

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-354-79-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/29/2020

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 not listed as inactive 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SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 1 was superseded by N1-354-09-1, items 1a and 10

Item 3a was superseded by N1-354-09-1, items 11a(2) and 11b

Item 5 was superseded by N1-354-09-1, item 4

Item 13 was superseded by N1-354-96, item 1, which was later superseded by N1-354-09-1, item 14a

Item 14 was superseded by N1-354-97-2, item 1

Item 15 was superseded by N1-354-09-1, item 2a

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO.	NC1-354-79-1
DATE RECEIVED	March 12, 1979
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
2-18-81 Date	<i>[Signature]</i> Archivist of the United States

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

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

2. MAJOR SUBDIVISION
ECONOMICS, STATISTICS, AND COOPERATIVES SERVICE (ESCS)

3. MINOR SUBDIVISION
ECONOMICS

4. NAME OF PERSON WITH WHOM TO CONFER
DONA M. VOLZ

5. TEL. EXT.
447-5671

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 25 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 3-7-79	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> Henry O. Altenberg	E. TITLE Chief, Records, Systems, & Analysis Br., ASD	
7. ITEM NO. 1.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) ECONOMICS, STATISTICS, AND COOPERATIVES SERVICE (ESCS) ECONOMICS ASSOCIATIONS, BOARDS, COMMITTEES, COUNCILS, AND CONFERENCES 1. <u>Intra-agency Boards, Committees, Councils, and Conferences</u> (Arrange by file code, then alphabetically by title). Records received, processed, and created by intra-agency activities and maintained by the sponsors or Secretariat. Records may include but are not limited to: Committee establishment, organization, policy, membership and sponsorship of International, National and Regional organizations; agendas, minutes, research project/activity proposals, progress, interim, and final project reports; committee decisions and related records documenting accomplishments. Permanent. Break files annually. Transfer to FARC 5 years after sponsorship is transferred or discontinued, or 5 years after final action or decision is completed. Offer to NARS when 15 years old in 10 year blocks. NOTE: All other committee-conference records and copies, see GRS 16, Item 12.	9. SAMPLE OR JOB NO. None	10. ACTION TAKEN <i>1 cu. ft. / yr.</i> <i>72 items</i>

*Closed Out: 2-20-81: K.T.D. Copy sent to
NH, NAR, NNG, Agency
NAB*

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
2.	<p><u>Economics Staff Meetings</u> (Arrange by file code).</p> <p>a. Agenda, minutes, and supporting papers, of meetings held at the Deputy Administrator level relating to Economics policy, procedure, significant or substantive program operations, organization structure, overall performance, and similar internal operating matters. Also, includes significant briefings presented to high echelon officials of the agency, USDA, and other federal government officials.</p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10 year blocks.</p> <p>b. All records of staff meetings held below the Deputy Administrator level, or relating to routine matters of non-substantive operations held at the Deputy Administrator level. Includes agendas, minutes, supporting papers, and routine reports and other materials resulting from or contributing to such meetings, such as materials relating to continuing project work assignments.</p> <p>Break files annually. <u>Destroy</u> when 2 years old.</p> <p>c. All other copies of records filed under either paragraph 2a or 2b above, meeting schedules and records of informal or routine content of limited reference value not covered above.</p> <p>Break files annually. <u>Destroy</u> when 1 year old, or when no longer needed for reference whichever is sooner.</p> <p style="text-align: center;"><u>ORGANIZATION - MANAGEMENT</u></p>	<p>II-NNA- 2769 Item 8</p> <p>None</p> <p>None</p>	<p>1 cu. ft. / yr.</p>
3.	<p><u>Economics Directives</u> (Arrange by file code, then in assigned number order and/or alphabetically by title as applicable).</p> <p>a. Single copy record files of each new and revised internal directive issuance detailing policy and procedure. Includes supporting case file, if any, documenting significant aspects of a directives issuance. Directive record materials include formally issued instructions such as manuals and/or specifications for comprehensive cooperative research projects; studies or surveys, and: Economics Directives Manual; ERS Memorandum Series (obsolete); Economics/ERS Organization Program</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3a	<p>Manual and supplements to the ESCS/ESS Directives Manual, and internal procedures (other than temporary). Directives issuances cover the following:</p> <ul style="list-style-type: none"> (1) Commodity Economics (2) Economic Development (3) Foreign Demand and Development (reidentified as International Economics) (4) National Economic Analysis (reidentified as National Economics), and (5) Natural Resource Economics <p><u>Permanent.</u> Break files every 5 years and transfer to FARC in complete sets. Offer to NARS when 15 years old in 10 year blocks.</p> <p>b. All other copies of directives and procedures issuances.</p> <p><u>Destroy</u> when cancelled, superseded, obsolete, or no longer needed for reference.</p> <p><u>NOTE:</u> Background materials; review, recommendations, and other working papers - see GRS 16 Item 10.</p>	II-NNA-2769 Item 9	2 ¹ / _{yr.}
4.	<p><u>Functions - Analysis/Opinions</u> (Arrange by file code, then alphabetically by subject and/or title).</p> <p>a. Correspondence, reports, and supporting papers filed at the Deputy Administrator or Division level relating to the following and similarly significant matters: Legislation (except appropriations); executive orders; high-level delegations of continuing authority; legal decisions and opinions about regulations and court adjudications; consultant opinions about these matters and proposed policy, program and research plans and results; management decisions and opinions relating to these matters; analyses of socioeconomic impact of proposed policy, major changes in programs, policies, or focus of research activities. Also, includes records of management proposals and actions establishing organizational needs, goals, and functional program requirements.</p> <p><u>Permanent.</u> Break correspondence files annually. Break other files at end of year in which superseded or obsolete. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10 year blocks.</p>	None	2 ¹ / _{yr.}

