

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-540-07-4</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received <i>7/10/07</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Research, Education, and Economics (REE) Mission Area			
3 MINOR SUBDIVISION Cooperative State Research, Education, and Extension Service (CSREES)			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh	5 TELEPHONE NUMBER 202-401-5924	DATE <i>6/27/07</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W...</i>
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 5 page(s) are not needed now for the business for 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,			
<input checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>6/20/2007</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal Zeh</i>		TITLE Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		
<i>SA 10/30/07 copies sent to Agency, NWRMD, NWRME, NWRMA, NR, NWRCT, NWRM</i>			

7. Item No.	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
1	<p><u>Institutional Review Records</u></p> <p>Records document voluntary reviews of agriculturally-focused institutions, departments, programs, or issues at Land-Grant universities. The reviews are performed at the request of the Land-Grant university. Reviews are not required by the Agency as a condition of funding, nor are they mandated by any statute or regulation.</p> <p>Records include but are not limited to the following: onsite review report and transmittal letter, list of review team members and list of institutional faculty (these lists may be incorporated in the onsite review report), the institution's self-review and planning documents, the institution's follow-up report on the review, indexes and tracking records, and related correspondence.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>a. Final onsite review report, transmittal letter, and institution's follow-up report on the review.</p> <p>Disposition: Temporary. Cut off file at the end of the fiscal year in which the institution's follow-up report is received, or if no follow-up report received, when review is finalized. Destroy/delete 10 years after cutoff</p> <p>b. Substantive drafts and working files</p> <p>Includes but is not limited to the institution's self-review and planning documents and substantive drafts of reviews</p> <p>Disposition: Temporary. Cut off at the end of the fiscal year in which the review is finalized. Destroy/delete after cutoff.</p> <p>c. Index and tracking files</p> <p>Disposition: Temporary. Destroy/delete 2 years after last entry in tracking sheet</p> <p>d. Correspondence related to the institution's request and scheduling of the review.</p> <p>Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 2 years after cutoff.</p>	<p>N1-164-86-1, Item 6 or CSRS 3070-2, Item 1000-2-2d</p> <p>GRS 23, Item 8</p>	

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2	<p><u>External and Interagency Committee Records.</u></p> <p>Records document the functions of interagency or other external committees, task forces, boards, working groups, and other groups in which the Agency and Agency staff participate. The Agency serves a number of different roles within a wide variety of external groups. For example, the Agency may or may not serve as the designated sponsoring or coordinating agency, and may or may not have secretarial responsibility for the group</p> <p>Groups include but are not limited to Advisory Committees and other types of committees, Federal interagency task forces, working groups, boards, and other non-Federal groups.</p> <p>Records covered under this authority include but are not limited to charters, agendas, minutes, reports, correspondence, presentations, and other related records.</p> <p>Unless otherwise noted, the disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium</p> <p>a. Official Board or Advisory Committee Records. Includes records created by committees established under the Federal Advisory Committee Act, such as the Forestry Research Advisory Council (FRAC); the National Agricultural Research, Extension, Education and Economics Advisory Board (NAREEEAB); and the Aquaculture subcommittee and Research Business Models subcommittee of the Committee on Science, a committee of the National Science and Technology Council.</p> <p>(1) Records maintained by the committee Secretariat documenting the group's establishment, membership, policy, organization, deliberations, findings, and recommendations including but not limited to:</p> <ul style="list-style-type: none"> • Original charter, renewal and amended charters, organization charts, or functional statements • Agendas and minutes • One copy of studies, pamphlets, posters (two copies), and other publications produced by or for the group • Correspondence documenting the functions of the group • Substantive records relating to research studies and other projects, including unpublished studies and reports. <p>Determine medium of recordkeeping copy.</p> <p>(a) If paper.</p>	N1-33-90-1 (ES 3070-1), Item 1041-1 and CSRS 3070-2, Item 1041-1	

