

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

## **Schedule Number: NC1-016-84-01**

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 8/10/2022

### **ACTIVE ITEMS**

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

### **SUPERSEDED AND OBSOLETE ITEMS**

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1030 is superseded by N1-016-87-001, item 1030.

Item 1041 is superseded by N1-016-87-001, item 1041.

Item 1120 is superseded by N1-016-87-001, item 1120.

Item 1131 is superseded by N1-016-87-001, item 1131.

Item 1210 is superseded by N1-016-87-001, item 1210.

Item 1220 is superseded by N1-016-87-001, item 1220.

Item 1260 is superseded by N1-016-87-001, items 1260 and 1200-2.

Item 1300 is superseded by N1-016-08-002, item 3.

Item 1300-2 is superseded by N1-016-87-001, item 1300-2.

Item 1314 is superseded by N1-016-87-001, item 1314.

Item 1720 is superseded by N1-095-10-004, item 22.

Item 2030 is superseded by N1-016-87-001, item 2030 a&b.

Item 2040 is superseded by N1-016-87-001, item 2040.

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

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Item 2100-5 is superseded by N1-016-87-001, item 2100-5.

Item 2130 is superseded by N1-016-87-001, item 2130.

Item 2160 is superseded by N1-016-87-001, item 2160.

Item 2160-3 is superseded by N1-016-87-001, item 2160-3.

Item 3010-1 b is superseded by N1-016-08-002, items 1 & 2.

Item 4130-3 is superseded by N1-016-87-001, item 4130-3.

Item 5060 is superseded by N1-016-87-001, item 5060.

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
**United States Department of Agriculture**

2. MAJOR SUBDIVISION  
**Office of the Secretary**

3. MINOR SUBDIVISION  
**OIRM - Information Management Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Cherie Cozin**

5. TEL. EXT.  
**447-9272**

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 159 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A Request for immediate disposal.**

☒ **B Request for disposal after a specified period of time or request for permanent retention.**

C. DATE <b>4/2/84</b>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Jane A. Bennett</i>	E. TITLE <i>Records Officer</i>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes the previously approved records schedule for the Office of Information Resources Management (NC1-16-83-1). * Presently, this file and disposition schedule covers the records for the Offices of Administrative Services, Financial Management, Information Resources Management, Operations, and Personnel. Eventually, this schedule will be expanded to include the records of all offices which report to the Assistant Secretary for Administration.</p> <p>Any records series created, revised, or deleted subsequent to and/or not disposable by this schedule shall be covered by revised schedules with disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the revised General Records Schedule are disposable without further authorization.</p> <p align="center">* Column 9 indicates this by using a ditto mark ("), slash (/), and</p>	NC1-16-83-1	221 items

115-107

agency copy sent, by RFB, 6/1/84, superseded Item Number (2-9, 1000)  
sent NAF, new copies 11/5/84  
**MASS DATA CHANGE NOT NECESSARY.**

**STANDARD FORM 115**  
Revised April, 1975  
Prescribed by General Services Administration  
FPMR (41 CFR) 101-11.4

LEAVE BLANK	
JOB NO. <b>NC1-16-84-1</b>	
DATE RECEIVED <b>4-13-84</b>	
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 stamped "disposal not approved" or "withdrawn" in column 10.	
Date <b>5-30-84</b>	Archivist of the United States <i>[Signature]</i>

1000

ORGANIZATION, AUTHORITIES, AND  
FUNCTIONS

Use for all common use internal management files, including functions performed outside the filing office. May include correspondence or material on the broad aspects of assigned functions generally. Excluded are records of a specific assigned function, e.g., personnel, budget, and accounting which are filed as separate entities under their appropriate categories.

Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1-  
yr. old.

*NCI-16-83-1/  
1000*

FILE chronologically by subject.

1000-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

*NCI-16-83-1/1000,  
GRS-16-1d*

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1000-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

*" /1000/1-1*

FILE by origin, series number or in chronological sequence.

1000-2

Reports

Use for reports pertaining to organizations, authorities, and functions.

Destroy  
when  
3 yrs.  
old.

N/A

Destroy  
when  
3 yrs.  
old.

*new*

FILE by agency and subject.

1000-3

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

FILE: Case file alphabetically by title of project.

Destroy

1 yr.  
after  
the yr.  
in which  
the project  
is closed.

N/A

Destroy  
when  
no  
longer  
needed.

GRS-16-7

11/1000/6

1000-4

Schedules of Daily Activities

Use for calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities.

a. Records containing substantive information relating to official activities of high level officials (see GRS-23-2a for definition of high level officials), the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in official files.

Submit SF- 258. If offer is not accepted, destroy the records when 6 yrs. old.

N/A

Submit SF- 258. If offer is not accepted, destroy the records when 6 yrs. old.

GRS-23-2a  
(same)

new

FILE by origin in chronological sequence.

b. Records created by other than high level Federal employees, the substance of which has not been incorporated into official files.

Destroy when 2 yrs. old.

N/A

Destroy when 2 yrs. old.

GRS-23-2b  
(same)

FILE by origin in chronological sequence.

c. Routine material containing no substantive information regarding the daily activities of other than high level officials; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and/or personal records of all Federal employees relating to nonofficial activities.

Destroy when no longer needed.

N/A

Destroy when no longer needed.

GRS-23-2c  
(same)

FILE by subject in chronological sequence.

1010  
was  
1000-2  
Change  
in  
column  
4

### Organization

Use for material relating to organizational analysis and planning or changes in organization functions; documents relating to overall functions and missions; and copies of organizational and functional statements, manuals, and charts. Also includes material pertaining to the number of positions and grade levels/series required to perform program missions.

FILE alphabetically by major and minor subdivisions.

PERMANENT.  
Offer to  
NARS in  
5 yr.  
blocks  
when 20  
yrs. old.

When Destroy  
5 yrs. when S/O.  
old.

" 1000/2  
GRS-16-13  
a & b  
NCI-16-77-6,  
Item 6A

1011

### Principles of Organization (General)

Use for material pertaining to the operation, maintenance and improvement of the organization system.

FILE by subject.

OP  
PERMANENT. N/A  
Offer to  
NARS in  
5 yr. blocks  
when 20  
yrs. old.

Destroy  
when S/O.

new

1012

### Organization Planning

Use for material pertaining to the planning, analysis and development of approved organizational units.

FILE by subject.

OP  
PERMANENT. N/A  
Offer to  
NARS in  
5 yr. blocks  
when 20  
yrs. old.

Destroy  
when S/O.

new

1013

### Manpower Planning

Use for material pertaining to the manpower needed to accomplish tasks.

FILE by subject.

OP  
PERMANENT. N/A  
Offer to  
NARS in  
5 yr. blocks  
when 20  
yrs. old.

Destroy  
when S/O.

new

1020

### Statements of Missions and Functions

Use for material pertaining to the missions and functions statements.

FILE by subject.

OP  
PERMANENT. N/A  
Offer to  
NARS in  
5 yr. blocks  
when 20  
yrs. old.

Destroy  
when S/O.

~~GRS-16-13b~~

RB  
CC 4/24/84

1030

*was**1000-3*Delegations of Authority

Use for material on delegations of authority to identified positions or persons, and temporary or limited delegations to positions or persons.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

*"/1000/3*

FILE chronologically by major and minor subdivisions.

1040

Committees and Boards

Use for official material documenting the accomplishment of official internal committees, boards, task forces, and work groups.

Destroy  
2 yrs.  
after term-  
ination of  
committee.

N/A

Destroy  
when 1  
yr. old.

*"/1000/4*  
GRS-16-12a  
(2)

FILE chronologically by subject.

1041

Committee Management

Use for material pertaining to the continued monitoring of committee activities.

Destroy  
when 3  
yrs. old  
or when  
no longer  
needed  
for ref-  
erence.

N/A

Destroy  
when 3  
yrs. old  
or when  
no longer  
needed  
for ref-  
erence.

*new*

FILE by committee title.

1041-1

Interagency or International Committees or Task Forces

Use for agendas, minutes, final reports and recommendations from inter/intra agency committees or task forces chaired by top level employees.

PERMANENT. Transfer  
to FARC when 5 years  
old. Offer to NARS  
when 20 years old.

Destroy  
when 3  
yrs. old  
or when  
no  
longer  
needed  
for ref-  
erence.

*"/1000/4/1*  
GRS-16-12b  
(1)

*NCI-16-77-6,  
then 9a1  
& 9a2*

FILE chronologically by committee.

1041-2

Director's/Deputy Director's

Use for agendas, minutes, final reports, and supportive records relating to substantive functions of the agency.

Destroy  
when 3  
yrs. old  
or when  
no  
longer  
needed  
for ref-  
erence.

N/A

Destroy  
when 1  
yr. old.

*"/1000/4/2*  
GRS-16-12b  
(1)(b)

FILE in chronological sequence.

1041-3 <i>was</i> 1000-4-3	<u>Divisions/Branches/Sections</u> Use for internal staff meeting minutes and supportive records below the Directors level.  FILE in chronological sequence.	Destroy when 3 yrs. old or when no longer needed for reference.	N/A	<del>Destroy when 1 yr. old.</del>	<i>1000/4/3</i> GRS-16-12b (1)(b)
1042	<u>Statutory Advisory Committees</u> Use for material pertaining to the establishment and/or renewal of charters of advisory committees created by statute.  FILE by committee title.	<del>Destroy when superseded.</del>	N/A	<del>Destroy when superseded.</del>	<i>Disposal Not Authorized</i>
1043	<u>Nonstatutory Committees</u> Use for material pertaining to the establishment, re-establishment or renewal of charters of non-statutory advisory committees.  FILE by committee title.	<del>Destroy when superseded.</del>	N/A	<del>Destroy when superseded.</del>	<i>Disposal Not Authorized</i>
1044	<u>Other Committees and Boards</u> Use for material pertaining to the establishment of other committees and boards.  FILE by committee and/or board title.	Destroy 2 yrs. after termination of committee.	N/A	Destroy 2 yrs. after termination of committee.	GRS-16-12a (2)
1050 <i>was</i> 1000-5	<u>Intradepartmental Relations</u> Use for material involving issues of concern between USDA agencies.  NOTE: For Formal Agreements and Memoranda of Understanding see 1314.  FILE by agency and location.	Destroy when no longer needed for reference.	N/A	Destroy when issues have been resolved.	<i>1000/5</i>



1051

Relations with Field Activities

Use for routine material pertaining to the daily activities of field offices.

FILE by subject in chronological sequence.

Destroy when no longer needed for reference.

N/A

Destroy when no longer needed for reference.

*new*

*1051-1 was moved to 1140-2*

1100	<u>MANAGEMENT IMPROVEMENT</u> Use for material of a general nature which pertains to the evaluation and constant effort to improve the effectiveness of approved programs and the efficiency of their operations which are not described elsewhere in this category.	<del>PED</del> Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>"/1100</i>
	FILE by program title.				
1100-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.	<del>Destroy when no longer needed.</del>	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	<i>"/1100/1</i> GRS-16-1d
	NOTE: See 3010-1 for disposition of record copy of Departmental directives.				
	FILE by origin, series number or in chronological sequence.				
1100-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.	<del>Destroy when S/O.</del>	N/A	Destroy when S/O.	<i>"/1100/1/1</i>
	FILE by origin, series number or in chronological sequence.				
1100-2	<u>Operation Costs</u> Use for records of current operating costs and relationship of costs to function and performance. Includes cost reduction and improved effectiveness in operation.	<del>PED</del> Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>"/1100/2/1</i> GRS-6-5b
<i>was</i> 1100-2-1	FILE by FY in chronological sequence.				

1100-3	<u>Reports</u> Use for reports pertaining to management improvements.  FILE by agency and subject.	PED Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>new</i>
<i>was</i> 1100-3	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: <del>Case file alphabetically by title of project.</del>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	<i>"/1100/3</i> GRS-16-7
1110	<u>Management Policies and Procedures</u> Use for material pertaining to the policies and procedures developed by management to carry out the requirements of programs.  FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1120	<u>Management System Development</u> Use for material pertaining to the development of management systems.  FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1121	<u>Project Management</u> Use for material pertaining to the assurance that project operations are going well.  FILE by project name.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
<i>was</i> 1100-2  <i>change in title and verbiage</i>	<u>Management Studies and Analyses</u> Use for intra/inter agency management improvement studies and analyses. Also includes related analysis and feeder reports.  FILE by agency and subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>"/1100/2</i> GRS-16-5

1131	<u>Workload Analysis and Measurement</u> Use for material pertaining to workload analysis and measurement.  FILE by subject and in chronological sequence.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1132	<u>Productivity Analysis</u> Use for material pertaining to the analysis of the productivity of continuing activities.  FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1140	<u>Management Improvement Programs</u> Use for material pertaining to specific management improvement programs.  FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1140-1	<u>Reform '88</u> Use for material pertaining to the policies and procedures developed by management to carry out the Reform '88 program.  FILE by project name.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1140-2 <i>was 1000-5-1 change in title</i>	<u>Federal Field Structure</u> Use for material pertaining to the development of governmental policy and procedures and the monitoring and coordination of programs relating to the housing together of activities with serve the same geographical area.  FILE: Case file by location	PED Destroy when 6 yrs. old.	When 3 yrs. old.	Destroy when no longer needed.	<i>"/1000/5/1</i>

1200

PROGRAM PLANNING AND EVALUATION

Use for material pertaining to projected program planning, implementation, and monitoring of operations, plans, and goals.

Destroy  
when 3  
yrs. old.

N/A

Destroy  
when no  
longer  
needed.

"/1200

FILE alphabetically by major and minor subdivisions.

1200-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

"/1200/1  
GRS-16-1d

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1200-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/1200/1/1

FILE by origin, series number or in chronological sequence.

1200-2

Reports

Use for material pertaining to program planning and evaluation reports.

Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 3  
yrs. old.

new

FILE by agency and subject.

1200-3

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects. Includes weekly activity reports.

Destroy  
1 yr.  
after  
the yr.  
in which  
the project  
is closed.

N/A

Destroy  
when  
no  
longer  
needed.

"/1200/2  
GRS-16-7

FILE: Case file alphabetically by title of project.

change  
in  
verbagewas  
1200-2

1210	<u>Program Goals and Objectives</u> Use for material pertaining to the program goals and objectives set forth to accomplish a particular goal.  FILE by position number.	Destroy when no longer needed for reference.	N/A	N/A	new
1220	<u>Program Planning</u> Use for material pertaining to the planning set forth to accomplish effective approved programs.  FILE by subject.	Destroy when no longer needed for reference.	N/A	N/A	new
1230	<u>Program Review and Evaluation</u> Use for material pertaining to criteria used to evaluate programs and their results.  FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	new
1240	<u>Program Impact Analysis</u> Use for material pertaining to the impact of certain programs.  FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	new
1250	<u>Program Decision Systems</u> Use for material pertaining to systems developed to support decisions necessary to continue an effective program.  FILE by subject.	Destroy when no longer needed for reference.	N/A	N/A	new
1260	<u>Legislative Programs and Reports</u> Use for material pertaining to approved legislative programs. Includes comments and reports.  NOTE: For proposed legislation, see 1300-2.  FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	new

1300

EXTERNAL RELATIONS

Use for material involving high level policy issues of concern to the Department and foreign countries, States, and local governments; other Federal departments; and both public and private organizations and institutions. Also includes relations with the President and members of his staff and Congressional committees, Members of Congress and cooperative agreements which are not located in other subjects areas of the file plan.

NOTE: Microfilmed incoming correspondence is destroyed when 3 yrs. old.

FILE by organization.

ECR  
PERMANENT. When Destroy  
Offer to 5 yrs. when 3  
NARS in old. yrs. old.  
5 yr.  
blocks  
when 20  
yrs. old.

"1300

1300-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

"1300/1  
GRS-16-1d

1300-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

FILE by origin, series number or in chronological sequence.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"1300/1/1

1300-2

Legislative Proposals

Use for comments and other material on legislative proposals. (SEE NOTE) N/A

(See NOTE)

"/1300/3

NOTE: All Offices: Office responsible for preparing the material will retain the file 3 yrs. and destroy. Other offices will destroy copies when 1 yr. old.

FILE chronologically by House and Senate.

1300-3

Public Relations Correspondence

Use for general correspondence from the public reflecting individual opinions pertaining to general programs of the Department not involving any administrative action beyond the preparation of a form reply.

ECR

Destroy after 5 yrs.

N/A

Destroy after 1 yr.

"/1300/4

NOTE: Records from farm organizations and other groups are not included in this item since such opinions are constantly referred to by the Department in the formulation of agricultural programs and policies. For these records, see 1300.

FILE by control number and name.

1300-4

Alphabetical Name File

Use as a record and cross reference of signed incoming and outgoing mail addressed to by Secretary and his immediate staff.

ECR

PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old.

When 5 yrs. old.

N/A

FILE alphabetically by geographical location, addressee, title, organization or agency.

"/1300/5

1300-5

Reports

Use for material pertaining to external relations reports.

Destroy when 3 yrs. old.

N/A

Destroy when 3 yrs. old.

new

FILE by agency and subject.



1300-6

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

FILE: Case file alphabetically by title of project.

Destroy  
1 yr.  
after  
the yr.  
in which  
the project  
is closed.

N/A

Destroy  
when  
no  
longer  
needed.

"/1300/6  
GRS-16-7

1310

Executive Branch Relations

Use for material pertaining to USDA relations with other executive branch agencies.

FILE by subject in chronological sequence.

Destroy  
when 5  
yrs. old.

N/A

N/A

1311

White House and Executive Office Relations

Use for material pertaining to USDA relations with the White House or the Executive Office.