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
4.	<p>b. Correspondence, reports and supporting papers relating to organization structure and re-organization. Includes single copy of each organization chart and functional assignment.</p> <p><u>Permanent.</u> Break correspondence and report files annually. Break other files when superseded or obsolete. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10 year blocks.</p> <p>c. Proposals for new legislation, revision of enacted legislation, correspondence and supporting papers, and organization copies of legislative reports, enrolled bill reports, and oral testimony prepared by Economics and submitted to OMB after approval by the Secretary, USDA.</p> <p>Break files annually. Transfer to FARC when 5 years old. <u>Destroy</u> when 15 years old.</p> <p>d. Routine correspondence, reports and background materials received and prepared (preliminary to or following the above records and subject materials) filed at or below the Deputy Administrator level. Also, includes extra copies of records covered in 4a, 4b, and 4c above, and similar materials created or stored below the Division level.</p> <p>Break files annually. <u>Destroy</u> when 5 years old or when no longer needed for reference whichever is sooner.</p>	<p>II-NNA-2769 Item 7</p> <p>None</p> <p>II-NNA-2769 Items 1, 6 & 7</p>	<p>2 1/4 yr.</p>
5.	<p><u>Authority Delegations</u> (Arrange by file code).</p> <p>a. Open-end Economics authority delegations issued by the Deputy Administrator or Division Director to identified positions.</p> <p><u>Destroy</u> 3 years after end of year in which authority is cancelled, superseded or becomes obsolete.</p> <p>b. Original record copies of temporary or limited authority delegations issued by Economics officials to personnel by name.</p> <p><u>Destroy</u> when authority is superseded or becomes obsolete.</p>	<p>II-NNA-2769 Item 6</p> <p>II-NNA-2769 Item 6</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>c. Routine correspondence and revisions or reports relating to the delegating of authority, responsive actions taken and similar subject internal management materials of limited retrieval value.</p> <p>Break files annually. <u>Destroy</u> when 2 years old.</p>	None	
6.	<p><u>Management Programs</u> (Arrange by file code, then alphabetically by subject or title).</p> <p>a. Records of internal Economics management improvement of administrative and program operating systems and procedures. Includes internal management study and survey reports, recommendations, and proposed substantive plans for new or revised Economics programs, methods for obtaining or processing data, and reporting.</p> <p>Break files at end of year in which recommended actions are implemented, or recommendations become obsolete due to reorganization or functional changes. Transfer to FARC when 5 years old. <u>Destroy</u> when 15 years old.</p> <p>b. All other organizational copies of approved management improvement program/project records, interim project reports, and routine correspondence. All levels files of cancelled or disapproved program/project records, background materials or supporting papers. Also, includes correspondence concerning status, or minor changes in established programs, projects or objectives, and similar routine documents of limited retrieval value.</p> <p>Break files annually or at end of year in which program, project, or recommended action is completed, cancelled, or disapproved. <u>Destroy</u> when 5 years old, or when no longer needed for reference whichever is sooner.</p> <p>c. Documentation, correspondence, reports and supporting papers relating to Economics participation in Departmental management programs including management by objectives, cost reduction, and others. Includes initial reports and (MBO or other) project proposal statements, amendments, final reports and related non-routine correspondence.</p> <p>Break files annually or at end of year in which action is completed. Transfer to FARC when 2 years old. <u>Destroy</u> when 5 years old.</p>	<p>None</p> <p>None</p> <p>None</p> <p>II-NNA- 2769 Item 15</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8.	<p><u>Management Controls</u> (Arrange by file code, then alphabetically by subject or title).</p> <p>a. Records of externally performed audits, surveys and comprehensive inspections of Economics management or program operations by NARS, GAO or other federal agencies. Includes initial reports, Economics final reports of performance of needed corrective actions taken and related pertinent non-routine correspondence and supporting papers.</p> <p>Break files at end of year in which final necessary action is completed. Transfer to FARC when 5 years old, <u>Destroy</u> when 10 years old.</p> <p>b. Records of internal and/or limited audits, inspections, surveys, studies and special reviews of management or operations by Economics or another USDA agency. Includes initial report, final report of corrective or other actions taken, and related non-routine correspondence and supporting papers.</p> <p>Break files at end of year received or in which final corrective action is completed, whichever is applicable, Transfer to FARC when 2 years old. <u>Destroy</u> when 5 years old.</p> <p>c. Routine correspondence, internal feeder reports, and interim action reports relating to external and internal audits, inspections, surveys or special reviews of Economics. Also, other materials of a related but routine nature such as background and/or working papers,</p> <p>Break files annually. <u>Destroy</u> when 2 years old,</p> <p style="text-align: center;"><u>EXTERNAL RELATIONS</u></p>	<p>II-NNA- 2769 Item 10</p> <p>II-NNA- 2769 Item 10</p> <p>None</p>	
9.	<p><u>Congressional and Executive Office Communications</u> (Arrange by file code, then alphabetically by subject or title if necessary and volume warrants).</p> <p>a. Correspondence, reports and supporting papers accumulated at Deputy Administrator or Division level relating to legislation, Economics programs, and proposals with potential substantive effects on organization functions or existing programs.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9a.	<p><u>Permanent.</u> Break files annually. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 5 year blocks.</p> <p>b. Routine, non-substantive inquiry and response to inquiry correspondence and reports relating to established programs, non-substantive functions, on-going operations, and routine administrative matters. Also, includes extra copies of records described in paragraph 9a above, and related internal correspondence and reports.</p> <p>Break files annually: <u>Destroy</u> when 2 years old.</p> <p><u>NOTE:</u> Records of Legislative and Enrolled Bill Reports are kept by the Legislative and Financial Reporting Division of the Office of Budget, Planning and Evaluation. Records of Oral Testimony are kept by the Office of Governmental and Public Affairs (OGPA). Records of all of these are also kept by OMB.</p>	<p>II-NNA-2769 Item 2</p> <p>II-NNA-2769 Item 2</p>	<p><i>1 cu. ft. / yr.</i></p>
10.	<p><u>Intergovernment, Interagency, Institution & Organization Communications</u> (Arrange by file code, then alphabetically by Country, State, local government, agency, institution, organization, title as applicable, then by subject if necessary and volume warrants).</p> <p>a. Correspondence, reports and supporting papers accumulated at the Deputy Administrator or Division level. These communications are with foreign, state or local governments, other federal agencies, educational institutions, professional groups, and private business organizations. Includes requests for information received and issued, and responses to inquiries relating to Economics programs and functions, formal Agreements and other Cooperative Arrangements, and Memoranda of Understanding.</p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 5 year blocks.</p> <p>b. Routine, non-substantive inquiry and response to inquiry correspondence and reports. Also, extra copies of records described in paragraph 10a above, and related internal correspondence, reports and supporting papers.</p> <p>Break files annually. <u>Destroy</u> when 2 years old,</p>	<p>II-NNA-2769 Items 3 & 5</p> <p>II-NNA-2769 Items 3 & 5</p>	<p><i>1 cu. ft. / yr.</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<p><u>Contracts, Research & Cooperative Arrangements</u> (Arrange by file code, then alphabetically by subject and/or assigned document or transaction number).</p> <p>a. Significant correspondence, memoranda, reports and supporting papers, office copies of approved Agreements and Memoranda of Understanding. These include Research and Marketing Agreements, Research and Cooperative Arrangements (other than service and support), and Memoranda of Understanding, with local, state and foreign governments, other federal agencies, educational institutions, professional groups, and private business organizations, and individuals.</p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10 year blocks.</p> <p><u>NOTE:</u> Official record copies of Contracts, Arrangements, Agreements and Memoranda of Understanding are kept by the Contracts and Agreements Section, Procurement and Property Branch, ASC. ESCS, and are disposed according to a separate schedule.</p> <p>b. Routine correspondence, memoranda and reports, significant background and working papers and completion documents including fund authorizations, progress reports copies of fiscal accounting documents, etc.</p> <p>Break files at the end of the year in which the Agreement, Arrangement or Memoranda of Understanding is superseded, obsolete, or final action is taken or final payment is made. Transfer to FARC when 2 years old, <u>Destroy</u> when 6 years old.</p> <p style="text-align: center;"><u>INFORMATION/PUBLIC RELATIONS</u></p> <p style="text-align: center;"><u>Economics History</u></p>	<p>II-NNA- 2769 Items 3 & 5</p> <p>II-NNA-- 2769 Items 3 & 5</p>	<p><i>2 cu. ft./yr.</i></p>
12.	<p><u>Historical Narrative</u> (Arrange by file code, then alphabetically by subject and year(s) encompassed).</p> <p>a. Single copies of narrative historical accounts describing the Economics organization, its structure, policy and/or programs, its purpose, accomplishments or other aspects such as services provided to the public. May describe the effect of certain historical events on the agricultural economy, or certain agricultural historical</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12a	<p>events on the national economy. Includes staff studies compiled by the History Branch</p> <p><u>Permanent</u> Break file at end of year in which account is published or otherwise issued. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10 year blocks.</p> <p>b. All other copies.</p> <p><u>Destroy</u> when no longer needed for reference.</p>	None	2"/yr.
13.	<p><u>Historical Collections.</u> (Arrange by file code, then alphabetically by significant subject, title, name, etc.).</p> <p>Uniquely correlated case file collections of non-record copies of materials given record status because material documents the history of a subject from beginning to end. Case file subjects may include the Economics organization on a specific functional assignment, program or project. The material collected may be in the form of paper documents and listings, microfiche, microfilm, or machine-readable media. Files may include correspondence, reports, publications, published articles, charts, maps, photos, etc. Such files will be kept by a designated organizational historian.</p> <p><u>Permanent.</u> Terminate or close case files when material documenting the final decision or action or event is filed. For example the Economics organization ceases to exist in any form; the program or project is not only completed or discontinued but has no further significance. Offer closed case files (completely organized and indexed) to NARS in cubic foot increments when material has no further reference value for Economics.</p> <p style="text-align: center;"><u>Information/Public Relations</u></p>	None	2 cu. ft. /yr.
14.	<p><u>Economics Publications and Periodical Releases</u> (Arrange by file code, then alphabetically by title in issue date sequence).</p> <p>Economics prepared, released and issued periodicals (magazine, newsletters, reports, etc.); published socioeconomic research, study/survey reports; brochures, circulars, announcements, bulletins, booklets and handbooks. EXCLUDES Departmental publications issuances and publications printed by GPO.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14.	<p>a. Single record copy.</p> <p><u>Permanent.</u> Break files at end of year of issue. Transfer to FARC in year of issue blocks when 3 years old, or when volume warrants. Offer to NARS when 13 years old.</p> <p>b. All other copies.</p> <p><u>Destroy</u> when superseded, obsolete, or when no longer needed for reference.</p> <p><u>NOTE:</u> Record copies of publications prepared by Economics which are issued through the USDA Office of Governmental and Public Affairs (OGPA) (formerly Office of Communications (COMM)) are maintained by OGPA and disposed according to a separate schedule.</p> <p style="text-align: center;"><u>MANUSCRIPTS</u></p> <p>(Arrange by file code, then alphabetically by title or subject as applicable).</p> <p>Manuscripts originated by Economics personnel relating to Agriculture and the socioeconomic picture, which are approved at the Deputy Administrator or Division level for publication or presentation.</p>	<p>II-NNA- 2769 Item 9</p> <p>None</p>	<p>100 cu. ft./yr.</p>
15.	<p><u>Official Speeches and Lectures</u></p> <p>a. Single record copies of official speeches and lectures presented to a public audience by the Deputy Administrator or his Assistant. These speeches and lectures concern established Economics policies and programs, and matters affecting U.S. national or world economy. Includes press conference transcripts, speech/lecture scripts, indexes, a clear copy of charts or other visual aids used which Economics or USDA have not and will not publish.</p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when 3 years old. Offer to NARS when 13 years old in 10 year blocks.</p> <p>b. Single record copies of official speeches and lectures made by Economics Division Directors or an equivalent level, to the public, foreign, state, local or federal officials and groups. These speeches and lectures are presented to inform the audience on established Economics policies and programs. Includes scripts, charts and other visual aids used which may or may not have been published by</p>	<p>II-NNA- 2769 Item 17</p>	<p>14/yr.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15b	Economics or USDA. Break files annually. <u>Destroy</u> when 5 years old.	II-NNA- 2769o	
16.	<u>Published Manuscripts</u> a. Camera or final draft copies of articles, reports, and other manuacript documents written by Economics officials and oficially approved for publication. Break files at/end of year in which publication contain- ing the manuscript is issued. <u>Destroy</u> when published text is verified, when no longer needed for referenceq or when 3 years old, whichever is sooner. b. All other copies including page and galley proofs, and related correspondence, memoranda, and related materials. Break files at end of year in which verified publication is issued. <u>Destroy</u> when 1 year old, or when no longer needed for reference whichever is sooner.	Item 17 II-NNA- 2769 Item 17 II-NNA- 2769 Item 17	
17.	<u>Unpublished Manuscripts</u> All copies of unpublished manuscriptsq together with comments, related correspondenceq background material and other related documentatio ^o Break files at end of year following notice of dis- approval or that material will not be published. <u>Destroy</u> when 3 years old or when no longer needed for reference whichever is sooner.	II-NNA- 2769 Item 17c	
18.	<u>Correspondence/Work Files</u> (Arrange by file codeq then alphabetically by subject or title if applicable and volume warrants). Routine correspondence, reports and background materials relating to overall issuance management and the devel- opment, preparation, peer review, clearance, release and distribution of Economics Publication and Periodical Releases. Includes project report manuscripts, articlesq etc. Correspondence may include public response to a release, to information issued, or complaints about non-		