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	<p>Disposition: PERMANENT. Cut off at the end of the fiscal year. If volume of records warrants, transfer one copy to the Federal Records Center 5 years after cutoff or when the group is terminated. Transfer to the National Archives 10 years after cutoff. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>(b) If electronic.</p> <p>Disposition: PERMANENT. Cut off at the end of the fiscal year and transfer one copy to the National Archives in accordance with 36 CFR 1228.270. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>(2) Records maintained by the committee Secretariat documenting the daily activities of the group and/or not containing unique information of historical value including but not limited to.</p> <ul style="list-style-type: none"> • Correspondence, reference and working files of group staff (excluding files described in 1(a) above) • Other routine records, such as public mail, requests for information, consultant personal files, records relating to logistical aspects of group meetings. <p>Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff.</p> <p>(3) All other records, including copies of records maintained by persons other than the Secretariat.</p> <p>Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff or when no longer needed for Agency business, whichever is sooner.</p> <p>b Nonrecords. Includes material created by external or interagency groups and maintained by members of the group other than the Secretariat, such as copies of agendas, meeting minutes, final reports, and other materials that document the group accomplishments.</p> <p>Disposition. Temporary. Review annually. Destroy/delete when outdated, obsolete, or no longer needed for reference.</p>		

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3	<p><u>Management Studies, Analyses, Surveys, and Projects Records.</u></p> <p>Records document the study, analysis, survey, or other assessment of Agency organizational structures, policies and procedures, and operating methods to determine the effectiveness of the methods and tools employed to achieve Agency goals. Includes evaluations of both program and administrative operations.</p> <p>Records include but are not limited to the following: requests and authorizations to conduct the study, statistical data, recommendations, staff evaluations, final reports or other finished products, documents detailing actions taken as a direct result of the study, working files, and correspondence.</p> <p>Records include staff and customer surveys. Records may also include reports produced by persons hired under the Intergovernmental Personnel Act or shared staff assignments.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>a. Final Products.</p> <p>Disposition: Temporary. Cut off at the end of the fiscal year in which the study, analysis, survey, or project is final. Destroy/delete 5 years after cutoff.</p> <p>b. Substantive drafts and working files.</p> <p>Disposition: Temporary. Cut off when study, analysis, survey, or project is final. Destroy/delete after cutoff.</p>	N1-33-90-1 (ES, 3070-1), Item 1130	
4	<p><u>Training Records</u></p> <p>Records document the planning, development, delivery, and evaluation of Agency training programs and course content for Agency employees and contractors, including new employee orientation. Also includes content for Agency-sponsored conferences.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>a. Agency-specific training course content. Includes but is not limited to handouts; hands-on examples for use in the classroom; and presentations.</p> <p>Disposition: Temporary. Cut off files at the end of the fiscal year in which the course is superseded by new or revised course content, or when it becomes obsolete. Destroy/delete 5 years after cutoff.</p>		

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	<p>b COTS product training course content. Includes but is not limited to handouts, hands-on examples for use in the classroom, and presentations.</p> <p>Disposition: Temporary. Cut off files at the end of the fiscal year in which the content is superseded or becomes obsolete. Destroy/delete 1 year after cutoff.</p> <p>c. Training program management. Includes but is not limited to correspondence, memos, agreements, authorizations, reports, surveys requirement reviews, and plans and objectives for the training program.</p> <p>Disposition. Temporary Cut off at the end of the fiscal year. Destroy/delete 5 years after cutoff.</p>	GRS 1, Item 29a 1	
5	<p><u>Conference Records.</u></p> <p><i>Records Description</i></p> <p>Unless otherwise noted, the disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>Records covered under this authority, particularly item a(3) and a(4) below, may contain sensitive personal information protected by the Privacy Act. Physical media, such as paper or CDs, that contain sensitive information must be kept in secured areas (i.e locked cabinets) and be destroyed by shredding.</p> <p><i>Records Disposal Instructions</i></p> <p>a. Records of conferences sponsored by the Agency, such as but not limited to the CSREES Administrative Officers' Conference and the National 4-H Conference.</p> <p>(1) Records include but are not limited to agenda, conference program, delegate handbook, presentations, and selected photographs and video recordings maintained by the unit responsible for coordinating the conference. Determine medium of recordkeeping copy.</p> <p>(a) If paper.</p> <p>Disposition: PERMANENT. Cut off files after conference. If volume of records warrants, transfer one copy to Federal Records Center 5 years after cutoff. Transfer to the National Archives 10 years after cutoff. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner</p>		

