

NC D Copy

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS (See Instructions on Reverse)

LEAVE BLANK DATE RECEIVED JAN 8 1976 JOB NO. NC1-114-76-1 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. 6-2-76 James B Rhoads Date Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408 1. FROM (AGENCY OR ESTABLISHMENT) USDA, Soil Conservation Service 2. MAJOR SUBDIVISION Administrative Services Division 3. MINOR SUBDIVISION Records and Communications Management Branch 4. NAME OF PERSON WITH WHOM TO CONFER H. Ted Evans 5. TEL. EXT. 447-3907 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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

12/29/75 (Date) [Signature] (Signature of Agency Representative) Chief, Records and Comm. Mgt. Br. (Title)

Table with 4 columns: 7. ITEM NO., 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods), 9. SAMPLE OR JOB NO., 10. ACTION TAKEN. Row 1: The Soils records of the Soil Conservation Service (RG-114) described herewith are classed as scientific records on page 15 of the "Retention Plan for the Records of the Soil Conservation Service." NARS Job No. NN-471-1. The attachment covers the records created under the primary series SOILS. The records designated "Permanent" will be transferred to the Federal Archives and Records Centers after 15 years and offered to the National Archives or regional archival section after 25 years. The SF-135 transferring permanent records to the FRC will contain only permanent records to expedite eventual offer to the archives. Attachment: SOILS Records Guide Retention periods as shown on the attachment

Copy to Agency 6-3-76
Copies to 1NC, 4NC, 5NC-D, 6NC, 9NC-S, 10NC, NCWE 8-76

216 items
STANDARD FORM 115 Revised November 1970 Prescribed by General Services Administration FPMR (41 CFR) 101-11.4 115-105

RECORDS GUIDE
SOILS

Definition: Records in this category cover the policy, procedures, instructions, and information activities of that portion of the National Cooperative Soil Survey for which SCS has responsibility: records for classification, interpretations, investigations, operations.

- W - Washington office
- T - Technical service center, soil survey investigation units
- S - State office
- A - Area office
- F - Field office, soil survey office
- P - Permanent records (National Archives Job No. _____)

General: For the definition of records refer to page 1, Records Management, APM. Technical reference materials are excluded from this guide. They are maintained according to paragraph 844, Part 5, ASH.

File Code	Folder Label Position	Retention Period (years)				
		W	T	S	A	F

Records are filed to meet the operational needs of each office. An example of records that may be filed together in a state office are 11-14-5, 11-15-5, 12-18-5, 14-14-5, and 14-15-5 for a soil survey area. File codes uniformly identify copies of official records irrespective of where they may be filed.

All records marked P, except those asterisked, are transferred to the Federal Records Center after 5 years. ~~The FRC will transfer records to the National Archives after retaining 10 years.~~

Offer to NARS when 25 years old.

SOILS

SOILS-0 ^①	Left	1a P	1b 5	1c 5	1d 3	1e 3
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Classify and file overall (0) or general records pertaining to soil survey activities in this folder.

In many offices this single folder will be sufficient for all soils material. However, where the volume of records or need for accessibility necessitates a further breakdown, use one or more of the following recurring, secondary, tertiary, or quaternary subjects.

Recurring subjects: The following recurring subjects can be used, as needed, with the primary or with any secondary subject. (See the definition of recurring subjects and how to use them on page 3, Records Management section of the APM.)

Authorizations and Directives

SOILS-1 ^②	Left or Center	2a 10	2b 5	2c 3	2d 3	2e 3
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Correspondence pertaining to directives preparation and interpretation. Refer to Administrative Services Records Guide, File Code AS-15, ASH or APM for procedures regarding maintenance of memorandums, advisory notices and the NSH.