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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
18.	<p>receipt of requested copy(s), commendations, etc. May also include other routine administrative materials relating to Economics information on historical and similar matters.</p> <p>Break files annually. <u>Destroy</u> when 2 years old or when no longer needed for reference whichever is sooner.</p>	<p>II-NNA- 2769 Item 17c</p>	<p><i>2 cu. ft. / yr.</i></p>
19.	<p><u>Deputy Administrator's Chronological Correspondence Files</u></p> <p>Incoming and outgoing correspondence and related supporting papers received and created in the Deputy Administrator's office. Materials are arranged by date weekly, biweekly, or monthly and by year of origin. These materials are not filed subjectively by this office.</p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when 2 years old or when no longer needed for reference. Offer to NARS when 15 years old in 5 year blocks.</p> <p style="text-align: center;"><u>PROGRAM OPERATIONS AND INFORMATION</u></p> <p>Economics program operations are designed to perform the following assigned functions:</p> <ol style="list-style-type: none"> 1. Identify, measure and explain inter-relationships among economic forces; institutions and alternative sources of agricultural products necessary to the U.S. Includes food and fiber consumption and production, marketing and trade, availability and use of natural resources, welfare of rural people and communities and similar matters. 2. Conducts research related to production, marketing, distribution, consumption, costs, income and foreign trade of food and fiber products. 3. Evaluate the use, conservation, development and control of water, land, and other natural resources as they affect economic growth, income, distribution, and environmental quality. 4. Conduct research related to rural people and communities, and their present and prospective economic adjustment problems. 5. Make research and analytical findings available on a timely basis for use by the public and private decision makers, including consumers, and others concerned with 	<p>None</p>	<p><i>2 cu. ft. / yr.</i></p>

