

## Request for Records Disposition Authority

Records Schedule Number           DAA-0310-2018-0001  
 Schedule Status                    Approved  
  
 Agency or Establishment           Agricultural Research Service  
 Record Group / Scheduling Group   Records of the Agricultural Research Service  
 Records Schedule applies to       Agency-wide  
 Schedule Subject                   Peer Review Case Files  
 Internal agency concurrences will be provided   No

Background Information           United States of Department Agriculture - USDA  
   Agriculture Research Service – ARS  
   Office of Scientific Quality Review – OSQR

The Office of Scientific Quality Review (OSQR) manages and implements the ARS peer review system for research projects, including peer review policies, processes and procedures. OSQR centrally coordinates and conducts panel peer reviews for project plans within ARS' National Programs every five years.

ARS sees peer review as an integral part of the Agency's overall scientific program. ARS will assure that project plans are refined and revised as appropriate in response to the peer review panel's recommendations. Sound and credible scientific peer review serves to improve the quality of research ideas, approaches, and techniques. It promotes the use of new ideas, creative thinking, and alternative approaches that may not have been considered by Agency scientists and staff.

**Item Count**

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
2	0	2	0

GAO Approval

## Outline of Records Schedule Items for DAA-0310-2018-0001

Sequence Number	
1	Peer Review Case Files
1.1	Primary Office: Office of Scientific Quality Review - OSQR Disposition Authority Number: DAA-0310-2018-0001-0001
1.2	Other Offices: National Programs, Area Offices Disposition Authority Number: DAA-0310-2018-0001-0002

## Records Schedule Items

Sequence Number	
1	<b>Peer Review Case Files</b> The peer review case files consist of: • Panel organization and composition • Project Plans and their components • Review Case file
1.1	<b>Primary Office: Office of Scientific Quality Review - OSQR</b>
	Disposition Authority Number: <b>DAA-0310-2018-0001-0001</b>
	Final Disposition: <b>Temporary</b>
	Item Status: <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b>
	<b>Disposition Instruction</b>
	Cutoff Instruction: <b>Cut off files at the end of the FY in which a 5-year review cycle is completed.</b>
	Transfer to Inactive Storage: <b>Transfer to the Federal Records Center after the second review cycle or 10 FYs old.</b>
	Retention Period: <b>Destroy 25 year(s) after review cycle is completed</b>
	<b>Additional Information</b>
	GAO Approval: <b>Not Required</b>
1.2	<b>Other Offices: National Programs, Area Offices</b>
	Disposition Authority Number: <b>DAA-0310-2018-0001-0002</b>
	Final Disposition: <b>Temporary</b>
	Item Status: <b>Active</b>
	Is this item media neutral? <b>Yes</b>
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? <b>No</b>
	<b>Disposition Instruction</b>

Cutoff Instruction	Cut off files at the end of the FY in which a 5-year review cycle is complete.
Retention Period	Destroy 10 year(s) after second review cycle
Additional Information	
GAO Approval	Not Required

## 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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

## Signatory Information

Date	Action	By	Title	Organization
10/18/2017	Certify	Teresa McDuffie-Frye	Mission Area Records Management Officer	ARS - OCIO
04/11/2018	Submit for Concurrence	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
04/12/2018	Concur	Kate Flaherty	Appraiser	National Archives and Records Administration - ACRA
04/17/2018	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
04/18/2018	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist