

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

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
 U.S. Department of Agriculture

2. MAJOR SUBDIVISION  
 Science and Education

3. MINOR SUBDIVISION  
 Cooperative State Research Service

4. NAME OF PERSON WITH WHOM TO CONFER  
 Helen Young

5. TELEPHONE  
 202-401-4960

LEAVE BLANK (NARA use only)


JOB NUMBER  
 11-164-92-2

DATE RECEIVED  
 9-21-92

NOTIFICATION TO AGENCY

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE  
 12/21/92

ARCHIVIST OF THE UNITED STATES  


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 16 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 9/18/92	SIGNATURE OF AGENCY REPRESENTATIVE <i>Helen Young</i>	TITLE Management Analyst
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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 GRS OR SUPERSEDED JOB CITATION	10.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		
<p><i>Copies sent to Agency, NN-W, NCF, NNT, NIA 12/29/92</i></p>			

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classification Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1000	<p><b><u>ORGANIZATION, AUTHORITIES, AND FUNCTIONS:</u></b> Use for all common use internal management files, including functions performed outside the filing office. May include correspondence or material on the broad aspects of assigned functions, e.g., personnel, budget, &amp; accounting which are filed as separate entities under their appropriate categories.</p> <p>FILE chronologically by subject.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1000-2-2	<p><b><u>Special Reports, Studies &amp; Surveys &amp; Supporting Schedules &amp; Questionnaires</u></b></p> <p>a. Reports and Studies Final reports on special studies, surveys &amp; inspections of operations, management &amp; systems. Requests for such activity may come from Congress, government coordinating agencies, USDA &amp; Cooperative State Research Service Offices.</p> <p>FILE alphabetically by title of report, study, or survey.</p> <p>b. Schedules &amp; Questionnaires. One sample of each schedule or questionnaire.</p> <p>FILE alphabetically by title of report, study, or survey.</p> <p>c. Background documents. Records created or collected in carrying out special studies, including notes, working papers, listing sheets, preliminary or interim report, or reference information.</p> <p>FILE alphabetically by title of report, study or survey it supports.</p>	<p>APU PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA when 20 yrs. old in 10-yr. blocks.</p> <p>PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA when 20 yrs. old in 10-yr. blocks.</p> <p>Cut off files at close of projects. Transfer to WNRC 5 yrs. after close of project. Destroy when 25 yrs. old.</p>	<p>when 5 yrs. old.</p> <p>when 5 yrs. old.</p> <p>5 yrs. after close of project.</p>	<p>Destroy when no longer needed for current activity.</p> <p>Destroy when no longer needed for current activity.</p> <p>Destroy when no longer needed for current activity.</p>	<p>NC1-310-80-2 Item 164 a&amp;b</p> <p>NC1-310-80-2 Item 167</p>

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1000-2-3	<p><b>e. Facility Reviews</b> Facility reviews are conducted at land-grant institutions. Facility review files contain correspondence, environmental reports, performance reports, facility studies, background information, proposals, award terms &amp; conditions &amp; Forms AD-416, AD-417 and Recommended Award Data Sheet.</p> <p>FILE alphabetically by State.</p> <p><u>Program Reports</u> Not covered elsewhere in this Schedule, which relates to routine program activities &amp; functions, not appropriate for filing in project files.</p> <p>FILE chronologically.</p>	<p>OGPS/OFP PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA when 20 yrs. old in 10-yr. blocks.</p> <p>APU Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	<p>when 5 yrs. old.</p> <p>when 3 yrs. old.</p>	<p>Destroy when no longer needed for current activity.</p> <p>Destroy when 3 yrs. old.</p>	
1000-2-4	<p><u>Administrative Reports</u> Not covered elsewhere in this Schedule, which relates to routine administrative activities &amp; functions &amp; have short-term significance, such as routine Activity Reports &amp; trip reports.</p> <p>FILE chronologically.</p>	<p>APU Destroy when 3 yrs. old.</p>	N/A	Destroy when 3 yrs. old.	
1000-4-1	<p><u>Minutes, Reports, and Proceedings.</u> (1) <u>Technical Meetings.</u> Significant meetings attended by CSRS staff.</p>	<p>APU Destroy when no longer needed.</p>	N/A	Destroy when no longer needed.	NC1-310-80-2 Item 56 (b) 1