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	<p>nutrition, food, agriculture, natural resources, rural people and communities.</p> <p style="text-align: center;"><u>Socioeconomic Research</u></p> <p>(Arrange by file code, then alphabetically by brief subject or project title and designated project identifier as applicable, or alphabetically by study/survey subject or title as applicable).</p>		
20.	<p><u>Current Research Information System (CRIS)</u></p> <p>Management information copies of input on Economics research projects forwarded to the Science and Education Administration (SEA), for inclusion in the USDA Current Research Information System (CRIS). The CRIS maintained by SEA is an automated system for storing and retrieving information on the current and recently completed research projects. The CRIS includes resumes for projects conducted by USDA research agencies, including State Agricultural Experiment Stations, Forestry Schools, and other cooperating institutions. Economics CRIS files reflect Economics research projects initiated and currently in progress, or completed within the current calendar year. These files include copies of project resumes, classification of research, manpower and fund estimates, and annual progress reports. Most projects are planned for completion within 5 years of initiation. These records are related to and compatible with the Economics Program Management Information System (MIS).</p> <p>Break files at end of year in which project is completed or discontinued. <u>Destroy</u> when 7 years old.</p>	None	
21.	<p><u>Projects/Activities</u></p> <p>a. Case files of records of completed research projects including studies and surveys identified as research projects in the MIS, or conducted as a part of a research project. Records include MIS statements, significant supporting papers, overall and significant detailed methodology used, annual summaries of performance progress, single copy of published and approved unpublished final reports. The MIS statements describe the project, its purpose, overall methodology, supervisory approval and instructions, work assignments, manyear and cost estimates, and revisions. The MIS statements are tools for</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21a.	<p>planning, in assigning priorities, monitoring, evaluation and communication.</p> <p><u>Permanent</u> Break case file when project is satisfactorily complete and approved final report is published or otherwise issued, or project is cancelled or otherwise discontinued, or no final action is taken. Transfer to FARC when 3 years old. Offer to NARS when 15 years old.</p> <p><u>NOTE:</u> For records of incomplete, cancelled or discontinued projects for which no final report is approved or issued - see GRS 16 Item 10.</p> <p>b. Correspondence, memoranda and reports relating to a specific project proposed, in progress, or recently completed. Includes copies of requests for OMB clearance, peer review of research reports, correlation or coordination on research being conducted elsewhere, and similar matters. Also, includes requests for information relative to the project and source data accumulations, tabulations, analyses, and similar materials of no further retrieval value when the project is satisfactorily complete.</p> <p>Break files annually, or at end of year in which project is satisfactorily completed, is cancelled or discontinued.</p> <p>(1) <u>Destroy</u> 1 year after project is satisfactorily complete, or when no longer needed for referenced (2) <u>Destroy</u> when 3 years old if the project is cancelled, otherwise discontinued, or no final action is taken.</p> <p>c. Periodic interim progress reports summarized annually or which lack significance for permanent retention. Interim or partial research staff reports of findings or conclusions the contents of which are either incorporated in a final research report, or lack significance for permanent retention.</p> <p>Break files annually. (1) <u>Destroy</u> interim reports when superseded by an annual summary. (2) <u>Destroy</u> other staff reports with other working papers 6 months after final report is approved and issued, or when of no further value for reference whichever is sooner.</p> <p><u>NOTE:</u> For disposal of significant correspondence and memoranda see Items 9, 10, 11 and 26a of this schedule. For disposal of working papers - see GRS 16 Item 10.</p>	<p>II-NNA-2769 Items 11, 18 & 20</p> <p>II-NNA-2769 Items 11, 18, 20 & 21</p> <p>II-NNA-2769 Item 10</p>	<p>100 cu. ft. / yr.</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
22.	<p><u>Studies/Surveys</u> (Non-Project Research) (Arrange by file code, then alphabetically by general subject or specific title).</p> <p>a. Case files of records of completed comprehensive studies/surveys not identified as projects (in the MIS/CRIS), or conducted as part of a research project. Non-project research may be conducted as a result of emergency situations, in response to external requirements or requests, or to meet internal functional requirements. Records include: Initiating requirement or request, proposal statements, supporting papers, specifications or significant methodology used, annual summary of performance progress, and a single copy of published or approved unpublished final reports.</p> <p><u>Permanent.</u> Break files at end of year in which study/survey is satisfactorily complete and final action is taken. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 5 year blocks.</p> <p><u>NOTE:</u> For disposal of records of incomplete, cancelled or otherwise discontinued studies/surveys for which no final report is approved or issued - see GRS 16 Item 10.</p> <p>b. Correspondence, memoranda and reports relating to a specific study or survey proposed, in progress, or recently completed. Includes copies of requests for OMB clearance, peer review of research reports, correlation or coordination on similar research being conducted elsewhere, and similar matters. Also, includes requests for information relative to the study or survey and source data accumulations, tabulations, analyses, and similar materials of no further retrieval value when the study or survey is satisfactorily complete.</p> <p>Break files annually, or at end of year in which study/survey is satisfactorily completed, is cancelled or otherwise discontinued. <u>Destroy</u> 1 year after satisfactory completion, or when no longer needed for reference. <u>Destroy</u> when 3 years old if cancelled, discontinued or no final action is taken.</p> <p>c. Periodic interim progress reports summarized annually, or which lack significance for permanent retention. Interim or partial staff reports of findings or conclusions the contents of which are either incorporated in a final study/survey report, or lack significance for permanent retention.</p>	<p>II-NNA- 2769 Items 11, 18 & 19</p> <p>II-NNA- 2769 Items 11, 18, 20 & 21</p>	<p>15 cu. ft. / yr.</p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22c.	<p>Break file annually. <u>Destroy</u> interim reports when superseded by an annual or other summary report. <u>Destroy</u> other staff reports with other working papers 6 months after final report is issued, or when of no further value for reference whichever is sooner.</p> <p><u>NOTE</u> For disposal of significant correspondence and memoranda see Items 9, 10, 11 and 26a of this schedule. For other working papers see GRS 16 Item 10.</p> <p><u>Published Reports.</u> For research project, study and survey reports published and issued by Economics see Items 14 and 15 of this schedule.</p> <p><u>Unpublished Final Reports.</u> See Item 17 of this schedule.</p>	II-NNA-2769 Item 10	
23.	<p><u>Disapproved Final Reports.</u> Project, study and survey case files and reports disapproved due to lack of: appropriate focus; erroneous analysis or evaluation of data; too narrow, ineffective or unrealistic and misleading results; recent changes in technology, topography, or socioeconomic situations which cause findings to be irrelevant. EXCLUDES case files and reports which become the basis for, or part of, subsequent research for which the final report is approved and issued.</p> <p>Break file(s) at end of year in which report is finally disapproved, or other final action is taken. <u>Destroy</u> when 1 year old, or when no longer needed for reference.</p>	None	
24.	<p><u>Methodology</u> (Arrange by file code, then by project identifier and subject or title, or alphabetically by study/survey subject or title as applicable).</p> <p>a. Detailed, step-by-step, and other methodology used during the conduct of a project, study or survey of significance or potential future value in conducting related or similar research, such as:</p> <p>(1) Sources and methods followed in gathering data. The reasons for selecting data sources and the value or lack of value of the information obtained, and percentage of response received, etc. May include sample forms used, if any.</p> <p>(2) Methods followed in tabulating, processing, analyzing, evaluating and weighting data necessary to meet research requirements. Also, methods followed which were time-</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