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File Code	Folder Label Position	Retention Period (years)				
		W	T	S	A	F
Committees and Panels SOILS-2 ⁽³⁾	Left or Center	3a 5	3b 5	3c 3	3d 3	3e 3
Meetings and Conferences SOILS-3 ⁽⁴⁾	Left or Center	4a P	4b 5	4c 5	4d 3	4e 3
Records such as meeting notices, proposed agenda, program, and attendance are of temporary value. Retain record copies of reports, minutes, or proceedings of meetings for those offices marked permanent. The record copy is kept in the SCS office in which the minutes are kept or in which the participant is headquartered.						
International Meetings SOILS-3-5 ⁽⁵⁾	Left or Center	5a P				
National Meetings SOILS-3-5 ⁽⁶⁾	Left or Center	6a P	6b 10	6c 5		
Inservice meetings and outside meetings of national scope to include the National Technical Work Planning Conference. Set up case files alphabetically as needed.						
The record copy of technical meetings of national scope, where personnel of TSC's or investigation units are the SCS representative is kept permanently in the office in which the participant is headquartered.						
Regional Meetings SOILS-3-5 ⁽⁷⁾	Left or Center	7a 10	7b P	7c 5		
Includes Regional Technical Work Planning Conference.						

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File Code	Folder Label Position	Retention Period (years)				
		W	T	S	A	F
SOILS-3-5 ^⑧	Left or Center	8a 2	8b 2	8c P-10 2-Others*	8d 2	8e 2
SOILS-3-5 ^⑨	Left or Center	-	-	9a 2 9d 2-Others*	9b P-10 2	9c 2

State Meetings

Area and Field Office Meetings

The states listed below are designated as the (sample) archival records copy office for the identified SOILS records marked P-10. They will identify and offer records (case files) to the archival section of the Federal Archives and Records Center in which they are located when files become inactive for administrative purpose.

State	GSA Region
NH	1
NY	2
PA	3
GA	4
IN	5
NB	6
NM	7
MT	8
CA	9
WA	10

*2-others: All state/area offices other than the ten states listed above are to destroy these files 2 years after cutoff date.

Opinions and Decisions

(Code for case files)

Outside Relations

Use one file when ^{Case file} volume of material is small. If needed, use case files such as: Forest Service, Bureau of Indian Affairs, Bureau of Land Management, Bureau of Reclamation, Geological Survey, State Planning Commission, and others. (Record copies of agreements are filed under AS-12.)

SOILS-4 ^⑩	Left or Center	10a P	10b 5	10c 5	10d 1	10e 1
SOILS-5 ^⑪	--	-	-	-	-	-
SOILS-6 ^⑫	Left or Center	12a P	12b 5	12c 2	12d 1	12e 1
SOILS-6-5 ^⑬	Left or Center	13a P	13b 5	13c 2	13d 1	13e 1

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File Code	Folder Label Position	Retention Period (years)					
		W	T	S	A	F	
<p>Reports</p> <p>Reports for which there is no applicable secondary subject, such as periodic narrative reports of soil survey activities if required by state or area, are placed here. Where needed, prepare separate case files, e.g. Reports, Marion County, Indiana, SOILS-7-5.</p>	(13) SOILS-7	Left or Center	14a 5	14b 5	14c 5	14d 1	14e 1
<p>Appraisals and Inspections</p> <p>Most reviews and inspections are filed under applicable secondary subjects. Use for state and TSC soil survey appraisals. Retain last two copies if time between appraisals exceeds 3 years. Where needed, prepare separate case files, e.g. Appraisals & Inspections, Indiana, SOILS-8-5.</p>	(15) SOILS-8	Left or Center	15a 6	15b 6	15c 6	15d 1	15e 1
<p><u>Secondary and tertiary subjects:</u> The following secondary and tertiary subjects are approved and can be used as needed.</p>							
<p>Classification</p> <p>Records pertaining to soil classification.</p>	(16) SOILS-11	Center	16a P 10	16b 5	16c 3	16d 3	16e 2
<p>Series Descriptions and Companion Soil Survey Interpretations</p> <p>Series descriptions and companion interpretations may be filed alphabetically by series or taxonomically by soil family.</p> <p>Records pertaining to official series descriptions and companion interpretations filed alphabetically. Prepare a separate case file for each series, e.g. Miami Series, SOILS-11-11-5-a.</p> <p>Records pertaining to official series descriptions and companion interpretations filed taxonomically. Prepare a separate case file for each soil family, e.g. Typic Hapludolls, fine, loamy, mixed, mesic, SOILS-11-11-5-b.</p>	(17) SOILS-11-11	Right	17a P* 1/	17b 1/	17c 1/	17d -	17e -

- 1/ Retain a case file only for those active and inactive series and companion interpretations used in region/state.
- * Not to be sent to Federal Records Center or National Archives.