FILE by subject in chronological sequence.

Destroy  
when 5  
yrs. old.

N/A

N/A

1312

Interdepartmental Relations

Use for material pertaining to relations between USDA agencies and staff offices.

FILE by subject in chronological sequence.

Destroy  
when no  
longer  
needed.

N/A

N/A

1313

Temporary Agencies, Commissions, Task Forces, etc.

Use for material pertaining to relations with temporary agencies, commissions, task forces, etc.

FILE by subject in chronological sequence.

Destroy  
when no  
longer  
needed.

N/A

N/A

1314  
was  
1300-2  
change  
in title

"/1300/2

Formal Agreements and Memoranda of Understanding

Use for material relating to agreements between USDA agencies; between USDA and other Federal, State and local agencies; and between USDA and nonfederal organizations or agencies and foreign countries. These agreements relate to providing or obtaining various types of support services including administrative facilities, payroll and similar support on a onetime or continuing basis; and on a reimbursable or nonreimbursable basis. Includes cooperative agreements, memoranda of understanding, amendments, review comments, related correspondence, and similar documents.

Destroy  
5 yrs.  
after  
expira-  
tion or  
cancell-  
ation of  
agreement.

N/A

Destroy  
2 yrs.  
after  
expira-  
tion or  
cancell-  
ation of  
agreement.

FILE alphabetically by agency or organization, geographical location, addressee name, or title.

1320

Legislative Branch Relations

Use for general material pertaining to USDA relations with the Legislative Branch.

Destroy  
when 5  
yrs. old.

N/A

N/A

FILE by subject in chronological sequence.

1321

Senate Relations

Use for material pertaining to USDA relations with Senate members and/or their staff.

Destroy  
when 5  
yrs. old.

N/A

N/A

FILE by subject in chronological sequence.

1322

House of Representatives Relations

Use for material pertaining to USDA relations with House of Representatives members and/or their staff.

Destroy  
when 5  
yrs. old.

N/A


N/A

FILE by subject in chronological sequence.

new

1323	<u>Congressional Hearings and Testimony</u> Use for material pertaining to the preparation of material to be delivered before congressional hearings and/or testimony.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1324	<u>GAO/GPO/Other Legislative Branch Relations</u> Use for material pertaining to relations with GAO, GPO, and other legislative agencies.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1325	<u>Reports to Congress</u> Use for material pertaining to the preparation and submission of reports required by Congress.  FILE by title and/or number of report in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1330	<u>Judicial Branch Relations</u> Use for material pertaining to relations with the Judicial Branch agencies.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1340	<u>State and Local Agency Relations</u> Use for material pertaining to relations with State and local agencies.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1350	<u>International Relations</u> Use for material pertaining to international relations.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A

*new*

1360	<u>Public and Special Interest Groups and Organizations</u> Use for material pertaining to relations with public and special groups and/or organizations.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	 new
1370	<u>Industrial and Commercial Organizations</u> Use for material pertaining to relations with industrial and commercial organizations.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	
1380	<u>Professional Societies and Associations</u> Use for material pertaining to relations with professional societies and associations.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	
1390	<u>Educational Institutions (including Libraries, Museums, etc.)</u> Use for material pertaining to relations with educational institutions, libraries, and museums.  FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	

1400

PUBLIC AFFAIRS

Use for requests for information from the general public and replies involving no administrative action, no policy decisions, and no special compilations or research for reply, including requests for information and inquiries to which replies are made by printed or duplicated material, requests for publications, photographs and autographs, and acknowledgements and replies; letters of and concerning referrals to other agencies for replies, request for impression of Department seal, etc.

ECR

Destroy  
after 1  
yr.

N/A

Destroy  
after 1  
yr.

"/1400

FILE by control number, name, or subject if applicable.

1400-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

"/1400/1  
GRS-16-1d

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1400-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/1400/1/1

FILE by origin, series number or chronological sequence.

1400-2      Reports  
Use for material pertaining to public affairs reports.  
FILE by agency and subject.

Destroy when 3 yrs. old.      N/A      Destroy when 3 yrs. old.

*new*

1400-3      Project Control  
Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  
FILE: Case file alphabetically by title of project.

Destroy 1 yr. after the yr. in which the project is closed.      N/A      Destroy when no longer needed.

*"/1400/3*  
*GRS-16-7*

1410      Publishing  
Use for general material pertaining to the publishing of USDA publications which does not fit elsewhere in this category.  
FILE by title of issuance in chronological sequence.

OGPA  
Destroy when no longer needed for reference.      N/A      Destroy when no longer needed for reference.

*new*

*was*  
*1600-3*  
*change in*  
*title & verbiage*

1420      Composition and Printing  
Use for general material pertaining to the composition and printing of material which does not fit elsewhere in this category.  
FILE by agency and job number.

MRMD  
Destroy when 3 yrs. old.      N/A      Destroy when 1 yrs. old.

*"/1600/3*

*was*  
*1600-3-1*  
*change*  
*in title*  
*- verbiage*

1420-1      Project Files  
Use for material pertaining to the execution of composition, printing, binding, duplication, and distribution of jobs. Includes requisitions, bills, samples, manuscript clearances, and related papers. Does not include (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.  
NOTE: For obligation copy of documents, See 5000-2d.  
FILE by requisition number.

MRMD  
Destroy 1 yr. after completion of job.      N/A      Destroy when 1 yr. old.

*"/1600/3/1*  
*GRS-13-3a*

1420-1-1 <i>was</i> 1600-3-2	<u>Project Planning</u> Use for material pertaining to planning and other technical matters.  NOTE: Control registers pertaining to requisitions and work orders are to be destroyed 1 yr. after close of FY in which compiled or 1 yr. after filling of register, whichever is applicable. (GRS-13-4)  FILE by subject in chronological sequence.	Destroy when 3 yrs. old.	N/A	N/A	"/1600/3/2 GRS-13-3b
1420-1-2 1600-3-3	<u>JCP Reports</u> Use for reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.  FILE in chronological sequence.	OGPA Destroy when 3 yrs. old.	N/A	Destroy 1 yr. after date of report.	"/1600/3/3 GRS-13-6a & 6b
1421	<u>Copy and Duplication</u> Use for material pertaining to the reproduction of printed material in fast copy centers.  FILE in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>
1422	<u>Photocomposition</u> Use for material pertaining to photocomposition.  FILE by job number in chronological sequence.	MRMD Destroy when no longer needed for reference.	N/A	MRMD Destroy when no longer needed for reference.	<i>new</i>
1430 <i>was</i> 1600-3-4 <i>chg in title &amp; merge</i> <i>1 Col. 3</i>	<u>Publication Distribution</u> Use for material pertaining to publication distribution. Includes revisions and deletions to mailing lists.  NOTE: For directives distribution lists, see 3010-1-2.  FILE in chronological sequence.	MRMD Destroy when S/O.	N/A	Destroy when change is completed.	"/1600/3/4

1440 <i>was</i> 1400-2 <i>chg in</i> <i>title</i>	<u>News Releases, Speeches, and Current Information</u> Use for copies of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto.  FILE alphabetically by author or originator.	OGPA PERMANENT. Releases - Offer to NARS when 3 yrs. old. Speeches - Offer to NARS when 10 yrs. old.	N/A	Destroy when no longer needed for reference.	<i>"/1400/2</i> NC1-16-78-2 Items 3&4
1450	<u>Radio and Television</u> Use for agency-sponsored radio or television news releases.  FILE by subject in chronological sequence.	Destroy when no longer needed.	N/A	N/A	<i>new</i>
1460	<u>Media and Public Liaison</u> Use for media appearances by agency representatives and the prepared material used when acting as public liaison.  FILE by subject.	Destroy when no longer needed.	N/A	N/A	<i>new</i>
1470	<u>Graphic and Exhibit Design</u> Use for viewgraphs, routine artwork for flyers, posters, letterheads, and other graphic and exhibit material.  FILE by subject in chronological sequence.	Destroy 1 yr. after final publication or when no longer needed.	N/A	N/A	GRS-21-10
1480	<u>Photography</u> Use for black and white and colored originals and negatives, color transparencies and slide photography and slide sets or filmstrips.  FILE by subject.	Destroy when no longer needed.	N/A	N/A	GRS-21-4

*This does not supersede schedules for OGPAs. Is included here for information only*



1490

Video and Film

Use for material pertaining to agency sponsored film or video recordings.

Destroy  
1 yr.  
after  
com-  
pletion  
of  
training.

N/A

N/A

GRS-21-31

FILE by subject in chronological sequence.

NOTE: IF THE ITEMS IN CATEGORIES  
1440-1490 DOCUMENT THE MISSION OF THE  
AGENCY, CONTACT IMD FOR DISPOSITION.

1500	<u>LEGAL AFFAIRS AND PROCEEDINGS</u> Use for material of a general nature which pertains to hearings and other legal proceedings before the Department of Agriculture which are not described elsewhere in this category.  FILE in chronological sequence.	OGC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/1500
1500-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	OGC Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "/1500/1
1500-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/1500/1/1
1500-2	<u>Reports</u> Use for material pertaining to legal affairs and proceedings reports.  FILE by agency and subject.	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	new

1500-3	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	"/1500/3 GRS-16-7
1510	<u>Coordination and Clearance Services</u> Use for material pertaining to coordination and clearance of material(s).  FILE by subject in chronological sequence.	Destroy when S/O.	N/A	N/A	
1511	<u>Legislative Review</u> Use for material pertaining to review of legislative material.  FILE by subject in chronological sequence.	Destroy when S/O.	N/A	N/A	
1512	<u>Regulatory and Program Review</u> Use for material pertaining to regulatory and program reviews.  FILE by subject in chronological sequence.	OBPA Destroy when S/O.	N/A	N/A	
1513 <i>was 1500-2 chg in title</i>	<u>Legal Advice and Opinions</u> Use for advisement, opinions, decisions and agency comments on GAO, OGC, or other formal decisions and opinions.  FILE alphabetically by origin and document number.	<del>OGC</del> Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NCI-16-77-6, "/1500/2
1520	<u>Legal Proceedings</u> Use for material pertaining to legal proceedings before the Department of Agriculture.  FILE by subject in chronological sequence.	OALJ/OGC Dispose of according to <i>own</i> agency's disposition schedules	N/A	Destroy when S/O.	

1521	<u>Departmental and Administrative Proceedings</u> Use for material pertaining to judgments rendered by Departmental and/or administrative personnel.  FILE by subject in chronological sequence.	OALJ/OGC Dispose of according to agency's disposition schedule.	N/A	Destroy when S/O.	<i>new</i>
1522	<u>Judicial Proceedings</u> Use for material pertaining to the judgments handed down by the courts.  FILE by subject in chronological sequence.	OALJ/OGC Dispose of according to agency's disposition schedule.	N/A	Destroy when S/O.	<i>new</i>
1530	<u>Employee Involvement in Legal Proceedings</u> Use for material pertaining to employees who are asked or subpoenaed to testify or are otherwise involved in legal proceedings.  FILE by subject in chronological sequence.	OGC Dispose of according to agency's disposition schedule.	N/A	Destroy when S/O.	<i>new</i>

1600  
chg in  
title &  
verbage

FACILITIES AND SPACE MANAGEMENT

Use for material pertaining to the overall or general routine facilities and space management activities which are not specifically described in the following categories.

FMD  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

"/1600

FILE by subject in chronological sequence.

1600-1

Policy and Procedure

Use for background material which which documents the important aspects of the development of Departmental policy and procedure.

FMD  
Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

"/1600/1  
GRS-16-1d

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1600-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

FMD  
Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/1600/1/1

FILE by origin, series number or in chronological sequence.

1600-2

Reports

Use for facilities management reports.

FMD  
Destroy  
when 2  
yrs. old.

N/A

Destroy  
when 2  
yrs. old.

new

FILE by agency and location in chronological sequence.

1600-3	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	FMD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/1600/3
1610 <i>was</i> 1600-4 <i>chg in title.</i>	<del> <u>Space Planning, Classification and SLUC</u>            Use for material pertaining to the general management of space planning, classification and SLUC not described below.             FILE chronologically by agency and location.         </del>	<del>           FMD            Destroy when 2 yrs. old.         </del>	N/A	Destroy when 2 yrs. old.	"/1600/4
1620 <i>was</i> 1600-4-1 <i>chg in title</i>	<del> <u>Space Acquisition and Assignment</u>            Use for material pertaining to the acquisition, allocation, and release of space. Includes building plans used in space planning, assignments, and adjustments.             FILE chronologically by agency and location.         </del>	<del>           FMD            Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are S/O.         </del>	N/A	Destroy 2 yrs. after termination of assignment, or when lease is cancelled or plans are S/O.	GRS-11-2a "/1600/4/1
1620-1 <i>was</i> 1600-4-2	<u>Reports</u> Use for material pertaining to reporting of occupied space in Metro Area and field locations.  FILE in chronological sequence.	FMD Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-11-2b (1)-(2) "/1600/4/2

1630	<u>Space Utilization</u> Use for material pertaining to the full utilization of available space.  FILE chronologically by agency and location.	FMD Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are S/O.	N/A	N/A	GRS-11-2a (same)
1640 <i>was 1600-5 chg in title &amp; verbage</i>	<del> <u>Alterations and Maintenance</u>            Use for material pertaining to alterations and maintenance services, excluding fiscal copies.             NOTE: For fiscal copies, see 2240.             FILE chronologically by agency and location.         </del>	<del>           FMD            Destroy 3 months after work is performed or requisition is cancelled.         </del>	<del>N/A</del>	<del>Dispose of when work is completed.</del>	<del>GRS-11-5 "/1600/5</del>
1650	<u>Building Safety/Security</u> Use for material pertaining to the safeguarding of facilities against sabotage and unauthorized entry.  FILE by subject in chronological sequence.	FMD & OIG Destroy when 3 yrs. old, or upon discontinuance of facility, whichever is sooner.	N/A	N/A	GRS-18-10
1660	<u>Parking Services</u> Use for material pertaining to the allocation of parking spaces. Includes standard criteria for selection.  FILE by agency and name(s).	FMD Destroy when S/O.	N/A	N/A	new

1670	<u>Utility Services</u> Use for material which pertains to utility services used by the Department.  FILE by subject.	FMD Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.
1680	<u>Conference Rooms/Auditoriums/Vendor Services</u> a. Use for material pertaining to assignment of conference rooms and the auditorium, including set-ups, e.g., podiums, microphones, etc.  b. Use for material related to vendor services.  FILE by agency in chronological sequence.	FMD Dispose of when 3 months old.  Destroy when no longer needed.	N/A  N/A	Destroy after use of facilities.  Destroy when no longer needed.

new



1700

INVESTIGATIONS AND AUDITS

Use for material of a general nature pertaining to internal and external investigations or audits not covered elsewhere under this category. (For personnel management audits and investigations of specific agency employees, including desk audits, see 4050-2; for IRM reviews, see 3150).

Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 2  
yrs. old.

FILE by organization in chronological sequence.

"/1700

chg in  
message  
& cols.  
3 & 5

1700-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

GRS-16-1-d

"/1700/1

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1700-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/1700/1/1

FILE by origin, series number or in chronological sequence.

1700-2

Reports

Use for material pertaining to investigative and audit reports.

Destroy  
when 3  
yrs. old.

N/A

N/A

new

FILE by agency in chronological sequence.

1700-3  
*was*  
1700-2

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

Destroy  
1 yr.  
after  
the yr.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7  
"/1700/2

FILE: Case file alphabetically  
by title of project.

In which  
the  
project  
is closed.

1710

INVESTIGATIONS

(SEE NOTE)

Use for material pertaining to internal and external investigations of known or alleged irregularities and violations of laws and regulations relating to Departmental programs or personnel.

*new*

NOTE: Offices responsible for preparing the material will retain the file for 3 yrs. and destroy copies when no longer needed.

FILE by organization in chronological sequence.

1720

Audits

(SEE NOTE)

Use for material pertaining to internal and external audits of Departmental programs.

*new*

NOTE: Offices responsible for preparing the material will retain the file for 3 yrs. and destroy copies when no longer needed.

FILE by organization in chronological sequence.

1800

EMERGENCY PREPAREDNESS ANDCONTINGENCY PLANNING

Use for copies of plans or directives pertaining to the formulation and implementation of plans (such as evacuation plans) for protection of life and property during emergency conditions.

FILE in chronological sequence.

OGPA

Destroy  
3 yrs.

after  
issuance

of a

new plan

or

directive.

N/A

Destroy  
when  
S/O.

GRS-18-28b

"/1800

1800-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after  
the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

GRS-16-1d

"/1800/1

1800-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

FILE by origin, series number or in chronological sequence.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/1800/1/1

1800-2

Reports

Use for emergency preparedness and contingency planning reports.

FILE by agency in chronological sequence.

Destroy  
when 3  
yrs. old.