24a.	<p>consuming or costly which produced little or poor results or which were otherwise unsuccessful.</p> <p>Break files at end of year in which project, study or survey is satisfactorily completed, and final action is taken. Transfer to FARC when 3 years old or when no longer needed for reference for other on-going research. <u>Destroy</u> when 25 years old.</p> <p>b. Records of methodology of little or no significance, notes, and test results of no further value.</p> <p>Break files at end of year in which final report is prepared, or other final action is taken. <u>Destroy</u> when 1 year old or when no longer needed for reference whichever is sooner.</p> <p><u>NOTE</u> For disposal of project control files see GRS 17 Item 7. For disposal of research working papers see GRS 16 Item 10.</p>	<p>II-NNA-2769 Item 21</p> <p>II-NNA-2769 Item 21</p>	
25.	<p><u>Summary Research Data</u> (Arrange by file code, then by project identifier and subject or title, or alphabetically by study/survey subject or title).</p> <p>Manual or machine-printed, or machine-readable media records of summarized data resulting from a research project, study or survey which are not part of a cumulative data file, periodically updated or formatted for routine retrieval, or in final form. May include statistical data, tables, charts, graphs or other documentation. May include secondary data extrapolated from other Economics data files, and primary data gathered during the course of the research, and primary and secondary data gathered by a:</p> <p>(1) Source outside Economics on a cooperative research or other arrangement, or contract;</p> <p>(2) Outside source data which may be extensively revised by internal weighting or manipulation, or through combination with other data files, or with data gathered by Economics for other purposes.</p> <p>a. Single record copies of data records having continuous and recurring research or reference value.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25a.	<p>Break files at end of year in which final data summary, revision or update is complete and verified as satisfactory. Retain indefinitely for day-to-day use by Economics and other information users. Offer to NARS or to NARS Machine-Readable Archives as applicable when of no other reference value to Economics. If records are not accepted they may be destroyed.</p> <p>b. Collected or extrapolated data and summaries which cannot be correlated with other data files, which is quickly outdated and not updated or which has no significance or reference value for the research for which it was gathered or prepared, or for future research use.</p> <p><u>Destroy</u> when of no further reference value to the researcher or the filing office.</p> <p>c. All other copies.</p> <p><u>Destroy</u> when purpose has been served, and of no further reference value to the filing office.</p> <p><u>Program Operations Correspondence and Reports</u> (Arrange by file code, then by project identifier and subject or title, or alphabetically by study/survey subject or title, or other subject as applicable).</p>	<p>II-NNA- 2769 Items 20 & 21</p> <p>None</p> <p>II-NNA- 2769 Items 18, 20 & 21</p>	
26.	<p>Materials relating to established Economics programs and their performance which do not establish new policy or major changes in policy, objectives or procedure other than for a specific time-limited task, to meet a temporary need, or similar purpose. These materials are not published or written for publication. These records are not covered elsewhere in this schedule.</p> <p>a. Significant correspondence, reports and supporting papers which provide upper echelon USDA management with forecasts and follow-ups confirming, modifying or changing those forecasts on matters of potential impact on the U.S. economy. These materials may relate to conditions or potential situations in the U.S., and in other countries which may affect the U.S. economic climate. The impact of these potential conditions and/or situations may significantly affect the pronouncements and/or actions of USDA or other federal government officials.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
26a	<p><u>Permanent.</u> Break files annually. Transfer to FARC when 2 years old. Offer to NARS when 12 years old in 5 year blocks.</p> <p>b. Correspondence, memoranda and significant supporting papers, and staff reports which require significant time and research to prepare. Includes inquiries and responses to inquiries, and material relating generally to research, correlation or coordination of proposed research with research planned or being conducted elsewhere. Also, includes direction, and similar matters generally relating to program or research operations not covered elsewhere.</p> <p>Break files annually. <u>Destroy</u> when 5 years old.</p> <p><u>NOTE:</u> For disposal of research reports see Items 21 - 23 of this schedule.</p> <p>c. Correspondence, memoranda, staff reports, trip reports, and supporting papers which have no major impact on policy, objectives, or program operations. These materials have limited significance, and require relatively little time or research to prepare. Also, includes responses to routine inquiries for information, courtesy and acknowledgement letters, and similar matters of limited retrieval value such as documents created or received during day-to-day performance of administrative program operations which are routine in nature and are not covered elsewhere in this schedule.</p> <p>Break files annually. <u>Destroy</u> when 3 years old.</p> <p style="text-align: center;"><u>Economics Data Files</u></p> <p>(Arrange by file code, then alphabetically by subject, title, geographical area, or computer program designator as applicable).</p> <p>Magnetic media machine-readable and manual collections of statistics; economic, and socioeconomic data. These data are obtained for or by Economics, or are compiled from aggregates of one or more Economics data files, or outside sources for regular use by Economics in the course of performing program operations, research, and preparing periodic and one-time reports and analyses.</p>	<p>II-NNA-2769 Item 1</p> <p>II-NNA-2769 Items 10 & 22 (b)</p> <p>II-NNA-2769 Items 10 & 22 (a)</p>	<p>3 1/2 cu. ft. / yr.</p>
27.	<p><u>Primary (Raw) Source Data</u> Initial data abstracted from source documents, other media, or provided from surveys, studies or other research</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
27.	<p>conducted for Economics under agreement or arrangement, or by Economics or other USDA agencies.</p> <p><u>Dispose</u> after raw data is satisfactorily processed into final or reduced form, or after satisfactory summary verification. (See GRS 20, Part II, Items 3 and 4)q</p>	None	
28.	<p><u>Intermediate Data Input/Output</u> Compilations of primary data prior to manipulation, weighting, or summarization. Data which transfers data from one run to a subsequent runq manipulates, sortsq and/or moves data through the system. Includes checkpoint, edit, correction, reject list, unmatched data eliminating error, re-run files, etc.</p> <p><u>Dispose</u> after summary is verified as satisfactory, after subsequent data files containing detail data, or master data file(s)q have been created and proven satisfactoryo (See GRS 20, Part II, Items 12 and 13).</p>	None	
29.	<p><u>Data Summaries</u> Manual or ADP summary files of data of extensive retrieval value for recurring program or research operations including statistical or other analyses, and which are not covered elsewhere in this schedule.</p> <p>Retain indefinitely for day-to-day use. Offer individual files to NARS or NARS Machine-Readable Archives as applicable when of no further retrieval value to Economics. <u>Destroy</u> if offer is refused.</p> <p><u>NOTE:</u> Submit machine-readable media together with the documentation essential for evaluation and information retrieval.</p>	II-NNA- 2769 Item 20	
30.	<p><u>International Population Data Base (Machine-Readable)</u> Provides estimates of total population in thousands for 152 countries by country and year beginning with 1950. The Agency for International Development is the data source. The files are annually revised and updated. These data are used in calculating percapita statistics for a variety of international economic analyses.</p> <p><u>Destroy</u> data when superseded and files when no longer needed for current business.</p>	II-NNA- 2769 Item 20	