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(1)	(2)	(3)	(4)	(5)	(6)
1010	(2) <u>Professional Societies</u> , of which CSRS personnel are members & are permitted to attend meetings on official time, such as Entomological Society of America, American Society of Animal Science, American Phytopathological Society, American Dairy Science Assoc., American Society of Agronomy, American Society Horticultural Science, American Veterinary Medical Assoc., Society of American Foresters, American Soybean Assoc., American Meat Science Assoc., National IPM Coalition, National Academies of Practice, Forum for Animal Agriculture, Yellowstone Assoc.	Members destroy when 15 yrs. old.	N/A	Destroy when 3 yrs. old or sooner if no longer needed for current activities.	NC1-310-80-2 Item 56 (b) 2
	(3) <u>Staff Meetings</u> relating to administrative or program activities having short-term significance.	Destroy when 3 yrs. old.	N/A		NC1-310-80-2 Item 56 (b) 4
	(4) Other meeting records of temporary value, such as meeting arrangements, accommodations.	Destroy when 3 mos. old.	N/A		NC1-310-80-2 Item 56 (b) 5
	FILE by subject in chronological sequence.				
	<u>Organization</u> Use for material relating to organizational analysis & planning or changes in organization functions; documents relating to overall functions and missions; & copies of organizational & functional statements, manuals, & charts. Also includes materials pertaining to the number of positions & grade levels/series required to perform program missions.	OA/OM PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA in 5-yr. blocks when 20 yrs. old.	when 5 yrs. old.	Destroy when S/O.	NC1-310-80-2 Item 68 (a)(1)& (c)(1)
1011	<u>Principles of Organization &amp; Planning</u> Use for material pertaining to planning, analysis, development of approved organizational units and operation, maintenance and improvement of same.	OA/OM Destroy when S/O.	N/A	Destroy when S/O.	
	FILE by subject.				

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(1)	(2)	(3)	(4)	(5)	(6)
1300-2	<p><u>Legislative Proposals</u> Use for comments and other material on legislative proposals.</p> <p>FILE chronologically by House and Senate.</p>	<p>OA Destroy after 3 yrs. old.</p>	N/A	Destroy after 1 yr. old.	
1300-3	<p><u>Public Relations Correspondence</u> Use for general correspondence from the public reflecting individual opinions pertaining to general programs of the Agency not involving any administrative action beyond the preparation of a form reply.</p> <p>NOTE: Records from farm organizations &amp; other groups are not included in this item since such opinions are constantly referred to by the Dept. in the formulation of agricultural programs &amp; policies. For these records, see 1300.</p> <p>FILE by control number and name.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy after 5 yrs.</p>	when 3 yrs. old.	Destroy after 1 yr.	
1310	<p><u>Executive Branch Relations</u> Use for material pertaining to routine Cooperative State Research Service relations with other executive branch agencies.</p> <p>FILE by subject in chronological sequence.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	when 3 yrs. old.	N/A	
1311	<p><u>White House &amp; Executive Office Relations</u> Use for material pertaining to routine Cooperative State Research Service relations with the White House or the Executive Office.</p> <p>FILE by subject in chronological sequence.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	when 3 yrs. old.	N/A	

