

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO N1-310-86-4	DATE RECEIVED 6-2-86
1 FROM (Agency or establishment) Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION National Agricultural Library		In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Thomas D. Neis (Executive Officer)	5 TELEPHONE EXT 344-1570	DATE 9-14-87	ARCHIVIST OF THE UNITED STATES <i>Frank J. Burt</i>
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 18 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 30 May 86	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Joseph Howard</i>	D TITLE Director
7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION
	<p>Records of the National Agricultural Library (NAL)</p> <p>The National Agricultural Library, with 1.8 million volumes, is one of the largest U.S. Government libraries. It is also the largest agricultural library in the United States, covering botany, zoology, chemistry, veterinary medicine, forestry, plant pathology, livestock, poultry, entomology, and general agriculture.</p> <p>Information in NAL's holdings is disseminated through loans, photocopies, and reference services. The products and service of NAL are available to employees of the Department of Agriculture, to other Federal agencies, to land-grant universities, to the agricultural community worldwide, and to others with an interest in NAL's resources.</p> <p>The main Library is located at 10301 Baltimore Boulevard, Beltsville, Maryland (20705). The D.C. Reference Center, located in Room 1052, South Building, Department of Agriculture, Washington, D.C. (20250), has an extensive collection covering agricultural economics, statistics, management, and administration.</p> <p><i>copies to agency, NAF, NNS, NAI, NCF 9-18-87</i></p>	10 ACTION TAKEN (NARS USE ONLY)

TRT

General Office Files

1. Subject correspondence files. Original incoming copies of correspondence, official (yellow) copies of outgoing correspondence, internal memoranda, reports, enclosures, and related documents created or received by the office maintaining the file. Contents concern the functions, operations, and programs of the office maintaining the file, including both planning and routine activities. Generally maintained in accordance with the subject-filing system of the Agricultural Research Service.
 - a. Subject correspondence files of the Director. Maintained by Office of the Director. Arranged in accordance with the subject-filing system of Agricultural Research Service.

PERMANENT. Cut off in 6-year block and retire block to record holding area. Transfer to Washington National Records Center (WNRC) 3 years after cut-off. Offer to National Archives in 6-year blocks when most recent records are 20 years old; destroy any parts of file not accessioned by National Archives.

Volume on hand: about 18 cubic feet (records dating from about 1978 to present).

Estimated annual accumulation: 3 cf. (NC1-310-80-2, Item 1a)
 - b. Subject correspondence files of all other offices and officials. Cut off when 3 years old. Destroy 3 years after cut-off.
2. Desk files. Copies of correspondence, memoranda, notes, and related material concerning the position and activities of the person maintaining the file, and not covered by other disposition instructions in this schedule (e.g., Item 2). Generally arranged alphabetically by keyword.

Review annually or more frequently; transfer appropriate material to Subject Correspondence file of office (Item 1) and destroy unnecessary material. Destroy entire file when no longer needed. Do not retire to WNRC or offer to National Archives. (GRS 23, Item 6)
3. Chronological, Reader, or Day files. Copies of correspondence and, occasionally, other documents composed by the staff of the office maintaining the file. Arranged by date of document.
 - a. Paper files. Cut off at end of calendar year. Destroy one year after cut-off.
 - b. Machine-readable files. Destroy when 1 year old or when no longer needed, whichever is sooner.

Reuse tape or disc, if possible.

4. Reports of Activities. Periodic reports of plans and accomplishments of individual employees, of sections, groups, branches, offices, staffs, or divisions of the Library, or of the Library as a whole. Generally arranged by dates of period covered by report.
 - a. Annual reports of the Library. Maintained by the Office of the Director. PERMANENT. Cut off in 10-year blocks. Offer to National Archives 20 years after cut-off; destroy any parts of file not accessioned by National Archives.
Volume on hand: less than 1/4 cubic foot (records dating from about 1974 to present).
Estimated annual accumulation: less than 1/4 cubic foot.
(GRS 16, Item 13c)
 - b. Monthly reports of subsidiary units of the Library. Destroy when 5 years old or when no longer needed, whichever is sooner.
 - c. Weekly or monthly reports of individual employees (also known as Statistical Reports or Statistical Standards). Generally arranged by name of employee. Destroy when 3 years old or when no longer needed, whichever is sooner.
 - d. Statistical compilations. Periodic mathematical summaries of operations of the Library. Destroy when 3 years old or when data is incorporated into report, whichever is sooner.
5. Minutes of Meetings. Narrative or other accounts of meetings of task forces, committees, or other official groups within NAL or which include employees of NAL in a representative capacity. Generally arranged by name of group and thereunder chronologically.