OGPA

(uses  
GRS 18/30)

N/A

Destroy  
when 3  
yrs. old.

new

change  
in  
verbage  
a col 5

1800-3 <i>was</i> 1800-2	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: <del>Case file alphabetically by title of project.</del>	<del>Destroy</del> 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/1800/2
1810	<u>Emergency Procedures and Planning (Crisis Management)</u> Use for material pertaining to evacuation, relocation, and continuity of operation, personnel assignments and related procedures.  FILE in chronological sequence.	OGPA Destroy when S/O.	N/A	N/A	
1820	<u>Civil Defense Program</u> Use for material pertaining to civil defense disasters that would affect all employees and functions.  FILE in chronological sequence.	Destroy when S/O.	N/A	N/A	
1830	<u>Nature and Other Disasters</u> Use for material pertaining to disasters produced by nature, e.g., flooding, fires, etc.  FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	

2000	<u>BUDGET DEVELOPMENT, PRESENTATION AND EXECUTION</u> Use for material of a general nature which pertains to the preparation, development, review, adjustment, submission, and approval of the budget. Includes reports, schedules, charts, estimates, and related documents which do not fit elsewhere in this category.  FILE by agency.	BS Destroy 3 yrs. after close of FY covered by budget.	N/A	Destroy 3 yrs. after close of FY covered by budget.	<i>"/2000</i>
2000-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	BS Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d  <i>"/2000/1</i>
2000-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	<i>"/2000/1/1</i>
2000-2	<u>Reports</u> Use for material pertaining to budget development, presentation and execution reports.  FILE by agency and subject.	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>new</i>

2000-3 <i>was</i> 2000-6	<u>Project Control</u> Use for memoranda, reports, and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/2000/6
2010 <i>was</i> 2000-2	<u>Budget Planning</u> Use for material pertaining to budget planning.  NOTE: Working papers and background material are to be destroyed 1 yr. after close of FY covered by the budget. (GRS-5-4).  FILE by agency.	BS Destroy 10 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	GRS-5-2A "/2000/2
2020 <i>was</i> 2000-2 + 2000-3 <i>Note removed</i>	<u>Budget Development</u> Use for material pertaining to budget estimates, justifications, and supplementary material such as explanatory notes, narratives, and program performance. Also includes previous supplementary or amended budget material.  FILE by agency.	BS Destroy 1 yr. after close of FY covered by budget.	N/A	Destroy 1 yr. after close of FY covered by budget.	GRS-5-4 "/2000/2 "/2000/3
2030	<u>Budget Presentation</u> Use for copies of the budget (original or revised) submitted to Congress for approval. [these are not USDA overall budgets, but budget material for ASA offices]  FILE in chronological sequence.	BS Destroy when no longer needed for reference.	N/A	N/A	<i>new</i>

*Gosansco*

*2000-3-1 removed.*

2040

was  
2000-4Budget Execution

Use for material pertaining to approved budget implementation and the maintenance of financial controls over appropriated funds. Include apportionments, allocations, allotments and workplans, obligations and outlays, ceilings, requirements, reimbursements, and nonappropriated funds.

BS

Destroy  
10 yrs.  
after  
close  
of FY  
covered  
by budget.

N/A

Destroy  
10 yrs.  
after  
close  
of FY  
covered  
by budget.

"/2000/4

NOTE: Include here financial data only if it is directly budget supportive. Use 2100 for regular accounting documentation.

FILE by agency.

2050

was  
2000-5Budget Reporting

a. Annual reports on the status of appropriation accounts and apportionment.

Destroy  
when 5  
yrs. old.

N/A

Destroy  
when 5  
yrs. old.

"/2000/5  
GRS-5-5a

b. All other reports.

Destroy  
3 yrs.  
after  
the end  
of the  
FY  
covered  
by  
budget.

Destroy  
3 yrs.  
after  
the end  
of the  
FY  
covered  
by  
budget.

GRS-5-5b

FILE by subject and agency.

2100	<u>FINANCIAL MANAGEMENT/ACCOUNTING</u> Use for material pertaining to overall financial management and accounting activities not specifically described in the following categories.  FILE by subject in chronological sequence.	<del>FM</del> Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	"/2100
2100-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	<del>FM</del> Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "/2100/1
2100-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	<del>FM</del> Destroy when S/O.	N/A	Destroy when S/O.	"/2100/1/1
2100-2	<u>Financial Priorities</u> Use for material pertaining to the status or activities of all financial priorities.  FILE by agency in chronological sequence.	<del>FM</del> Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/2100/2



<p>2100-3 was 2100-2-3 chg in OPT</p>	<p><u>Internal Controls</u> Use for material which pertains to the plans of organizations and all the coordinated methods and measures adopted by an agency to safeguard assets, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.</p> <p>FILE by agency in chronological sequence.</p>	<p>FSD Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2100/2/3</p>
<p>2100-4 was 2100-3-2 chg in OPT</p>	<p><u>Systems Review and Analysis</u> Use for material which pertains to indirect cost reviews and negotiations, Departmental financial management studies, and assessments of Departmental and Agencies' reporting needs.</p> <p>FILE by agency in chronological sequence.</p>	<p>FSD Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2100/3/2</p>
<p>2100-5 was 2200-12 chg in title, verbage &amp; cols 3 &amp; 5</p>	<p><u>Reports</u> Use for financial management/ accounting reports.</p> <p>FILE by agency and subject.</p>	<p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p>"/2200/1/2</p>
<p>2100-6 was 2100-4</p>	<p><u>Project Control</u> Use for memoranda, reports, and other records documenting assignments, progress and completion of projects.</p> <p>FILE alphabetically by title of project.</p>	<p>FM Destroy 1 yr. after the yr. in which the project is closed.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-16-7 "/2100/4</p>
<p>2110 was 2100-3-1 chg in title</p>	<p><u>Accounting Systems</u> Use for material pertaining to accounting systems approved by GAO; management advisory services for financial systems; monitoring system development processes and the coordination of accounting system regulations.</p> <p>FILE by agency in chronological sequence.</p>	<p>FM Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2100/3/1</p>

2110-1 <i>was</i> 2100-3	<u>Financial Systems</u> Use for material which documents USDA wide accounting and reporting systems, e.g., an Accounting Systems Library.  FILE by agency in chronological sequence.	<del>FM</del> Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"2100/3
2120 <i>was</i> 2100-2-1	<u>Cash Management</u> Use for material which pertains to the effective management of the Government's cash which encompasses cash advances and cash held outside the cash account of the Treasury.  FILE by agency in chronological sequence.	<del>FM</del> Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"2100/2/1
2130 <i>was</i> 2100-2-2	<u>Debt Management</u> Use for material which pertains to the effective management of amounts owed to the Government which includes analyzing the status of Government receivables in terms of delinquencies, age of delinquencies, write-offs, and expected future losses.  FILE by agency in chronological sequence.	<del>FM</del> Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"2100/2/2
2140	<u>Liabilities</u> Use for material pertaining to liabilities.  FILE by agency in chronological sequence.	FAD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>new</i>
2150	<u>Revenues</u> Use for material pertaining to revenues.  FILE by agency in chronological sequence.	FAD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>new</i>

2160 <i>was</i> 2200-11	<u>Cost Distribution</u> Use for material pertaining to the proration of Departmental centralized expenses distributed to the agencies. FILE by agency and subject.	<del>FAD</del> Destroy 5 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	"/2200/11
2160-1 <i>was</i> 2200-10	<u>Working Capital Fund</u> Use for material of a general nature which pertains to WCF. FILE by agency and subject.	<del>WCF</del> Destroy 3 yrs. after close of FY covered by budget.	N/A	Destroy 3 yrs. after close of FY covered by budget.	"/2200/10
2160-2 <i>was</i> 2200-10-1	<u>Planning, Development, and Approval</u> Use for material pertaining to Working Capital Fund budget preparation, planning, and final approved budgets. FILE by agency and subject.	<del>WCF</del> Destroy 5 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	"/2200/10/1
2160-3 <i>was</i> 2200-10-2	<u>Financial Reviews</u> Use for material pertaining to WCF fund reviews, summary reviews and individual cost centers reviews of a financial nature. FILE by agency and subject.	<del>WCF</del> Destroy 5 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	"/2200/10/2
2160-4 <i>was</i> 2200-11-1	<u>Management Council Cost Distributions</u> Use for material pertaining to the distribution of central agency billings (GSA, DOL) to Departmental agencies; FTS, SLUC, OWCP, etc. FILE by agency and subject.	<del>FAD</del> Destroy 5 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	"/2200/11/1

2160-5 <i>was</i> 2200-11-2	<u>Working Capital Fund Cost Distributions</u> Use for material pertaining to Working Capital Fund cost center expense distribution to user agencies of Printing Plant, and Copier Services, etc.  FILE by agency and subject.	WCF Destroy 5 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	<i>"/2200/11/2</i>
2160-6 <i>was</i> 2200-11-3	<u>Department Centralized Reimbursable Program Cost Distributions</u> Use for material pertaining to Departmental centralized costs or expenses made through special reimbursable accounts which are prorated to the agencies, e.g., Office of Personnel training programs and Health Services.  FILE by agency and subject.	FAD Destroy 5 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	<i>"/2200/11/3</i>
2170 <i>was</i> 2200-2-4 <i>chg in title</i>	<u>Cost Determination (A-76)</u> Use for material which provides a basis for efficiently using available resources in operating commercial and industrial-type activities. A-76 provides guidance in determining the least-cost method (i.e., in-house or contracting out) or providing services of a commercial/industrial nature.  FILE by agency in chronological sequence.	FM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>"/2200/2/4</i>
2180	<u>Property</u> Use for material pertaining to property accounting.  FILE in alphabetical sequence.	FAD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>new</i>

2200 <i>Chg in title</i>	<u>FISCAL MANAGEMENT</u> Use for material of a general nature which pertains to fiscal management which does not fit elsewhere in this category.  FILE by subject in chronological sequence.	<del>FAD Destroy when 3 yrs. old.</del>	<del>N/A</del>	<del>Destroy when 2 yrs. old.</del>	<del>GRS-6-5a "/2200</del>
2200-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	<del>FM, FAD, &amp; WCF Destroy when no longer needed.</del>	<del>N/A</del>	<del>Destroy after the directive is issued or immediately when it is known that no action will be taken.</del>	<del>GRS-16-1d "/2200/1</del>
2200-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	<del>Destroy when S/O.</del>	<del>N/A</del>	<del>Destroy when S/O.</del>	<del>"/2200/1/1</del>
2200-2 <i>was 2200-2-5, added OPI</i>	<u>Financial Reports</u> Use for agency financial reports.  FILE by agency and subject.	<del>FSD, FM, &amp; NFC Destroy when 3 yrs. old.</del>	<del>N/A</del>	<del>Destroy when 3 yrs. old.</del>	<del>"/2200/2/5</del>

2200-3 <i>was</i> 2200-9 <i>chg in</i> <i>message</i>	<u>Payment Control Listing</u> Use for computer listings, batch reports, etc., generated to perform the housekeeping functions required for fiscal accountability.  FILE by subject in chronological sequence.	<del>NFC &amp; FAD            Destroy when no longer needed.</del>	N/A	Destroy when no longer needed for reference.	"/2200/9
2200-4	<u>Reports/Studies</u> Use for reports and studies which pertain to fiscal management.  FILE by agency and subject.	<del>FAD            Destroy 5 yrs. after close of FY covered by budget.</del>	N/A	Destroy 5 yrs. after close of FY covered by budget.	<i>new</i>
2200-5 <i>was</i> 2200-13	<u>Project Control</u> Use for memoranda, reports, and other records documenting assignments progress and completion of projects.  FILE: Case file alphabetically by title of project.	<del>Destroy 1 yr. after the yr. in which the project is closed.</del>	N/A	Destroy when no longer needed.	GRS-16-7 "/2200/13
2210 <i>was</i> 2200-2-3 <i>chg in</i> <i>title</i>	<u>Appropriations, Receipts and Fund Accounts</u> Use for material pertaining to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit.  FILE by agency and subject.	<del>FAD &amp; NFC            Destroy when 3 yrs. old.</del>	N/A	Destroy when 3 yrs. old.	GRS-6-4 "/2200/2/3
2210-1 <i>was</i> 2200-4 1	<u>Deposits</u> Use for material pertaining to deposits.  FILE by name of vendor.	<del>NFC &amp; FAD            Destroy 6 yrs., 3 months after period covered by account.</del>	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b "/2200/4/1

2220 <i>was</i> 2200-4 <i>chg in</i> <i>title</i>	<u>Collections</u> Use for material pertaining to billings, collections, fees, collection schedules, and delinquent accounts.  FILE by name of vendor.	<del>FAD &amp; NFC</del> Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b <i>"/2200/4</i>
2230 <i>was</i> 2200-2-1	<u>Obligations</u> Use for material pertaining to routine accounting records of allotted fund obligations subsidiary to the summary allotments status records. Include obligation estimates paid and unpaid and classified expenditure listings.  FILE by agency.	<del>FAD &amp; NFC</del> Destroy 6 yrs., 3 months, after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b <i>"/2200/2/1</i>
2240 <i>was</i> 2200-3-3	<u>Disbursements</u> Use for material pertaining to allotted fund disbursements, i.e., copies of SF-1166 listings of Department of Treasury checks issued as payment for purchased goods and services, contracts, etc.  FILE by agency.	<del>FAD &amp; NFC</del> Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b <i>"/2200/3/3</i>
2240-1 <i>was</i> 2200-3	<u>Payments</u> Use for material pertaining to the amounts disbursed to payees.  FILE by agency, individual name, or firm.	<del>FAD &amp; NFC</del> Destroy 6 yrs. and 3 months after period covered by the account.	N/A	Destroy 3 yrs. after the period of the account.	GRS-6-1 a & b <i>"/2200/3</i>
2240-1-1 <i>was</i> 2200-3-1	<u>Checks</u> Use for material pertaining to checks issued, stolen, misplaced, mutilated, or destroyed.  FILE by agency and individual name.	<del>FAD &amp; NFC</del> Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-6-4 <i>"/2200/3/1</i>

2240-1-2 <i>was</i> 2200-3-2	<u>Expenditure Posting and Control</u> Use for posting and control media which supports the general ledger.  FILE by agency.	FAD Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-7-4 "/2200/3/2
		NFC Destroy 6 yrs. and 3 months after period covered by the account.			GRS-6-1a
2240-1-3 <i>was</i> 2200-3-4	<u>Fiscal Irregularities</u> Use for material pertaining to accounting authorization irregularities.  FILE by agency.	FAD & NFC Destroy when 15 yrs. old.	When 5 yrs. old.	Destroy when 1 yr. old.	"/2200/3/4
2240-1-4 <i>was</i> 2200-3-5	<u>GAO Exceptions</u> Use for material pertaining to General Accounting Office notices of exceptions, formal or informal, and related correspondence.  FILE by agency.	FAD & NFC Destroy 1 yr. after exception has been reported as cleared by GAO.	N/A	Destroy when 1 yr. old.	GRS-6-2 "/2200/3/5
2240-1-5 <i>was</i> 2200-3-6	<u>Certificates of Settlement</u> Use for material pertaining to copies of certificates covering closed account settlement, supplemental settlements, and final balance settlements. Certificates covering periodic settlements are to be destroyed when subsequent certificates of settlements are received. (GRS 6-3b)  FILE by agency.	FAD & NFC Destroy 2 yrs. after date of settlement.	N/A	N/A	GRS-6-3a "/2200/3/6



2250 <i>was</i> 2200-8 <i>chg in title &amp; verbage</i>	<u>Imprest Fund</u> Use for material pertaining to designations and audit of imprest fund. Also includes request for changes in imprest fund.  FILE by subject in chronological sequence.	NFC, FAD, & Exec. Serv. Staff N/A Destroy 6 yrs., 3 months after period covered by the account.	N/A	GRS-6-1a "/2200/8
2260 <i>was</i> 2200-2 <i>chg in title. Added OPI's</i>	<u>Withdrawals, Restorations, and Transfers of Appropriation Balances</u> Use for material of a general nature which pertains to accounting for and disbursing of funds, including obligations, control of expenditures, availability and transfer, and advancement of funds, etc.  FILE by agency and subject if applicable.	FAD & NFC Destroy when 3 yrs. old.	N/A Destroy when 2 yrs. old.	GRS-6-5 a & b "/2200/2
2270 <i>was</i> 2200-2-2 <i>chg in title &amp; verbage</i>	<u>Accountable Officers</u> Use for material pertaining to statements of transactions and accountability collection schedules and vouchers, and disbursement schedules and vouchers. FILE by agency and subject.	FAD & NFC Destroy 6 yrs., 3 months after period covered by account.	N/A Destroy when 2 yrs. old.	GRS-6-1 "/2200/2/2
2280 <i>was</i> 2200-2-4 <i>chg in title</i>	<u>Fiscal and Accounting Codes</u> Use for material pertaining to code numbers used in the accounting system, such as Cost Responsibility Center (CRC) Codes, Subcenter codes, applicant codes, establishment codes, budget object codes, etc.  FILE by agency.	FAD & NFC Destroy when 3 yrs. old.	N/A Destroy when 3 yrs. old.	GRS-6-5b "/2200/2/4

2300 TRAVEL AND TRANSPORTATION  
Use for material of a general nature which pertains to travel and transportation functions, not covered elsewhere in the following categories.

PPMD, FAD, PB&O, & NFC  
N/A  
Destroy when 2 yrs. old.

Destroy when 1 yr. old.

GRS-9-5a & b  
"/2300/

NOTE: Logs and registers of accountability are to be destroyed 1 yr. after entries are cleared.

FILE by agency and subject.

2300-1 Policy and Procedure  
Use for background material which documents the important aspects of the development of Departmental policy and procedure.

FAD  
Destroy when no longer needed.

N/A

Destroy after the directive is issued or immediately when it is known that no action will be taken.

GRS-16-1d

"/2300/1/1

"/2300/2/1

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

2300-1-1 External or Non-Series Instructions  
Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy when S/O.

N/A

Destroy when S/O.

"/2300/1/2

"/2300/2/2

FILE by origin, series number or in chronological sequence.

2300-2 Request and Authorizations  
Use for copies of vouchers, memorandum copies of travel requests, travel authorizations, and all supporting papers.

FAD & NEC  
Destroy when 3 yrs. old.

N/A

Destroy when funds are obligated.

