

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

<b>LEAVE BLANK</b>	
DATE RECEIVED <b>31 MAR 1977</b>	JOB NO. <b>NC 1 89 77 1</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 "with-drawn" in column 10.	
5-11-77 Date	<i>James B. Phelan</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**Extension Service, U. S. Department of Agriculture**

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

**Betty H. Baker**

5. TEL. EXT.

**447-5547**

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 12 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

3/7/77 *Betty H. Baker* Records Officer  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the Extension Service. Our most recent authority was dated February 25, 1954, Job No. II-NNA-936. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the 20 General Records Schedules are disposable without further authorization.</p>		

*Copy sent to NNB, Agency, NEW  
distributed 5/13/77 PWD*

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
<u>GENERAL ORGANIZATION AND FUNCTIONS</u>			
1.	<p><u>General Correspondence</u></p> <p>Arranged according to ES File Classification Guide.</p> <p>Correspondence, memoranda, reports, and related material of the Administrator, the Administrator's Office Staff, Unit Administrators, and Staff Directors that document the participation in the preparation, issuance, and analysis of, its official reactions to, and its actions to insure compliance with those authoritative documents that affect and define functions of Extension Service. Such authoritative documents consist of ones received by the agency for comment, clearance, appraisal, evaluation, guidance, or other action and ones drafted, prepared or issued by the agency. They include documents relating to legislation and Executive Orders proposed by this agency or by another agency; delegation of continuing authority for major program operations and revocations thereof; cooperative agreements and memoranda of understanding between USDA agencies and the State Extension Services; court decisions; internal interpretations and rulings; and legal opinions. These records concern the overall administration and direction of educational programs in agriculture, home economics, and other related subjects; cooperation with the States and Land-Grant Universities, and other matters of significance in the Extension Service operations. <i>5 yr. per yr.</i></p> <p><u>PERMANENT</u> Transfer to Federal Archives and Records Center (FARC) when 5 years old. Offer to National Archives and Records Service (NARS) when 10 years old.</p>	1, 8a, 9, 10	
2.	<p><u>Administrative Correspondence</u></p> <p>Correspondence of individual units and staffs with Extension personnel, State Extension personnel, and others that deal with routine administrative matters (correspondence, reports, articles, other documents, and printed material used for reference).</p> <p>Destroy at the end of 3 calendar years.</p>	2	

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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
3.	<p><u>Correspondence Related to Special Projects and National Workshops</u></p> <p>Correspondence between ES staff and State counterparts related to special projects and national workshops.</p> <p>Destroy 3 calendar years after completion of project or workshop.</p>		
4.	<p><u>General Information Correspondence</u></p> <p>Correspondence of unit staff relating to information on the specialties of each staff member, thank-you-letters, duplicated material, reports, travel, and incidental activities.</p> <p>Requests for information involving printed or duplicated material; requests for publications and photographs; acknowledgments and replies; letters of and concerning referrals to other agencies for replies; letters of commendation, complaints, criticism, and suggestions, and replies to them, excluding those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.</p> <p>Destroy at the end of 1 calendar year.</p>	3	
5.	<p><u>Newsletters to State Extension Services</u></p> <p>(a) <u>Weekly newsletter</u> from the Administrator to State Cooperative Extension Directors involving decisions, developments, and events that will be of benefit in the administrative conduct of State Extension programs.</p> <p>Destroy at the end of 7 calendar years.</p> <p>(b) <u>Yellow Letter</u> - Administrative and/or legislative actions that demand or strongly suggest action by State Extension Directors.</p> <p>Destroy at the end of 7 calendar years.</p> <p>(c) <u>Pink Letter</u> - Significant developments and administrative and program actions that require a response by State Extension Director or his designated representative.</p> <p>Destroy at the end of 3 calendar years.</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
5.	<p><u>Newsletters to State Extension Services</u> (continued)</p> <p>(d) <u>White Letter</u> - Information concerning administrative and/or program actions and developments.</p> <p>Destroy at the end of 1 calendar year.</p> <p>(e) <u>Newsletter from Assistant Administrators, Staff Directors, and Specialists to State counterparts.</u></p> <p>Destroy at the end of 2 calendar years.</p> <p style="text-align: center;"><u>FINANCIAL PROGRAM RELATIONSHIPS</u></p> <p>These records relate to the administration of the funds allotted to the States, District of Columbia, Guam, Puerto Rico, and the Virgin Islands under the Smith-Lever Act of May 8, 1914, and amendments thereto, for conducting projects pertaining to agriculture, home economics, and other related subjects.</p>		
6.	<p><u>Memorandum of Understanding</u></p> <p>Arranged alphabetically by States.</p> <p>The original documents defining in general terms the basis for joint action by the U. S. Department of Agriculture and the Land-Grant Universities on subjects relating to agriculture, home economics, and other related subjects. These documents are filed in the Coop. Funds Branch, Management Operations. <i>3 fl. total accumulation</i></p> <p><u>PERMANENT</u> Offer to NARS when memorandum is expired, superseded, or obsolete.</p>	11a	
7.	<p><u>Special Project Cooperative Agreements</u></p> <p>These documents are agreements between ES and the State Cooperative Extension Services. Each project agreement includes the legal authority, situation, and need of project, purpose of project, organization and cooperation, methods of procedure and sources of maintenance.</p> <p>Destroy 7 calendar years after completion of project.</p>	11b, 14	