Destroy when no longer needed for conduct of current business. Do not transfer to WNRC or offer to National Archives.
6. Routine Control files. Job control records, status cards, routing slips, work-processing sheets, correspondence-control forms, receipts for record charge-out, and other similar records used solely to control work flow and to record routine and merely facilitative actions taken.

Remove from related records and

destroy when work is completed or when no longer needed for operating purposes. Do not transfer to WNRC or offer to National Archives. (GRS 23, Item 5)

7. Directives and Circular Letters. Formal directives, circular letters, and memoranda announcing changes in policies and procedures of the Library and its constituent offices.

a. Issued by the Director.

(1) Issuances relating to agency program functions.

(a) Record set.

(b) Other copies.

** Per telcom w/ Tom Neis, NAL 7-7-87, Jeffrey, NIK*
PERMANENT. Offer to NARA in 5 year blocks when the most recent records are 20 years old (e.g., offer 1970-74 block in 1995). Destroy when superseded or obsolete, whichever is earlier.

(2) Issuances relating to routine administrative functions.

Destroy when superseded or obsolete, whichever is earlier. (GSR, Item 1c)

b. Issued by other officials of the Library.

Destroy when superseded or obsolete, whichever is earlier. (GRS 16, Item 1c)

c. Case files relating to individual issuances.

Destroy when issuance is destroyed or retired to WNRC. (GRS 16, Item 1d)

Personnel Files

8. Time and Attendance Reports files. Maintained by each office for its employees.

a. Forms such as "Time and Attendance Report/Monthly" (USDA). Generally arranged by name of employee.

(1) Payroll preparation and processing copies.

Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS 2, Item 3a[1])

(2) Appropriate supporting documentation for payroll

Destroy after GAO audit or when 3 years old, whichever is sooner.

preparation and
processing copies.

- (3) All other copies. Destroy 6 months after the end of the pay period.
(GRS 2, Item 3a[2])
- b. Flexitime attendance records. Supplemental time and attendance records, such as sign-in/sign-out sheets and work reports, used for time accounting under Flexitime. Destroy after GAO audit or when 3 years old, whichever is sooner.
(GRS 2, Item 3b)
- c. Overtime accounts. Records of more hours worked than usual by individual employees, including authorizations of such additional work. Destroy after GAO audit or when 3 years old, whichever is sooner.

9. Position Classification files. Generally arranged by name of employee filling a specified position.

a. Position classification standards files.

- (1) Standards and guidelines issued or reviewed by OPM and used to classify and evaluate position within the agency. Destroy when superseded or obsolete.
(GRS 1, Item 7a[1])
- (2) Memoranda, correspondence, and other records relating to the development of standards for classification of positions peculiar to the agency and OPM approval or disapproval.
- (a) Case file. Destroy 5 years after position is abolished or description is superseded.
(GRS 1, Item 7a[2][a])
- (b) Review file. Destroy when 2 years old.
(GRS 1, Item 7a[2][b])
- b. Position descriptions. Files describing established positions, including information on title, series, grade, duties, and responsibilities.

- (1) Record copy. Destroy 5 years after position is

abolished or description superseded.
(GRS 1, Item 7b[1])

- (2) All other copies. Destroy when position is abolished or description superseded.
(GRS 1, Item 7b[2])

c. Appeals files. Case files relating to classification appeals.
Destroy 3 years after case is closed.
(GRS 1, Item 7d)

10. Training files. Correspondence, memoranda, reports, and other records relating to the availability of training and employees' participation in training programs, including employees' requests for training. Generally arranged by name of employee.

Destroy when 5 years old or when superseded or obsolete, whichever is sooner.
(GRS 1, Item 30c)

11. Authorized Copies of Personnel records. Authorized copies of individually-related records (Official Personnel Folders are maintained by Agricultural Research Service), maintained by National Agricultural Library for quick reference. Generally arranged by name of employee.

Transfer with employee when employee is transferred from one division or staff of the National Agricultural Library to another. Destroy when employee leaves employment at the Library. Do not retire to Federal Records Center.