GRS-9-3a & 3b

"/2300/2

NOTE: Destroy unused ticket redemption forms, such as SF 1170, when no longer needed for administrative use (GRS 9-3c).

FILE chronologically by agency.

2300-3 <i>was</i> 2300-1-3 <i>chg in</i> <i>OPI</i>	<u>Reimbursements</u> Use for records pertaining to reimbursing individuals (e.g., travel orders, per diem vouchers, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents or others authorized by law to travel).	FAD & NFC Destroy when 3 yrs. old.	N/A	Destroy when funds are obligated.	GRS-9-4a & 4b "/2300/1/3
	FILE by agency and alphabetically by employee.				
2300-4 <i>was</i> 2300-1-5 <i>added</i> <i>OPI's</i>	<u>Reports</u> Use for travel reports.	FAD & NFC Destroy when 3 yrs. old.	N/A	N/A	"/2300/1/5
	FILE by agency and subject in chronological sequence.				
2300-5 <i>was</i> 2300-1-6	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/2300/1/6
	FILE: Case file alphabetically by title of project.				
2310 <i>was</i> 2300-1 <i>chg in</i> <i>title &amp;</i> <i>verbage</i>	<u>Temporary Duty Travel - Domestic</u> Use for material of a general nature which pertains to temporary duty - domestic travel.	FAD, PPMD, & NFC Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	"/2300/1
	FILE by agency in chronological sequence or alphabetically if applicable.				
2320 <i>was</i> 2300-1 <i>chg in</i> <i>title &amp;</i> <i>verbage</i>	<u>Temporary Duty Travel - Foreign</u> Use for material of a general nature which pertains to temporary duty - foreign travel.	FAD, PPMD, NFC Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	"/2300/1
	FILE by agency in chronological sequence or alphabetically if applicable.				

2330	<u>Relocation</u> Use for material pertaining to employee travel and relocation allowances.  FILE by subject in chronological sequence.	NFC Destroy 6 yrs. and 3 months after period covered by account.	N/A	Destroy when 1 yr. old.	GRS-6-1a
2340	<u>Sickness or Death while in Travel Status</u> Use for material pertaining to the necessary arrangements required in the event an employee becomes ill or dies while in travel status. (In case of death, information is filed in OPF).  FILE by employee social security number	NFC Destroy 6 yrs. and 3 months after period covered by account.	N/A	Destroy when 1 yr. old.	GRS-6-1a
2350 <i>was</i> 2300-2 <i>chg in title</i> <i>&amp; heading</i>	<u>Transportation of Things</u> Use for material of a general nature which pertains to the transportation of things.  FILE by agency in chronological sequence.	FAD & NFC Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-9-5a <i>"/2300/2</i>
2350-1 <i>was</i> 2300-2-3	<u>Freight</u> Use for material pertaining to movement of goods by government or commercial carriers. May include commercial or government bills of lading and other data which documents the transaction.  FILE by subject and control number.	NFC, PD-00, & PPMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-9-1 a & b <i>"/2300/2/3</i>
2350-2 <i>was</i> 2300-2-5	<u>Transportation Rates</u> Use for material which pertains to carrier rates.  FILE by carrier.	PPMD & PD-00 Destroy when S/O.	N/A	N/A	<i>"/2300/2/5</i>

2350-3 <i>was</i> 2300-2-6	<u>Reports</u> Use for transportation reports, e.g., shortage and demurrage, etc.  FILE by agency and subject in chronological sequence.	PPMD, NFC, FAD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/2300/2/6
2350-4 <i>was</i> 2300-2-7	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of project.  FILE: Case file alphabetically by the title of the project.	PPMD, FAD; NFC Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/2300/2/7

2400	<u>FEDERAL ASSISTANCE</u> Use for material of a general nature which pertains to the routine operations and daily activities in the Federal assistance program.  FILE by agency.	FM Destroy when 2 yrs. old.	N/A	N/A	GRS-3-17b "/2400
2400-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number, or in chronological sequence.	FM, NFC Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "/2400/1
2400-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"/2400/1/1
2400-2 was 2400-4	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/2400/4

2410	<u>Educational Institutions</u> Use for material pertaining to the continuing Federal financial assistance provided to the educational institutions based on the institutions' compliance with approved mandates.  FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months, after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b
2420	<u>State and Local Governments</u> Use for material pertaining to approved programs with state and local Government financial assistance. Files will also contain statements that the program(s) will be conducted in compliance with all requirements imposed.  FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b
2430	<u>Institutions of Higher Education, Hospitals and Other Non-Profit Organizations</u> Use for material pertaining to the Federal financial assistance to these institutions.  FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b
2440	<u>Loans</u> Use for material pertaining to loans.  FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b

2450

Grants

FM

Use for material pertaining to the transfer of money or property to assist recipients to accomplish a public purpose authorized by statute, including all formula, project or other grants and cooperative agreements, and cost sharing arrangements not specifically described in the following categories.

~~Offer to~~

N/A

N/A

GRS-3-17a

"/2400/2

~~NARS~~

~~when 10 yrs. old.~~

correct disposition was: Destroy 5 yrs. after close of case file

FILE by agency.

2450-1

Grant Control Files

FM

Use for material pertaining to indexes, registers, logs or other records relating to control of assigning numbers of identifying projects, applications and grants.

~~Destroy when S/O.~~

N/A

N/A

GRS-3-16

"/2400/2/2

FILE by agency.

*was*

*2400-2*

*chg in title*

*was*  
*2400-2*  
*chg in title &*  
*ols. 346*



2500

CLAIMS

Use for material of a general nature pertaining to claims for a right to something, e.g., a title to a debt, privilege, or other things in the possession of another.

FAD & NFC  
Dispose  
of 1 yr.  
after  
final  
dis-  
position  
of case.

N/A

Dispose  
of 1 yr.  
after  
final  
dis-  
position  
of case.

"/2200/7

FILE by agency and claimant.

2500-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

GRS-16-1d

"/2500/1

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

2500-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/2500/1/1

FILE by origin, series number or in chronological sequence.

2500-2

Reports

Use for claims reports.

FAD & NFC  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 3  
yrs. old.

"/2500/2

FILE by agency and subject.

2500-3

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

Destroy  
1 yr.  
after  
the yr.  
in which  
the  
project  
is closed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

"/2500/3

FILE: Case file alphabetically by title of project.

2510 <i>was</i> 2200-7-2 <i>hg in title</i> <i>- Overlapse</i> <i>dd OPI</i>	<u>Claims Against the U.S.</u> Use for material pertaining to claims submitted by claimants against the U.S. FILE by agency, subject, and claimant.	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>"/2200/7/2</i>
2520 <i>was</i> 200-7-1 <i>hg in title</i> <i>- Overlapse</i> <i>dd OPI</i>	<u>Debt Claims</u> Use for material pertaining to claims by the United States. FILE by agency, subject, and claimant	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>"/2200/7/1</i>
2530	<u>Dual Compensation Debts</u> Use for material pertaining to dual compensation. FILE by subject.	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>new</i>
2540	<u>Damage/Loss of Government Property</u> Use for material pertaining to the willful destruction of or damage, theft, etc., to Government property. FILE by subject.	FAD Dispose of 1 yr. after final disposition.	N/A	Dispose of 1 yr. after final disposition.	<i>new</i>
2550 <i>was</i> 2300-2-4 <i>hg in</i> <i>2PI</i>	<u>Damage/Loss of Shipments</u> Use for material pertaining to the schedules of valuables shipped, correspondence, memoranda, and other records relating to the administration of the Government Losses in Shipment Act, and any claims that may ensue. FILE by agency in chronological sequence.	FAD Destroy when 3 yrs. old.	N/A	N/A	GRS-9-2 <i>"/2300/2/4</i>

2560	<u>Irregularities/Discrepancies</u> Use for material pertaining to the documentation of irregularities/ discrepancies with sufficient information to enable processing of claims.  FILE by subject in chronological sequence.	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>new</i>
2570	<u>Waivers</u> Use for material pertaining to the relinquishing of a known right, interest, etc.,  FILE by subject.	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>new</i>

2600	<u>PAY AND ALLOWANCES</u> Use for material of a general nature pertaining to salaries and deductions, and expenses such as cost of living, living quarters and education allowance.  FILE by subject in chronological sequence.	NFC, FAD & BS Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>new</i>
2600-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	NFC, FAD & BS Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d
2600-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>
2600-2 <i>was 2200-5 chg in verbage</i>	<u>Payroll</u> Use for general correspondence pertaining to payroll preparation and processing.  FILE by subject in chronological sequence.	<del>OP, NFC</del> <del>Destroy when 2 yrs. old.</del>	N/A	Destroy when 2 yrs. old.	GRS-2-2 <i>"/2200/5</i>

2600-2-1 Payroll Preparation & Processing

was  
2200-5-1  
Chg in  
recharge  
per  
GRS..

Use for material pertaining to payroll control services, including payroll summary control and certification control documents which include all source documents used to authorize or change payments to payees.

a. Preparation and processing of T&A's and logs which support time and attendance.

NFC & FAD  
Destroy  
after GAO  
audit or  
when 6  
yrs. old  
whichever  
is sooner.

N/A

Destroy  
when 2  
yrs. old.

11/2200/5/1

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 systems.

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

N/A

Destroy  
when 2  
yrs. old.

GRS-2-3b

FILE by agency and alphabetically by employee.

2600-2-2 Levy and Garnishment

was  
2200-5-2

Use for official notice of levy or garnishment (IRS Form 668A or equivalent) change slip, workpapers, correspondence, release and other forms, and records relating to charges against retirement funds or attachment of salary for payment of other debts of Federal employees.

PER & NFC  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 2  
yrs. old.

GRS-2-23

11/2200/5/2

FILE in OPF.

2600-2-3 <i>was</i> 2200-5-3	<u>Payroll Changes</u> Use for material pertaining to payroll changes slips, exclusive of those of the OPF.  FILE by social security number and in chronological sequence.	<del>NFC</del> <del>Destroy when related records are audited by GAO or when 3 yrs. old, whichever is sooner.</del>	<del>Destroy 1 month after end of pay period.</del>	GRS-2-15 a & c "/2200/5/3
2600-2-4 <i>was</i> 2200-5-4 <i>chg in title</i>	<u>Administrative Payroll Report Files</u> Use for workload and personnel management reports or data which pertain to payroll operations and pay administration.  FILE in chronological sequence.	<del>FAD &amp; NFC</del> <del>Destroy when 2 yrs. old.</del>	<del>N/A</del> <del>Destroy when 3 yrs. old.</del>	GRS-2-17a "/2200/5/4
2600-2-5 <i>was</i> 2200-6 <i>chg in verbage &amp; disposition</i>	<u>Allotment Authorization</u> Use for material which pertains to request and authorization for or change and revocation of allotments.  a. U.S. Savings Bonds. If record is maintained on earning record card.	<del>NFC</del> <del>Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred.</del>	<del>N/A</del> <del>N/A</del>	GRS-2-4 a-1 "/2200/6

b. All other authorizations including union dues and savings.

~~Destroy when superseded or after transfer or separation of employee.~~

N/A

N/A

GRS-2-4  
b-1

~~FILE by subject, agency and social security number.~~

2600-2-6 Employee Tax Exemptions

*was*  
2200-6-1 Use for withholding tax exemption certificates, such as IRS Forms W-4, and similar state tax exemption forms.

~~NFC~~

~~Destroy 4 yrs. after information is s/o.~~

N/A

N/A

GRS-2-18a  
& b

*"/2200/6/1*

~~file by agency and social security number.~~

2600-2-7 Tax Files

*was*  
2200-6-2 Use for reports of withheld Federal taxes, such as IRS Form W-3 with related papers, including reports relating to income and social security taxes.

~~NFC~~

~~Destroy when 4 yrs. old.~~

N/A

N/A

GRS-2-18c

*"/2200/6/2*

~~FILE by agency and social security number.~~

2600-2-8 Payment Control Listing

*was*  
2200-9 Use for material pertaining to pay and allowances designations. Includes cost verification and sub-voucher registers, and error listings.

~~NFC & FAD~~

~~Destroy 6 yrs. & 3 months after period covered by the account.~~

N/A

N/A

GRS-6-1a

*"/2200/9*

~~FILE by subject in chronological sequence.~~

2600-3 Reports

Use for reports pertaining to pay and/or allowances.

FILE by subject and agency.

NFC, FAD  
& BS

Destroy when 5 yrs. old.

N/A

Destroy when 5 yrs. old.

*new*

2600-4

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

FILE: Case file alphabetically by title of project.

Destroy  
1 yr.  
after  
the yr.  
in  
which  
the  
project  
is closed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

4/2200/13

2610

Internal Control

Use for material pertaining to the effective control over pay and allowances, including appropriate internal audit.

FILE by agency in chronological sequence.

FSD  
Destroy  
when no  
longer  
needed  
for ref-  
erence.

N/A

N/A

2620

Principles and Standards

Use for material pertaining to administering pay and allowances affairs in conformity with accepted principles and standards.

FILE by agency in alphabetical sequence.

FAD & NFC  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

2630

Special Allowances to Civilian Employees

Use for material pertaining to allowances for expenses incurred when employees are required to serve in other capacities in connection with their official duties, e.g., notaries public, requirement to wear uniforms, etc.

FILE by agency in alphabetical sequence.

FAD & NFC  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

new



3000	<u>RECORDS MANAGEMENT</u> Use for material of a general nature which pertains to the overall paperwork management program.  FILE by subject in chronological sequence.	IMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/3000
3000-1 <i>was</i> 3000-7	<u>Studies and Survey Reports</u> Use for formal reports of paperwork studies and surveys performed to identify and correct paperwork problems; improve procedures, operating performance and effectiveness, and aid management.  FILE alphabetically by agency and subject.	IMD Destroy when S/O.	N/A	Destroy when S/O.	"/3000/7
3000-2 <i>was</i> 3000-8	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/3000/8
3010 <i>was</i> 3000-1	<u>Directives Management</u> Use for material of a general nature which pertains to officially published instructions, regulations, and procedures which regulate and direct operations and performance.  FILE by directive number or subject.	IMD, ECR & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/3000/1

3010-1 Departmental Directives

Use for directives originated within USDA.

a.) Departmental Regulations (DR's) and Departmental Manuals (DM's) in the 1000 and 9000 classification series. All others can be destroyed when no longer needed.

IMD  
PERMANENT.  
Offer to  
NARS in  
5 yrs.  
blocks  
when  
20 yrs.  
old.

When Destroy  
5 yrs. when no  
old. longer  
needed.

"3000/1/2 a(1)  
"3000/1/2 a(2)  
GRS-16-1a

b. Secretary's Memorandum (SM's) and any Departmental directives signed by the Secretary.

ECR  
PERMANENT. N/A  
Offer to  
NARS in 5-yr blocks  
when 20  
yrs. old.

Destroy  
when no  
longer  
needed.

"3000/1/2 b

c. Departmental Notices (DN's), Administrative Regulations, and Internal Office Notices.

IMD  
Destroy  
when no  
longer  
needed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-1c

"3000/1/2 c

NOTE: IMD has the record copy of all published Departmental level directives with the exception of Secretary's Memos which are maintained by ECR, NFC Manuals which are maintained by NFC, and the DPM which is maintained by OP. For WORKING PAPERS and BACKGROUND material, see Policy and Procedure under each category. File external or non-series instructions under the appropriate subject and dispose of them when S/O.

FILE by series designator, and classification code, and title.

<p>3010-1-1</p> <p><i>was</i></p> <p>3000-1-3</p>	<p><u>External or Non-Series Instructions</u></p> <p>Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>IMD</p> <p>Destroy when S/O.</p>	<p>N/A</p> <p>Destroy when S/O.</p>	<p>"/3000/1/3</p>
<p>3010-1-2</p> <p><i>was</i></p> <p>3000-1-4</p>	<p><u>Distribution, Maintenance and Printing</u></p> <p>Use for material pertaining to the printing, delivery and storage of directives.</p> <p>FILE by issuance number.</p>	<p>IMD</p> <p>Destroy when 1 yr. old. or when no longer needed.</p>	<p>N/A</p> <p>Destroy when S/O.</p>	<p>"/3000/1/4</p>
<p>3010-2</p> <p><i>was</i></p> <p>3000-1-1</p>	<p><u>Dockets</u></p> <p>Use for material which has been prepared for publication in the Federal Register and which pertains to the organizational structure and basic policies of the Department and its agencies.</p> <p>FILE by agency and docket number.</p>	<p>ECR &amp; DIRECTORS PERMANENT.</p> <p>Offer to NARS in 5 yr. blocks when 20 yrs. old.</p>	<p>When 5 yrs. old.</p> <p>Dispose of when material is published in the Federal Register.</p>	<p>"/3000/1/1</p>
<p>3020</p> <p><i>was</i></p> <p>3000-2</p>	<p><u>Forms Management</u></p> <p>Use for general material pertaining to the planning and execution of procedures to standarize, design, construct, and control the use, numbering, and distribution of forms.</p> <p>FILE in chronological sequence.</p>	<p>IMD &amp; NEG</p> <p>Destroy when 3 yrs. old.</p>	<p>N/A</p> <p>Destroy when 3 yrs. old.</p>	<p>"/3000/2</p>

3020-1 <i>was</i> 3000-2-1	<u>Forms Master File</u> Use for the record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.  NOTE: Working papers, background materials, requisitions, specifications, processing data, and control records are to be destroyed when related form is discontinued, superseded, or cancelled. (GRS-16-4b)  FILE by agency and form number.	IMD Destroy 5 yrs. after related form is discontinued, superseded, or cancelled.	N/A	Destroy when S/O.	GRS-16-4a <i>" / 3000 / 2 / 1</i>
3020-1-1 <i>was</i> 3000-2-2	<u>Functional Files</u> Use for a collection of forms, arranged by functional classification, used to assist in taking forms management actions, such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Included are copies of each form used within the area served by the forms management office.  FILE by functional classification.	IMD Destroy when related form is discontinued, superseded or cancelled.	N/A	Destroy when S/O.	<i>" / 3000 / 2 / 2</i>
3030 <i>was</i> 3000-3	<u>Reports Management</u> Use for materials relating to the reports management program. Includes correspondence and index of current recurring or situation reports and a control file of all proposed, currently required, cancelled or superseded recurring or situation reports.  FILE by report number and title.	IMD Destroy 2 yrs. after report is discontinued.	N/A	Destroy when 1 yr. old.	GRS-16-8 <i>" / 3000 / 3</i>

3031 Public Paperwork Burden Control  
Use for material pertaining to minimizing the Federal paperwork burden for individuals, small businesses, and State and local governments.

