

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

LEAVE BLANK	
JOB NO	<i>NCI-114-83-1</i>
DATE RECEIVED	<i>11-5-82</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-17-82</i> Date	<i>[Signature]</i> Archivist of the United States

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

1 FROM (AGENCY OR ESTABLISHMENT)  
Soil Conservation Service

2 MAJOR SUBDIVISION  
Deputy Chief for Administration

3 MINOR SUBDIVISION  
Administrative Services Division

4 NAME OF PERSON WITH WHOM TO CONFER  
*C. C. Cochran*  
C. C. COCHRAN

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 \_\_\_\_\_ 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 <i>OCT 29 1982</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> PETER C. MYERS <b>Acting for</b>	E. TITLE Chief, Soil Conservation Service
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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
	<p>This schedule amends and supplements the Soil Conservation Service Comprehensive Records Schedule (SCS/CRS) approved on June 5, 1979, as Job No. NCI-114-78-2. Items 6, 26, 35, 73, 81, 88, 107, and 113 of that schedule are superseded by the correspondingly numbered items of this schedule.</p> <p>The records described by items 142 through 151 were not included in Job No. NCI-114-78-2. The item numbers assigned to these records extend the numbering used in the SCS/CRS.</p> <p>The retention/disposition shown for these records (items 142-151 and the SCS/CRS items being revised) is that suggested by the administrative or technical personnel of the agency having specific knowledge of the records. To the best of our knowledge these records are not elsewhere scheduled.</p>		<i>47 items</i>

*114-107 to agency, by RTB, 12/21/82*

*1/10/83 to NNF, NNS, NNB-12/29/82 MDC sheet attached to FRC copies*

*1/10 all FRC's except 3 KD + 6 KP- 12/29/82*

6 - Directives

(a) SCS directives (except bulletins) issued at the National level, including clearance forms indicating originator and approval signature.

NCI-114-78-2  
Item 6a

N - Permanent - Offer to NARS <sup>in 5-year blocks</sup> 10 years after revision or cancellation.

(b) Bulletins issued at the National level, including clearance forms indicating originator and approval signature.

NCI-114-78-2,  
Item 6a

N - Destroy when 3 years old.

(c) Directives Case File

NCI-114-78-2,  
Item 6b

Supporting and background material used in the development of the directives scheduled in 6(a) and (b) above.

(1) N - Bulletins - Destroy when 3 years old.

" (6b(1))

(2) N - All other directives - Transfer to FARC when 5 years old. Destroy when 15 years old.

" (6b(2))

(d) SCS directives issued below National level including supporting material.

T,S,A,F - Destroy when canceled.

NCI-114-78-2,  
Item 6c

(e) Directives of other agencies affecting SCS operations.

N,T,S,A,F - Destroy when obsolete or superseded.

NCI-114-78-2,  
Item 6d

26 - Operations

Records pertaining to the operation of individual districts, such as annual plan of operations, elections, schedule of assistance, annual reports, contests, etc.

NCI-114-78-2,  
Item 2a

(a) Annual Reports *Arr. by district, thereunder chronologically, Ca. 5 cu ft/yr, in 5-yr blocks when 30 years old or upon dissolution of district.*

(1) F - Permanent. Offer to NARS <sup>whichever occurs first.</sup> 1 year after dissolution of district.\*

(2) <sup>All other copies to</sup> (N,T,S,A,F) - Destroy when 2 years old.

(b) Material other than described in (a).

N,T,S,A,F - Destroy when 2 years old.

NCI-114-78-2,  
Item 2b

35 - River Basin Reports

Arranged by state, thereafter by project name.

(a) Consists of final report, environmental impact statement and correspondence relating to report and statement.

(1) N,S - Final report - transfer to FARC when 5 years old. Destroy when 15 years old.

NCI-114-78-2,  
Item 35a(1)

\* Although these are created in field, they are sent to central office for consolidation. They will come as a collection to NWFN; not go to regional archives branches

(2) T,A,F - Destroy when no longer needed for reference.

*NCI-114-78-2,  
Item 35a(2)*

(b) Draft report.

S - Destroy 2 years after final report is published.

*NCI-114-78-2,  
Item 35b*

73 - Aerial Photographs

Aerial photographs annotated with soil survey information used in resource planning and in soil survey reports. Commonly known as "Soil Survey Field Sheets." At the completion of the related soil survey report, transfer to the Records and Communications Management Branch for offer to NARS.