12. Official Passport requests. Requests for birth certificates, requests for security clearances, and similar documents concerning requests for and cancellations of official passports for employees of the National Agricultural Library.

Destroy when 10 years old.

13. Requests for Personnel Action. Copies of Standard Form 52 and related documents, other than those included in Official Personnel Folders.

Destroy when no longer needed. Do not retire to WNRC or offer to National Archives.

14. Awards Committee files. Recommendations of employees for citations, certificates of appreciation, suggestion awards, and other awards; with correspondence, supporting documentation, and copies of certificates.

Destroy 2 years after approval or disapproval of award.
(GRS 1, Item 12a[1])

Financial Files

15. Budgetary files.

- | | |
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| a. Budget formulation files. Responses to requests for information from Secretary of Agriculture, Congress, and others relevant to proposal and approval of annual budget for National Agricultural Library. Includes copies of requests, purpose statements, detailed statements of obligations, worksheets, and other supporting materials. Maintained by Administrative Office. | Cut off at end of fiscal year for which budget is adopted. Destroy 5 years after cut-off.
(GRS 5, Item 2a, and deviation from GRS 5, Item 2b; deviation necessary because working papers and background materials are too closely interfiled to allow easy separation, too essential to justify segregation, and too small in volume to make segregation necessary) |
| b. Budget execution files. Obligation reports (fiscal statements), internal memoranda, worksheets, and other supporting materials. Maintained by Administrative Office. | Cut off at end of fiscal year covered. Destroy 5 years after cut-off.
(GRS 5, Item 5a, with background materials) |
| c. General Accounts Ledger. Maintained by Administrative Office. | Cut off at end of fiscal year covered. Destroy 3 years after cut-off.
(GRS 8, Item 2) |
| d. Branch, Division, and Book Fund files. Maintained by Administrative Office. | Cut off at end of fiscal year covered. Destroy 3 years after cut-off.
(GRS 8, Item 4) |
| e. Budgetary Support material. Working papers. | Cut off at end of fiscal year covered. Destroy 3 years after cut-off.
(GRS 8, Items 4 and 7) |

16. Procurement Request files. Purchase orders (including copies of Form AD 700), travel vouchers, invoices, and related documents, regardless of physical form (paper, microform, machine-readable).

- a. Procurement of purchasing organization copies, with related papers. Primarily maintained by the Administrative Office.
 - (1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000. Destroy 6 years and 3 months after final payment. (GRS 3, Item 4a[1])
 - (2) Transactions of \$10,000 or less and all construction contracts which do not exceed \$2,000. Cut off at end of fiscal year in which last action is completed. Destroy 3 years after cut-off. (GRS 3, Item 4a[2])
- b. Obligation copies. Destroy when funds are obligated.
- c. Copies maintained by other offices. Destroy when no longer needed for conduct of current business. Do not retire to WNRC or offer to the National Archives.

17. List of Transactions and Fund Control Register. Detailed accounting of expenditures made by National Agricultural Library from appropriated and donated funds.

Destroy 6 years and 3 months after close of fiscal year covered. (GRS 7, Item 2)

18. Billing Files. Copies of invoices of charges for Library's services for users, with logs and other supporting materials. Original invoices and actual billing are handles through National Technical Information Service.

Destroy when no longer needed for conduct of current operations. Do not retire to WNRC or offer to National Archives.

Publications and Related Files

19. Publications, and Audiovisual Records ~~Guides, directories, and other publications produced by the National Agricultural Library.~~

** Per telcom w/ Tom Neils, NAL, 7-7-87. Informing NLR*

- a. ~~Printed publications, and Audiovisual Records~~ Guides, directories, and other publications produced by the National Agricultural Library.
 - (1) Record copies. PERMANENT. Offer to National Archives in 10-year blocks when most recent records in block are 10 years old. Destroy those records not accessioned by National Archives. Volume on hand: about 2 cubic feet
 - Maintained by Office of the Director.
 - Arranged by date of publi-

cation.

(records dating from about 1978 to present).

Estimated annual accumulation: less than 1/4 cubic foot.

(b) All other copies.

Destroy when no longer needed. Do not retire to WNRC or offer to National Archives.

b. Videotapes and optical discs.

(1) Record copies which document the basic mission and functions of the Library. Maintained by Office of the Director. Not arranged.

