NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-164-92-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 11/29/2022

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These items, unless subsequently superseded, may be used by the agency to disposition records.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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 3 was superseded by N1-540-06-003 item 1a.

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1. Cooperative Agreement Files

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Cooperative Agreements are executed with State cooperative institutions, private institutions, profit & non-profit institutions. Each Cooperative Agreement includes the legal authority, situation, purpose & need for project, the joint participation between the State & CSRS, & general provisions for cooperation. The files also contain Forms S&E 451-Agreement Face Sheet, Recommended Award Data Sheet, budget & CSRS transmittal letter, or other related material.

File alphabetically by State.

- W. OM: PERMANENT. Retire to WNRC after final settlement. Transfer to NARA when 20 yrs. old, in 10-yr blocks. (NC1-310-80-2, Item 111a.)
- b. Cooperating Scientist: Destroy 5 yrs. after final settlement. (NC1-310-80-2, Item 111b.)
- C. All other offices: Destroy 2 yrs. after final settlement. (NC1-310-80-2, Item 111c.)

2. Cooperative Support Agreements

Cooperative Support Agreements are executed with State Cooperative Institutions. The files contain the original fully executed agreement with each institution, Letter of Cooperation, & Form SF-270 Request for Reimbursement or Payment, & Cooperative Support Agreement Request for Payment, or other related information.

- A. OM: PERMANENT. Retire to WNRC after final settlement. Transfer to NARA when 20 yrs. old, in 10-yr blocks. (NC1-310-80-2, Item 111a.)
- b. Cooperating Scientist: Destroy 5 yrs. after final settlement. (NC1-310-80-2, Item 111b.)
- C. All other offices: Destroy 2 yrs. after final settlement. (NC1-310-80-2, Item 111c.)

3. Basic Grant Files

a. Case Files

These files may contain a grant proposal, acknowledgement letter, correspondence, proposal history sheet, review sheet, panel summary, list of panel members, program summaries, post award modification letters, financial reports, Recommended Award Data Sheet, publication reports, acceptance letter, S&E 451-Agreement Face Sheet, Assurance statements, AD-451 Agreement Face Sheet, grant budget, grant letter, & Forms AD-416, Ad-417, AD-421, or their successors, Program Recommendations files, memoranda, interim and final progress reports, or other related records.

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File by State, Institution, and Grant Number; or by fiscal year, thereunder by grant number, whichever is applicable.

- /. APU: PERMANENT. Retire to WNRC 1 yr. after receipt of final financial and technical reports. Transfer to NARA in 5 year blocks when the most recent records are 15 years old. (N1-164-88-1, Item 1).
- AMD: Retire to WNRC 1 yr. after receipt of final financial report. Destroy when 10 yrs old.
- 3. All other offices: Destroy 1 yr. after final payment, or sooner if no longer needed for administrative purposes. (NC1-310-80-2, Item 103a.)