DCO, OIRM  
Destroy when S/O.

N/A Destroy when S/O.

FILE by subject in chronological sequence.

*was 3000-4*  
3040 Files Management  
Use for material of a general nature which pertains to the storage, retention, and disposition of records.

IMD & NFC  
Destroy when 3 yrs. old.

N/A Destroy when 1 yr. old. *"3000/4*

FILE by subject in chronological sequence.

*was 3000-4-1 chg in web page & remove IRS citation*  
3040-1 Filing Systems  
Use for material pertaining to filing systems and techniques evolved to maintain records for retrieval and scheduled disposition.

IMD  
Destroy when records are destroyed or when no longer needed for reference.

N/A Destroy when records are destroyed or when no longer needed for reference. *"3000/4/1*

FILE alphabetically by agency.

*was 3000-4-2*  
3040-2 Records Holdings  
Use for statistical reports of agency records holdings required by the General Services Administration including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.

IMD  
Destroy when 3 yrs. old.

N/A Destroy when 1 yr. old. *GRS-16-6a&b "3000/4/2*

FILE by date of report.

*was 3000-5*  
3050 Mail Management  
Use for material of a general nature which pertains to management of mail and which does not fit elsewhere in this category.

MRMD  
Destroy when 2 yrs. old.

N/A Destroy when 2 yrs. old. *GRS-2-2a "3000/5*

FILE in chronological sequence.

3050-1

Received and Routed Mail

Use for material pertaining to the receipt and routing of incoming and outgoing mail handled by the USDA mail and messenger service.

a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.

MRMD  
Destroy  
when 1  
yr. old.

N/A

Destroy  
when 1  
yr. old.

GRS-12-5a

" / 3000 / 5

b. Application to register and certify mail.

Destroy  
when 1  
yr. old.

N/A

Destroy  
when 1  
yr. old.

GRS-12-5b

c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail.

Destroy  
when 1  
yr. old.

N/A

Destroy  
when 1  
yr. old.

GRS-12-5c

FILE alphabetically by agency and receipt number.

3050-2

Postal Irregularities

Use for material pertaining to irregularities in the handling of mail, such as loss or shortages of postage stamps or money orders, or loss or destruction of mail.

MRMD  
Destroy 3  
yrs. after  
completion  
of investi-  
gation.

N/A

Destroy  
6 months  
after  
comple-  
tion of  
investi-  
gation.

GRS-12-8

" / 3000 / 5 / 2

FILE by subject.

3050-3

Penalty Mail Report Files

Use for material pertaining to official penalty mail payment reports.

MRMD  
Destroy  
when 6  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-12-7

" / 3000 / 5 / 3

FILE alphabetically by agency.

3051

Mailing Lists

Use for material pertaining to additions, deletions, and changes to the automated mailing lists.

MRMD  
Destroy  
when S/O.

N/A

Destroy  
when S/O.

FILE in chronological sequence.

was  
3000-5-1

was  
3000-5-2

was  
3000-5-3  
chg in  
title

3052	<u>Messenger Services</u> Use for material pertaining to the receipt and routing of incoming and outgoing mail handled by USDA messenger service.  FILE alphabetically by agency and receipt number.	MRMD Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-12-5a
3060	<u>Correspondence Management</u> Use for material pertaining to standards for written communications, e.g., letters, telegrams, endorsements, summary sheets, postal cards, memorandums, and routing slips.	OIRM Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>
3070 <i>was 3000-6 Chg in title, verbiage, etc 3,5,6</i>	<u>Micrographics Management</u> Use for surveys conducted to evaluate various technological systems, their applications in improving performance, as well as feasibility and cost impact.  FILE in chronological sequence.	OIRM Destroy when completed study is 5 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-16-14 "/3000/6
3080	<u>Records Disposition</u> Use for correspondence and material pertaining to descriptive inventories, disposal authorizations, schedules, and reports.  a. Basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt, and related documentation.	OIRM Destroy when 3 yrs. old.  Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.	N/A	Destroy when 1 yr. old  Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.	GRS-16-3a

b. Working papers and background material.

Destroy 6 months after final action on project reports or 3 yrs. after completion of report if no final action is taken.

N/A

Destroy 6 months after final action on project reports or 3 yrs. after completion of report if no final action is taken.

GRS-16-3c

FILE SF's by agency and accession number in chronological sequence. Others are filed by agency in chronological sequence.

3090

Vital Records

Use for material pertaining to records essential for maintaining the continuity of Government activities during a national emergency.

Destroy when S/O.

N/A

Destroy when S/O.

*new*

FILE by subject.



3100	<u>MANAGEMENT OF INFORMATION RESOURCES</u> Use for material pertaining to the management and control of all types of information resources.  FILE in chronological sequence by project.	OIRM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
3100-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	OIRM Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "/3100/1
3100-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"/3100/1/1
3100-2 <i>was</i> <i>100-9</i>	<u>Studies/Reports</u>  FILE by agency and subject.	OIRM Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	"/3100/9

3100-3 <i>was</i> 3100-10	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title or project.	OIRM Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7
3100-4	<u>Feasibility Study Files</u> Use for material pertaining to the study of specific functional areas within 3100 classification. Includes system and data requirements, alternatives, benefits, cost data, and other related documents.  FILE by system name.	PD-OIRM Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	
3110 <i>was</i> 3100-2 <i>chg in verbage</i>	<u>Planning</u> Use for material not directly related to either long-range planning nor capacity planning including: PD annual work plans; ad hoc requests; correspondence with external agencies, etc.  FILE by agency and in chronological sequence.	PD-OIRM Destroy when no longer needed for reference.	N/A	N/A	"/3100/2
3111 <i>was</i> 3100-2-1 <i>chg in verbage, title, cols 3 &amp; 5</i>	<u>Long-Range Planning</u> Use for material pertaining to USDA long-range IRM planning guidance; agency LR IRM plans; USDA LR IRM plans; correspondence with senior IRM officials (agencies and USDA); LR IRM plans from external agencies, etc.  FILE by agency and in chronological sequence.	PD-OIRM Destroy when no longer needed for reference.	N/A	N/A	"/3100/2/1

3111-1	<p><u>ADP Budgets (A-11)</u>            Use for annual submission of agency exhibits and narratives for ADP, obligations and expenditures.</p> <p>FILE in chronological sequence.</p>	<p>PD-OIRM            Destroy 1 yr. after the close of FY covered by the budget.</p>	N/A	<p>Destroy 1 yr. after the close of FY covered by the budget.</p>	<p>GRS-5-2a            11/3100/2/2</p>
<p>was            3100-2-2            Chg in            verbage            - col 6</p>					
3112	<p><u>Capacity Planning</u>            Use for material pertaining to projected future workload and service requirements, estimated needed capacity changes and plans for timely delivery of additional capacity when required.</p> <p>FILE by agency and in chronological sequence.</p>	<p>PD-OIRM            Destroy when no longer needed for reference.</p>	N/A	N/A	<p>new</p>
3120	<p><u>Standards</u>            Use for general information on standards, procedures, guidelines, DIPS Program management requirements, and waiver requirements.</p> <p>FILE by subject in chronological sequence.</p>	<p>RED            Destroy after 3 yrs.</p>	N/A	<p>Destroy after 1 yr.</p>	<p>new</p>
3120-1	<p><u>Specifications</u>            Use for material which pertains to information processing standards, procedures, guidelines and information which describe performance requirements, practices, designs, sizes, or other factors or characteristics for hardware, software, or services. Includes announcements of proposed standards, requests for review and comment, ordering and implementation instructions, and qualifications to specifications such as exclusion and verification lists. Also includes responses to external agencies proposing the standards as well as subsequent agency communication.</p> <p>FILE by subject.</p>	<p>Destroy when S/O.</p>	N/A	<p>Destroy when S/O.</p>	<p>new</p>

3120-2      Request for Waivers  
Use for material which pertains to requests for waivers to DIPS Standards.      Destroy when S/O.      N/A      Destroy when S/O.      *new*

FILE by type of waiver.

*was*  
*3100-4-3*  
3130      Technical Approval Files  
Use for agency requests for technical approval to acquire or utilize ADP resources. Includes correspondence and other documents related to the request.      ~~ATSD~~  
~~Destroy 5 yrs. after receipt.~~      ~~N/A~~      ~~Destroy when 2 yrs. old.~~      *\*/3100/4/3*

~~FILE by agency.~~

*was*  
*3100-8*  
*chg in title*  
*a col 6*  
3140      Security  
Use for material which pertains to security administration. Includes reviews, studies, and plans.      ~~ATSD~~  
~~Destroy when 2 yrs. old.~~      ~~N/A~~      ~~Destroy when 1 yr. old.~~      *GRS-18-2*  
*"/3100/8*

~~FILE by subject, agency and in chronological sequence.~~

3150      Review and Evaluation  
Use for material pertaining to reviews and evaluations of USDA IRM programs conducted by internal or external agencies.      RED  
Destroy when S/O.      N/A      Destroy when S/O.      *new*

FILE by agency in chronological sequence.

3200 <i>was</i> <i>3100</i> <i>chg in</i> <i>title &amp;</i> <i>verbage.</i>	<u>ADP MANAGEMENT</u> Use for material of a general nature which pertains to the study, selection, use, and management control of ADP and word processing equipment, operations, software and systems. Also includes files relating to machine room operations and to information and data produced through ADP operations which are not described elsewhere in this category.  FILE in chronological sequence by project.	<del>OIRM</del> <del>Destroy</del> <del>when 3</del> <del>yrs. old.</del>	N/A	Destroy when 1 yr. old.	<i>"3100</i>
3200-1 <i>was</i> <i>3100-1</i>	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	<del>Destroy</del> <del>when no</del> <del>longer</del> <del>needed.</del>	N/A	Destroy after the directive is issued or imme- diately when it is known that no action will be taken.	GRS-16-1d <i>"3100/1</i>
3200-1-1 <i>was</i> <i>3100-1-1</i>	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	<del>Destroy</del> <del>when S/O.</del>	N/A	Destroy when S/O.	<i>"3100/1/1</i>

3200-2	<u>Reports</u> Use for printed final reports containing the statistical, tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed.  FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	GRS-20-Part III, Item 10
3200-3 <i>was</i> 3200-5	<del> <u>Project Control</u>            Use for memoranda, reports and other records documenting assignments, progress and completion of projects.             FILE. Case file alphabetically by title or project.         </del>	<del>           Destroy 1 yr. after the yr. in which the project is closed.         </del>	N/A	Destroy when no longer needed.	GRS-16-7 <i>" / 3200 / 5</i>
3210	<u>Design and Development</u> Use for material of a general nature related to applications design and development.  FILE by system name.	OIRM Destroy when 3 yrs. old	N/A	Destroy when S/O.	<i>new</i>
3210-1 <i>was</i> 3100-3 <i>chg in title, verbage, o/s 3 &amp; 5 added col 6</i>	<u>Information Requirements Studies</u> Use for material pertaining to information requirements studies and system development projects. Included are user requests, analytical reports, design requirements, feasibility studies, and cost/benefit analyses.  FILE by agency and project name.	OIRM Dispose of when no longer needed.	N/A	Dispose of when no longer needed.	GRS-20, Part II, 3 <i>" / 3100 / 3</i>

3210-2 <i>was 3100-3 this was broken ys to 3210-1 -3210-2</i>	<u>System Implementation Files</u> Use for material pertaining to design, development, and operation of an application system including system instructions, user guides and manuals, input, output, and report specifications, standard operating procedures, block diagrams, flow charts, coding instructions, test plans, reference to or copies applicable software and reference materials, job instructions, and simialr or related files.	OIRM Dispose of when no longer needed.	N/A	Dispose when no longer needed.	GRS-20, Part II, 3 "/3100/3
	FILE by agency and project name.				
3210-3 <i>was 3100-3-1</i>	<u>ADP Test Files</u> Use for material pertaining to the testing of ADP equipment and/or data processing methods and procedures and to the trial application of existing or proposed data processing systems. Included are requests for tests, approvals or disapprovals, test reports, and communications relating to the test.	OIRM Dispose of when no longer needed.	N/A	Dispose of when no longer needed.	GRS-20, Part II, 2 "/3100/3/1
	FILE by system name.				
3220 <i>was 3100-4</i>	<u>Resource Acquisition</u> Use for material pertaining to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of ADPE, office automation equipment, multiple equipment when part of a system, auxiliary equipment, and attachments for existing equipment; and ADP software and services. Includes application studies, system specifications and reports of their review, manufacturer's proposals and evaluation thereof, documents relating to	OIRM Destroy after 10 yrs.	N/A	Destroy after 5 yrs. or discontinuance, whichever is first.	"/3100/4

installation of equipment or systems, reports of readiness reviews and performance evaluations, benchmark computation information outputs, benchmark accounting information outputs, and related papers.

FILE by system or product name.

Benchmark Demonstration

Use for computation information outputs from winning vendors and vendors declared nonresponsive due to benchmark performance.

FILE by vendor.

OIRM

Destroy  
1 yr.  
after  
completion  
of per-  
formance  
evaluation.

N/A

Destroy  
1 yr.  
after  
com-  
pletion  
of per-  
formance  
evalua-  
tion.

" / 3100/4/1

Benchmark Computation

Use for information outputs from losing vendors.

FILE by vendor.

OIRM

Destroy  
1 yr.  
after  
accept-  
ance of  
system.

N/A

Destroy  
1 yr.  
after  
accept-  
ance of  
system.

" / 3100/4/2

Resource Utilization

Documents containing management data on costs, equipment, staffing, workload capacities, and overall effectiveness of ADP and word processing operations. Includes documents used to evaluate rental, purchase, operation and maintenance costs. Includes reports, briefs, and similar or related documents.

FILE by category (equipment, staff, etc.).

OIRM

Destroy  
when 15  
yrs. old.

When  
5  
yrs.  
old.

Destroy  
when 2  
yrs. old.

" / 3100/5



3230-1 *was*  
 3100-5-2 Information System Capabilities  
 Use for material pertaining to specific information system capabilities, including graphics display, data management systems, and other specialized software or hardware.  
 FILE by system or product name.

~~OIRM~~  
 Destroy  
 1 yr.  
 after  
 discon-  
 tinuance.

Destroy  
 1 yr.  
 after  
 discon-  
 tinuance.

"/3100/5/2

3230-2 *was*  
 3100-5-1 Resource Inventory Files  
 Use for documents related to information resource inventories including ADPE, office automation equipment, computer software and related forms and supplies.  
 FILE by category (equipment, software, forms, etc.)

~~OIRM~~  
 Destroy  
 when 5  
 yrs. old  
 or when  
 no longer  
 needed  
 whichever  
 is sooner.

N/A

Destroy  
 when 3  
 yrs. old  
 or when  
 no longer  
 needed  
 whichever  
 is sooner.

"/3100/5/1

3240 *was*  
 3100-6 *chg in*  
*title &*  
*cols 3,5*  
*& 6*  
Operations  
 Documents, magnetic media, and punched cards, maintained by ADP activities in providing services to other elements within the area served. These files are used primarily in preparing and controlling recurring and one-time tabulations, reports, machine runs, briefs, print-outs, and similar documents required by other elements in performing their functions and missions. Included in the ADP activity files are scratch tapes, test tapes, raw data input tapes, analog magnetic tapes, working tapes, (input and output), transaction tapes, continuous update tapes, summary data tapes, print tapes, reformed data tapes, security tapes, removable media random access devices; master tapes; disks, disk packs, drums, and data cells containing similar data; master, detail, and summary punched cards; machine listings thereof; and copies of tabulations, machine runs, and print-outs used for verification purposes.

a. Magnetic media, cards, reports and print-outs, designated as record copy material.

OIRM & NFC  
Dispose of when no longer needed for reference.

N/A

N/A

"/3100/6a  
GRS-20,  
Part I, 23

b. Magnetic media and cards which become obsolete as a result of updating, dumping, and transferred data.

OIRM & NFC  
Dispose of when no longer needed for reference.

N/A

N/A

"/3100/6b  
GRS-20,  
Part I, 23

c. Transaction cards and listings.

OIRM & NFC  
Dispose of when no longer needed for reference.

N/A

N/A

"/3100/6c  
GRS-20,  
Part I, 23

d. Remaining files

OIRM & NFC  
Dispose of when no longer needed for reference.

N/A

N/A

"/3100/6d  
GRS-20,  
Part I, 23

FILE by agency/area serviced and subject if applicable.

3240-1

Data Processing Register and Schedule Files

Use for material pertaining to records of approved jobs reflecting job numbers, requesting office, job description, data received, and date due. Also, documents reflecting available machine and personnel time, job requirements priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and directly related documents.

