

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

LEAVE BLANK	
JOB NO <b>NC 1 16 77 02</b>	
DATE RECEIVED <b>04 FEB 1977</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
4. NAME OF PERSON WITH WHOM TO CONFER  Mary E. McCoy	5. TEL EXT  447-2370
MAR 29 1977 <i>James P. [Signature]</i> Date 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 SUBDIVISION  
**Office of Management and Finance**

3. MINOR SUBDIVISION

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 \_\_\_\_\_ 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 <b>2-1-77</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>P. Doyle</i>	E. TITLE <b>Chief, Records Management Section</b>
--------------------------	--	--

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	Office of Management and Finance Schedule  Accounting Policy Files (arranged <del>chronologically</del> <sup>alphabetically</sup> by <del>thereunder chronologically</del> subject, 1 cu. ft. per yr.)  Files consisting of memoranda and correspondence relating to accounting policies, procedures, standards, systems, instructions, codes and related matters. The Operations and Financial Management Divisions maintain the record copy.  a. Record Copy: Permanent. Offer to NARS when 25 years old.  b. Reference Copies: Destroy when 2 years old or less.		
2.	Accounting Files.		

*113-107  
Sent to agency, NCR- 8/1/77 to NNB*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OF JOB NO	10 ACTION TAKEN
3.	<p>Files consisting of memoranda, correspondence, reports, and other records relating to agency cost centers, allowances, disbursements, distribution of costs, imprest fund, indebtedness, obligations, payrolling, and related matters.</p> <p>a. Record Copy: Destroy when 3 years old.</p> <p>b. Other Copies: Destroy when 2 years old or less.</p> <p>Appropriations Files.</p> <p>Published and unpublished records relating to statutory authority allowing agencies to incur obligations and to make payments out of the Treasury for specified purposes. These files consist of appropriation histories, appropriation acts, and continuing resolutions. The Budget and Legislative and Financial Reporting Divisions maintain the record copy.</p> <p>Record Copy: Transfer to FARC when 10 years old. Destroy when 15 years old.</p> <p>Reference Copies. Destroy when 2 years old or less.</p>		
4.	<p>Grants-in-aid Files.</p> <p>Files consisting of memoranda, correspondence, and other records relating to grants-in-aid.</p> <p>Transfer to FARC when 5 years old. Destroy when 10 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIOD)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
5.	Agents and Certifying Officers Authorization Files. Files consisting of memoranda and correspondence relating to authorizations. Destroy 3 years after revocation of authorization.		
6.	Delegations of Authority Files. Files consisting of memoranda and correspondence showing delegations of authority at the office level. Destroy when 10 years old.		
7.	Treasury Department Disbursing Officers Files. Files consisting of memoranda and correspondence relating to Treasury Department Disbursing Offices. Destroy when 3 years old.		
8.	Accounting Irregularities Files. Files consisting of accounting authorization irregularities. Transfer to FARC when 5 years old. Destroy when 15 years old.		
9.	Budget Estimates and Justifications Files (arranged <i>alphabetically by subject, thereunder chronologically</i> <del>chronologically by subject</del> - 1/2 cu. ft. per yr.) Files consisting of publications relating to Agriculture Department budget estimates, justifications, and Department allowances which have been consolidated at the Department level. Budget and Operations Divisions maintain the record copy. a. Record Copy: Permanent. Offer to NARS when 25 years old.	GRS 5-2	

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
10.	<p>b. Reference copies: Destroy when 2 years old or less.</p> <p>Agriculture Department Budget Correspondence (arranged <i>chronologically</i>  <del>chronologically by subject</del> <i>hereunder by subject within year</i> - 1/2 cu. ft. per yr.)</p> <p>Files consisting of correspondence and memoranda relating to budget formulation, policy and program guidance, and program and financial planning. The Budget and Operations Divisions maintain the record copy.</p>		
11.	<p>a. Record Copy: Permanent. Offer to NARS when 25 years old.</p> <p>b. Reference Copies: Destroy when 2 years old or less.</p> <p>Congressional Publications and other files relating to the Agriculture Department Budget.</p> <p>Publications include copies of the President's budget, Explanatory Notes, House and Senate Hearings, House and Senate Notes, bills, resolutions, acts, Digest of Enacted Legislation, pending and proposed legislation, legislation program and related records.</p>		
12.	<p>a. Record Copy: Destroy when 25 years old.</p> <p>b. Reference Copies: Destroy when 2 years old or less.</p> <p>Committees and Meetings Files.</p> <p>Files consisting of minutes and reports of committees, boards, commissions, councils, associations, and similar organized bodies relating to employee activities and other non-budgetary matters at the staff level.</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
13.	Destroy when 3 years old.  Claims Files.  Files consisting of memoranda and correspondence relating to claims by the Federal government under the Federal Claims Collections Act.  Transfer to FARC 3 years after settlement. Destroy 13 years after settlement.		
14.	Budget Obligations Files.  Files consisting of orders, contracts, memoranda and correspondence relating to amounts of orders placed, contracts awarded, services received and similar transactions. The records include memos-assessments, obligation register, printing and reproduction, purchase orders, recurring obligations, request to bill and related files which become part of the Budget presentation and execution files. The Operations Division maintains the record copy.  a. Record Copy: Destroy when 2 years old.  b. Other Copies:		
15.	Budget Execution Files.  Files consisting of memoranda, correspondence and other records related to implementation of the approved budget plan and the maintenance of financial controls. The files consist of allotments, apportionments, rescissions and deferrals, operating budgets, outlay plans and		

