

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

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

1. FROM (AGENCY OR ESTABLISHMENT)  
United States Department of Agriculture

2. MAJOR SUBDIVISION  
Office of the Secretary

3. MINOR SUBDIVISION  
Office of Small and Disadvantaged Business Utilization

4. NAME OF PERSON WITH WHOM TO CONFER  
Debra Lucas  
Cherie Cozin

5. TEL. EXT.  
447-7117  
447-9278

LEAVE BLANK	
JOB NO.	16 <b>NCI - <del>138</del> - 82 - 2</b>
DATE RECEIVED	<b>MARCH 4, 1982</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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<b>WITHDRAWN</b>	
Date	Archivist of the United States

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>2/22/82</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Debra Williams</i>	E. TITLE Records Officer
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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
	See attached file plan		WITHDRAWN

*Closed out as withdrawn 1-17-83 TFlouder*

**DESCRIPTION AND FILING INSTRUCTIONS**

CODE  (1)	INSTRUCTIONS  (2)	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES  (5)	AUTHORITY  (6)
		OFFICE SYMBOL & FINAL DISP.  (3)	TO FARC  (4)		
1000	<p><u>Organization, Authorities, and Functions</u> Use for all common use internal management files not described elsewhere in the following categories.</p> <p>FILE by subject in chronological sequence.</p>	Destroy when 3 yrs. old.			WITHDRAWN
1010	<p><u>Organization</u> Use for material pertaining to internal management files, including functions performed outside the filing office. May include correspondence or material on the broad aspects of assigned functions generally. Excluded are records of a specific assigned function, e.g., personnel, etc., which are filed as a separate entity under their appropriate category.</p> <p>FILE alphabetically by subject and chronological sequence.</p>	Destroy when 3 yrs. old.			WITHDRAWN
1010-1	<p><u>Organization Planning</u> Use for material pertaining to the to the planning, functions, and structure of the organization including manuals and organizational charts.</p> <p>FILE in chronological sequence.</p>	Permanent. Offer to NARS when 15 yrs. old.			WITHDRAWN
1020	<p><u>Statements of Missions and Functions</u> Use for material pertaining to a specifically assigned function(s), assigned to a person(s) delegated to perform the service or carry on an activity.</p> <p>FILE by subject in chronological sequence.</p>	Permanent. Offer to NARS when 15 yrs. old.			WITHDRAWN

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1030	<p><u>Delegations of Authority</u> Use for material pertaining to official delegations of authority to identified positions or person(s) and/or temporary or limited delegations to positions or persons.</p> <p>FILE by position number or name.</p>	Destroy when no longer needed for administrative use.			WITHDRAWN
1040	<p><u>Committees and Boards</u> Use for correspondence pertaining to committees and boards not covered in the following categories.</p> <p>FILE in chronological sequence by title of activity.</p>	Destroy when 3 yrs. old.			WITHDRAWN
1040-1	<p><u>USDA Committees and Boards</u> Use for material pertaining to intra agency participation, or association with committees, conference, and meetings, including related activities documenting the accomplishments of official boards, task forces, and work groups.</p> <p>a. Chaired by OSDBU officials</p> <p>b. Not chaired by OSDBU officials</p> <p>FILE in chronological sequence by title of activity.</p>	<p>Permanent. Offer to NARS when 5 yrs. old.</p> <p>Destroy when no longer needed for administrative use.</p>			<p>WITHDRAWN</p> <p>WITHDRAWN</p>

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1040-2	<p><u>Federal, State and Intergovernmental Committees and Boards</u> Use for material pertaining to agendas, minutes, recommendations, and final reports.</p> <p>a. Chaired by OSDDBU officials</p> <p>b. Not chaired by OSDDBU officials</p> <p>FILE in chronological sequence and title of activity.</p>	<p>Permanent. Offer to NARS when 10 yrs. old. in 5 yr. blocks.</p> <p>Destroy when no longer needed for administrative use.</p>			<p>WITHDRAWN</p> <p>WITHDRAWN</p>
1100	<p><u>Management Improvement</u> Use for material pertaining to the evaluation and efforts to improve the effectiveness of programs and the efficiency of their operations.</p> <p>FILE in chronological sequence.</p>	<p>Destroy when 3 yrs. old.</p>			<p>WITHDRAWN</p>
1100-1	<p><u>Workload Analysis and Measurement</u> Use for material pertaining to workload and man-hour expenditures for assigned functions.</p> <p>FILE by FY.</p>	<p>Destroy when no longer needed for administrative use.</p>			<p>WITHDRAWN</p>
1200	<p><u>Program Planning and Evaluation</u> Use for material pertaining to program planning, implementation, and monitoring of operating plans and projected goals.</p> <p>FILE in chronological sequence.</p>	<p>Destroy when 3 yrs. old.</p>			<p>WITHDRAWN</p>