PERMANENT. Offer original or earliest generation and one copy of recording to National Archives with related documentation when no longer needed for conduct of current operations, or when ten years old, whichever is sooner. Destroy those records not accessioned by National Archives. Volume on hand: less than 1/4 cubic foot (records dating from about 1978 to present). Estimated annual accumulation: less than 1/4 cubic foot. (GRS 21, Item 36)

(2) All other copies of videotapes and optical discs.

Destroy when no longer needed. Do not retire to WNRC or offer to National Archives.

c. Slide programs.

(1) Record copies which document the basic mission and functions of the Library. Maintained by Office of the Director. Not arranged.

PERMANENT. Offer 2 copies of each slide set and accompanying audio recording to National Archives with related documentation ~~when no longer needed for conduct of current operations.~~ Destroy those records not accessioned by National Archives. Volume on hand: less than 1/4 cubic foot (records dating from about 1978 to present). Estimated annual accumulation: less than 1/4 cubic foot. (GRS 21, Item 8)

*per tel con
B. Hill +
Jenny Young
9-11-87
jpf*

*in 5 year
blocks when
most recent
records are
old.*

(2) All other copies of slide programs.

Destroy when no longer needed. Do not retire to WNRC or offer to National Archives.

d. Audio tape recordings.

(1) Record copies which document the basic mission and func-

PERMANENT. Offer original or earliest generation and one copy of each recording to National Archives with related documentation when no longer needed

tions of the Library. Maintained by Office of the Director. Not arranged.

for conduct of current operations, when ten years old, which ever is sooner. Destroy those records not accessioned by National Archives. Volume on hand: less than 1/4 cubic foot (records dating from about 1978 to present). Estimated annual accumulation: less than 1/4 cubic foot.

(2) All other audio tape recordings.

Destroy when no longer needed. Do not retire to WRNC or offer to National Archives.

20. AGRICOLA (AGRICultural Online Access). Computerized master bibliographic database of the National Agricultural library, constantly updated; machine-readable tapes of accretions to the database are periodically sold to commercial publishers. Maintained by the Information Systems Division.

a. Source Forms.

Destroy when no longer needed for conduct of current operations. Do not retire to WRNC or offer to National Archives.
(GRS 20, Part II, Item 6)

b. Working data.

Destroy after 3 or more update cycles. Do not retire to WRNC or offer to National Archives.
(GRS 20, Part II, Item 4)

c. Sale-tape check file.

Destroy when no longer needed for conduct of current operations. Do not retire to WRNC or offer to National Archives.
(GRS 20, Part II, Item 2)

d. Problem list.

Destroy when no longer needed for conduct of current operations. Do not retire to WRNC or offer to National Archives.
(GRS 20, Part II, Item 2)

e. Cataloging master file.

Destroy when no longer needed for conduct of current operations. Do not retire to WRNC or offer to National Archives.
(GRS 20, Part I, Item 22)

f. System specifications.

Destroy one year after discontinuance of AGRICOLA.
(GRS 20, Part III, Item 2)

g. Thesaurii.

Destroy when no longer needed for conduct of current operations. Do not retire to WRNC or offer to the National Archives.

21. (Reserved)

22. CALS (Current Awareness Literature Service). Individual USDA scientists and others request this computer-based literature searching system to furnish abstracts and citations (from various databases) to currently-published agricultural literature about selected subjects. Maintained by CALS Group of Information Systems Division.

a. Vendor tapes. Databases which CALS searches.

(1) Machine-readable tapes. Return or destroy when requested by owners (vendors).

(2) Paper print-outs. Destroy when 3 years old.

b. Profiles.

(1) Subject requests from users.

(a) Paper (initial requests). Destroy 3 years after initiation of of profile.

(b) Machine-readable tapes. Destroy 3 cycles after updating.

(2) Print-outs of profile-update requests. Destroy when 1 year old.

(3) User listing. Destroy when 1 year old.

c. Profile retrievals. Abstracts and citations organized for mailing to users.

(1) Machine-readable tapes. Destroy when 1 year old or when no longer needed, whichever is sooner.