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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
8.	<p><u>Proposed Special Projects</u></p> <p>Proposed State Projects that are not approved within ES.</p> <p>Return to State Extension Service or destroy when proposed project is disapproved.</p>		
9.	<p><u>State Financial Budgets and Reports</u></p> <p>These budgets and reports are submitted annually by State Extension Services.</p> <p>Destroy at the end of 7 fiscal years.</p>	11c, 11d	
10.	<p><u>Budget Formulation and Presentation</u></p> <p>Arranged by subjects within each fiscal year.</p> <p>This material includes budget estimates, budget execution, and budget enactment records. Material covering the initial development, preparation, presentation (hearings), and justification of budget estimates.</p> <p><del>PERMANENT Transfer to FARG when 10 years old. Offer to NARS when 15 years old.</del> <i>Destroy when 10 years old.</i></p>		
11.	<p><u>Budget Correspondence</u></p> <p>General correspondence and other non-record material related to the budget as a whole.</p> <p>Destroy at the end of 3 fiscal years.</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
12.	<p><u>REPORTS, PROCEEDINGS, SURVEYS, AND RELATED RECORDS</u></p> <p><u>Proceedings of the Extension Committee on Organization and Policy of the Association of Land-Grant Colleges and Universities.</u></p> <p>Arranged in date order and placed in bound volumes.</p> <p>ECOP is an official body to which matters of policy of general concern to Extension are referred. These matters are considered and recommendations made to the several States.</p> <p>These proceedings relate to substantive functions of the agency. The following periods have been indexed and bound:</p> <p>1914-1938                      1939-1949                      1950-1956                      1957-1966.</p> <p>Proceedings for the period 1967 to present are in typed copy form and will be bound at a later date. These records are of continuing value and are retained in the Administrator's Office. <i>1/2 ft. total accumulation</i></p> <p><u>PERMANENT</u> Offer to NARS <sup>record</sup> copies of bound volumes <i>immediately upon binding.</i></p>	1	
13.	<p><u>Executive Committee Minutes</u></p> <p>Arranged in date order by calendar year.</p> <p>These meetings began in 1970 and are held each Monday morning. The membership consists of Administrator, Associate Administrator, Deputy Administrators, Assistant Administrators, and Staff Directors. <i>1 ft. per yr.</i></p> <p><u>PERMANENT</u> Offer to NARS at the end of 5 calendar years.</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
14.	<p><u>State Extension Service Reports</u></p> <p>Arranged alphabetically by States.</p> <p>State Cooperative Extension Workers Plan of Work Narrative Report; Supplemental to Narrative Report; State Plan of Work Printout; and Extension Management Information System Activity Master Listfile.</p> <p>(a) Source documents--Transfer to Federal Records Center 2 years after close of fiscal year. Destroy 8 years after close of fiscal year.</p> <p>(b) Machine-readable records--Erase when microfiche has been produced and verified.</p> <p>(c) Microfiche--Transfer to Federal Records Center 2 years after close of fiscal year. Offer to NARS 20 years after close of fiscal year.</p> <p>(d) Narrative Report--<sup>PERMANENT</sup> Transfer to Federal Records Center 2 years after close of fiscal year. Offer to NARS 20 years after close of fiscal year. <i>5 yr. per yr.</i></p>	7a	
15.	<p><u>Extension Service Report</u></p> <p>Arranged alphabetically by Units.</p> <p>Extension Service Extension Management Information System Activity Master Listfile and Plan of Work Narrative Report by Units.</p> <p>(a) Source documents--Transfer to Federal Records Center 2 years after close of fiscal year. Destroy 8 years after close of fiscal year.</p> <p>(b) Machine-readable records--Erase when microfiche has been produced and verified.</p> <p>(c) Microfiche--Transfer to Federal Records Center 2 years after close of fiscal year. Offer to NARS 20 years after close of Fiscal year.</p> <p>(d) Narrative Report--<sup>PERMANENT</sup> Transfer to Federal Records Center 2 years after close of fiscal year. Offer to NARS 20 years after close of fiscal year. <i>1 yr. per yr.</i></p>	7e, 7h	