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1200-1	<p><u>Programs and Policy</u> Use for material pertaining to correspondence, and other material relating to program formulation, planning, development, and evaluation. Includes material pertaining to the analyses of policies written by OSDBU as a result of decisions, laws, etc., generated by USDA, Congress, other agencies and Commissions, etc.</p> <p>FILE in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1300	<p><u>External Relations</u> Use for material involving relations with foreign countries, State and local governments; other Federal departments and USDA agencies; and both public and private organizations and institutions. Includes relations with the President and members of his staff and Congressional committees, and Members of Congress not described elsewhere in this category.</p> <p>FILE by organization in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1310	<p><u>Executive Branch Relations</u> Use for material involving relations with other Federal agencies in the Executive Branch not described elsewhere in this category.</p> <p>FILE alphabetically in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1310-1	<p><u>White House and Executive Office Relations</u> Use for material pertaining to relations with the President and members of his staff.</p> <p>FILE alphabetically and in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN

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1310-2	<p><u>Interdepartmental Relations</u> Use for material involving relations with others not described elsewhere in this category.</p> <p>FILE alphabetically in chronological sequence.</p>	Permanent. Offer to NARA when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1310-3	<p><u>Formal Agreements and Memoranda of Understanding</u> Use for material pertaining to formal agreements and memoranda of understanding.</p> <p>FILE alphabetically by title of of document(s).</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1320	<p><u>Legislative Branch Relations</u> Use for material involving relations with the legislative branch not described elsewhere in this category.</p> <p>FILE alphabetically in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1320-1	<p><u>Senate Relations</u> Use for material pertaining to relations with members of the Senate.</p> <p>FILE alphabetically by name in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1320-2	<p><u>House of Representatives Relations</u> Use for material pertaining to relations with House members.</p> <p>FILE alphabetically by name in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN

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1340	<p><u>State/Local Agency Relations</u> Use for material pertaining to relations with State/local agencies.</p> <p>FILE alphabetically by name in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1400	<p><u>Public Affairs</u> Use for copies of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto.</p> <p>FILE alphabetically by author or originator.</p>	Destroy when no longer needed for administrative use.			WITHDRAWN
1410-1	<p><u>Publications and Periodicals</u> Use for material pertaining to published reports, books, studies, audiovisual materials, or any other final grant product and related records in textual or machine readable form.</p> <p>FILE alphabetically by name and/or firm title.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
1500	<p><u>Legal Affairs and Proceedings</u> Use for material of a general nature which pertains to hearings and other legal proceedings not described elsewhere in this category.</p> <p>FILE in chronological sequence.</p>	Destroy when 3 yrs. old.			WITHDRAWN

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1500-1	<p><u>Decisions</u> Use for material pertaining to comments on GAU, OGC, or other formal legal decisions and opinions.</p> <p>a. Pertaining directly to OSDBU</p> <p>b. Pertaining to other agencies</p> <p>FILE by origin, then by number or issue date.</p>	<p>Permanent. Offer to NARS when 5 yrs. old.</p> <p>Destroy when 3 yrs. old.</p>			<p>WITHDRAWN</p> <p>WITHDRAWN</p>
1500-2	<p><u>Noncompliance</u> Use for material pertaining to complaints of non-compliance and corrective actions taken.</p> <p>FILE alphabetically by name in chronological sequence.</p>	<p>Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.</p>			<p>WITHDRAWN</p>
2000	<p><u>Budget</u> Use for material of a general nature which pertains to the preparation, development, review, adjustment, submission, and approval of the budget. Includes reports, schedules, charts, estimates, and related documents which does not fit elsewhere in this category.</p> <p>FILE by FY.</p>	<p>Destroy 3 yrs. after close of FY.</p>			<p>WITHDRAWN</p>
2000-1	<p><u>Budget Background</u> Use for material pertaining to working papers, cost statements, and rough data accumulated in the preparation of OSDBU's annual budget estimates, including duplicate copies of budget estimates and justifications prepared or consolidated in budget office; including appropriation language sheets, narrative statements and related schedules and data.</p> <p>FILE by FY.</p>	<p>Destroy 1 yr. after close of the fiscal year covered by the the budget.</p>			<p>GRS-5-4 ar 2b.</p>