(a) Soil survey field sheets prepared prior to 1970.

*NCI-114-78-2,  
Item 73*

N - Permanent. Transfer to FARC after the published soil survey is released. Offer to NARS 20 years after the release.

(b) Soil survey field sheets prepared 1970 or later.

*NCI-114-78-2,  
Item 73*

N,T,S - Transfer to FARC after the published soil survey is released. Destroy 20 years after the release.

81 - Production and Distribution Records. Correspondence, forms and general records relating to the production and distribution of vegetative materials at plant material centers, or by others for SCS.

*NCI-114-78-2,  
Item 81  
(was  
"Reserved")*

N,T,S,A,F - Destroy 5 years after production is discontinued or when 5 years old, whichever is earlier.

88 - General Engineering Records.

Construction and design phases of Engineering. Includes correspondence and other material pertaining to such topics as construction, design, drainage, erosion control, geology, hydrology, irrigation, maintenance, snow surveys, soil mechanics, specifications, water conservation, water plans, water rights, water quality, sea water conversion, landscape architecture, sanitary engineering, etc. Does not include case files pertaining to particular project (WS, FP, RC&D, etc.) activity.

(a) N - Transfer to FARC when 5 years old. Destroy when 30 years old.

*NCI-114-78-2,  
Item 88a*

(b) T,S,A,F - Destroy when 10 years old or when no longer needed for reference, whichever is later.

*NCI-114-78-2,  
Item 88b  
[on records already  
in F.R.C. use  
previous job]*

107 - Management Records

(a) Correspondence and other material pertaining to time and progress management and evaluation.

(1) N - Destroy when 5 years old.

*NCI-114-78-2, Item 107(a)(1)*

(2) T,S,A,F - Destroy when 2 years old.

*NCI-114-78-2, Item 107(b)(2)*

## (b) Time and Progress Reports (except original of AD-320).

## (1) Time Reports.

- (i) N,T,S - Destroy 1 year after fiscal year in which created, *NCI-114-78-2, Item 107b*  
or when no longer needed for administrative purposes.
- (ii) A,F - Destroy when 3 months old. *NCI-114-78-2, Item 107b*

## (2) Progress Reports.

- (i) S,A - Destroy when data is verified by printout. *NCI-114-78-2, Item 107b*
- (ii) F - Destroy when 3 years old. *NCI-114-78-2, Item 107b*

## (c) Time and Progress Summaries.

Delete all present material - insert:

## (1) Annual summaries.

- (i) N - Transfer to FARC when 10 years old. Destroy when 30 *NCI-114-78-2, Item 107c*  
years old. *(3)(ii)*
- (ii) S - Destroy when 10 years old. *NCI-114-78-2, Item 107c(2)(iv)*
- (iii) A,F - Destroy when 3 years old. *NCI-114-78-2, Item 107c(1)(iii)*

## (2) Interim summaries.

N,T,S,A,F - Destroy when a later summary is received and *NCI-114-78-2, Items 107c(1)(i), 107c(1)(ii), 107c(1)(iii), 107c(2)(i), 107c(2)(ii), 107c(2)(iii)*  
verified. *(iii), 107c(3)(i)*

(d) Correspondence and other material relating to Management Support Activities. Includes USDA Decision Calendar and material documenting the decision process, plans of operations and related workload analyses and goals, problem reporting and material relating to their resolution, and activity schedules. *(i)*

## (1) Decision System.

N,T,S <sup>(a)</sup> Destroy supporting and background material for items placed *new*  
on the decision calendar 1 year after decision on the item. <sup>(b)</sup> Destroy  
remaining material when 3 years old or when no longer needed for  
reference, whichever is later. <sup>(c)</sup> Destroy copies of decision calendar  
when superseded.

## (2) Problem Reporting.

N,T,S,A,F <sup>(a)</sup> Destroy case files when 5 years old or no longer needed for *new*  
reference, whichever is later. <sup>(b)</sup> Destroy remaining material when 3 years  
old.

## (3) Activity Schedules.

N, T, S, A, F <sup>(u)</sup> Destroy monthly, quarterly, or annual schedules for individuals, organizational units, or the agency when obsolete or superseded. <sup>(u)</sup> Destroy material relating to future activities when the activity is scheduled.

