

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

NI - 355-91-1

DATE RECEIVED

1-11-93

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

Acting

DATE

3/10/93

ARCHIVIST OF THE UNITED STATES

Raymond Whaley

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

1. FROM (Agency or establishment)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

World Agriculture Outlook Board

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Christine O'Gorman

5. TELEPHONE

202-720-5671

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 12 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

1/7/93

SIGNATURE OF AGENCY REPRESENTATIVE

Kevin W. Quinn

TITLE

Chief, Management Analysis Branch

7. ITEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

9. GRS OR SUPERSEDED JOB CITATION

10. ACTION TAKEN (NARA USE ONLY)

1.

WORLD AGRICULTURAL OUTLOOK BOARD (WAOB)

ASSOCIATIONS, BOARDS, COMMITTEES, COUNCILS, AND CONFERENCES. (File alphabetically by subject or name.) Records may include agendas, minutes, final reports, decisions and related records documenting significant accomplishments.

Agricultural Outlook Conference. (Arrange chronologically.) The Annual Outlook Conference is USDA's single most important forum for the release and exchange of outlook information. Conference discussions involve key agricultural issues affecting economic prospects for the U.S. and world agriculture. The earliest conferences were held strictly to provide producers with new information on seed varieties and crop development. Currently, the conference includes such features as the outlook for the economy, agriculture and trade, agribusiness conditions and adjustments, marketing and risk and overall trade policy prospects, home economics and human nutrition.