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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.	<p><u>U.S. Population Change</u> File contains data on rural/urban populations by State and County; net migration; percent of people employed by industry; black population; median income; land area, etc., for 42 variables. The U.S. Bureau of Census is the data source. These data are mostly used to measure the net migration rates.</p> <p>Break files following annual update. <u>Destroy</u> when 3 years old.</p>	II-NNA- 2769 Item 20	
32.	<p><u>Human Resource Profile</u> File provides summary of total population and non-white population by County for 3,097 U.S. Counties. Includes aggregate family income; household relationships; place of work; education by sex; labor force characteristics by sex, industry and occupation; count of families by income cohorts; population counts by age cohorts and sex, etc. File is updated every 10 years following each U.S. census. These data are normally aggregated by various County classification schemes in urban/rural categories for rural economic development analysis</p> <p><u>Permanent</u>. Break files following update every decade. Transfer to NARS 1 year later.</p>	II-NNA- 2769 Item 20	
33.	<p><u>Welfare Program</u> Population data by County and year; counts of families and persons by type of welfare program and disability. Includes number of program participants by age, type of disability (blind, aged, disabled, etc.), for Aid to Families with Dependent Children, general assistance, Supplemental Security Income, and Social Security. The Department of Health, Education and Welfare is the source of these data. Data are basically used to determine the distribution of benefits and participation of individuals in urban and rural areas. The data are updated annually.</p> <p><u>Destroy</u> data when superseded. <u>Destroy</u> files when no longer needed by agency for current business.</p>	II-NNA- 2769 Item 20	

