

REQUEST FOR RECORDS DEPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK

JOB #

N1-35489-2

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

DATE RECEIVED

9/5/89

1. FROM (Agency or establishment)

Department of Agriculture

2. MAJOR SUBDIVISION

Economics Management Staff

3. MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4. NAME OF PERSON WITH WHOM TO CONFER

Sharon M. Flynn

5. TELEPHONE EXT.

447-4612

DATE

9/21/90

ARCHIVIST OF THE UNITED STATES



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 9 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

8/28/89

C. SIGNATURE OF AGENCY REPRESENTATIVE

Keith W. Anderson
KEITH W. ANDERSON

D. TITLE

Chief, Management Analysis Branch

7. ITEM NO.

1.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

**ECONOMICS MANAGEMENT STAFF
(EMS)**

ADMINISTRATIVE RECORDS

Associations, Boards, Committees, Councils, and Conferences. (Arrange by file code, then alphabetically by name or title.)

a. Internal Agency Board, Committee, Council, and Conference Records received, processed, and created by Economic agencies' activities and maintained by the sponsor. Records may include but are not limited to: administrative management projects and improvement recommendations, advisory committees, project proposals, program operation and procedure improvement recommendations, agendas, minutes, final reports, decisions, and related records documenting accomplishments.

Permanent. Break files annually. Transfer to a FRC 5 years after final decision or action is completed. Offer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., offer 1984-88 block in 2003).

9. GRS OR SUPERSEDED JOB CITATION

NC-83-75-1, pg. 27

10. ACTION TAKEN (NARS USE ONLY)

*Copies sent to agency
NCF, NNT 5/21/90*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>b. <u>All other committee-conference records and copies.</u></p> <p>Break files annually. <u>Destroy</u> 3 years after file break, or when no longer needed for reference, whichever is sooner.</p> <p style="text-align: center;"><u>POLICY AND PRECEDENT</u></p>		
2.	<p><u>Policy and guidelines</u> covering administrative management functions not included in official directives and handbooks.</p> <p><u>Permanent.</u> Break files annually. Transfer to FRC 5 years after file break. Offer to NARA when 15 years old.</p>	NC-83-75-1, pg. 28	
3.	<p><u>Economics Agencies Administrative Issuances.</u> (Arrange by file code, then alphabetically by title in assigned number order.)</p> <p>a. <u>Single copy record files</u> of each new and revised internal directive detailing Economics agencies policy and procedures.</p> <p><u>Permanent.</u> Offer to NARA in 5-year blocks when 20 years old (e.g., offer 1984-88 block in 2008).</p> <p>b. <u>Related case files</u> which document important aspects of the development of the document.</p> <p><u>Destroy</u> 5 years after directive is cancelled, superseded, or becomes obsolete.</p> <p>c. <u>All other copies.</u></p> <p><u>Destroy</u> when cancelled, superseded, obsolete, or no longer needed for reference.</p>	NC-83-75-1, pg. 34	
4.	<p><u>Management Projects.</u> (Arrange by file code, then alphabetically by subject.) Projects relating to the management activities of the Economics agencies. Includes correspondence on approved projects having precedential significance, basic documentation, final report, and other substantive material. Also includes one-time projects.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10 ACTION TAKEN
5.	<p>Break files annually. <u>Destroy</u> 6 years after file break, or when no longer needed for reference, whichever is sooner.</p> <p style="text-align: center;"><u>ORGANIZATION MANAGEMENT</u></p> <p><u>Authority Delegations.</u> (Arrange by file code.)</p> <p>a. <u>Copies of Departmental documents</u> delegating authority to the agency and/or specific positions to perform assigned functions and/or specific actions. Includes original copies of authority delegations issued by agency officials to identified positions.</p> <p><u>Destroy</u> 3 years after delegation is superseded or obsolete.</p> <p>b. <u>Original copies of temporary or limited authority delegations</u> issued by agency officials to individuals by name.</p> <p><u>Destroy</u> when superseded or obsolete.</p>	NC-83-75-1, pg. 27	
6.	<p>a. <u>Legislation.</u> (Arrange by file code, then alphabetically by subject or title.) EMS copies of records pertaining to the formulation and review of legislation affecting the Economics agencies programs including significant case files, consultants' opinions, or other documents of a precedential nature.</p> <p>Break file annually. <u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p>b. <u>Legal Decisions/Opinions.</u> (Arrange by file code.) Agency copies of USDA Office of the General Counsel (OGC) opinions and comments on General Accounting Office (GAO) and Comptroller General decisions or instructions, legislation, and court decisions affecting EMS.</p> <p><u>Destroy</u> when no longer needed for reference.</p>	NC-83-75-1, pg. 29	
7.	<p><u>Organization Management.</u> (Arrange by file code, then alphabetically by agency, division, or staff office.) Official organization charts, narrative histories, mission statements, and related records which document</p>		