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(1)	(2)	(3)	(4)	(5)	(6)
1312	<p><u>Interdepartmental Relations</u> Use for material pertaining to routine relations between Cooperative State Research Service &amp; USDA agencies and staff offices.</p> <p>FILE by subject in chronological sequence.</p>	<p>APU Destroy when no longer needed.</p>	N/A	N/A	
1320	<p><u>Legislative Branch Relations</u> Use for general material pertaining to Cooperative State Research Service relations with the Legislative Branch.</p> <p>FILE by subject in chronological sequence.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	when 3 yrs. old.	N/A	
1323	<p><u>Congressional Hearings and Testimony</u> Use for material pertaining to the preparation of material to be delivered before congressional hearings and/or testimony.</p> <p>FILE by subject in chronological sequence.</p>	<p>BO Destroy when S/O or when no longer needed for reference.</p>		N/A	
1325	<p><u>Reports to Congress</u> Use for material pertaining to the preparation &amp; submission of reports required by Congress.</p> <p>FILE by title and/or number of report in chronological sequence.</p>	<p>BO Destroy when S/O or when no longer needed for reference.</p>		N/A	
1400	<p><u>PUBLIC AFFAIRS</u> Use for requests for information from the general public &amp; replies involving no administrative action, no policy decisions, &amp; no special compilations or research for reply, including requests for information &amp; inquiries to which replies are made by printed or duplicated material, requests for publications, photographs &amp; auto-graphs, &amp; acknowledgements &amp; replies; letters of &amp; concerning referrals to other agencies for replies, etc.</p> <p>FILE by control number, name, or subject if applicable.</p>	<p>COM Destroy after 1 yr.</p>	N/A	Destroy after 1 yr.	

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(1)	(2)	(3)	(4)	(5)	(6)
1421	<u>Copy and Duplication</u> Use for material pertaining to the reproduction of printed material in fast copy center.  FILE in chronological sequence.	COM Destroy when S/O.	N/A	Destroy when S/O.	
1422	<u>Photocomposition</u> Use for material pertaining to photocomposition.  FILE by job number in chronological sequence.	COM Destroy when no longer needed for reference.	N/A	Destroy when no longer needed for reference.	
1430	<u>Publication Distribution</u> Use for material pertaining to publication distribution. Includes revisions & deletions to mailing lists.  FILE in chronological sequence.	COM Destroy when S/O.	N/A	Destroy when change is completed.	
1440	<u>Speeches, Lectures, Statements &amp; Talks</u> Before the general public, including presentations on radio & television. Policy-making speeches of the Administrator or other representatives designated by the Administrator.  FILE in chronological order.	OA PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA in 5-yr. blocks when most recent records are 15 yrs. old.	when 5 yrs. old.	Destroy when no longer needed for reference.	NC1-310-80-2 Item 44(a)(1)(2)
1440-1	<u>Other</u> Speeches, lectures, statements, & talks.  FILE in chronological order.	APU Destroy when 5 yrs. old or when obsolete whichever is sooner.	N/A	N/A	NC1-310-80-2 Item 44(b)

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(1)	(2)	(3)	(4)	(5)	(6)
2040	<p>b. All other copies</p> <p>FILE in chronological sequence.</p> <p><u>Budget Execution</u> Use for material pertaining to approved budget implementation &amp; maintenance of financial controls over appropriate funds. Include apportionments, allocations, allotments &amp; workplans, obligations &amp; outlays, ceilings, requirements reimbursements, &amp; nonappropriated funds.</p> <p>NOTE: Include here financial data <u>only</u> if it is directly budget supportive. Use 2100 for regular accounting documentation.</p> <p>FILE by Fiscal Year.</p>	<p>Destroy when no longer needed for reference.</p> <p>BO Destroy 10 yrs. after close of FY covered by budget.</p>	N/A	<p>Destroy when no longer needed for reference.</p> <p>Destroy 10 yrs. after close of FY covered by budget.</p>	
2100	<p><u>FINANCIAL MANAGEMENT/ACCOUNTING</u> Use for material pertaining to overall financial management &amp; accounting activities not specifically described in the following categories.</p> <p>FILE by subject in chronological sequence.</p>	<p>CMS/CFD/BAD Destroy when 3 yrs. old.</p>	N/A	<p>Destroy when 2 yrs. old.</p>	
2100-3	<p><u>Internal Controls</u> Use for material which pertains to the plans of organizations &amp; all the coordinated methods &amp; measures adopted by the Agency to safeguard assets, check the accuracy &amp; reliability of accounting data, promote operational efficiency, &amp; encourage adherence to prescribed managerial policies.</p> <p>FILE in chronological sequence.</p>	<p>OM Destroy when 3 yrs. old.</p>	N/A	<p>Destroy when 1 yr. old.</p>	



