

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-16-89-1

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

DATE RECEIVED

2/20/89

1 FROM (Agency or establishment)

U.S. DEPT. OF AGRICULTURE

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION

OFFICE OF THE SECRETARY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required

3 MINOR SUBDIVISION

DFC OF INFOR. RESOURCES / INFORMATION MGMT DIV

4 NAME OF PERSON WITH WHOM TO CONFER

Cherie Cozins

5 TELEPHONE EXT

447-9272

DATE

2/17/90
~~2/16/89~~

ARCHIVIST OF THE UNITED STATES

[Signature]

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 6 page(s) are ~~not~~ now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 2/16/89	C SIGNATURE OF AGENCY REPRESENTATIVE Cherie Cozins	D TITLE DIRM Records Officer, Management Analyst
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>ATTACHED ARE PAGES FROM OUR ASA FILE/DISPOSITION SCHEDULE (NI-16-89-1) WHICH REFLECT RECORDS THAT ARE NO LONGER TRANSFERABLE TO THE WASHINGTON NATIONAL RECORDS CENTER. USING THE GRS CITATIONS.</p> <p>(PER NOV. 9, 1988 MEMO TITLED: THE REVISED GENERAL RECORDS SCHEDULE).</p> <p>A NEW DISPOSITION AUTHORITY IS REQUESTED.</p>		

115-108 Copy sent to agency, NCF, MW, MMT 2/7/90

NSN 7540-00-634-4064

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-2-4	 <p><u>Privacy Act Reports Files</u></p> <p>Recurring reports and one-time information requirement relating to agency implementation, including annual reports to the Congress of United States, the Office of Management and Budget, and the Report on New Systems.</p> <p>a. Annual reports at Departmental or agency level.</p> <p>b. Other reports.</p> <p>FILE in chronological sequence.</p> 	 <p>OGC PERMANENT. Offer to NARA with related agency records approved for permanent retention in agency records control schedule or when 15 yrs. old, whichever is sooner.</p> <p>Destroy when 2 yrs. old.</p> 	 <p>N/A</p> <p>N/A</p> 	 <p>N/A</p> <p>N/A</p> 	 <p>Use</p> <p>GRS-14-²⁵25</p> <p>GRS-14-29b</p>

USDA/OIRM-IMD

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-2-3	<p><u>Privacy Act Control Files</u> Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.</p> <p>a. Registers or listings.</p> <p>b. Other files. FILE in chronological sequence.</p>	<p>Destroy 5 yrs. after date of last entry.</p> <p>Destroy 5 yrs. after final action by the agency or final adjudication by courts, whichever is later.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>GRS-14-28a</p> <p>GRS-14-28b</p>

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-1-3	<p><u>FOIA Reports Files</u></p> <p>Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.</p> <p>a. Annual reports at Departmental or agency level.</p>	<p>OGPA PERMANENT. Offer to NARA with related agency records approved for permanent retention in agency records control schedule or when 15 years old, which ever is sooner.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-14-19a</p>
	<p>b. Other reports.</p> <p>FILE in chronological sequence.</p>	<p>Destroy when 2 yrs. old or sooner if no longer needed for administrative use.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-14-19b</p>

USDA/OIRM-IMD

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
	b. Other files. FILE in chronological sequence.	Destroy 5 yrs. after final action by the agency or agency final adjudi- cation by courts, which- ever is later.	N/A	N/A	GRS-14-18b

USDA/OIRM-IMD

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		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	(6)
3010-1	<p><u>Departmental Directives</u> Use for directives originated within USDA.</p> <p>a. Departmental Regulations (DR's) and Departmental Manuals (DM's) in the 1000 and 9000 classification series. All others can be destroyed when no longer needed.</p> <p>b. Secretary's Memorandum (SM's) and any Departmental directives signed by the Secretary.</p> <p>c. Departmental Notices (DN's), Administrative Regulations, and Internal Office Notices.</p> <p>NOTE: IMD has the record copy of all published Departmental level directives with the exception of Secretary's Memos which are maintained by ECR, NFC Manuals which are maintained by NFC, and the DPM which is maintained by OP. For WORKING PAPERS and BACKGROUND material, see Policy and Procedure under each category. File external or non-series instructions under the appropriate subject and dispose of them when S/O.</p> <p>FILE by series designator, and classification code, and title.</p>	<p>IMD PERMANENT. Offer to NARA in 5 yr. blocks when 20 yrs. old.</p> <p>ECR PERMANENT. Offer to NARA in 5 yr. blocks when 20 yrs. old.</p> <p>IMD Destroy when no longer needed.</p>	<p>When 5 yrs. old.</p> <p>N/A</p> <p>N/A</p>	<p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p>	<p>GRS-16-1a</p> <p>NC1-16-84-1</p> <p>GRS-16-1c</p>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSI- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3000	RECORDS MANAGEMENT Use for material of a general nature which pertains to the overall paper- work management program. FILE by subject in chronological sequence.	IMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1
3000-1	<u>Studies and Survey Reports</u> Use for formal reports of paperwork studies and surveys performed to identify and correct paperwork problems; improve procedures, operating performance and effectiveness, and aid management. FILE alphabetically by agency and subject.	IMD Destroy when S/O.	N/A	Destroy when S/O.	NC1-16-84-1
3000-2	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7
3010	<u>Directives Management</u> Use for material of a general nature which pertains to officially published instructions, regulations, and procedures which regulate and direct operations and performance. FILE by directive number or subject.	IMD, ECR, NFC/OFM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1