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2000-2	<p><u>Submissions and Approvals</u> Use for submission of budget estimates material to the Secretary, OMB, and Congress. Includes congressional hearings, bills, reports, proceedings, debates, and public laws relating to OSDDBU's appropriations.</p> <p>FILE in chronological sequence.</p>	Destroy 5 yrs. after close of FY.			WITHDRAWN
2000-3	<p><u>Execution</u> Use for material pertaining to approved budget implementation and the maintenance of financial controls over appropriated funds.</p> <p>FILE in chronological sequence.</p>	Destroy 3 yrs. after close of FY.			WITHDRAWN
2200	<p><u>Fiscal Management and Accounting</u> Use for material pertaining to fiscal management which does not fit elsewhere in this category.</p> <p>FILE in chronological sequence.</p>	Destroy when 3 yrs. old.			WITHDRAWN
2200-1	<p><u>Accounting Operations</u> Use for material pertaining to accounting for expenditures of funds, including allocations, obligations, allotments, control of expenditures, availability and transfer of funds between allotments, etc.</p> <p>FILE in chronological sequence.</p>	Destroy 6 yrs., 3 months, after period covered by account.			WITHDRAWN

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2200-2	<p><u>Time and Attendance</u> Use for preparation and processing of T&amp;A's.  FILE by pay period.</p>	Destroy 2 yrs. after the end of the pay period.			NC 1-16-78-1
2300	<p><u>Travel and Transportation</u> Use for material of a general nature which pertains to travel and transportation functions, not covered elsewhere in the following categories.  FILE by subject.</p>	Destroy when 2 yrs. old.			<del>WITHDRAWN</del>
2300-1	<p><u>Passenger Reimbursement Files</u> Use for material pertaining to reimbursing individuals, such as travel orders, per diem vouchers, transportation requests, hotel reservations, and all supporting papers documenting official travel by members of OSDBU's staff.  FILE alphabetically by employee.</p>	Destroy when 3 yrs. old.			GRS-9-4a
2300-2	<p><u>General Travel and Transportation Files</u> Use for correspondence, forms, and related material pertaining to agency travel and transportation functions.  FILE in chronological sequence.</p>	Destroy when 2 yrs. old.			GRS-9-5a

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2300-3	<p><u>Passenger Transportation Files</u> Use for material pertaining to memorandum copies of vouchers (SF 1113A), memorandum copies of transportation requests (SF 1169), travel authorizations, transportation request registers, and all supporting papers.</p> <p>a. Issuing office memorandum copy</p> <p>b. Unused ticket redemption forms, such as SF 1170</p> <p>FILE alphabetically by employee.</p>	<p>Destroy when 3 yrs. old.</p> <p>Destroy when no longer needed for administrative use.</p>			<p>GRS-9-3a</p> <p>GRS-9-3c</p>
3000	<p><u>Records Systems and Programs</u> Use for correspondence pertaining to material not discussed in the following categories.</p> <p>FILE in chronological sequence.</p>	<p>Destroy when 3 yrs. old.</p>			<p>WITHDRAWN</p>

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3000-1	<p><u>Departmental Regulations</u> Use for comments and other material on proposed and existing regulations originated within USDA, e.g., Administrative Regulations, Secretary memorandums, and internal OSDBU issuances.</p> <p>NOTE: Non-series and unofficial instructions are to be filed under the appropriate subject and disposed of when no longer needed for reference.</p> <p><u>Background Material</u> generated during preparation of a directive is to be destroyed 6 months after the directive is issued or 3 yrs. after completion of draft if no final action is taken.</p> <p>FILE alphabetically by origin and series number.</p>				
3000-2	<p><u>External Regulations</u> Use for material pertaining to correspondence and comments on proposed and existing regulations originated outside the agency but which impact upon USDA policy, (e.g., GSA, OMB, Treasury, etc.)</p> <p>FILE alphabetically by origin in chronological sequence.</p>	Permanent. Offer to NARS when 10 yrs. old in 5 yr. blocks.			WITHDRAWN
3020	<p><u>Forms Management</u> Use for general material pertaining to the forms originated within OSDBU.</p> <p>FILE by form number.</p>	Destroy when 3 yrs. old.			WITHDRAWN