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2500	<p><b><u>CLAIMS</u></b> Use for material of a general nature pertaining to claims for a right to something, e.g., a title to a debt, privileges, or other things in the possession of another.</p> <p>FILE by agency and claimant.</p>	<p><b>CMS</b> Destroy 1 yr. after final disposition of case.</p>	N/A	Destroy 1 yr. after final disposition of case.	
2600	<p><b><u>PAY AND ALLOWANCES</u></b> Use for material of a general nature pertaining to salaries &amp; deduction, &amp; expenses such as cost of living, living quarters &amp; education allowance.</p> <p>FILE by subject in chronological sequence.</p>	<p><b>CMS/PMSD</b> Destroy when 3 yrs. old.</p>	N/A	Destroy when 3 yrs. old.	
3100	<p><b><u>MANAGEMENT OF INFORMATION RESOURCES</u></b> Use for material pertaining to the management &amp; control of all types of information resources.</p> <p>FILE in chronological sequence by project.</p>	<p><b>COM</b> Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	
3200	<p><b><u>ADP MANAGEMENT</u></b> Use for material of a general nature which pertains to the study, selection, use, &amp; management control of ADP &amp; word processing equipment, operations, software, &amp; systems. Also includes files relating to machine room operations &amp; to information &amp; data produced through ADP operations which are not described elsewhere in this category.</p> <p>FILE in chronological sequence by project.</p>	<p><b>OA/CS</b> Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	

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(1)	(2)	(3)	(4)	(5)	(6)
3300	<p><u>TELECOMMUNICATIONS MANAGEMENT</u> Use for material of a general nature pertaining to the transmission, emission, or reception of signals, signs, writing images, sounds, or intelligence of any nature by wire, cable, satellite, fiber optics, laser, radio, visual, or other electronic, electric, electromagnetic, or acoustically coupled means.</p> <p>FILE in chronological sequence by project.</p>	CMS/MSB Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
3400	<p><u>INFORMATION MANAGEMENT</u> Use for material of a general nature which pertains to the dissemination of information &amp; is not described below.</p> <p>FILE by subject &amp; in chronological sequence.</p>	COM Destroy when 2 yrs. old or sooner if no longer needed.	N/A	Destroy when 1 yr. old or sooner if no longer needed.	
3400-4	<p><u>Agency Projects</u> Use for material pertaining to special agency projects, such as information requirements studies &amp; system development projects.</p> <p>FILE by project name.</p>	COM Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.	when 3 yrs. old.	Destroy when no longer needed.	
4000	<p><u>EMPLOYMENT</u> c. All letters of reprimand, caution, warning, and/or admonishment.</p>	CMS/PMSD Minimum of 1 yr. (unless decided unwarranted), or until employee transfers or separates, whichever occurs first.	N/A	N/A	

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4070	<p>NOTE: For supervisors' personnel files with material pertaining to authorizations, pending actions, request for actions &amp; records on individual employees duplicated in or not appropriate for the official personnel folder, review annually &amp; destroy superseded or obsolete documents, or destroy all documents relating to an individual employee 1 yr. after separation or transfer. (GRS-1-18a)</p> <p>FILE by nature of action &amp; not by employee's name.</p> <p><u>Attendance and Leave</u> Use for general material pertaining to duty hours, authorized absence, and use of leave. Includes annual, sick, military leave, leave without pay, holidays, absence for jury duty, etc. includes requests for &amp; approval of taking leave.</p>	APU Destroy when 1 year old.	N/A	Destroy when 1 year old.	
4100	<p><u>EMPLOYEE DEVELOPMENT, PERFORMANCE AND UTILIZATION</u> Use for material of a general nature which pertains to the development of employees through training, job enrichment, Upward Mobility, &amp; Executive Development Programs. Also includes performance evaluation &amp; awards.</p> <p>FILE by subject.</p>	CMS/PMSD Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
4130-3	<p><u>Departmental Awards</u> Department level awards or higher (Secretary's Awards, Presidential, etc.)</p>	OA Destroy when no longer needed.	N/A	N/A	
1314	<p><u>Memoranda of Understanding</u> a. Use for the original documents defining the basis for joint action by the U.S. Department of Agriculture and the Land Grant Universities as provided in research and education and related subjects. Includes memoranda of understanding, amendments, review comments and related correspondence.</p> <p>b. Use for all other background documents including general correspondence, interim financial reports, and other records of a general nature.</p> <p>FILE arranged alphabetically by state.</p>	<p>OM PERMANENT Transfer to NARA 20 yrs. after final settlement, in 10-yr. blocks.</p> <p>Destroy 2 yrs. after final settlement.</p>	<p>After final settlement</p> <p>After final settlement</p>	<p>Destroy 2 yrs. after final settlement.</p> <p>Destroy 2 yrs. after final settlement.</p>	<p>NCI-310-80-2, 112 Item (a)</p> <p>NCI-310-80-2, Item 112 (b)</p>