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When case files are not needed, a recommended procedure for filing official series descriptions is:

Area and soil survey field offices set up looseleaf binder for official series descriptions and companion interpretations used in state. File on shelves.

State offices set up looseleaf binders for official series descriptions and companion interpretations not used in their jurisdiction but used in adjacent states and for which there may be a need. File on shelves.

TSCs set up looseleaf binders for all official series descriptions and companion interpretations in U.S. not used in their jurisdiction. File on shelves.

Soil Taxonomy

SOILS-11-12¹⁸ Right

18a 18b 18c
P 15 10 - -

Records pertaining to Soil Taxonomy: records and supporting evidence suggesting changes and improvements; makeup of work groups; final decisions. Prepare a separate case file for each proposal, e.g. Soil Taxonomy, Aeric Ochraqualfs, SOILS-11-12-5.

Classification of Soil Series of the United States

SOILS-11-12-11¹⁹ Right

19a 19b 19c
4 2 mo. 1 - -

ADP Listing (Keep current copy until next one is received). Soil Data Storage & Retrieval (SDSR) Unit retains Washington file.

Soil Families of the United States and Their Included Series

SOILS-11-12-12²⁰ Right

20a 20b 20c
4 2 mo. 1 - -

ADP Listing (Keep current copy until next one is received). SDSR Unit retains Washington file.

Descriptive Legend

SOILS-11-13²¹ Right

21a 21b
2/ 3/ - -

Records pertaining to descriptive legends. Prepare a separate case file for each soil survey area. Identify case files by soil survey area, e.g. Descriptive Legend, Marion County, Indiana, SOILS-11-13-5.

- 2/ Discard when replaced by the first draft of the soil survey manuscript.
3/ Discard 1 year after publication of soil survey.

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File Code	Folder Label Position	Retention Period (years)				
		W	T	S	A	F
Soil Correlation SOILS-11-1	Right	22a P*	22b 30	22c 30	-	22d 3/
Records pertaining to field and final correlations. Prepare a separate case file for each soil survey area correlated. Identify case files by soil survey area, e.g. Correlation, Marion County, Indiana, SOILS-11-1 -5. The <u>state</u> discards case file 5 years after publication of soil survey but retains the field correlation with the final correlation document for the balance of the 30 years. The <u>TSC</u> discards case file 1 year after publication of the soil survey but retains the final correlation document for the balance of the 30 years.						
Interpretations SOILS-12-1	Center	23a P	23b 10	23c 5	23d 3	23e 2
Records pertaining to soil survey interpretations. Where needed, prepare a separate case file for correspondence and records pertaining to particular projects, e.g. Interpretations, Form SCS-SOILS-5, SOILS-12-5. Agronomic Records pertaining to kinds of crops, yields and quality from specific soils under defined management and the effects of cultivation on the soil; productivity indexes.	Right	24a P	24b 10	24c 5	24d 3	24e 2
Biology SOILS-12-12	Right	25a P	25b 10	25c 5	25d 3	25e 2
Records pertaining to potential of kinds of soil for wildlife habitat for different species.						
Engineering SOILS-12-13	Right	26a P	26b 10	26c 5	26d 3	26e 2
Records pertaining to behavior of kinds of soil when used in: construction of sanitary facilities; community development; as source material; and in management of water. Where needed, prepare a separate file for each use, e.g. Sanitary Facilities, SOILS-12-13-11; Community Development, SOILS-12-13-12; etc.						

* Not to be sent to Federal Records Center or National Archives.
3/ Discard 1 year after publication of soil survey.