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16.	<p><u>Expanded Food &amp; Nutrition Education Program Report</u></p> <p>Arranged alphabetically by States.</p> <p>These reports are summary reports and are source documents of printout that goes to State Extension Services. Characteristics of families in program; summary of homemaker food, family income, and food expenditure, and monthly report of families and aides, ES unit report- families, aides, and volunteers, and Sample Unit Report. ES 243, ES 244, ES 245, ES 255, and ES 256.</p> <p>(a) Source documents--Transfer to Federal Records Center 4 years after close of fiscal year. Destroy 6 years after close of fiscal year.</p> <p>(b) Machine-readable records--Erase when microfiche has been produced and verified.</p> <p>(c) Microfiche--Transfer to Federal Records Center 4 years after close of fiscal year. Offer to NARS 10 years after close of fiscal year.</p> <p>(d) Narrative Report--<sup>PERMANENT</sup> Transfer to Federal Records Center 4 years after close of fiscal year. Offer to NARS 10 years after close of fiscal year. <i>2 ft. per yr.</i></p>		
17.	<p><u>4-H Annual Report</u></p> <p>Arranged alphabetically by States.</p> <p>State Cooperative Extension Service Annual 4-H Youth Development Report (ES-237) including District of Columbia, Puerto Rico, Virgin Islands and Guam.</p> <p>(a) Source documents--Transfer to Federal Records Center 2 years after close of fiscal year. Destroy 8 years after close of fiscal year.</p> <p>(b) Machine-readable records--Erase when microfiche has been produced and verified.</p> <p>(c) Microfiche--Transfer to Federal Records Center 2 years after close of fiscal year. Offer to NARS 20 years after close of fiscal year.</p> <p>(d) Printed Report--<sup>PERMANENT</sup> Transfer to Federal Records Center 2 years after close of fiscal year. Offer to NARS 20 years after close of fiscal year. <i>2 ft. per yr.</i></p>		

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18.	<p><u>Directives</u>  <del>Policies and Procedures Issuances</del></p> <p>Arranged according to ES File Classification Guide.</p> <p>Formal policy and procedural issuances such as regulations, order, circulars, manuals, and other types of directives, with related forms, recommendations, endorsements, clearances, and comments. <i>6 in. per yr</i></p> <p><u>PERMANENT</u> For record copies offer to NARS after 20 calendar years. Non-record copies may be destroyed when no longer needed for reference.</p>		
19.	<p><u>Special Reports, Studies, and Surveys.</u></p> <p>Arranged alphabetically by Title of Report, Study, or Survey .</p> <p>Reports on special studies, surveys, and inspections of operations, management, and systems with related papers showing their inception, scope, procedure and results. These may be requested by Congress, Government Coordinating Agencies, USDA, and Extension Service. <i>2 in. per yr.</i></p> <p><u>PERMANENT</u> Offer to NARS when 20 years old.</p>	7k, 7i	
20.	<p><u>Schedules and Questionnaires Supporting Special Reports, Studies, and Surveys.</u></p> <p>Records pertaining to studies and surveys consisting of schedules and questionnaires, listing sheets used in initial transcription of data from schedules and other preliminary tabulations, summaries, work papers and preliminary report. These records are created or collected in carrying out special studies; the essential information contained therein is included in Department publications, outside publications, or in formal reports to the Administrator.</p> <p>Destroy 3 years after the data on a completed study or survey has been included in formal reports or publications.</p>	5	