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4200	<p><b><u>PERSONNEL RELATIONS AND SERVICES</u></b> Use for general material which pertains to grievances, complaints, &amp; appeals, other than EEO. Also use for rehabilitation programs (e.g., for alcoholism), for employee organizations, &amp; for such special services as day care.</p> <p>FILE by subject.</p>	CMS/PMSD Destroy when 5 yrs. old.	N/A	Destroy when 1 yr. old.	
4230	<p><b><u>Special Activities and Programs</u></b> Use for material of a general nature which pertains to the unique activities &amp; program instituted, e.g. Federal Combined Campaign &amp; which do not fit it any other category.</p> <p>FILE by subject in chronological sequence.</p>	APU Destroy when no longer needed for reference.	N/A	N/A	
4370	<p><b><u>Data Collection and Evaluation</u></b> Use for material pertaining to data, evaluation reports, &amp; correspondence related to administrative requirements for the collection &amp; evaluation of minority group participation in CSRS programs.</p> <p>FILE by program.</p>	OM Destroy when 5 yrs. old.	N/A	Destroy when 3 yrs. old.	
4400	<p><b><u>SAFETY AND HEALTH</u></b> Use for material of a general nature which pertains to the implementation, development, coordination &amp; monitoring of agency policy on occupational safety &amp; health of Federal employees.</p> <p>FILE by subject.</p>	CMS/PMSD Destroy when S/O or when no longer needed for reference.	N/A	Destroy after 1 yr. or on discontinuance, whichever is first.	
5040	<p><b><u>ADP</u></b> Use for material pertaining to the actual procurement of all automatic data processing equipment commercially available software, maintenance services, &amp; related supplies.</p> <p>FILE in chronological sequence.</p>	OA/CS Destroy when S/O.	N/A	N/A	

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5100	<p><b><u>REAL PROPERTY MANAGEMENT</u></b> Use for material of a general nature which pertains to the management &amp; use of buildings &amp; land owned or leased by the Government, including its proper &amp; economical use &amp; which does not fit elsewhere in this category.</p> <p>FILE by agency location.</p>	CMS/MSB Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
5200	<p><b><u>PERSONAL PROPERTY MANAGEMENT</u></b> <b><u>Correspondence Files</u></b> Pertaining to the operation &amp; administration of property management, including the Federal Excess Personal Property Program administered with the Cooperative State Research Services under PL 97-98. Use for material of a general nature which pertains to nonexpendable equipment, acquisition, maintenance &amp; disposal. Personal property includes such items as furniture &amp; office equipment.</p> <p>FILE in chronological sequence.</p>	CMS/MSB Transfer to WNRC when 3 yrs. old. Destroy when 6 yrs. old.	when 3 yrs. old.	N/A	
5200-2	<p><b><u>Personal Property Accountability List/Index</u></b> Use for listings which provide a means for accounting for personal property. Includes master property print-outs, station listings, working capital &amp; appropriated funds listings, etc.</p> <p>FILE in chronological sequence.</p>	OM Destroy when updated.	N/A	Destroy when updated.	
5300	<p><b><u>SUPPLY MANAGEMENT</u></b> Use for material of a general nature pertaining to the requisitioning and procuring of expendable supplies &amp; equipment including storage, inspection, control, and disposition of stock which does not fit elsewhere in this category.</p> <p>FILE by unit in chronological sequence.</p>	CMS/MSB Destroy when 2 years old.	N/A	Destroy when no longer needed.	