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
	<p>reports, reimbursements, functional transfer and reimbursable agreements, financial statements, fund reviews and related records. The Budget and Operations Divisions maintain the record copy.</p> <p>a. Record Copy: Destroy when 3 years old.</p>		
16.	<p>Program Structure Dictionary (arranged chronologically - 1/5 cu. ft. per yr.)</p> <p>USDA publication relating to operating goals of the Department including multi-year program planning, evaluation, budgeting and reporting of these goals.</p> <p>Record Copy: Permanent. Transfer to FARC when 3 years old. Offer to NARS when 15 years old.</p>		
17.	<p>Finance and Credit Files.</p> <p>Files consisting of memoranda, correspondence, contracts, and other records relating to credit, collection, and finance including financial investigations, establishing credit standards in connection with sales, leases, and contracts; extension of credit and prosecution of collections; handling of securities received by the Department and related financial and credit functions.</p> <p>a. Loans--DESTROY when 3 years old.</p> <p>b. Taxation and Revenue--(1) for State Tax Cases to be settled in U.S. Courts, transfer to FARC 3 years after settlement. Destroy when 8 years old. (2) all others: Destroy when 3 years old.</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
18.	<p><i>alphabetically by subject, remainder chronologically</i>                      Speech Files (<del>arranged chronologically by subject</del> - 1/8 cu. ft. per yr.)</p> <p>Speeches given by the Director of the Office of Management and Finance and his principal assistants. Includes textual copy and audiotape if any.</p> <p>a. Record Copy: Permanent. Offer to NARS when 15 years old.</p> <p>b. Other Copies: Destroy when obsolete or superseded.</p>		
19.	<p>Information Files.</p> <p>General informational activities of the office and its relations with the public including dissemination of information through the use of publications, exhibits, graphics, film, recordings, press and radio releases. The Office of Communication maintains the record copy of all of the above.</p> <p>Reference Copies: Destroy when 6 years old.</p>		
20.	<p>Audit Reports (arranged chronologically - 1/8 cu. ft. per yr.)</p> <p>a. OMF Audits: Permanent. Offer to NARS when 3 years old. Reference Copies: Destroy when 2 years old.</p> <p>b. Other Audits: Destroy when 2 years old or less.</p>		
21.	<p>Administrative Regulations.</p> <p>Office of Operations maintains record copy.</p> <p>Reference copies: Destroy when obsolete or superseded.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF RECORDS (INCLUDE DATE OF RECORDS, IF ANY)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
22.	Committee Management Files.  Files consisting of memoranda, correspondence, minutes, and other records relating to committee management.  Destroy 2 years after expiration of committee. The Management Division maintains the record copy.		
23.	Management Information Systems.  Files consisting of material relating to the development and accomplishment of Management Information Systems, MBO targets and objectives of the agency.  Destroy when 6 years old.		
24.	Organization Charts ( <i>arranged alphabetically by agency, thereunder chronologically</i> <del>arranged chronologically by agency</del> 1/12 cu. ft. per yr.)  Organization charts and related records.  a. Charts: (1) Record copy: Permanent. Offer to NARS when 20 years old.  (2) Other copies: Destroy when 2 years old or when obsolete or superseded.  b. Other records: Destroy when 6 years old or sooner if no longer needed.		
25.	Management Improvement Files ( <i>arranged alphabetically thereunder chronologically</i> <del>arranged chronologically</del> by subject, 1/8 cu. ft. per yr.)  Files consisting of production studies, work measurement material and review of their effectiveness.  Destroy when 6 years old.		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8 DESCRIPTION OF ITEM APPLICABLE TO PART ONE OF THE FORM	9 SAMPLE OR JOB NO.	10 ACTION TAKEN
26.	<p>Planning Files.</p> <p>Files consisting of memoranda, correspondence, reports, studies and other records relating to comprehensive mission-oriented policies and program planning structures for defining Department missions, goals, and objectives. <i>These files are created in the course of preparing planning studies for client agencies.</i> Case file by agency or program where necessary. These records may include missions, non-USDA agency planning, national planning, and research related to various agricultural programs such as forestry, dairy products, and food stamps.</p> <p><i>a. Original copy of study: sent to client agency upon completion</i>  <del>a. Original: Returned to agency for permanent retention.</del></p> <p>b. DESTROY work material in study files 3 years after study has been completed.</p> <p>c. DESTROY background material when obsolete.</p> <p>d. DESTROY completed studies when 10 years old.</p>		
27.	<p>Program Files.</p> <p>Files consisting of memoranda, correspondence, reports, studies, and other records relating to developing departmental goals and objectives. <i>These files are created in the course of preparing program studies for client agencies.</i> Case file by program or agency where necessary. These records include analysis and evaluation, budget cycle, and missions related to farm income, exports, production and marketing efficiency, and other agricultural programs.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS--Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH DATE AND BY WHOM RECEIVED)	9 SAMPLE OR JOB NO.	10. ACTION TAKEN
28.	<p><i>a. Original copy of study; send to client agency upon completion.</i></p> <p><del>a. Original: Returned to agency for permanent retention.</del></p> <p>b. DESTROY work material in study files 3 years after study has been completed.</p> <p>c. DESTROY background material when obsolete.</p> <p>d. DESTROY completed studies when 10 years old.</p> <p>ADP Files.</p> <p>Plans for use of ADP in obtaining specific program or administrative reports and required information; special studies or projects covering proposed applications, including the feasibility of systems, designing systems requirements, and formation of committees, study groups or teams for such projects; equipment capabilities and selection. Subject headings include:</p> <p>a. Procedures: DESTROY 3 years after obsolete or superceded.</p> <p>b. Equipment: DESTROY 2 years after use of equipment is discontinued.</p>		