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8.	<p>the organizations and function of the Economics agencies.</p> <p><u>Permanent</u>. Break files annually. Offer to the National Archives in 5-year blocks when the most recent records are 20 years old (e.g., offer 1984-1988 block in 2008).</p> <p><u>Management Programs</u>. (Arrange by file code, then alphabetically by division or staff office.)</p> <p>a. <u>Records of internal EMS management improvement of administrative systems and procedures</u>. Includes study reports and recommendations, project statements, final reports, analyses of test performance, and correspondence.</p> <p>Break files at end of year in which project or other recommended action is completed. <u>Destroy</u> 10 years after file break, or when no longer needed for reference, whichever is sooner.</p> <p>b. <u>All other EMS copies of approved management improvement records, and cancelled or disapproved recommendations and projects</u>. Includes interim project progress reports, correspondence concerning status of (or minor changes in) established objectives, or other routine documents.</p> <p>Break files at end of year in which project or other recommended action is completed, canceled, or disapproved. <u>Destroy</u> 5 years after file break, or when no longer needed for reference, whichever is sooner.</p> <p>c. <u>Documentation of EMS participation in Departmental management programs</u>. Includes initial reports and project proposal statements, amendments, final reports, and related non-routine correspondence.</p> <p>Break files at end of year in which proposed action is completed. Transfer to a FRC 2 years after file break. <u>Destroy</u> when 5 years old.</p>	NC-83-75-1, pg. 29	
9.	<p><u>Management Controls</u>. (Arrange by file code, then alphabetically by title or subject.)</p>	NC-83-75-1, pg. 29	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>a. <u>Records of externally performed comprehensive inspections, audits, and surveys of EMS operations by NARA, GAO, or other Federal agencies. Includes initial reports, agency final reports of corrective actions taken, and related pertinent correspondence.</u></p> <p>Break files at end of year in which final action is completed. <u>Destroy</u> 10 years after file break.</p> <p>b. <u>Records of internal and/or limited audits, inspections, and special reviews of agency operations by EMS or other USDA agencies. Includes initial report, final report of corrective actions taken, and related pertinent correspondence.</u></p> <p>Break files at end of year in which final action is completed. Transfer to a FRC 2 years after file break. <u>Destroy</u> when 5 years old.</p> <p>c. <u>Routine correspondence, feeder reports, and similar documents of a related but routine nature.</u></p> <p>Break files annually. <u>Destroy</u> 2 years after file break.</p> <p style="text-align: center;"><u>EXTERNAL RELATIONS</u></p>		
10.	<p><u>Congressional and Executive Office Communications.</u> (Arrange by file code, then alphabetically by subject or title.)</p> <p><u>Routine, non-substantive inquiry and response to inquiry correspondence and reports</u> relating to established programs, non-substantive functions, on-going operations, and routine administrative matters. Includes extra copies of records described in paragraph 7a above, and related internal correspondence and reports.</p> <p>Break files annually. <u>Destroy</u> 2 years after file break.</p>	NC-83-75-1, pg. 30	
11.	<p><u>External Relations.</u> (Arrange by file code, then alphabetically by title or subject.)</p>		