NCI-354-83-1
Item 4

Copies sent to agency, NN-W, NN-T, NCF, NIA 3/15/93

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Outlook Conference materials include single record copies of steering committee records, final conference agendas, annual reports and publications, publicity records and reactions to conference, speech scripts, charts and other visual aids, published articles, and historical narratives. Less than one cubic foot per year.</p> <p><u>Permanent.</u> Break files every 5 years. Transfer to FRC when 10 years old. Offer to NARA in 10-year blocks when 15 years old.</p> <p style="text-align: center;">ORGANIZATION - MANAGEMENT</p> <p>2. <u>Authority Delegations.</u> (Arrange by file code.)</p> <p>a. Copies of Departmental documents 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. Original copies of temporary or limited authority delegations issued by agency officials to individuals by name.</p> <p><u>Destroy</u> when superseded or obsolete.</p> <p>3. <u>Organization.</u> Official organization charts, narrative histories, records of reorganizations, mission statements, and related records which document the organization and functions of the World Agricultural Outlook Board. Approximately 1" per year.</p> <p><u>Permanent.</u> Break files annually. Offer to NARA in 5-year blocks when 20 years old.</p> <p>4. <u>Legal Decisions/Opinions.</u> (Arrange by file code.) Agency copies of USDA Office of General Counsel (OGC) opinions and comments on General Accounting Office (GAO) and Comptroller General decisions affecting WAOB.</p> <p><u>Destroy</u> when no longer needed for reference.</p>	<p>NC1-354-83-1 Item 2a</p> <p>NC1-354-83-1 Item 2a</p> <p>NC1-354-83-1 Item 1a</p>	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p><u>Records of participation in Departmental or internal WAOB management improvement programs.</u> Includes reports, recommendations, and proposed program revisions. Approximately 1/2 cubic foot per year.</p> <p><u>Permanent.</u> Break files at end of year in which superseded or obsolete or when final action is complete. Transfer to FRC when 5 years old. Offer to NARA in 10-year blocks when 15 years old.</p>	NC1-354-83-1 Item 1a	
6.	<p><u>Management Controls.</u></p> <p>a. Management control records of audits, surveys, inspections, and reviews of WAOB operations externally performed by NARA, the General Accounting Office or other Federal agencies.</p> <p>Break files at end of year in which final action is completed. Transfer to FRC 5 years after file break. <u>Destroy</u> when 10 years old.</p> <p>b. Records of similar reviews conducted internally by WAOB or another USDA agency. Includes initial and final reports and related nonroutine correspondence and supporting papers.</p> <p>Break files at end of year in which final action is completed. Transfer to FRC 2 years after file break. <u>Destroy</u> when 5 years old</p>	NC1-354-83-1 Item 2b	
7.	<p><u>Chairman's Chronological Reading File.</u> Information copies of outgoing correspondence and related supporting papers created below the Chairman level. Materials are received by the Chairman and filed chronologically in 6-month's intervals by date, month, and year of origin. Approximately 3" per year.</p> <p><u>Permanent.</u> Break files annually. Offer to NARA in 5-year blocks 15 years after file break.</p>	NC1-354-83-1 Item 3	
8.	<p><u>External Relations.</u> (File by subject code then alphabetically by subject.)</p> <p>a. <u>Records of communications</u> with foreign, state or local governments, other Federal agencies, substantive Congressional correspondence, educational institutions, professional groups, and private business organizations; formal agreements and other co-operative arrangements and memoranda of understanding. Approximately 1/2 cubic foot per year.</p>	NC1-354-83-1 Item 1a	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	above subject matter and materials. Break files annually. <u>Destroy</u> 10 years after file break.		
11.	<u>Briefings</u> . Includes record copies of significant briefings presented to high echelon WAOB officials and other USDA and Federal Government officials. Approximately 24" per year. <u>Permanent</u> . Break files annually. Transfer to FRC 5 years after file break. Offer to NARA in 10-year blocks when 15 years old.	NC1-354-83-1 Item 5a	
12.	<u>WAOB Publications and Periodical Releases</u> . (Arrange by file code then alphabetically by title in issue date sequence.) WAOB-prepared periodicals, outlook and situation reports, booklets and handbooks announcements, and bulletins. Includes the WASDE reports. These publications and issuances are published by GPO. EXCLUDES Departmental publications and issuances. <u>Destroy</u> in agency when superseded, obsolete, or when no longer needed for reference.	NC1-354-83-1 Item 9	
13.	<u>Daily Highlights of Agricultural Development</u> . (Arrange chronologically by date of issue.) Daily news memoranda highlighting significant occurrences and conditions in the domestic commodities market. Included are any important worldwide weather conditions and agricultural and economic indicators, such as the consumer price index, gross national product, inflation, and crop conditions that impact on the U.S. commodities market. Also reported are any major U.S. and international policy decisions that substantively affect the outlook and situation for crops and livestock. The Daily Highlight is circulated internally as a daily briefing document to WAOB personnel and upper echelon USDA officials. Approximately 4" per year. <u>Permanent</u> . Break files every 5 years. Transfer to FRC when 10 years old. Offer to NARA in 10-year blocks when 15 years old.	NC1-354-83-1 Item 10	
14.	<u>Manuscripts</u> . (Arrange alphabetically by title or subject as applicable.) Manuscripts originated by or contributed by WAOB personnel	NC1-354-83-1 Item 11	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
15.	<p>relating to the agricultural economic picture, which are approved at the Chairman level for publication or presentation.</p> <p>a. <u>Published Manuscripts.</u></p> <p>(1) Camera or final draft copies of articles, reports, and other manuscript documents written by WAOB officials and officially approved for publication.</p> <p>Break files at end of year in which publication containing the manuscript is issued. <u>Destroy</u> when published text is verified, when no longer needed for reference, or when 3 years old, whichever is sooner.</p> <p>(2) All other copies including page and galley proofs, and related correspondence, memoranda, and related materials.</p> <p>Break files at end of year in which verified publication is issued. <u>Destroy</u> 1 year after file break or when no longer needed for reference, whichever is sooner.</p> <p>b. <u>Unpublished Manuscripts.</u></p> <p>All copies of unpublished manuscripts, together with comments, related correspondence, background material and other related documentation.</p> <p>Break files at end of year following notice of disapproval or notice that material will not be published. <u>Destroy</u> 3 years after file break or when no longer needed for reference, whichever is sooner.</p> <p><u>Publications Correspondence/Work Files.</u> (Arrange alphabetically by subject or title if applicable and volume warrants.)</p> <p>Routine correspondence, reports and background materials relating to the development, preparation and distribution of WAOB publications and periodical releases. Includes report manuscripts, articles, peer review comments, written responses to releases, complaints, commendations, etc.</p> <p>Break files annually. <u>Destroy</u> 2 years after file break or when no longer needed for reference, whichever is sooner.</p>	NC1-354-83-1 Item 14	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