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	File Code	Folder Label Position	Retention Period (years)				
			W	T	S	A	F
Land Capability	SOILS-12-14	Right	27a P	27b 10	27c 5	27d 3	27e 2
Records pertaining to land capability class, subclass, and unit; definitions; guides.							
Range	SOILS-12-15	Right	28a P	28b 10	28c 5	28d 3	28e 2
Records pertaining to kinds of grasses, yields and quality from specific soils under defined management and the effects of grazing on the soil.							
Woodland	SOILS-12-16	Right	29a P	29b 10	29c 5	29d 3	29e 2
Records pertaining to kinds of trees, yields and quality from specific soils and related management problems; windbreaks; forest understory.							
Recreation	SOILS-12-17	Right	30a P	30b 10	30c 5	30d 3	30e 2
Records pertaining to behavior of kinds of soil when used for: camp areas; picnic areas; playgrounds; paths and trails.							
Manuscript	SOILS-12-18	Right	31a <u>3/</u>	31b <u>3/</u>	31c <u>3/</u>	31d <u>3/</u>	31e <u>3/</u>
Record copy of the most recent soil survey manuscript draft; pictures; diagrams; general soil map; check lists. Prepare a separate case file for each soil survey area, e.g. Manuscript, Marion County, Indiana, SOILS-12-18-5.							
Manuscript Data	SOILS-12-19	Right	32a	-	-	-	32e <u>3/</u>
Records of all supporting data for soil survey manuscript: census data; summary of yield records and lab records; weather data; block diagram correspondence; geologic data. Prepare a separate case file for each soil survey area, e.g. Manuscript Data, Marion County, Indiana, SOILS-12-19-5							

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File Code	Folder label Position	Retention Period (years)				
		W	T	S	A	F
Investigations						
SOILS-13-33	Center	33a P	33b 10	33c 5	33d 3	33e 2
Records pertaining to soil formation, soil classification, geomorphology, interpretations, laboratory analyses, field soil behavior; statements of problems; plans for conduct; methods used.						
Specific Investigation Case File						
SOILS-13-5	Right	34a 30	34b 30	34c 30	-	-
Records of plans, work done, data developed, results and conclusions, and interpretation of data for specific investigations and special studies. Identify case files by kind of investigation or study and by area for which investigation is being made, e.g. Glacial Outwash Study, Marion County, Indiana, SOILS-13-5						
Where necessary, case files are established using soil analyses headings from Soil Survey Investigations Report No. 1, e.g. Base Saturation, Soil Data, SOILS-13-5.						
Preliminary data in files are discarded when replaced by permanent data. Files will be screened, summarized, nonessential material discarded, and closed one year after completion of the investigation. The file will be sent to the Federal Records Center after 15 years if the data has not been published.						
Reports						
SOILS-13-7	Right	35a P	35b 10	35c 2	-	-
Reports submitted by investigative units indicating initiation and degree of completion of projects and summarization of completed projects.						
Soil Data						
SOILS-13-11	Right	36a 10	36b 10	36c 5	-	-
Records of a general nature pertaining to procedures used in soil analyses, and application of the data obtained from these procedures.						
Pedon Characterization Data						
SOILS-13-11-11	Right	37a P*	37b 30	37c 30	-	-
Records of soil analyses that are useful to characterize kinds of soil, to include highway engineering test data. File analytical data and companion pedon descriptions for kinds of soil relevant to the respective office. Discard preliminary data when it is replaced by completed data.						

* Not to be sent to Federal Records Center of National Archives.

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	File Code	Folder Label Position	Retention Period (years)				
			W	T	S	A	F
Check data	SOILS-13-11-12	Right	38a 10	38b 10	38c 10	-	-
Records of small reference projects such as texture checks and pil checks that have no value for publication.							
Primary Data	SOILS-13-11-13	Right	-	39a 4/	-	-	-
Data record books, primary data sheets, and punch cards from which completed data are calculated.							
The National Soil Survey Laboratory (NSSL) may establish additional quaternary subjects for which there is a need, without approval of the Washington office, e.g. Consistence Data, SOILS-13-11-14.							
Water Data	SOILS-13-12	Right	40a 10	40b 10	40c 5	-	-
Records pertaining to procedures used and completed data for water analyses. Additional quaternary subjects may be established by the NSSL.							
Benchmark Soils	SOILS-13-13	Right	41a 5/	41b 5/	41c 5/	-	-
ADP listing by series and by state.							
Operations	SOILS-14	Center	42a P	42b 10	42c 5	42d 3	42e 2
Records pertaining to the planning, scheduling, and managing of soil surveys.							
Plans and Schedules	SOILS-14-11	Right	43a 1	43b 1	43c 1	43d 1	43e 1
Records pertaining to the overall operations of the soil survey activities of the Service, includes monthly, quarterly, or annual schedules and related correspondence.							