OIRM & NFC  
Destroy 1 yr. which after completion of related job or on discontinuance, ever is first.

N/A

N/A

"/3100/6/1

FILE by system and/or job name.

was  
3100-6-1

3240-2

Machine-Readable Housekeeping Records

NFC & OIRM

Use for routine administrative records which are not required for GAO audit and do not serve as record copy of information. (Dispose of record copy in accordance with instructions applicable to hard copy. GRS-20, part 1, item 28).

Dispose of as reference material.

N/A

Dispose of as reference material.

GRS-20, Part 1, 29

"/3100/6/2

FILE in chronological sequence.

3300  
was  
1600-2  
chg in  
title,  
verbiage  
& col 5

## TELECOMMUNICATIONS MANAGEMENT

Use for material of a general nature pertaining to the transmission, emission, or reception of signals, signs, writing, images, sounds, or intelligence of any nature by wire, cable, satellite, fiber optics, laser, radio, visual, or other electronic, electric, electromagnetic, or acoustically coupled means.

OTD  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yrs. old.

"1600/2

FILE in chronological sequence  
by project.

3300-1

### Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

OTD  
Destroy  
when  
no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

GRS-16-1d

new

NOTE: See 3010-1 for disposition  
of record copy of Departmental  
directive.

FILE by origin, series number or in  
chronological sequence.

3300-1-1

### External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

new

FILE by origin, series number or in  
chronological sequence.

3300-2  
was  
3100-7  
chg in  
verbiage

### Telcommunications Equipment and Services

Use for material of a general nature which pertains to requests for telecommunication equipment and telephone service.

OTD, FMD  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-12-  
2b

"1310d7

FILE by agency and subject.

3300-2-1	<u>Request</u> Use for records which pertain to installation, change, removal and servicing of equipment. FILE by agency and subject.	OTD, FMD Destroy 1 yr. after audit or when 3 yrs. old, whichever is sooner.	N/A	Destroy when 1 yr. old.	GRS-12-2d(2) "/3100/7/1 "/1600/2/1
3300-2-2	<u>Agreements</u> Use for records of agreements with background data and other records relating to agreements for telecommunications services. FILE by agency and subject.	OTD Destroy 2 yrs. after expiration or cancellation of agreement.	N/A	Destroy 2 yrs. after expiration or cancellation of agreement.	GRS-12-2e "/3100/7/2
3300-2-3	<u>Telephone Statistical Reports</u> Use for telecommunications statistical reports including cost and volume data. FILE by agency in chronological sequence.	OTD Destroy when 1 yr. old.	N/A	N/A	GRS-12-2c
3300-2-4	<u>Telecommunication Vouchers</u> Use for telecommunications reference voucher files. Includes reference copies of vouchers, bills, invoices, and related records. FILE by agency and control number.	OTD Destroy when 1 fiscal yr. old.	N/A	N/A	GRS-12-2d(1)
3300-2-5	<u>Operational Files</u> Use for material pertaining to message registers, logs, performance reports, daily load reports, related similar records. FILE in chronological sequence.	FMD Destroy when 6 months old.	N/A	N/A	GRS-12-3a "/1600/2/2

3300-2-6	<u>Telephone Statements</u> <i>was</i> Use for statements and toll slips; <del>1600-2-3</del> FILE by agency and/or in chronological sequence.	NEC Destroy 3 yrs. after period covered by related account.	N/A	Destroy when 1 yr. old.	GRS-3-11 "/1600/2/3
3300-3	<u>Reports</u> Use for telecommunication reports, e.g., transmission, emission, etc.  file by agency and subject in chronological sequence.	OTD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>new</i>
3300-4	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments progress and completion of project.  FILE: Case file alphabetically by the title of the project.	OTD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/3300/4
3310	<u>Voice Telecommunications</u> Use for material pertaining to voice telecommunication policy, management, and operations. This would include DIPS Circulars, requests for technical approval, general information letters, and inventory data sent for verification purposes.  FILE by subject.	OTD Dispose of when 3 yrs. old.	N/A	N/A	<i>new</i>
3310-1	<u>Telecommunication Technical Approvals</u> Use for requests and all follow-up information gathered in consideration for approval.  FILE by agency.	OTD Dispose when no longer needed for reference.	N/A	N/A	<i>new</i>

3310-2 Telephone Orders  
Information copies of telephone orders submitted.

FMD  
Dispose of when 1 yr. old.

N/A N/A

FILE by agency and requisition number.

3320 Data Telecommunications  
Use for material pertaining to policy, management and operation of data communications facilities and services. This includes requests for technical approval for circuits and equipment.

OTD  
Dispose of when 3 yrs. old.

N/A N/A

FILE by subject.

3320-1 Data Telecommunications Technical Approvals  
Use for requests and all follow-up information gathered in consideration for approval.

OTD  
Dispose when no longer needed for reference.

N/A N/A

FILE by agency.

3330 Radio Telecommunications  
Use for material pertaining to radio transmissions, assignment of radio frequencies, and microwave transmissions.

Dispose of when 3 yrs. old.

N/A N/A

FILE by subject.

3340 Employee Locator Services  
Use for correspondence, forms and other records pertaining to the compilation of directory service listings.

FMD  
Destroy 2 months after issuance of listing.

N/A N/A

FILE alphabetically by name and/or agency.

GRS-11-3

1/1600/2/4

new

3400

*was*  
*3200*

INFORMATION MANAGEMENT

Use for material of a general nature which pertains to the dissemination of information and is not described below.

FILE by subject and in chronological sequence.

OIRM

Destroy when 2 yrs. old. or sooner if no longer needed.

N/A Destroy when 1 yr. old. or sooner if no longer needed.

*"/3200*

3400-1

*was*  
*3200-1*

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

OGPA

Destroy when no longer needed.

N/A Destroy after the directive is issued or immediately when it is known that no action will be taken.

GRS-16-1d

*"/3200/1*

3400-1-1

*was*  
*3200-1-1*

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

FILE by origin, series number or in chronological sequence.

Destroy when S/O.

N/A Destroy when S/O.

*"/3200/1/1*

3400-2

Reports

Use for access to information reports.

FILE by agency in chronological sequence.

Destroy when 3 yrs. old.

N/A Destroy when 1 yr. old.

*new*



3400-3 <i>was</i> 3200-5	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 <i>"/3200/5</i>
3400-4 <i>was</i> 3100-2-3	<u>Agency Projects</u> Use for material pertaining to special agency projects, such as information requirements studies and system development projects.  FILE by agency and project name.	OIRM Destroy when 5 yrs. old.	N/A	Destroy when no longer needed.	<i>"/3100/2/3</i>
3410	<u>Information Collection</u> Use for material pertaining to information collection activities of the Department.  FILE by agency in chronological sequence.	OIRM Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
3420	<u>Information Dissemination</u> Use for material pertaining to dissemination activities of the Department.  FILE by agency in chronological sequence.	RED Destroy when no longer for reference.	N/A	Destroy when no longer needed.	
3430 <i>was</i> 3100-2-4	<u>Information Sharing</u> Use for material pertaining to projects and studies supporting data sharing, information data bases, and systems.  FILE by agency and subject.	OIRM Destroy when S/O.	N/A	Destroy when no longer needed.	<i>"/3100/2/4</i>

3440	<u>Classified and Sensitive Information</u> Use for material pertaining to the administration of security classification of documents.	OP Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-18-2
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FILE by agency and subject.

3440-1 <i>was</i> 3200-4	<u>Access to Classified Documents</u> Use for material pertaining to requests and authorization for individuals to have access to classified files.	<del>Destroy 2 yrs. after authorization expires.</del>		Destroy 1 yr. after date of reply.	GRS-18-7 "/3200/4
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~~FILE by subject.~~

3450	<u>FOIA and Privacy</u> Use for material of a general nature which applies to FOIA or Privacy Act matters which does not fit in the following categories.	OGPA/OGC Destroy when 2 yrs. old or sooner if no longer needed for administrative use.	N/A	Destroy when S/O.	GRS-14-20 GRS-14-30
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FILE in chronological sequence.

3450-1 <i>was</i> 3200-3 3200-3-1	<u>Freedom of Information Act (FOIA) Requests Files.</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof.				"/3200/3 "/3200/3/1
--	--	--	--	--	------------------------

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.	Destroy 2 yrs. after date of reply.	N/A	N/A	GRS-14-16 a(1) "/3200/3
(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.				
(a) Request NOT appealed.	Destroy 2 yrs. after date of reply.	N/A	N/A	GRS-14-16 (2)(a)
(b) Request appealed.	Destroy as authorized under 3450-1-1.	N/A	N/A	GRS-14-16 (2)(b)
(3) Denying access to all or part of the records requested.				
(a) Request NOT appealed.	Destroy 5 yrs. after date of reply.	N/A	N/A	GRS-14-16 (3)(a) "/3200/3/1
(b) Request appealed.	Destroy as authorized under 3450-1-1.	N/A	N/A	GRS-14-16 (3)(b)

b. Official file copy of requested records.

Dispose  
of in  
accord-  
ance  
with  
approved  
agency  
dis-  
position  
instruct-  
ion for  
the  
related  
records,  
or  
with  
the  
related  
FOIA  
request,  
which-  
ever  
is  
later.

N/A N/A

GRS-14-16b

FILE in chronological sequence.

3450-1-1

FOIA Appeals Files

Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).	Destroy 4 yrs. after final determi- nation by agency or 3 yrs. after final adjudi- cation by courts, which- ever is later.	N/A	N/A	GRS-14-17a
b. Official file copy of records under appeal.	Dispose of in accord- ance with approved agency dis- position instruct- ion for the related record, or with the related FOIA request, which- ever is later.	N/A	N/A	GRS-14-17b
FILE in chronological sequence.				

3450-1-2 FOIA Control Files

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.

a. Register or listing.	Destroy 5 yrs. after date of last entry.	N/A	N/A	GRS-14-18a
b. Other files.	Destroy 5 yrs. after final action by the agency or agency final adjudi- cation by courts, which- ever is later.	N/A	N/A	GRS-14-18b
File in chronological sequence.				

3450-1-3 FOIA Reports Files

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.

- a. Annual reports at Departmental agency level.

OGPA PERMANENT. Offer to NARS with related agency records approved for permanent retention in agency records control schedule or when 15 years old, which- ever is sooner.	N/A	N/A	GRS-14-19a
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- b. Other reports.

Destroy when 2 yrs. old or sooner if no longer needed for admini- strative use.	N/A	N/A	GRS-14-19b
--	-----	-----	------------

File in chronological sequence.

3450-2

Privacy Act Requests Files

Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

- a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

- (1) Granting access to all the requested records.

Destroy  
2 yrs.  
after  
date  
of  
reply.

N/A

Destroy  
1 yr.  
after  
date  
of  
reply.

GRS-14-25  
a(1)

"/3200/2

- (2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

- (a) Requests NOT appealed.

Destroy  
2 yrs.  
after  
date of  
reply.

N/A

Destroy  
when 1  
yr. old.

GRS-14-25  
2(a)

- (b) Requests appealed.

Destroy  
as  
authorized  
under  
3450-2-1.

N/A

N/A

GRS-14-25a  
(2)(b)

was  
3200-2  
3200-2-1  
merbage  
rewritten  
to GRS



(3) Denying access to all or part of the records requested.				
(a) Request NOT appealed.	Destroy 5 yrs. after date of reply.	N/A	Destroy when 3 yrs. old.	GRS-14-25a (3)(a)
(b) Requests appealed.	Destroy as authorized under 3450-2-1.	N/A	N/A	GRS-14-25a (3)(b)
b. Official file copy of requested records.	Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.	N/A	N/A	GRS-14-25b
File in chronological sequence.				

11/3200/2/1

3450-2-1 Privacy Act Amendment Case Files

Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 yrs. after agency's agreement to amend, whichever is later.	N/A	N/A	GRS-14-26a
--	--	-----	-----	------------

c. Appealed requests to amend.  
Includes all files created  
in responding to appeals under the  
Privacy Act for refusal by any  
agency to amend a record.

Dispose  
of in  
accord-  
ance  
with  
the  
approved  
disposi-  
tion  
instruc-  
tions for  
related  
subject  
indivi-  
dual's  
record  
or 3  
yrs.  
after  
final  
judi-  
cation  
by  
courts,  
which-  
ever  
is  
later.

N/A N/A

GRS-14-26c

File in chronological sequence.

3450-2-2 Privacy Act Accounting of

Disclosure Files

Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record's, or 5 yrs. after the disclosure for which the accountability was made, whichever is later.

N/A N/A

GRS-14-27

File in chronological sequence.

3450-2-3 Privacy Act Control Files

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.

a. Registers or listings.

Destroy 5 yrs. after date of last entry.

N/A N/A

GRS-14-28a

b. Other files.

Destroy  
5 yrs.  
after  
final  
action  
by the  
agency  
or  
final  
adjudi-  
cation  
by  
courts,  
which-  
ever  
is  
later.

N/A N/A

GRS-14-28b

File in chronological sequence.

3450-2-4

Privacy Act Reports Files

Recurring reports and one-time infor-  
mation requirement relating to  
agency implementation, including  
annual reports to the Congress of  
United States, the Office of  
Management and Budget, and the  
Report on New Systems.

a. Annual reports at Departmental  
or agency level.

OGC  
PERMANENT.  
Offer to  
NARS.  
with  
related  
agency  
records  
approved  
for  
permanent  
retention  
in agency  
records  
control  
schedule  
or when  
15 yrs.  
old,  
which  
ever  
is  
sooner.

N/A N/A

GRS-14-29a

b. Other reports.

Destroy  
when 2  
yrs. old.

N/A

N/A

GRS-14-29b

File in chronological sequence.

4000

EMPLOYMENT

Use for material pertaining to the general administration and operation of personnel functions, including college programs, selective placement, special programs, examinations and paid recruitment, etc.

FILE by agency and name.

Official Personnel File

a. Documents placed on the right side of the folder constitute the record of an employee's status and service and travel with employee throughout his/her career. The documents and their order of filing are prescribed by FPM 293-31.

OP  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-1-3  
"/4000

OP  
30 days  
after  
separa-  
tion from  
Gov't.,  
transfer  
to Nat'l.  
Personnel  
Records  
Center for  
destruc-  
tion 75  
yrs. after  
birth date  
or 60 yrs.  
after  
date of  
earliest  
document  
in folder  
if birth  
date  
cannot be  
ascertained,  
or 5 yrs.  
after latest  
separation,  
whichever  
is later.

N/A

SEE NOTE

GRS-1-1b  
(2)

b. Temporary - Documents placed on the left hand side of the folder constitute the temporary records of an employee. The documents and their order of filing are prescribed by FPM 293-31.

OP  
Destroy  
upon  
separation or  
transfer  
of  
employee  
or when  
1 yr.  
old,  
which-  
ever is  
sooner.

N/A

SEE NOTE

GRS-1-10

c. All letters of reprimand, caution, warning, and/or admonishment.

OP  
Minimum  
of 1 yr.  
(unless  
decided  
unwarrant-  
ed), or  
until  
employee  
transfers  
or  
separates,  
whichever  
occurs  
first.

N/A

d. Services Record Card (SF-7)

NOTE: For supervisors' personnel files with material pertaining to authorizations, pending actions, request for actions and records on individual employees duplicated in or not appropriate for the official personnel folder, review annually and destroy superseded or obsolete documents, or destroy all documents relating to an individual employee 1 yr. after separation or transfer. (GRS-1-18a) (FILE by nature of action and not by employee's name.)

OP  
Destroy  
3 yrs.  
after  
separation  
or trans-  
fer of  
employee.

N/A

GRS-1-2b



4000-1

Policy and Procedure

a. Record copy of policy and procedure which is published in the DPM.

OP

Destroy  
when no  
longer  
needed.

N/A

Destroy  
when S/O.

GRS-16-1c

"/4000/1

b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after  
the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

GRS-16-1d

NOTE: See 3010-1 for disposition of record copy of Departmental directives not published in the DPM.

FILE by origin, series number or in chronological sequence.

4000-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/4000/1/1

FILE by origin, series number or in chronological sequence.

4000-2

Reports

Use for statistical reports relating to USDA personnel programs and functions and manpower management and evaluation.

OP

Destroy  
when 2  
yrs. old.

N/A

Destroy  
when 2  
yrs. old.

GRS-1-16

"/4000/13

FILE by agency and subject report.

4000-3

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

OP

Destroy  
1 yr.  
after  
the yr.  
in which  
project  
is closed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

"/4000/14

FILE: Case file alphabetically by title of project.

was  
4000-13

was  
4000-14

4010

*was*  
4000-2

Recruitment, Selection and Placement

OP

Use for material of a general nature which pertains to recruitment efforts and job offers to potential employees.

Destroy when 3 yrs. old.

N/A

Destroy when 3 yrs. old.

GRS-1-3

*"/4000/2*

FILE chronologically.

NOTE: SPISS-CEU receives correspondence from Congressional Members inquiring about employment procedures. CEU responds by controlled acknowledgement. Files are purged when 3 yrs. old.

FILE alphabetically by Congressional Author.

4010-1

*was*  
4000-2-1

Recruitment

OP

Use for material which pertains to recruitment efforts, e.g., college recruitment, USDA's recruitment exhibits, job fairs, career days, College Placement Assoc., paid advertising, and vacancy announcements outside USDA. Additionally includes letters of thanks to universities and other recruitment sources for their cooperation or letters advising universities, etc., of selections due to recruitment efforts.

Destroy when 3 yrs. old.

N/A

N/A

*"/4000/2/1*

FILE chronologically by agency and organization, etc.