16.	<p><u>Dissemination of Information.</u> Correspondence relating to the dissemination of market sensitive information. May include guidelines for the distribution of such information at informal gatherings.</p> <p>Break files annually. <u>Destroy</u> when no longer needed for reference.</p>		
17.	<p><u>ADP Systems - Planning, Development and Implementation.</u> (Arrange alphabetically by title of system or project, then by subject if volume warrants.)</p> <p>Records of significant correspondence, proposal statements, supporting papers, reports and recommendations made concerning conversion from manual to automated systems, and revision or expansion of existing automated systems. Includes records documenting systems' scope, projected costs/savings, equipment needs and recommendations, as well as methods of collecting, processing and issuing, storing and retrieving data. May further include WAOB approval/disapproval of recommendations; systems design, test evaluations, implementation standards, guides and modifications introduced to meet standards or added processing or retrieval needs; and descriptions of machine-readable data files/ data bases.</p> <p>Break files at end of year in which system is approved or disapproved, discontinued, replaced or completely redesigned. Transfer to FRC 3 years after file break. <u>Destroy</u> when 15 years old.</p> <p>b. Routine correspondence, reports and supporting papers relating to the system, processing, output and storage of data files, and to the normal usage of machine-readable data on system files.</p> <p>Break files annually. <u>Destroy</u> 5 years after file break or when no longer needed for reference, whichever is sooner.</p> <p>NOTE: See General Records Schedule (GRS) 20 for the records of fully operational ADP systems. See items 23 through 26 of this schedule for WAOB program data records in machine-readable form.</p>	NC1-354-83-1 Item 7	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	<p><u>Historical Narrative.</u> (Arrange alphabetically by subject and year(s) encompassed.)</p> <p>a. Single copies of narrative historical accounts describing the World Agricultural Outlook Board organization; its structure, policy and programs; its purpose, accomplishments or other aspects such as services provided to the public. May describe the effects of certain historical events on the agricultural, national, or world economy. Approximately 2" per year.</p> <p><u>Permanent.</u> Break file at end of year in which account is published or otherwise issued. Transfer to FRC 5 years after file break. Offer to NARA in 5-year blocks when 20 years old.</p> <p>b. All other copies of the above. Also includes routine administrative correspondence or work files relating to WAOB information on historical matters.</p> <p><u>Destroy</u> when no longer needed for reference.</p> <p style="text-align: center;">PROGRAM OPERATIONS</p> <p>The WAOB has four major areas of responsibility:</p> <ul style="list-style-type: none"> • <u>Agricultural Outlook and Situation.</u> Coordinate and review all crop and commodity data used to develop outlook and situation material within USDA; oversee all estimates and analyses which significantly relate to international and domestic commodity supply and demand; participate in planning and developing research programs relating to improving the Department's forecasting and estimating capabilities; provide liaison between the Department and Commodity Futures Trading Commission; and plan and participate in outlook conferences and briefings to maintain an awareness of current and upcoming economic issues significant to the food and agricultural system. • <u>Interagency Commodity Estimates.</u> Establish and chair Interagency Commodity Estimates Committees (ICEC) to bring together estimates and analyses from supporting agencies and to develop official estimates of supply, utilization, and prices for commodities. (See item 19 below for minutes of ICEC meetings.) 	NC1-354-83-1 Item 8	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<ul style="list-style-type: none"> • <u>Weather and Climate</u>. Serve as a focal point within the Department for coordination of weather, climate, and related crop monitoring activities. • <u>Remote Sensing</u>. Provide technical assistance, coordination and guidance to Department agencies in planning, developing and carrying out satellite remote sensing activities to assure full consideration and evaluation of advanced technology. 		
19.	<p><u>Interagency Commodity Estimates Committee Meetings</u>. (Arrange alphabetically by commodity, then chronologically by date of issue.)</p> <p>Minutes and supporting tables and charts of monthly ICEC meetings filed at the Chairman level. The minutes contain official Departmental estimates and projections of supply, utilization, and prices for U.S. and world commodities. Data for the minutes are assembled and analyzed by commodity analysts from WAOB and other USDA agencies. Included are the analysts' assessments of proposed program changes for specific commodities. The minutes are used Department-wide for developing budgets and evaluating and administering programs and operations. They are the basis of situation and outlook statements published monthly in World Agricultural Supply and Demand Estimates (WASDE). The minutes are also issued to all committee members and upper echelon USDA officials. Approximately 12" per year.</p> <p><u>Permanent</u>. Break files annually. Transfer to FRC 10 years after file break. Offer to NARA in 10-year blocks when 15 years old.</p>	NC1-354-83-1 Item 15	
20.	<p><u>Program Operations Correspondence/Work Files</u>. (Arrange alphabetically by subject or title if applicable and volume warrants.)</p> <p>Routine materials which have no major impact on policy objectives or program operations and which require little time or research to prepare. Includes staff reports, trip reports, inquiry and acknowledgement letters and other material of limited retrieval value resulting from day-to-day program operations.</p> <p>Break files annually. <u>Destroy</u> 2 years after file break or when no longer needed for reference, whichever is sooner.</p>	NC1-354-83-1 Item 17	
21.	<p><u>Reliability of Estimates</u>. Includes correspondence and background material on OMB and GAO questions and concerns regarding the reliability of WAOB estimates.</p>		