(2) Paper print-outs. Destroy when 1 year old.

d. Retrospective profile searches. Destroy when 1 year old.

e. Statistical file. Destroy when no longer needed for Reports profiles with no responses or with more than 100 responses. Do not retire to WNRC or offer to National Archives.
(GRS 20, Part II, Item 2)

- f. Billing charges from Washington Computer Center. Destroy when 3 years old. (GRS 3, Item 4a[2])
- g. Current Awareness programs.
 - (1) Machine-readable tapes. Destroy upon discontinuance of Current Awareness Literature Service. Do not retire to WNRC or offer to National Archives.
 - (2) Current Awareness system specifications. Destroy 1 year after discontinuance of Current Awareness Literature Service. Do not retire to WNRC or offer to National Archives. (GRS 20, Part III, Item 2)

Bibliographic and Related Files

- 23. Network Co-ordination files. Copies of annual reports, correspondence, budgetary worksheets, notes, and other documents relating to fulfillment of contracts and co-operative agreements between the National Agricultural Library and state agricultural libraries.

Destroy relevant file upon expiration of contract or co-operative agreement. Do not retire to WNRC or offer to National Archives.
- 24. Regional Document Delivery System Statistics. Regional and state summaries of regional co-ordinating libraries' fulfillment of co-operative agreements between National Agricultural Library and regional co-ordinating libraries.

Destroy relevant file upon expiration of contract or co-operative agreement. Do not retire to WNRC or offer to National Archives.
- 25. Co-operative Activity files. Correspondence, lists, log books, and other materials relating to the implementation and continuance of co-operative cataloguing, exchanges, inter-library loans, and other efforts with the Library of Congress, the National Library of Medicine, and other research libraries, through Online Computer Library Center (OCLC) and other projects.

Destroy ephemeral portions of files as those portions become valueless. Cut off entire case file at end of calendar year in which project is completed. Destroy file 3 years after cut-off or when no longer needed, whichever is sooner. Do not retire to WNRC or offer to the

National Archives.

26. Collection Entry files. Card indices, lists, and similar tools created for ease of access to information in the collections of the National Agricultural Library.

Destroy when no longer needed for current operations. Do not retire to WRNC or offer to National Archives.

27. Routine Correction files. Lists, card files, and similar arrangements for detection and correction of errors and problems in routine tasks, such as cataloging and indexing.

Destroy relevant portion of files 1 year after resolution of problem, or sooner if no longer needed. Destroy entire file 1 year after supersession of system, or sooner if no longer needed. Do not retire to WRNC or offer to National Archives.

28. Collection Control files. Talley, shelf lists, volume indices, and similar documents created for control of Library's holdings and potential holdings during acquisition, binding, cataloging, indexing, and shelving.

Destroy relevant portion of files 1 year after supersession, or sooner if no longer needed. Destroy entire files when no longer needed for current operations. Do not retire to WRNC or offer to National Archives.

29. Request files. Requests from individual users or through inter-library loan to borrow books or other items from the collections of the Library or of other institutions; includes copies of Form AD-245 (Request for Publication).

Destroy when no longer needed for current operations. Do not retire to WRNC.

Other Audiovisual Records

30. Still Photographs. Mostly large black-and-white prints, with some negatives, contact sheets, and related documentation, of ceremonies, exhibits, members of the staff of the National Agricultural Library. Arranged by keyword of title of folders containing photographs. Maintained by Office of the Director. Negatives are kept at the Office of Government and Public Affairs. They are to be transferred to NARA at the same time as the prints.

- a. Photographs which document the basic

PERMANENT. Offer original negative and a captioned print (and, for color

mission and functions of the Library.

negative photography, a duplicate negative) with related documentation to National Archives in 5 year blocks when the most recent records are 15 years old. Destroy those records not accessioned by National Archives. Volume on hand: less than 1/2 cubic foot (records dating from about 1976 to present). Estimated annual accumulation: less than 1/4 cubic foot. (GRS 21, Items 6 and 7)

- b. Official portraits of senior agency officials.

PERMANENT. Offer original negative and a captioned print (and, for color negative photography, a duplicate negative) with related documentation to National Archives ^{in 5 year blocks} when the most recent records are 15 years old. Destroy those records not accessioned by National Archives. Volume on hand: less than 1/4 cubic foot (records dating from about 1976 to present). Estimated annual accumulation: less than 1/4 cubic foot. (GRS 21, Item 5)

* per Helen Wilton Neis, APR 7-7-87 [Signature]

- c. Photographs of routine ceremonies, social events, and activities not related to the mission of the Library.

Destroy when one year old or when longer needed. (GRS 21, Item 1)

- d. Duplicate items in excess of record elements required for preservation, duplication, and reference.