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3030	<p><u>Reports Management</u> Use for material pertaining to reports received from intra/inter agencies or government and non-government organizations. Includes correspondence and index of current recurring or situation reports and a control file of all proposed, currently required, cancelled or superseded recurring or situation reports.</p> <p>a. Intra-agency b. Inter-agency c. Non-government organizations d. Situation e. Recurring <del>f. Bank deposit</del></p> <p>FILE by title of report in chronological sequence.</p>	Destroy when no longer needed for administrative use.			WITHDRAWN
3040	<p><u>Files Management</u> Use for material of a general nature which pertains to the storage, retention, and disposition of records not covered in the following categories.</p> <p>FILE in chronological sequence.</p>	Destroy when 3 yrs. old.			WITHDRAWN
3040-1	<p><u>File Plan</u> Use for approved file plan.</p>	Destroy when S/O.			WITHDRAWN
3040-2	<p><u>Records Scheduling</u> Use for material pertaining to the scheduling of records for disposal, and the disposition or scheduled records on hand, or transferred to the Federal Archives Records Center (FARC).</p> <p>FILE by accession number.</p>	Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.			GRS-16-3a

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3200	<u>Access to Information</u>				
3200-1	<u>Freedom of Information Administrative Files</u> Use for material pertaining to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.  FILE in chronological sequence.	Destroy when 2 yrs. old or sooner if no longer needed for administrative use.			GRS-14-20
4000	<u>Employment</u> Use for material pertaining to the general administration and operation of personnel functions.  FILE by subject.	Destroy when 3 yrs. old.			WITHDRAWN
4000-1	<u>Attendance and Leave</u> Use for general material relating to duty hours, authorized absence, and use of leave. Includes annual, sick, military leave, flexitime, LWOP, holidays and absence for jury duty, etc.  FILE by subject.	Destroy when 1 yr. old.			WITHDRAWN
4000-2	<u>Employee Responsibilities and Conduct</u> Use for material pertaining to code of ethics and standards of conduct.  FILE in chronological sequence.	Destroy when no longer needed for administrative use.			WITHDRAWN

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4020	<p><u>Personnel Actions</u> Use for notification of personnel of personnel action forms exclusive of those in OPF.  FILE chronologically by pay period.</p>	Destroy when 2 yrs. old.			WITHDRAWN
4100	<p><u>Employee Development, Performance, and Utilization</u> Use for material of a general nature which pertains to the development of OSDBU employees through training, job enrichment and awards.  FILE by subject.</p>	Destroy when 3 yrs. old.			GRS-1-3a
4100-1	<p><u>Performance Evaluations</u> Use for annual employee performance evaluations and career conference reviews.  FILE by subject.</p>	Destroy when 1 yr. old.			GRS-1-23a
4300	<p><u>EEO Opportunity</u> Use for material of a general nature which pertains to Civil Rights Act Regulations of 1964, the EEO Act of 1972, and pertinent future legislation.  FILE in chronological sequence.</p>	Destroy when 1 yr. old or when S/O which-ever is applicable.			GRS-1-26g
4400	<p><u>Safety and Health</u> Use for material of a general nature which pertains to the occupational safety and health of OSDBU employees.  FILE by subject.</p>	Destroy 1 yr. or on discontinuance, which-ever is first.			WITHDRAWN

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4400-1	<p><u>Accidents</u> Use for material pertaining to the injury on the job of OSDBU employees, exclusive of OPF and copies submitted to the Labor Department.</p> <p>FILE in chronological sequence.</p>	Destroy when 1 yr. old.			WITHDRAWN
5000	<p><u>Procurement Management</u> Use for material of a general nature which pertains to purchase and maintenance of equipment, publications, printing, reproduction, services and supplies for internal needs.</p> <p>FILE by subject.</p>	Destroy when 1 yr. old.			WITHDRAWN
5000-1	<p><u>Routine Procurement Files</u> Use for OSDBU's of contracts, requisitions and purchase orders.</p> <p>FILE by subject.</p>	Destroy upon termination or completion.			GRS-3-4c
5200	<p><u>Personal Property Management</u> Use for material which provides OSDBU with a means of accounting for personal property assigned to OSDBU.</p> <p>FILE in chronological sequence.</p>	Dispose of when updated.			WITHDRAWN
5300	<p><u>Supply Management</u> Use for material of a general nature pertaining to the requisitioning and procuring of expendable supplies and equipment including storage.</p> <p>FILE by subject.</p>	Destroy when 1 yr. old.			WITHDRAWN



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5300-1	<p><u>Requisitions</u> Use for copies of requisitions supplies and equipment.</p> <p>FILE by requisition number.</p>	<p>Destroy when 6 months old.</p>		<p>GRS-3- 9b</p>	