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	<p>(b) If electronic.</p> <p>Disposition: PERMANENT. Cut off files after conference and transfer one copy to the National Archives in accordance with 36 CFR 1228.270. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>(2) Contracts and payment records. Includes but is not limited to contracts and agreement and payment records.</p> <p>Disposition: Temporary. Cut off files at the end of the fiscal year in which the agreement expires. Destroy/delete 6 years and 3 months after cutoff.</p> <p>(3) Personal injury files. Includes but is not limited to health information and emergency treatment consent forms, and documentation related to incidents whether or not a claim for compensation was made.</p> <p>Disposition: Temporary. Cut off when deadline set by insurer for filing a claim has passed. Destroy/delete immediately after cutoff.</p> <p>(4) Conference preparation records. Includes but is not limited to registration forms, conference workshop proposals, planning committee applications, and other similar records.</p> <p>Disposition: Temporary. Cut off files after conference. Destroy/delete 1 year after cutoff.</p> <p>b. Records of conferences not sponsored by the Agency.</p> <p>Disposition: Temporary. Cut off at the end of the calendar year. Review annually. Destroy/delete 3 years after cutoff or when no longer needed for reference, whichever is sooner.</p>		
6	<p><u>Published Article Manuscripts.</u></p> <p>Includes articles and papers written by Agency officials, as agency representatives, that explain Agency policy or describe Agency programs or projects and are officially approved by the Agency for publication by another agency, USDA, or in a professional journal, magazine, or other media.</p> <p>Unless otherwise noted, the disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p>		

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	<p>a. Record copy of published article manuscripts. Determine medium of recordkeeping copy.</p> <p>(1) If paper</p> <p>Disposition: PERMANENT. Cut off at the end of the calendar year in which publication is issued. If volume of records warrants, transfer one copy to Federal Records Center 5 years after cutoff. Transfer to NARA 10 years after cutoff. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>(2) If electronic.</p> <p>Disposition: PERMANENT. Cut off at the end of the calendar year in which publication is issued and transfer one copy to the National Archives in accordance with 36 CFR 1228.270. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner</p> <p>b. Substantive manuscript drafts.</p> <p>Disposition. Temporary. Cut off at the end of the calendar year in which publication is issued or manuscript is abandoned. Destroy/delete when published text is verified or when no longer needed for reference, whichever is sooner.</p>		
7	<p><u>Speeches and Presentations.</u></p> <p>Records include speeches and presentations presented to the partnership, the general public, or to Federal, State, or local government groups by Agency officials on Agency policies and programs.</p> <p>Unless otherwise noted, the disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium</p> <p>a. Speeches and presentations of Agency Administrator, Associate Administrator, Assistant Administrator, and Deputy Administrators. Determine medium of recordkeeping copy.</p> <p>(1) If paper.</p> <p>Disposition: PERMANENT. Cut off at the end of the calendar year in which publication is issued. If volume of records warrants, transfer one copy to Federal Records Center 5 years after cutoff. Transfer to</p>	<p>N1-33-90-1 (ES 3070-1), Item 1440-2</p> <p>CSRS 3070-2, Item 1440</p>	

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	<p>NARA 10 years after cutoff. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>(2) If electronic.</p> <p>Disposition: PERMANENT. Cut off at the end of the calendar year in which publication is issued and transfer one copy to the National Archives in accordance with 36 CFR 1228.270. Destroy/delete agency copy of records 10 years after cutoff or when no longer needed for reference, whichever is sooner.</p> <p>b. Speeches and presentations of Directors, National Program Leaders, Branch Chiefs, and other staff on established Agency policies and programs.</p> <p>Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 3 years after cutoff.</p>	<p>N1-33-90-1 (ES 3070-1), Item 1440-2-1</p> <p>CSRS 3070-2, Item 1440-1</p>	