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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
34.	<p><u>Agricultural Census</u> File contains data by State and County of approximately 750 items published in Chapters 3 and 4 of the Agricultural Census. Includes number of farms, farm size in acreage, land use (cropland, irrigated acreage, pasture, orchards, etc.). Also, inventories of numbers on hand by type of livestock, poultry, crops grown, etc. Data are updated every 5 years beginning in 1949. The U.S. Bureau of Census is the data source. Data are used for the Agricultural Reporting Systems and for comparison analyses for socioeconomic programs and research projects.</p> <p><u>Permanent.</u> Break files after 5 year update. Transfer to NARS 1 year later.</p>	II-NNA-2769 Item 20	
35.	<p><u>International Agricultural Production Index Data Base</u> File contains estimates of agricultural production by commodity in 1,000 metric tons by year by Country. Also, price by weight for base period of index calculation. Agricultural attache reports and official publications of foreign governments are the data source. File data are updated annually. Data are used primarily to calculate world agricultural production indexes. Also, are used in preparing Agricultural Situation Reports and for a variety of international economic analyses.</p> <p><u>Permanent.</u> Break file after annual update. Transfer updated files to NARS 1 year later.</p>	II-NNA-2769 Item 20	
36.	<p><u>International Grain Production Data Base</u> File contains estimates of production of eight types of grains by Country and year beginning in 1950. Data includes land planted in hectares, yield by hectare and total annual metric tonnage produced. Agricultural attache reports and official foreign government publications are the data source for non-U.S. locations. The U.S. data source is USDA, principally ESCS/ESS Statistics. File data are updated annually. Data are used to support and update the grain portion of the International Agricultural Production Index Data Base.</p> <p><u>Permanent.</u> Break file after annual update. Transfer updated files to NARS 1 year later.</p>	II-NNA-2769 Item 20	