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	<p><b><u>AUDITS, INSPECTIONS, AND EVALUATIONS</u></b></p>		
21.	<p><b><u>Audits and Inspections</u></b></p> <p>GAO Audits, including reports; General Audits and Investigations other than GAO; Special Audits and Surveys by the Office of Audit and Office of Investigation; ES Audits of State Extension Services including Expanded Food &amp; Nutrition Program and 1890 Land-Grant College Programs; and Civil Rights Audits.</p> <p>Destroy 6 years after the completed audit.</p>	7g	
22.	<p><b><u>CIVIL RIGHTS &amp; EQUAL EMPLOYMENT OPPORTUNITY</u></b></p> <p><b><u>Records relating to Civil Rights and Equal Employment Opportunity</u></b></p> <p>The Civil Rights Staff was organized March 14, 1976, to carry out the provisions of the Civil Rights Act of 1964 and the Equal Employment Opportunity Act of 1972 in the State Extension Services.</p> <p>(a) State Extension Services Affirmative Action Plans, related correspondence and records.</p> <p>(b) State Extension Services Equal Employment Opportunity Programs (signed by Secretary of Agriculture), related correspondence and records.</p> <p>(c) Civil Rights Annual Compliance Reports, related correspondence and records.  <i>Destroy 1 year after rescission.</i>  <del>PERMANENT Offer to NARS in 10 year segments when rescinded.</del></p> <p>(d) Civil Rights and EEO complaints, including related correspondence and records.</p> <p>(e) Civil Rights and EEO Audits and Investigations.</p> <p>Destroy 10 years following the completed audit.</p>		

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23.	<p style="text-align: center;"><u>HISTORICAL RECORDS</u></p> <p><u>ES Publications.</u> Arranged chronologically.</p> <p>(a) Record copy of substantive publications describing the history, overall administration, and general policies of major ES programs. <i>6 in. per yr.</i></p> <p><u>PERMANENT.</u> Offer to NARS when 5 years old.</p> <p>(b) All other publications, including those relating to routine operational procedures, brochures, public information handouts, and similar publications.</p> <p>Destroy when no longer needed for reference.</p>	13a	
24.	<p><u>Speeches.</u> Arranged in date order.</p> <p>Official speeches of Administrator and Associate Administrator relating to agency policies and programs. <i>2 in. per yr.</i></p> <p><u>PERMANENT</u> Offer to NARS when 10 years old.</p>	12c	
25.	<p><u>Litigant Case Files.</u> Arranged by case.</p> <p>(a) Landmark cases consisting of cases based on the following criteria:</p> <p>Cases that result in precedential court decisions that significantly interpret legislation or regulations. Cases that result in legal opinion establishing precedent, policies and procedures regarding laws, regulations, directives, decisions and/or legislation; cases of value that are heard by appellate or higher court; cases that are determined valuable for investigative or litigative procedures; cases that gain national attention because of Congressional or public interest; cases of major economic impact; and cases that show possible conflicts of interest. <i>6 in. per yr.</i></p> <p><u>PERMANENT</u> Offer to NARS 10 years after case is closed.</p> <p>(b) All other case files.</p> <p>Destroy 10 years after case is closed.</p>		

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26.	<p><u>Agreements &amp; Delegations of Authority</u></p> <p>Arranged <del>in date order</del> <i>chronologically.</i></p> <p>Interagency agreements and delegations of continuing authority to and from other agencies and departments that significantly affect the substantive functions of the agency. <i>1 in. per yr.</i></p> <p><u>PERMANENT</u> Offer to NARS when 10 years old.</p>	1	
27.	<p><u>Legislative Historical Records</u></p> <p>Arranged <del>in date order</del> <i>chronologically.</i></p> <p>Record set of all legislation affecting the Extension Service since and including the Smith-Lever Act of 1914.</p> <p><i>Destroy when no longer needed for reference.</i></p> <p><del>PERMANENT</del> Offer to NARS when 10 years old.</p>		
28.	<p><u>Relations with the Executive Office of the President and the Congress</u></p> <p>Arranged <del>in date order</del> <i>chronologically.</i></p> <p>Documentation of those relations with the Executive Office of the President and the Congress that concern the planning, initiation, management, and effectiveness of and changes in the agency's programs, including interagency programs in which it participates. <i>6 in. per yr.</i></p> <p><u>PERMANENT</u> Offer to NARS when 10 years old.</p>		
29.	<p><u>Disposition of Records</u></p> <p>Disposition Authority (SF-115 and 115-A)                      Federal Records Center Accessions (SF-135) -- by Accession Number</p> <p><del>PERMANENT</del> Retained in Office of Records Officer, Administrative Services Branch, Management Operations, ES.</p> <p><i>Destroy when superseded or obsolete.</i></p>		

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30.	<p><u>Information and Reference Files</u></p> <p>Non-record files maintained in various forms by all Units containing information on the specialties of each Unit. These files include bibliographies, publications, bulletins, leaflets, printed and duplicated material; reports and related materials; excerpts of articles; photographic materials, drawings, art work and charts; and similar and related materials.</p> <p>Destroy individual items as they become obsolete or are superseded.</p>	4, 17	