May 12, 1988

ASAR 3040-1
Appendix C

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	(6)
1830	Nature and Other Disasters Use for material pertaining to disasters produced by nature, e.g., flooding, fires, etc. FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	NC1-16-84-1

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
1800-2	<p><u>Reports</u> Use for emergency preparedness and contingency planning reports.</p> <p>File by agency in chronological sequence.</p>	<p>OGPA PERMANENT. Cut off when related plan or directive becomes S/O. Offer to NARA when 15 yrs. old in 10 yrs. blocks.</p>	N/A	<p>Destroy when 3 yrs. old.</p>	GRS-18-30
1800-3	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	<p>Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-7
1810	<p><u>Emergency Procedures and Planning (Crisis Management)</u> Use for material pertaining to evacuation, relocation, and continuity of operation, personnel assignments and related procedures.</p> <p>FILE in chronological sequence.</p>	<p>OGPA Destroy when S/O.</p>	N/A	N/A	NCI-16-84-
1820	<p><u>Civil Defense Program</u> Use for material pertaining to civil defense disasters that would affect all employees and functions.</p> <p>FILE in chronological sequence.</p>	<p>Destroy when S/O.</p>	N/A	N/A	NCI-16-84-1

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
1700	<p><u>INVESTIGATIONS AND AUDITS</u> use for material of a general nature pertaining to internal and external investigations or audits not covered elsewhere under this category. (For personnel management audits and investigations of specific agency employees, including desk audits, see 4050-2; for IRM reviews, see 3150). FILE by organization in chronological sequence.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	NC1-16-84-1
1700-1	<p><u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure. NOTE: See 3010-1 for disposition of record copy of Departmental directives. FILE by origin, series number or in chronological sequence.</p>	Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d
1700-1-1	<p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions. FILE by origin, series number or in chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	Nc1-16-84-1

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(1)	(2)	(3)	(4)	(5)	(6)
1700-1-2	<p><u>Manual of Procedures</u> A published manual of the policies, procedures, and instructions, including governing computer matching projects of the Office of the Inspector General.</p> <p>a. Record copy of basic manual and each revision.</p> <p>b. All other copies.</p>	<p>OIG</p> <p>PERMANENT. Cut off when S/O. Offer to NARA in 10 yr. blocks when 10 yrs. old.</p> <p>Destroy when S/O.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>GRS-25-1a</p> <p>GRS-25-1b</p>
1700-2	<p><u>Reports</u> Use for material pertaining to investigative and audit reports.</p> <p>FILE by agency in chronological sequence.</p>	<p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-25-2c</p>
1700-2-1	<p><u>Investigative Reports</u> Microfilmed reports (microfilmed 6 mos. after case is closed) maintained to enable OIG to respond to Freedom of Information and Privacy Act requests.</p> <p>FILE by agency in chronological sequence.</p>	<p>OIG</p> <p>Destroy when no longer needed.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-25-2b</p>
1700-3	<p><u>Project Control</u> Use for memoranda, reports, and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	<p>Destroy 1 yr. after the yr. in which the project is closed.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-16-7</p>

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	<p>c. Routine material containing no substantive information regarding the daily activities of other than high level officials; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and/or personal records of all Federal employees relating to nonofficial activities.</p> <p>FILE by subject in chronological sequence.</p>	<p>Destroy when no longer needed.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-23-2c</p>
1010	<p><u>Organization</u> Use for material relating to organizational analysis and planning or changes in organization functions; documents relating to overall functions and missions; and copies of organizational and functional statements, manuals, and charts. Also includes material pertaining to the number of positions and grade levels/series required to perform program missions.</p> <p>FILE alphabetically by major and minor subdivisions.</p>	<p>PERMANENT Offer to NARA in 5 yrs. blocks when 20 yrs. old.</p>	<p>When 5 yrs. old.</p>	<p>Destroy when S/O.</p>	<p>GRS-16-13 a&b</p>
1011	<p><u>Principles of Organization (General)</u> Use for material pertaining to the operation, maintenance and improvement of the organization system.</p> <p>FILE by subject.</p>	<p>OP Destroy when 20 yrs. old.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p>NC1-16-84-1</p>
1012	<p><u>Organization Planning</u> Use for material pertaining to the planning, analysis and development of approved organizational units.</p> <p>FILE by subject.</p>	<p>OP Destroy when 20 yrs. old.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p>NC1-16-84-1</p>

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(1)	(2)	(3)	(4)	(5)	(6)
1013	Manpower Planning Use for material pertaining to the manpower needed to accomplish tasks. FILE by subject.	OP Destroy when 20 yrs. old.	N/A	Destroy when S/O.	NCI-16-84-1
1020	Statements of Missions and Functions Use for material pertaining to the missions and functions statements. FILE by subject.	OP Destroy when 20 yrs. old.	N/A	Destroy when S/O.	NCI-16-84-1
1030	Delegation of Authority Use for material on delegations of authority to identified positions or persons, and temporary or limited delegations to positions or persons. FILE chronologically by major and minor subdivisions.	Destroy when S/O.	N/A	Destroy when S/O.	NI-16-87-1
1040	Committees and Boards Use for official material documenting the accomplishment of official internal committees, boards, task forces, and work groups. FILE chronologically by subject.	Destroy 2 yrs. after termination of committee.	N/A	Destroy when 1 yr. old.	GRS-16-12a (2)
1041	Committee Management Use for material pertaining to the continued monitoring of committee activities. FILE by committee title.	Destroy when 3 yrs. old or when no longer needed for reference.	N/A	Destroy when 3 yrs. old or when no longer needed for reference.	NI-16-87-1