

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-164-92-1</i>	DATE RECEIVED <i>10-25-91</i>
1 FROM (Agency or establishment) <i>U.S. Department of Agriculture</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <i>Cooperative State Research Service</i>		In accordance with the provisions of 44 U.S.C. 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER <i>Helen Young</i>	5 TELEPHONE <i>(202) 401-4960</i>	DATE <i>for</i> ARCHIVIST OF THE UNITED STATES <i>7/15/92</i> <i>James W. Moore</i>	

6 AGENCY CERTIFICATION
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested.

DATE <i>10-11-91</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen L. Young</i>	TITLE <i>Management Analyst</i>
-------------------------	---	------------------------------------

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	Please see attachment		
<i>Copies sent to agency, NCF, NNT, NIX, NIA 8/11/92</i>			

1. Cooperative Agreement Files

Cooperative Agreements are executed with State cooperative institutions, private institutions, profit & non-profit institutions. Each Cooperative Agreement includes the legal authority, situation, purpose & need for project, the joint participation between the State & CSRS, & general provisions for cooperation. The files also contain Forms S&E 451-Agreement Face Sheet, Recommended Award Data Sheet, budget & CSRS transmittal letter, or other related material.

File alphabetically by State.

- a. OM: PERMANENT. Retire to WNRC after final settlement. Transfer to NARA when 20 yrs. old, in 10-yr blocks. (NC1-310-80-2, Item 111a.)
- b. Cooperating Scientist: Destroy 5 yrs. after final settlement. (NC1-310-80-2, Item 111b.)
- c. All other offices: Destroy 2 yrs. after final settlement. (NC1-310-80-2, Item 111c.)

2. Cooperative Support Agreements

Cooperative Support Agreements are executed with State Cooperative Institutions. The files contain the original fully executed agreement with each institution, Letter of Cooperation, & Form SF-270 Request for Reimbursement or Payment, & Cooperative Support Agreement Request for Payment, or other related information.

- a. OM: PERMANENT. Retire to WNRC after final settlement. Transfer to NARA when 20 yrs. old, in 10-yr blocks. (NC1-310-80-2, Item 111a.)
- b. Cooperating Scientist: Destroy 5 yrs. after final settlement. (NC1-310-80-2, Item 111b.)
- c. All other offices: Destroy 2 yrs. after final settlement. (NC1-310-80-2, Item 111c.)

3. Basic Grant Files

a. Case Files

These files may contain a grant proposal, acknowledgement letter, correspondence, proposal history sheet, review sheet, panel summary, list of panel members, program summaries, post award modification letters, financial reports, Recommended Award Data Sheet, publication reports, acceptance letter, S&E 451-Agreement Face Sheet, Assurance statements, AD-451 Agreement Face Sheet, grant budget, grant letter, & Forms AD-416, Ad-417, AD-421, or their successors, Program Recommendations files, memoranda, interim and final progress reports, or other related records.

File by State, Institution, and Grant Number; or by fiscal year, thereunder by grant number, whichever is applicable.

1. APU: PERMANENT. Retire to WNRC 1 yr. after receipt of final financial and technical reports. Transfer to NARA in 5 year blocks when the most recent records are 15 years old. (N1-164-88-1, Item 1).
2. AMD: Retire to WNRC 1 yr. after receipt of final financial report. Destroy when 10 yrs old.
3. All other offices: Destroy 1 yr. after final payment, or sooner if no longer needed for administrative purposes. (NC1-310-80-2, Item 103a.)