4010-1-1

Recruitment Bulletin

OP

Use for relevant information on weekly Departmental recruitment bulletin, such as recommendations for improvement, or changes in format or procedure.

(SPISS-CEU)  
Destroy when 3 yrs. old.

N/A

N/A

FILE in chronological sequence.

4010-1-2	<u>Agency Recruitment Plans</u> Use for correspondence and material pertaining to annual recruitment plans as required by Departmental Regulations.	OP (SPISS-CEU) Destroy when no longer needed for reference.	N/A	N/A
----------	--	---	-----	-----

FILE in chronological sequence.

4010-1-3	<u>Career Literature and Information</u> Use for material pertaining to correspondence, and recommended changes on recruiting literature. Includes requests from agencies to review their literature. Additionally, requests are received from publishers to review their literature.	OP (SPISS-CEU) Destroy when no longer needed for reference.	N/A	N/A
----------	--	---	-----	-----

FILE in chronological sequence.

4010-2 *was*  
*4000-2-2*

Selection  
 Use for material which pertains to employment offers and acceptance or rejection of those offers. (Destroy accepted offers immediately GRS-1-4a)

Declined offers

a. Names received from certificate of eligibles.

b. Temporary or excepted appointments.

c. All others

OP

*"/4000/2/2*

Return/ to OPM with reply and appi- cation.	N/A	Destroy imme- diately.	GRS-1-4b (1)
File per FPM 333, A-4.	N/A	Destroy imme- diately.	GRS-1-4b (2)
Destroy imme- diately.	N/A	Destroy imme- diately.	GRS-1-4b (3)

4010-3 <i>was</i> 4000-2-3	<u>Competitive Placement</u> Use for SF-171's, resumes, position announcements, and applicant ratings and any other material which documents competitive appointment procedures as required by OPM.  FILE by agency and announcement number.	OP Destroy upon receipt of OPM inspection report or when 2 yrs. old whichever is earlier, providing the requirements of FPM, Chapter 333, Section A-4, are observed.	N/A	N/A	GRS-1-15 <i>"/4000/2/3</i>
4010-4 <i>was</i> 4000-4	<u>Interviews</u> Use for material pertaining to interviews with employees.  FILE by agency and alphabetically by employee.	OP Destroy 6 months after transfer or separation of employee.	N/A	Destroy immediately.	GRS-1-8 <i>"/4000/4</i>
4010-5 <i>was</i> 4000-5	<u>Certificates of Eligibles</u> Use for material pertaining to certificates of eligibles. Includes the reasons for passing over a preference eligible and selecting a nonpreference eligible.  FILE by agency and announcement or position number.	OP Destroy when 2 yrs. old.	N/A	N/A	GRS-1-5 <i>"/4000/5</i>
4010-6 <i>was</i> 4000-6	<u>Reemployment Agreements</u> Use for material which pertains to reemployment agreements between employees and USDA.  FILE by agency and employee name.	OP Destroy 1 yr. after termination of agreement.	N/A	Destroy 1 yr. after termination of agreement.	<i>"/4000/6</i>

4010-7

Reports

Use for statistical reports which pertain to recruitment, selection and placement, e.g., selected special employment programs, worker-trainee, Federal Junior Fellowship, Stay-in-school, summer aides, Forest Service alternators.

FILE by subject.

OP

(SPISS-CEU)  
Destroy  
when 2  
yrs. old.

N/A

Destroy  
when 2  
yrs. old.

GRS-1-16

11/4000/2/4

4020

Personnel Actions

Use for notification of personnel actions, e.g., within grade increases, restored leave, promotions, etc., EXCLUSIVE of those in OPF.

a. Pay or fiscal copy

FILE by social security number and in chronological sequence.

OP

Destroy  
when 2  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-1-14a  
& b

11/4000/8

NFC

Destroy  
when  
related  
pay  
records  
are audited  
by GAO or  
when 3  
yrs. old,  
whichever  
is sooner.

N/A

N/A

GRS-2-11a

4030

Selective Placement Programs

Use of material of a general nature pertaining to special programs not listed elsewhere in this category.

FILE by agency and subject.

Destroy  
when 3  
yrs. old.

N/A

N/A

new

4030-1

Priority Placements

Use for material which pertains to the repromotion of downgraded employees.

FILE by social security number.

OP

Destroy  
after  
employee  
has been  
promoted or  
declines a  
position.

N/A

N/A

11/4000/3/1

was  
4000-3  
chg in  
reillage

Priority Consideration  
Use for material which pertains to  
priority consideration given to  
employees due to their being down-  
graded or due to an administrative  
oversight.  
FILE by position and name.

OP  
Destroy  
when 2  
yrs. old  
or when  
a depart-  
mental  
Personnel  
Management  
Evaluation  
review has  
been  
conducted.  
N/A N/A

"4000/3

4030-3 Special Programs  
Use for material pertaining to the  
included but not limited to special  
employment programs listed. Files  
include instructions, plans, and  
reports.  
FILE by agency and subject.

OP  
(SPISS-CEU) N/A N/A  
Destroy  
when 5  
yrs. old.

4030-3-1	Cooperative Education Program	Same as 4030-3	Same as 4030-3	Same as 4030-3
4030-2	Stay in School	"	"	"
4030-3-3	Federal Junior Fellowship Program	"	"	"
4030-3-4	Intergovernmental Personnel Program	"	"	"
4030-3-4a	Evaluations (copies of accomplishment for each assignee under IPA)	"	"	"
4030-3-5	Part-time Employment Program	"	"	"
4030-3-6	Presidential Management Intern Program	"	"	"
4030-3-7	Selective Placement Program for Handicapped Employees	"	"	"
4030-3-7-1	General	"	"	"
4030-3-7-2	Plans	"	"	"
4030-3-7-3	Reports	"	"	"

new

4030-3-7-3a Narrative

Same  
as  
4030-3

Same  
as  
4030-3

Same  
as  
4030-3

4030-3-7-3b Statistical

"

"

"

4030-3-7-4 NETH WEEK (National Employee the  
Handicapped Week)

"

"

"

4030-3-8 Faculty Programs

"

"

"

4030-3-9 Summer Employment Program

"

"

"

4030-3-9a USDA Competitive Programs

"

"

"

4030-3-9b Summer Youth Employment Program  
(w/D.C. Govt)

"

"

"

4030-3-10 Student Volunteer Program

"

"

"

4030-3-11 Volunteer Program

"

"

"

4030-3-12 Veterans Program

"

"

"

4030-3-13 Worker-Trainee Opportunities Program

"

"

"

4040 Special Appointments

OP

Use for material pertaining to  
appointments requiring Senatorial  
confirmation.

Folders covering periods of employment  
terminated after December 31, 1920,  
excluding those selected by the  
National Archives and Records Service  
for permanent retention.

(1) Transferred employees.

See FPM for  
instructions  
relating to  
folders of  
employees  
transferred  
to another  
agency.

N/A

N/A

GRS-1-1b(1)

*new*

(2) Separated employees.

Transfer  
folder to  
National  
Personnel  
Records  
Center  
(CPR),  
St. Louis,  
Mo., 30  
days after  
separation.  
NPRC will  
destroy 75  
yrs. after  
birth date  
of employee  
(60 yrs.  
after the  
date of the  
earliest  
document in  
the folders  
if the  
birth date  
cannot be  
ascertained)  
or 5 yrs.  
after latest  
separation,  
whichever is  
later.

N/A N/A

GRS-1-1b(2)

4040-1

Special Authorities

Use for material pertaining to  
correspondence, bulletins, etc.,  
received which relate to excepted  
service (Schedules A, B, and C).

FILE in chronological sequence.

OP

(SPISS-CEU)  
Destroy  
when S/O.

N/A N/A

*new*

4040-1-1

Schedule B/Pace

Use for material pertaining to the  
use of Schedule B in lieu of Pace.

FILE in chronological sequence.

SPISS-CEU  
Destroy  
when S/O.

N/A N/A

*new*



4050 <i>was</i> 4000-9	<u>Position Classification, Pay, and Allowances</u> Use for material of a general nature which pertains to position classification, pay, and allowances which does not fit elsewhere in this category.  FILE by subject in chronological sequence.	OP & NFC  Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"4000/9
4050-1 <i>was</i> 4000-9-1	<u>Position Classifications</u> Use for material which substantiates eligibility and classifying of jobs by occupation, series, class, and grades.  FILE by position number.	OP & NFC Destroy 5 yrs. after position is abolished or description is superseded.	N/A	Destroy when position is abolished or description is superseded.	GRS-1-7a (2) (a) "4000/9/1
4050-2 <i>was</i> 4000-9-2 <i>Chg in title &amp; hierarchy</i>	<u>Audits and Surveys</u> Use for material pertaining to surveys, desk and other position audits.  FILE by agency and subject.	OP Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-7c (2) "4000/9/2
4050-3	<u>Personnel Management Evaluation</u> Use for personnel management evaluation reports, supporting documents, compliance responses, etc.  FILE by agency and subject.	OP Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>
4050-4 <i>was</i> 4000-9-3	<u>Position Identification Strips (SF-70)</u> Use for material which provides summary data on each position occupied.  FILE chronologically by agency.	OP  Destroy when position is cancelled or new strip is prepared.	N/A	N/A	GRS-1-11 "4000/9/3

4060 <i>was</i> 4000-10	<u>Employee Benefits</u> Use for material of a general nature which pertains to insurance, annuities and compensation and other employee benefits.  NOTE: For injury compensation, see 4430-2.  FILE by subject in chronological sequence.	OP Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"4000/10
4060-1 <i>was</i> 4000-10-1	<u>Insurance</u> Use for material pertaining to insurance deductions. Includes copies of vouchers and schedules of payment.  NOTE: Executed documents by employee, e.g., SF's 2809, 2810 and 2817, are maintained in the OPF as a PERMANENT record.  FILE by agency and employee name.	OP & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-2-22 "4000/10/1
4060-2 <i>was</i> 4000-10-2	<u>Annuity Estimates</u> Use for material pertaining to annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits. (Annuity deduction records are filed in the OPF. See 4000 for disposition.)  FILE by agency and alphabetically by employee.	OP Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-2-21b "4000/10/2
4060-3 <i>was</i> 4000-10-3	<u>Reports</u> Use for reports which pertain to insurance, annuities, compensation, and other employee benefits.  FILE by agency and subject.	OP Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-2-17b "4000/10/3

4070  
was  
4000-11  
chg in  
recharge  
to GRS

Attendance and Leave

Use for general material relating to duty hours, authorized absence, and use of leave. Includes annual, sick, military leave, leave without pay, holidays, absence for jury duty, etc. Includes requests for and approval of taking leave.

OP & NFC  
Destroy  
when 1  
yr. old.

N/A Destroy  
when 1  
yr. old.

"4000/11

a. If timecard has been initialed by the employee.

Destroy at  
end of  
applicable  
pay period.

N/A Destroy at GRS-2-8a  
end of  
applicable  
pay period.

b. If timecard has not been initialed by the employee.

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

N/A Destroy GRS-2-8b  
when 1  
yr. old.

NOTE: See 2600-2-1 for T&A files.

FILE by agency and subject.

4070-1  
was  
4000-11-1

Leave History

Use for material which pertains to leave balances, e.g., leave balance upon separation, restored leave, leave without pay, military leave, annual leave ceiling, and leave audits, etc.

NFC  
Destroy  
when 3  
yrs. old.

N/A Destroy  
3 months  
after  
end of  
the  
period  
covered.

GRS-2-9

"4000/11/1

FILE by agency and social security number.

4080  
was  
4000-7

Reduction-in-Force

Use for correspondence which pertains to notice of reduction-in-force and nondisciplinary removals.

OP  
Destroy  
when  
action  
is  
com-  
pleted.

N/A Destroy  
when 1  
yr. old.

GRS-1-17a

"4000/7

FILE in OPF.

4080-1	<u>Reemployment Consideration</u> For USDA employees separated by RIF; Bulletins, information on automated lists, and requests for passover, are included in this category.	(SPISS-CEU) Destroy when 5 yrs. old.	N/A	N/A	<i>new</i>
	FILE by subject in chronological sequence				
4080-2	<u>Reduction-in-Force Inquiries</u> Use for general correspondence and congressional inquiries generated as a result of RIF's.	(SPISS-CEU) Destroy when action is completed.	N/A	Destroy when 1 yr. old.	GRS-1-17a
	FILE by subject in chronological sequence.				
4080-3	<u>Reports</u> Use for USDA and other agencies' informational outplacement assistance efforts for employees separated by reduction-in-force.	(SPISS-CEU) Destroy when 5 yrs. old.	N/A	N/A	<i>new</i>
	FILE by subject in chronological sequence.				
4090	<u>Employee Responsibilities and Conduct</u> Use for material pertaining to codes of ethics and standards of conduct.	OP Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-28 <i>"/4000/12</i>
<i>was 4000-12</i>	<del>FILE in chronological sequence.</del>				

4100	<u>EMPLOYEE DEVELOPMENT, PERFORMANCE AND UTILIZATION</u> Use for material of a general nature which pertains to the development of employees through training, job enrichment, Upward Mobility, and Executive Development Programs. Also includes performance evaluation and awards.  FILE by agency and subject.	OP Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	"4/100
4100-1	<u>Policy and Procedure</u> a. Record copy of policy and procedure which is published in the DPM.  b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives.  NOTE: See 3010-1 for disposition of record copy of Departmental directives not published in the DPM.  FILE by origin, series number or in chronological sequence.	OP Destroy when no longer needed.  Destroy when no longer needed.	N/A	Destroy when S/O.  Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1c "4/100/1  GRS-16-1d
4100-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"4/100/1/1
4100-2 <i>was</i> 4100-5	<u>Reports</u> Use for material which pertains to reports on employee development, training, evaluation, awards, etc.  FILE by agency and subject.	OP & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"4/100/5

<p>4100-3 <i>was</i> 4100-6</p>	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.</p>	<p>OP Destroy 1 yr. after the yr. in which the project is closed.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-16-7 "/4100/6</p>
<p>4110</p>	<p><u>Orientation</u> Use for material pertaining to the introduction of employees to new surroundings and/or new groups of persons to enable the employee to adjust to unfamiliar surroundings, employment, or the like.  FILE by subject in chronological sequence.</p>	<p>OP Destroy when S/O.</p>	<p>N/A</p>	<p>N/A</p>	<p><i>new</i></p>
<p>4120 <i>was</i> 4100-2</p>	<p><u>Training</u> Correspondence, memoranda, agreements, authorizations, reports, requirements reviews, plans, and objectives relating to the establishment and operation of training courses and conferences. (Destroy background and working papers when 3 yrs. old (GRS-1-30b (2))).  FILE by subject in chronological sequence.</p>	<p>OP Destroy when 5 yrs. old or 5 yrs. after completion of a specific training program.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>GRS-1-30b (1) "/4100/2</p>
<p>4120-1 <i>was</i> 4100-2-1 <i>chg in verbiage to GRS</i></p>	<p><u>Training Records</u> a. Training Aids  (1) One copy of each manual, syllabus, textbook, and other training aid developed by the agency.</p>	<p>OP  <del>Offer to NARS when S/O.</del> <i>correct approved disposition is, Destroy in agency when no longer needed.</i></p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p>GRS-1-30a(1) <del>GRS-1-30a</del> "/4100/2/1</p>

b. General file of agency-sponsored training.

(1) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training, courses and conferences.	Destroy when 5 yrs. old or 5 yrs. after completion of a specific training program.	N/A	N/A	GRS-1-30b(1)
--	--	-----	-----	--------------

(2) Background and workpapers.	Destroy when 3 yrs. old.	N/A	N/A	GRS-1-30b(2)
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c. Employee training

Correspondence, memoranda, reports and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions.	Destroy when 5 yrs. old or when S/O, whichever is sooner.	N/A	N/A	GRS-1-30c
--	---	-----	-----	-----------

NOTE: The record of satisfactory course completion is kept in the OPF.

d. Course Announcement Files.

Reference file of pamphlets, notices, catalogs and other records which provide information on courses or programs offered by government or non-government organizations.	Destroy when S/O.	N/A	N/A	GRS-1-30d
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FILE by agency, course subject, or alphabetically as applicable.

4120-2  
*was*  
4100-2-2

<u>Availability and Participation</u> Use for material which pertains to availability of training and employee participation.	OP Destroy when 5 yrs. or when S/O whichever is sooner.	N/A	Destroy when 1 yr. old	GRS-1-30c "/4100/2/2
Background and working papers. Destroy when 3 yrs. old (GRS 1-30b (2)).				

NOTE: The record of satisfactory course completion is kept in the OPF.

FILE by agency, course subject, or alphabetically as applicable.