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22.	<p><u>Destroy</u> when no longer needed for administrative purposes.</p> <p style="text-align: center;">WAOB WORKING DATA FILES</p> <p>(Arrange by file code, then alphabetically by subject, title, geographical area, or computer program designator as applicable.)</p> <p>Machine-readable and manual collections of statistics and weather, crop and commodity data. These data are obtained for or by WAOB, or are compiled from aggregates of one or more WAOB data files, or outside sources for regular use by WAOB in the course of performing program operations, research, and preparing periodic and one-time reports and analyses.</p> <p><u>Summary Research Data.</u> (Arrange by file code, then by project identifier and subject or title or alphabetically by other subject, as applicable.)</p> <p>Manual or machine-printed, or machine-readable media records of summarized data resulting from research projects, studies or statistical analyses which are not part of a cumulative data file, periodically updated or formatted for routine retrieval, or in final form. May include statistical data, tables, charts, graphs or other documentation. May include secondary data extrapolated from other data files, primary data gathered during the course of the research, and primary and secondary data gathered by:</p> <p>(1) A source outside WAOB on a cooperative research or other arrangement, or contract.</p> <p>(2) Outside source data which may be extensively revised by internal weighting or manipulation, or through combination with other data files, or with data gathered by WAOB for other purposes.</p> <p>a. Single record copies of data records having continuing or recurring research or reference value.</p> <p>Break files at end of year in which final data summary, revision or update is complete and verified as satisfactory. Offer to NARA when of no active value to WAOB. If records are not accepted, destroy immediately or retain as non-record</p>	NC1-354-83-1 Item 18	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>reference material.</p> <p>b. Collected or extrapolated data and summaries which cannot be correlated with other data files, which are quickly outdated and not updated, or which have no significance or reference value for the analysis for which they were gathered or prepared or for future research use.</p> <p><u>Destroy</u> when of no further reference value to the analyst or the filing office.</p> <p>c. All other copies.</p> <p><u>Destroy</u> when purpose has been served and of no further reference value to the filing office.</p>		
23.	<p><u>Daily Weather Working Data File.</u> This file contains meteorological and climatological data used primarily for monitoring and assessing the probable impact of weather on food supplies. The data base sequentially provides operational and historical weather data by weather observation stations and countries or regions by crop type. The data source is the Climatic Analysis Center, National Meteorological Center.</p> <p>File contains precipitation readings; maximum, minimum, and average temperatures; and elevation levels as reported daily from nearly 8,000 global weather stations by country or region. May include code designations for each reporting station or hourly observations of present weather conditions. The file is updated daily on a running 31-day cycle. The data are used in conjunction with satellite imagery and current weather maps. The primary use of the file is to generate map plots and to provide information for daily weather briefings within WAOB. Weekly precipitation and temperature readings are compiled for publication in the Weekly Weather and Crop Bulletin.</p> <p><u>Destroy</u> when updated and data are no longer needed for daily operation.</p>	NC1-354-83-1 Item 19	
24.	<p><u>Livestock Working Data File.</u> File is used to create statistical tables of supply and production of red meat and poultry for the U.S.; slaughter numbers, domestic shipments, imports and exports, and military and civilian per capita consumption; and egg production showing egg sets, chicks hatched and broilers slaughtered. The tables are used in briefings to top level USDA officials and</p>	NC1-354-83-1 Item 21	

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>for publication in the World Agricultural Supply and Demand Estimates. Some monthly livestock and poultry estimate tables are published for interagency use only. The data sources are livestock market news releases, ERS, FAS, and WAOB commodity analysts' own projections. Updates are made weekly for briefings and quarterly for published estimates.</p> <p><u>Destroy</u> when no longer needed for reference or when tables are published.</p> <p>Approval:  James Donald, Chairman World Agricultural Outlook Board</p>		