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	<p>a. <u>EMS copies</u> of cooperative agreements, interagency cooperative agreements, research agreements, Memoranda of Understanding with State Government agencies or university systems, and formal approval of extension(s)/amendments that significantly affect agency program functions. Also includes non-routine, related correspondence.</p> <p>Break files at end of year in which agreement or understanding is superseded or becomes obsolete. <u>Destroy</u> when no longer needed for reference.</p> <p>b. <u>Records of agency response to Congress concerning legislation and requests for information.</u> Includes correspondence and reports in response to Congressional inquiries; records of routine interaction and cooperation with other Federal, State and local government agencies, educational institutions, and private organizations; and agency requests for <u>Federal Register</u> publication of regulatory, functional, or policy information.</p> <p>Break files annually. <u>Destroy</u> 3 years after file break.</p>	<p>NC-83-75-1, pg. 30</p>	
12.	<p><u>Emergency Preparedness.</u> (Arrange by file code.) Records of EMS participation in the Departmental program. Includes Departmental instructions, correspondence, and reports relating to compliance and related actions.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p style="text-align: center;"><u>INFORMATION/PUBLICITY</u></p>	<p>NC-83-75-1, pg 30</p>	
13.	<p><u>Official Speeches.</u> (Arrange by file code, then alphabetically by subject.)</p> <p>a. <u>Single record copies of prepared scripts of official speeches</u> presented to a public audience by the the Director, EMS concerning Economic agencies' policies and programs. Includes speech scripts, indexes, and a clear copy of charts and other visual aids which the agency or USDA has not published.</p>		

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	<p><u>Permanent</u>. Break files annually. Transfer to a FRC 5 years after file break. Offer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., offer 1984-1988 block in 2003).</p> <p>b. <u>Single record copies of prepared scripts of official speeches and lectures</u> presented by other EMS officials. These speeches and lectures are presented to inform the audience of established agency policies and programs. Includes scripts, charts, and other visual aids which may or may not have been published by the agency or USDA.</p> <p>Break files annually. <u>Destroy</u> 3 years after file break.</p>		
14.	<p><u>Publication Development</u>. (Arrange by file code, alphabetically by title and issue date.) Records of development for an individual issue. Includes correspondence, reports, agency approval for publication, printing instructions, and subsequent comments or suggestions received.</p> <p>Break files at end of year of issue. <u>Destroy</u> when 1 year old.</p>		
15.	<p><u>Economics Agencies Publications and Periodical Releases</u>. (Arrange by file code, then alphabetically by title in issue date sequence.)</p> <p>Information Division prepared, released, and issued periodicals (magazines, newsletters, reports, etc.); published socioeconomic research, study and survey reports; brochures, circulars, announcements, bulletins, booklets, and handbooks.</p> <p>a. Single record copy.</p> <p><u>Permanent</u>. Break file at end of year of issue. Transfer to FRC in year-of-issue blocks 3 years after file break, or when volume warrants. Offer to NARA when 13 years old.</p> <p>b. All other copies., and copies found to duplicate National Archives holdings.</p>	<p>per Helen W/ Sharon Flynn 4-5-90</p>	<p>Jyrmg</p>

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16.	<p><u>Destroy</u> when superseded, obsolete, or when no longer needed for reference.</p> <p><u>Library Management.</u> (Arrange by file code, then alphabetically by subject.) Records of the establishment, collection, and maintenance of centrally located collections of technical reference books, articles, and reports pertinent to specific functional needs. Includes correspondence, reports, and instructions.</p> <p>Break files annually. <u>Destroy</u> when 3 years old or when library is discontinued and collection is broken up and transferred or destroyed.</p>		
17.	<p><u>Historical Narrative.</u> (Arrange by file code, then alphabetically by subject and year(s).) Narrative historical accounts describing the Economics agencies, their structure, policy, and/or programs. May also cover some aspects of these, or the manner in which functions were performed.</p> <p>Permanent. Break files at end of year in which account was published or otherwise issued. Transfer to FRC 5 years after file break. Offer to NARA when 15 years old.</p>		