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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
37.	<p><u>Farm Inputs and Outputs Index</u> File contains farm production price and quantity data for 10 U.S. regions, by decade for 1870 - 1900, then by year. The file data covers over 200 input and output factors. Data are updated annually. From 1870 - 1900 the data source was the Bureau of the Census. The present principle data sources are the Departments of Commerce, Labor, Interior, Agriculture, and the Fertilizer and Limestone Institute. Input factors are numbers of units and the costs or money value data for 86 items such as: Farm labor employment; farm real estate; mechanical power and machinery use, and purchases; agricultural chemicals; purchases of feed, seed, and livestock. Output factors include commodity production volume and money values weighted by average price received during a selected 3 year period such as 1967 - 1969. Examples of the commodities included are: Feed and food grains; fruits and nuts; vegetables; seeds; oil (seed) crops; livestock; cotton and tobacco. The file data are used to produce indices of the changes in farm production from one year to another. Four annual reports are published which are based at least partially on these data, they are: Changes in Farm Production Efficiency; Economic Report of the President; Agricultural Statistics; Statistical Abstract of the U.S.</p> <p><u>Permanent.</u> Break file after annual update. Transfer updated files to NARS 1 year later.</p>	II-NNA- 2769 Item 20	
38.	<p><u>Cash Receipts</u> File contains collections of data on the major components of annual farm income. Input factors include estimates of income from major and minor crops, livestock, and real estate; an inventory of stocks; farm production volumes; and expense of production. The data are updated monthly and the entire file annually at year end beginning with 1950. Output data factors include the value and quantities of: Farm real estate; produced commodities used for home consumption; percentage marketed by month; crop sales by crop year; crop production under CCC loan, and distributions of value-of-sales by classes. Output data are also identified by commodity or other subject by State, region, and the U.S. The data are collected by USDA, ESCS/ESS Statistics, and ASCS. The data are used for: (1) The Agricultural Outlook (or equivalent) periodical published monthly; (2) The U.S. Farm Income Situation Report (or equivalent) published annually;</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
38.	<p>(3) The State Supplement to the Farm Situation Report (or equivalent), published annually; and (4) gross farm income data are used by the Department of Commerce in estimating the gross national product (GNP).</p> <p><u>Permanent.</u> Break files after annual comprehensive update. Transfer updated files to NARS 1 year later.</p>	II-NNA-2769	Item 20
39.	<p><u>Farm Real Estate Tax Data File</u> File contains collections of sample survey data for 12 farms in selected Counties in each State. The major data sources are County Tax Assessors. The major data elements are FIPS codes, acreage, and real estate tax data for each County and State. The data are updated annually and used to analyze taxation trends on farm real estate by State and region. Comparative data are published annually in Farm Real Estate Taxes.</p> <p>Break file after annual update. <u>Dispose</u> after third annual update cycle when data are 3 years old.</p> <p><u>NOTE:</u> Transfer all machine-readable media data files to the NARS Machine-Readable Archives together with all documentation essential for evaluation and retrieval of information.</p>	II-NNA-2769	Item 20
40.	<p><u>Land and Water Resource Econometric Model Systems (LAWREMS)</u> Automated data inventory of natural resource data bases, data files and econometric models maintained by federal government agencies for reference use. The inventory identifies the source agencies, the data files by title and/or other identifiers, and a brief abstract detailing their content. The inventory is updated periodically usually on an annual basis.</p> <p><u>Dispose</u> of data when superseded. <u>Dispose</u> of data file when no longer needed for Economics retrieval.</p>	None	