113 - Forms

Correspondence and other material and documents pertaining to SCS forms prepared at all levels. Includes record copy of the form, background, supporting justification, and clearances.

(1) N - Destroy <sup>5</sup> years after cancellation, discontinuance, or supersession.

(2) T, S, A, F - Destroy when canceled, discontinued, or superseded.

GRS 16/4a  
 NCI-114-78-2)  
 Stan 113a +  
 (1)

NCI-114-78-2,  
 Stan 113b(2)

Item No.	Subject, Description, and Disposition	new
142	<p><u>Energy Conservation</u> - Records documenting goals, efforts and accomplishments of reduced energy use by SCS.</p> <p>N,T,S,A,F - Destroy when 3 years old.</p>	new
143	<p><u>Patents</u> - Material relating to application for and obtaining patents resulting from work or studies as an SCS employee. Original of each application and supporting material is forwarded to OGC and retained in their files regardless of action taken on the application.</p> <p>(a) Copies of approved applications and supporting material, and copy of approval documents.</p> <p>(1) N - Destroy 5 years after date of approval.</p> <p>(2) T,S,A,F - Destroy 2 years after date of approval.</p> <p>(b) Remaining material, including copies of applications and supporting material <u>not</u> approved.</p> <p>N,T,S,A,F - Destroy when 2 years old or 2 years after date of disapproval, whichever is later.</p>	new
144	<p><i>Reserved, Case GRS 18/28b)</i> <del><u>Physical Protection</u> - Material pertaining to direction and coordination of security plans or measures to protect the physical safety of SCS employees. Includes material relating to development of facility Physical Protection Plans and copies of such plans.</del></p> <p><del>N,T,S,A,F - Destroy plans when obsolete or superseded. Destroy remaining material when 3 years old or when no longer needed for reference, whichever is later.</del></p>	new
145	<p><u>Digitizing</u> - Material relating to procedures for the conversion of source data to forms, bits, etc., for use in electronic processing. Does <u>not</u> include the source data document.</p> <p>N,T,S,A,F - Destroy when 3 years old or when no longer needed for reference, whichever is later.</p>	new
146	<p><u>Sensor Data</u> - Material relating to procedures for the collection of data or preparation of imagery by electronic or in-place devices. Does <u>not</u> include the data collected or imagery prepared.</p> <p>N,T,S,A,F - Destroy when 3 years old or when no longer needed for reference, whichever is later.</p>	new

Withdrawn-  
RTB  
IR  
11/15/82  
(use GRS  
18/28b)

- 147 Maintenance - Correspondence and general material pertaining <sup>new</sup> to followup assistance provided to land users relative to maintenance of installed practices, measures, or resource management systems.
- N,T,S,A,F - Destroy when 5 years old or when no longer needed for reference, whichever is earlier.
- N,T,S,A,F - Destroy copies of plans when obsolete or superseded. Destroy remaining material when 3 years old or when no longer needed for reference, whichever is later.
- 148 Aquaculture - Correspondence and other material pertaining <sup>new</sup> to application of the practice; assessments of need and potential; technical standards; and coordination of efforts with Federal, state and local agencies and organizations.
- (1) N,T,S - Destroy outdated material as related new material is received.
- (2) A,F - Destroy correspondence when 3 years old.
- 149 Reclamation - Correspondence and other material pertaining <sup>new</sup> to mined or abandoned land reclamation projects and practices. Included, but not limited to, are reclamation practices, land status, equipment adaptability, vegetative considerations, and standards and specifications.
- (1) N,T,S - Destroy outdated material as related new material is received.
- (2) A,F - Destroy correspondence when 3 years old.
- 150 Budget Execution - Correspondence and other material <sup>new</sup> documenting operation of the budget system, preliminary (GRS 5/3) and planning budget preparation, apportionment and re-apportionment data, schedules of obligations, budget controls, and materials used in the budget presentation process such as language sheets, narrative statements, etc.
- N,T,S - Destroy when ~~2~~ years old. <sup>RTB</sup> <sub>2/11/15/8.2</sub>
- 151 Metric Conversion - Material relating to SCS use of metric <sup>new</sup> units, guidance material from U.S. Metric Committee, conversion factors, definitions, etc.
- N,T,S,A,F - Destroy obsolete or inactive material when 5 years old or when no longer needed for reference, whichever is later.