

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-540-07-5</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		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>10/29/07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 3 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>July 10, 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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, NRM, NR</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 GRS or Superseded Job Citation	10.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>Budget Records.</u></p> <p><i>Records Description</i></p> <p>The budget process consists of three phases. budget planning and development, budget presentation, and budget execution. The budget planning and development phase includes the Agency's internal efforts to develop its budget and seek approval of the Mission Area. The budget presentation phase covers presentation of the agency budget estimates to the USDA, Departmental budget estimate, President's budget, and Congressional review and approval of the budget. The budget execution phase covers records generated after the budget is approved by Congress and signed by the President. Budget execution records document budget implementation and maintenance of financial controls over appropriated funds. This disposition authority applies to records generated during all three phases.</p> <p>Official copies of Agency budget records are located in the Budget Office. Supporting budget materials, which consist of documentation compiled and sent to the Budget Office for purposes of preparing the budget, are located in all other Agency units and offices.</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>Records are filed by fiscal year.</p> <p><i>Records Disposal Instructions</i></p> <p>a Budget Office records.</p> <p>(1) Records may include but are not limited to the Agency budget estimate, the Agency's submission to the Departmental (USDA) budget estimate, justifications, Departmental and OMB allowances, explanatory notes, copies of apportionment documents and treasury warrants, allotments and allocation plans, control tables, spreadsheets, obligations and outlays, ceilings, and related correspondence.</p> <p>Disposition: Temporary. Cut off files at the end of the fiscal year. Destroy/delete 10 years after cutoff.</p> <p>(2) Records may include but are not limited to: draft justifications, supporting statements, narratives, budget performance integration supporting materials, appeals documentation, House/Senate questions and answers, testimony written for presentation of Presidential budget to Congress, and related documentation.</p>	<p>N1-33-90-1 (ES 3070-1), Item 2010</p> <p>CSRS 3070-2, 2010</p>	

	<p>Disposition: Temporary. Destroy/delete at the close of the fiscal year covered by the budget or when no longer needed for business.</p> <p>b Records in all other units and offices.</p> <p>Disposition: Temporary. Cut off files at the end of the fiscal year. Destroy/delete 1 year after the close of the fiscal year covered in the records.</p>		
2	<p><u>Reimbursable Agreements.</u></p> <p><i>Records Description</i></p> <p>Records include reimbursable agreements entered into with partnership institutions, other USDA or Federal agencies, and other institutions to accomplish mutual goals related to the Agency mission. Agreements may provide technical services and support or program support.</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><i>Records Disposal Instructions</i></p> <p>a. Record copies include but are not limited to the review comments, final signed agreement and cover memo, correspondence, and other supporting documentation.</p> <p>Disposition: Temporary. Cut off files at the end of the fiscal year in which agreement expires or is terminated. Destroy/delete 6 years and 3 months after cutoff.</p> <p>b. Working copies in all other units and offices include but are not limited to the copies of the final signed agreement and cover memo, and other supporting documentation.</p> <p>Disposition: Temporary. Destroy/delete when agreement expires or is terminated or when no longer needed for agency business, whichever is sooner.</p>		
3	<p><u>Budget Background Records.</u></p> <p><i>Records Description</i></p> <p>Files contain information used in the preparation of annual budget estimates and throughout the budget process. Files include but are not limited to program data, printouts of CRIS data, copies of budget tables and exhibits, program reports, crosscut data, and related materials.</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>Records are located in the Budget Office.</p> <p>Records are filed by topic.</p> <p><i>Records Disposal Instructions</i></p> <p><u>Budget Office</u></p> <p>Disposition: Temporary. Review annually. Destroy/delete when 5 years old or when no longer needed for agency business, whichever is sooner.</p>		
4	<p><u>Budget Reports.</u></p> <p><i>Records Description</i></p> <p>Records include but are not limited to periodic reports on the status of appropriation accounts and apportionments, copies of reports to Congress on Agency programs, salary reports, and reports on other budget-related functions.</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><i>Records Disposal Instructions</i></p> <p>a. Annual reports.</p> <p>Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 5 years after cutoff.</p> <p>b. All other reports.</p> <p>Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff.</p>	<p>GRS 5, Item 3a</p> <p>GRS 5, Item 3b</p>	