Destroy when no longer needed. Do not retire to WNRC or offer to National Archives. (GRS 21, Item 4)

31. Slide file. Color transparencies, largely of interior and exterior of National Agricultural library building. Not arranged, but housed in labelled boxes. Maintained by Office of the Director.

- a. Slides which document the basic mission and functions of the Library

PERMANENT. Offer original and duplicate slides with related documentation to National Archives ^{in 5 year blocks} when the most recent records are 15 years old. Destroy those records not accessioned by National Archives. Volume on hand: less than 1/4 cubic foot (records dating from about 1967 to present). Estimated annual accumulation: less than 1/4 cubic foot.

* per Helen Wilton Neis, APR 7-7-87 [Signature]

(GRS 21, Item 7)

- b. Photographs of routine ceremonies, social events, and activities not related to the mission of the Library. Destroy when one year old or when no longer needed. (GRS 21, Item 1)
- c. Duplicate items in excess of record elements required for preservation, duplication, and reference. Destroy when no longer needed. Do not retire to WNRC or offer to National Archives. (GRS 21, Item 4)

Other Machine-Readable Records

32. Facilitative Machine-Readable records. Routine, internal, machine-readable programs, such as an inventory of hardware held by the National Agricultural Library for automated data processing, a directory of experts at the Library, and a list of materials held in the basement of the Library building, as well as programs which interact with lists of the Library's holdings. Maintained by the Information Technology Group of the Information Systems Division.
- a. Machine-readable tapes of master files. Destroy when no longer needed for conduct of current operations. Do not retire to WNRC or offer to National Archives. (GRS 20, Part I, Items 22 and 29)
- b. Program files (hardcopy specifications for machine-readable programs). Destroy 1 year after discontinuance of related machine-readable programs. (GRS 20, Part III, Item 2)

Miscellaneous Files

33. Strategic Planning file. Correspondence, memoranda, reports, notes, and related material concerning long-range planning for the National Agricultural Library, its organization and operations, and its relations with other institutions. Maintained by the Associate Director. Arranged by subject.

PERMANENT. Cut off when 10 years old and transfer to WNRC. Offer to National Archives 10 years after cut-off; destroy any parts of file not accessioned by National Archives.

Volume on hand: about 1 1/2 cubic feet (records dating from about 1980 to present).

Estimated annual accumulation: less than 1/2 cubic foot.

34. Requests for Use of Library's Facilities. Correspondence, memoranda, and related documents pertaining to use of space within the Library by organizations not part of NAL.

Destroy 2 months after use of space, or sooner if no longer needed.

35. Building Construction and Maintenance files.

- a. Correspondence. Letters, memoranda, notes, and other documents concerning construction, renovation, and maintenance of the Library building. Maintained by the Administrative Office. Destroy when no longer needed for administrative purposes. Do not retire to WNRC.
- b. Blueprints. Preliminary, working, and "as-built" drawings of the Library building and furnishings. Destroy when no longer needed for administrative purposes. Do not retire to WNRC. (GRS 22, Items 1b and 2b)

36. Reference or Vertical files. Copies of publications, copies of correspondence and reports, and other materials which are retained solely for reference and information and which do not form part of the official files of the National Agricultural Library and its offices.

Review annually or more frequently and destroy material of no further value for reference. (GRS 23, Item 6)

37. Project Case files. Correspondence, memoranda, reports, and other documents relating to the conception, implementation, and continuance of routine and facilitative projects of offices of the Library.

Destroy ephemeral portions of files as those portions become valueless. Cut off entire case file at end of calendar year in which project is completed. Destroy file 3 years after cut-off or when no longer needed, whichever is sooner. Do not retire to WNRC or offer to the National Archives.

38. Historical Reference files. Narrative and oral histories of the

Library, together with correspondence, letterbooks, news clippings, manuals, regulations, budgets, photographs, and other materials selected to provide background information for a history of the Library. Arranged chronologically. Maintained by the Agency Historian in the Public Services Division.

PERMANENT. Upon completion of agency history, offer to National Archives all material more than 20 years old. Offer remaining material to National Archives in 5-year blocks when each block is 20 years old. Destroy any parts of files not accessioned by National Archives.

Volume on hand: about 16 cubic feet (records dating from about 1 to present).

Estimated annual accumulation: about 1 cubic foot.

(GRS 16, Item 13c; partial deviation desirable as files are still needed for current operations of Library)