4/ Discard 6 months after completion or termination of a project if the data have no value for publication. Otherwise discard when the data is published.

5/ Retain most recent.

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	File Code	Folder Label Position	Retention Period (years)				
			W	T	S	A	F
Annual Plans	SOILS-14-12	Right	44a 2	44b 1	44c 1	44d 1	44e 1
Records pertaining to annual plans of operations, including Forms SCS-SOILS-245 and SCS-SOILS-246. Prepare separate case file for each state, e.g. Annual Plans, Indiana, SOILS-14-12-5.							
Long-Range Plans	SOILS-14-13	Right	45a 6/	45b 6/	45c P-10 6/ -Others	45d 6/	-
Records pertaining to long-range plans of soil survey operations. Prepare a separate case file for each state, e.g. Long-Range Plans, Indiana, SOILS-14-13-5.					45e		
Work Plans	SOILS-14-14	Center	46a 10	46b 10	46c 5	46d 3	46e 2
Records of a general nature pertaining to the preparation, content, submission, etc. of soil survey work plans.							
Work Plan Case File	SOILS-14-14-5	Right	47a 3/	47b 3/	47c 3/	47d 3/	47e 3/
Record of the work plan, Forms SCS-SOILS-244a, b, and c including pertinent correspondence and orders for published soil surveys. Identify case files by soil survey area, e.g. Work Plan, Marion County, Indiana, SOILS-14-14-5.							
Reviews and Identification Legends	SOILS-14-15	Right	48a 10	48b 10	48c 5	48d 3	48e 2
Records of a general nature pertaining to soil survey identification legends and initial, progress, comprehensive, and final field reviews.							
Reviews and Identification Legends Case File	SOILS-14-15-5	Right	49a 3/	49b 3/	49c 7/	49d 3/	49e 3/
Record of all field review reports and identification legends for a specific soil survey area. Identify case files by soil survey area, e.g. Reviews and Identification Legends, Marion County, Indiana, SOILS-14-15-5.							

- 3/ Discard 1 year after publication of soil survey.
6/ Discard 1 year from end of planning period or after each revision.
7/ Discard 5 years after publication of soil survey.

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	File Code	Folder Label Position	Retention Period (years)				
			W	T	S	A	F
Soil Handbook	SOILS-14-16	Right	-	-	-	-	50a 3/
Records of interpretive tables, yield data, field studies, laboratory and engineering investigations, geologic data, field notes not summarized in descriptive legend, block diagrams, interpretive soil groupings. Maintain in looseleaf binders. File on shelves.							
Progress Maps	SOILS-15	Center	5/2 4	5/1 5/	5/1 5/	5/1 5/	5/1 3/
Records and maps showing status and progress of soil surveys.							
Techniques	SOILS-16	Center	5/2 P	5/2 10	5/2 5	5/2 3	5/2 2
Records pertaining to the discussion of techniques for carrying out soil survey activities such as photo interpretation, equipment, use of multispectral imagery, investigative techniques, etc.							
Set up separate case files for specific techniques where needed to segregate records for accessibility, e.g. Techniques, Infrared Spectrometry, SOILS-16-5.							
Resource Areas	SOILS-17	Center	5/3 P*	5/3 20	5/3 10	-	-
Records pertaining to resource areas such as general soil maps of land resource areas, physical land area maps of land resource areas, land resource area maps, conservation problem areas and soil data pertaining to resource areas.							
Set up separate case files for specific resource areas where needed to segregate records for accessibility. Identify case files by resource area, e.g. Resource Area, Ill-Indiana and Ohio Till Plain, SOILS-17-5.							
Soil Judging	SOILS-18	Center	-	5/2 2	5/2 5	5/2 5	5/2 5
Records pertaining to criteria for soil judging contests and related data, including land judging material. File information pertaining to specific contests under INF-12.							

3/ Discard 1 year after publication of soil survey.

5/ Retain most recent.

* Not to be sent to Federal Records Center or National Archives.