commodities listed by country and region, showing total commitment for the year. (Available to the public).</p> <p>DESTROY WHEN 6 YEARS OLD.</p>		



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23.	<p><u>OGSM Official File Copy of Correspondence (Maintained by ASCS Washington Headquarters Central Records)</u></p> <p>a. Administrative, Program and Policy Files (Yellow Copy)</p> <p>Arranged chronologically. Annual accumulation of 3 cubic feet.</p> <p>Correspondence documenting the administrative activities, policy and operations of OGSM.</p> <p>PERMANENT RETENTION. TRANSFER TO FRC WHEN 4 YEARS OLD. OFFER TO NARS WHEN 10 YEARS OLD.</p> <p>b. OGSM Locater File (Green Copy)</p> <p>Arranged chronologically and alphabetically by addressee. Annual accumulation of 3 cubic feet.</p> <p>Records include a copy of all outgoing correspondence.</p> <p>PERMANENT. OFFER TO NARS WHEN 10 YEARS OLD.</p>		