<p>4130 was 4100-3 chg in title &amp; merchase</p>	<p><u>Incentives and Awards</u> Use for material including recommend- ations, approved nominations, memoranda, correspondence, reports and related handbooks pertaining to agency-sponsored cash and non-cash awards such as incentive awards, within grade merit increases, suggestions, and outstanding performance.</p> <p>FILE: Case file by subject.</p>	<p>OP Destroy 2 yrs. after approval or dis- approval. approval.</p>	<p>N/A</p>	<p>Destroy 2 yrs. after approval or dis- approval. approval.</p>	<p>GRS-1-12a(1) "4/100/3</p>
<p>4130-1 was 4100-3-1</p>	<p><u>Letter of Commendation/Appreciation</u> Use for copies of letters recognizing length of service and retirement and letters of appreciation and commend- ation for performance, EXCLUDING copies filed in OPF.</p> <p>FILE by subject in chronological sequence.</p>	<p>OP Destroy when 2 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 2 yrs. old.</p>	<p>GRS-1-12c "4/100/3/1</p>
<p>4130-2 was 4100-3-2</p>	<p><u>Service and Sick Leave Awards</u> Use for material including corre- spondence, memoranda, reports, comput- ations of service and sick leave, and list of awardees.</p> <p>FILE in OPF.</p>	<p>OP Destroy when 1 yr. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>GRS-1-12b "4/100/3/2</p>
<p>4130-3 was 4100-3-3</p>	<p><u>Departmental Awards</u> Department level awards or higher (Secretary's Awards, Presidential, etc.)</p> <p>a. Paper copies</p> <p>b. Microfilmed copies</p> <p>FILE by subject in chronological sequence.</p>	<p>OP Destroy after micro- filming.</p> <p>Destroy when no longer needed.</p>	<p>N/A  N/A  N/A</p>	<p>N/A  N/A  N/A</p>	<p>"4/100/3/3</p>



4130-4  
was  
4100-3-4

External Awards  
External awards and nominations from or to other government agencies or private organizations.

FILE in OPF.

OP  
Destroy  
when 2  
yrs. old.

N/A

Destroy  
when 2  
yrs. old.

GRS-1-12a  
(2) 4/100/3/4

4140  
was  
4100-4

Performance Evaluations  
a. Non-SES appointees (as defined in 5 USC 4301(2).)

OP & NFC

Super-  
visor's  
File copy  
only.

4/100/4

(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.

Destroy  
after the  
employee  
completes  
1 yr. of  
acceptable  
performance  
from the  
date of  
written  
advance  
notice of  
proposed  
removal or  
reduction  
in grade  
notice.

N/A

Destroy  
after the  
employee  
completes  
1 yr. of  
accept-  
able  
perform-  
ance.

GRS-1-23a

(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.

Destroy  
upon  
super-  
session.

N/A

Destroy  
upon  
super-  
session.

GRS-1-23a(2)

(3) Performance-related records pertaining to a former employee.

Destroy  
when 3 yrs.  
old or when  
no longer  
needed,  
whichever  
is sooner.

N/A

Destroy  
when  
employee  
leave  
employ-  
ment.

GRS-1-23a(3)

(4) All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.

Destroy  
3 yrs.  
after  
date of  
appraisal.

N/A

Destroy  
3 yrs.  
after  
date of  
appraisal.

GRS-1-23a(4)

(5) Supporting documents. FILE in Employee's Performance File.	Destroy 3 yrs. after date of appraisal or when no longer needed, whichever is sooner.	N/A	Destroy when 3 yrs. old.	GRS-1-23a(5)
b. SES appointees (as defined in 5 USC 3132a(2).)	OP & NFC			
(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. FILE in OPF.	Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-23b(1)
(2) Performance-related records pertaining to a former SES appointee. FILE in Employee's Performance File.	Disposition pending.	N/A	Destroy when employee leaves employ- ment.	GRS-1-23b(2)
(3) All other performance appraisals, along with job elements and standards (job expectations) upon which they are based. FILE in Employee's Performance File.	Destroy 5 yrs. after date of appraisal, exclusive of any interim service as a Presidential appointee.	N/A	Destroy 5 yrs. after date of apprai- sal.	GRS-1-23b(3)

(4) Supporting documents FILE in Employee's Performance File.	Destroy 5 yrs. after date of appraisal or when no longer needed, whichever is sooner.	N/A	Destroy 5 yrs. after date of apprai- sal or when no longer needed, which- ever is needed.	GRS-1-23-b(4)
c. Presidential appointees. FILE in Employee's Performance File.	Disposition pending.	N/A	Destroy when employee leaves employ- ment.	GRS-1-23c

4200	<u>PERSONNEL RELATIONS AND SERVICES</u> Use for general material which pertains to grievances, complaints, and appeals, other than EEO. Also use for rehabilitation programs (e.g., for alcoholism), for employee organizations, and for such special services as day care.  FILE by subject.	OP Destroy when 5 yrs. old.	N/A	Destroy when 1 yr. old.	"/4200
4200-1	<u>Policy and Procedure</u> a. Record copy of policy and procedure which is published in the DPM.  b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives.  NOTE: See 3010-1 for disposition of record copy of Departmental directives not published in the DPM.  FILE by subject.	OP Destroy when no longer needed.  Destroy when no longer needed.	N/A  N/A	Destroy when S/O.  Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1c "/4200/1  GRS-16-1b
4200-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"/4200/1/1
4200-2	<u>Reports</u> Use for material pertains to grievances and complaints and appeals other than EEO.  FILE by subject.	OP & NFC Destroy when 3 yrs. old	N/A	Destroy when 1 yr. old	<del>GRS-1-01a</del> new

4200-3 <i>was</i> 4200-5	<u>Project Control</u> Use for memoranda, reports and records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	OP Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed	GRS-16-7 <i>"4200/5</i>
4210	<u>Grievance Procedures</u> Use for material which pertains to the necessary procedures to take when an employee has grounds for complaint.  FILE in chronological sequence.	(SPISS-CEU) Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>
4210-1 <i>was</i> 4200-2	<u>Grievances and Complaints</u> Use for material originating in the review of grievance and appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits, and records relating to a reconsideration request.  FILE by employee name.	OP Destroy 3 yrs. after case is closed.	N/A	Destroy 1 yr. after case is closed.	GRS-1-31a <i>"4200/2</i>
4210-2 <i>was</i> 4200-2-1	<u>Adverse Actions and Appeals</u> Use for case files and related records created in reviewing an adverse action (disciplinary or non-disciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. the file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decision; reversal of action; and appeal records, EXCLUDING letters of reprimand.  FILE by employee name.	OP Destroy 4 yrs. after case is closed.	N/A	Destroy 1 yr. after case is closed.	GRS-1-31b <i>"4200/2/1</i>

4220

was  
4200-3Labor-Management Relations

Use for material pertaining to the relationship between the negotiating office and employee unions or other groups.

OP

Destroy  
5 yrs.  
after  
final  
resolu-  
tion of  
case.

N/A

Destroy  
when S/O.

GRS-1-29a

FILE by employee name.

RTB  
CC  
4/24/84

"/4200/3

4220-1

Labor Arbitration

Use for correspondence, forms and background papers relating to labor arbitration cases.

OP

Destroy  
5 yrs.  
after  
final  
resolu-  
tion of  
case.

N/A

N/A

GRS-1-29b

FILE by agency and employee name.

"/4200/3/1

4230

Special Activities and Programs

Use for material of a general nature which pertains to the unique activities and programs instituted which do not fit in any other category.

(SPISS-CEU)

Destroy  
when no  
longer  
needed  
for  
reference.

N/A

N/A

FILE by subject in chronological sequence.

4230-1

Employees Services

Use for material pertaining to creating, planning, coordinating and directing of social programs and organizations, (e.g., day care centers and programs for alcoholism and drug abuse).

OP

Destroy  
when 3  
yrs. old.

N/A

N/A

FILE by subject.

"/4200/4

4230-2

Housing Requests

Use for material pertaining to agency assistance in housing matters.

OP

Destroy  
when 1  
yr. old.

N/A

Destroy  
when 1  
yr. old.

GRS-1-26e

FILE by agency and alphabetically by employee.

"/4200/4/1

4230-3

Counseling Records

Use for reports of interviews,  
analyses, and related records.

FILE by agency.

OP

Destroy  
3 yrs.  
after  
termina-  
tion of  
counsel-  
ing.

N/A

Destroy  
1 yr.  
after  
termina-  
tion of  
counsel-  
ing.

GRS-1-27a

" / 4200-4/2

*was*  
4200-4-2

4300

EQUAL OPPORTUNITY

Use for material of a general nature which pertains to the Civil Rights Act Regulations of 1964, the EEO Act of 1972, pertinent future legislation, and agency EEO Committee meetings and records including minutes and reports.

FILE in chronological sequence.

OP, OEO  
Destroy  
when 3  
yrs. old  
or when  
S/O  
which-  
ever is  
appli-  
cable.

N/A

Destroy  
when 1  
yr. old  
or when  
S/O  
which-  
ever is  
appli-  
cable.

GRS-1-26g

"/4300

4300-1

Policy and Procedure

a. Record copy of policy and procedure which is published in the DPM.

OP, OEO  
Destroy  
when no  
longer  
needed.

N/A

Destroy  
when S/O.

GRS-16-1c

"/4300/1

b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives.

Destroy  
when no  
longer  
needed.

N/A

Destroy  
after the  
directive  
is issued  
or imme-  
diately  
when it  
is known  
that no  
action  
will be  
taken.

GRS-16-1d

NOTE: See 3010-1 for disposition of record copy of Departmental directives not published in the DPM.

FILE by origin, series number or in chronological sequence.

4300-1-1

External or Non-Series Instructions

Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.

Destroy  
when S/O.

N/A

Destroy  
when S/O.

"/4300/1/1

FILE by origin, series number or in chronological sequence.



4300-2	<u>Reports</u> Use for material which pertains to reports on equal opportunity.	OP, NFC, OEO Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-1-26d(2)
	FILE by agency and subject.				
4300-3	<del> <u>Project Control</u>            Use for memoranda, reports and other records documenting assignments, progress and completion of projects.            FILE: Case file alphabetically by title of project.         </del>	<del>           Destroy 1 yr. after the yr. in which the project is closed.         </del>	N/A	<del>           Destroy when no longer needed.         </del>	<del>           GRS-16-7  <i>"/4300/3</i> </del>
4310 <i>was</i> 4300-2	<del> <u>Affirmative Action</u>            Use for material which pertains to agency actions or plans to correct inequities.            FILE by agency and in chronological sequence         </del>	<del>           OP            Destroy 5 yrs. from date of plan.         </del>	N/A	<del>           Destroy 5 yrs. from date of plan or when administrative purposes have been served, whichever is sooner.         </del>	<del>           GRS-1-26h  <i>"/4300/2</i> </del>
4320	<u>Complaint Investigations</u> a. Use for official discrimination complaint file with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR 1613.222. Cases resolved within the agency by EEOC, or by a U.S. Court. FILE by employee name.	OP & OEO Destroy 4 yrs. after resolution of case.	N/A	Destroy 1 yr. after resolution of case.	GRS-1-26a & b

	b. Use for background material not not filed in official complaint case files.	Destroy 2 yrs. after final resolution of case.	N/A	N/A	GRS-1-26c
	FILE by subject in chronological sequence.				
4330	<u>Compliance</u> Use for material pertaining to reviews, background papers and correspondence which relate to contractor employment practices.	OEO Destroy when 7 yrs. old.	When 3 yrs. old.	N/A	GRS-1-26d(1)
	NOTES: For EEO Compliance reports, see 4300-2.				
	FILE by origin in chronological sequence.				
4340	<u>Civil Rights Impact Statements</u> Use for material pertaining to OEO responses to agency proposals (reorganizations, office relocations, budgets, legislation, administrative regulations and environmental impact statements) that may have civil rights implications.	OEO Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	new
	FILE by agency.				
4350	<u>Equal Opportunity in Housing</u> Use for material related to the implementation of a Department of Housing and Urban Development/Department of Agriculture Memorandum of Understanding relating to the implementation of Title VIII of the Civil Rights Act of 1968.	OEO Destroy when 2 yrs. old.	N/A	N/A	
	FILE in chronological sequence.				
4360	<u>Outreach - Public Notification</u> Use for correspondence with USDA agencies related to administrative requirements for public notification and outreach activities to ensure nondiscriminatory participation in USDA programs.	OEO Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	
	FILE in chronological sequence.				

4370

Data Collection and Evaluation

Use for material pertaining to data, evaluation reports, and correspondence related to administrative requirements for the collection and evaluation of minority group participation in USDA programs.

OEO

Destroy  
when 5  
yrs. old.

N/A

Destroy  
when 3  
yrs. old.

*new*

FILE by agency and program.

4400	<u>SAFETY AND HEALTH</u> Use for material of a general nature which pertains to the implementation, development, coordination and monitoring of Departmental policy on occupational safety and health of Federal employees.  FILE by agency and subject.	SHMD Destroy when S/O or when no longer needed for reference.	N/A	Destroy after 1 yr. or on discontinuance, whichever is first.	"4400
4400-1	<u>Policy and Procedure</u> a. Record copy of policy and procedure which is published in the DPM.  b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives.  NOTE: See 3010-1 for disposition of record copy of Departmental directives not published in the DPM.  FILE by origin, series number or in chronological sequence.	OP & SHMD Destroy when no longer needed.  Destroy when no longer needed.	N/A	Destroy when S/O.  Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1c "4400/1  GRS-16-1d
4400-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"4400/1/1
4400-2	<u>Reports</u> Use for material which pertains to safety and health.  FILE by agency and subject.	SHMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	new

4400-3

*was*  
4400-4

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

FILE: Case file alphabetically by title of project.

SHMD

Destroy  
1 yr.  
after the  
yr. in  
which the  
project  
is  
closed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

*"/4400/4*

4410

Program Management

Use for material pertaining to overall plans for safety and occupational health, compliance with standards and regulations; and the identification and implementation of needed adjustments in purchasing, storage, repair and salvage operations to assure inclusion of countermeasures for accident related losses.

FILE by subject in chronological sequence.

SHMD

Destroy  
when S/O  
or when  
no longer  
needed for  
reference.

N/A

Destroy  
when no  
longer  
needed.

4420

Education/Training

Use for material pertaining to the determination of the training and education resources needed to compensate for accident related loss potential and the establishment of the various structures and procedures for communicating information. Included are programs for supervisory and collateral duty safety and health personnel.

FILE by subject in chronological sequence.

SHMD

Destroy  
when S/O  
or when  
no longer  
needed for  
reference.

N/A

Destroy  
when no  
longer  
needed.

4430

Employee Services

Use for material pertaining to compensation for human factors that are known or suspected to have undesirable influences upon safety and occupational health efforts, including the criteria for the Employee Assistance Program and Medical/Health Services Programs.

SHMD

Destroy  
when S/O  
or when  
no longer  
needed for  
reference.

N/A

N/A

*new*

Also included are safety and occupational health promotional activities and the development and periodic practice of facility self-protection plans.

FILE by subject in chronological sequence.

Employee Health

Use for material pertaining to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the health unit. Exclude pre-employment physical examinations and disability retirement and fitness for duty examinations which are filed in the OPF.

FILE by agency and alphabetically by employee.

SHMD

Destroy  
6 yrs.  
after  
latest  
entry.

N/A

N/A

GRS-1-21

"/4400/3

4430-1

*was*

4400-3

Accidents

Use for material pertaining to injury compensation (relating to on-the-job injuries); excluding copies filed in the OPF and copies submitted to the Labor Department.

FILE by agency and alphabetically by employee.

OP & SHMD

Destroy  
when 5  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-1-32

"/4400/2

4430-2

*was*

4400-2

Supervision

Use for material pertaining to the establishment, assessment, regulation and preservation of environmental conditions that minimize adverse effects upon the safety and health of employees. Included are inspections, surveillance and monitoring, guarding/isolation, protective equipment programs, job safety analysis, task analysis, operational design, and bio-mechanics.

FILE by subject in chronological sequence.

SHMD

Destroy  
when S/O  
or when  
longer no  
needed for  
reference.

N/A

Destroy  
when no  
longer  
needed.

*new*

4440

4450

Evaluation

Use for material pertaining to the development and utilization of techniques for measuring, reporting, evaluating; and researching safety and occupational health data. Also procedures for determining the effectiveness of safety and occupational health efforts on a continuing basis utilizing accepted review and revision techniques. Also includes the Incident Reporting System, Health Surveillance System, Annual Program Evaluation System and other data collection activities.

FILE by subject in chronological sequence.

SHMD

Destroy  
when S/O  
or when  
no longer  
needed for  
reference.

N/A

Destroy  
when no  
longer  
needed.

*new*

4600	<u>PERSONNEL SECURITY</u> Use for material of a general nature which pertains to the administration and operation of the personnel security clearance program and not listed below.  FILE in chronological sequence.	OP Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-18-22 <i>"/4600</i>
4600-1	<u>Policy and Procedure</u> a. Record copy of policy and procedure which is published in the DPM.  b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives.  NOTE: See 3010-1 for disposition of record copy of Departmental directives not published in the DPM.  FILE by origin, series number or in chronological sequence.	OP Destroy when no longer needed.  Destroy when no longer needed.	N/A	Destroy when S/O.  Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1c <i>"/4600/1</i>  GRS-16-1d
4600-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	
4600-2	<u>Reports</u> Use for material which pertains to reports on personnel security.  FILE by agency and subject.	OP Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>new</i>



4600-3 <i>was</i> 4600-4	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/4600/4
4610 <i>was</i> 4600-2	<u>Security Clearance</u> Use for material pertaining to investigations of personnel employed by or seeking employment from the Government and persons performing work for the agency under contract. Excludes copies of investigative reports and related papers furnished to agencies by OPM.  FILE by agency and alphabetically by employee.	OP Destroy upon notifi- cation of death or not later than 5 yrs. after separation or transfer of employee or not later than 5 yrs. after contract relation- ship expires, whichever is applicable.	N/A	N/A	GRS-18-23a "/4600/2
4620 <i>was</i> 4600-3	<u>Identification Cards, Passes, Badges</u> Use for material pertaining to identification cards, credentials, badges, parking permits, photographs, USDA motor vehicles operating permits, visitors and dining room passes, xerox and supply cards, etc.  FILE by agency and alphabetically by employee.	OP, PPMD, & OIG Destroy 3 months after return to issuing office.	N/A	N/A	GRS-11-4a "/4600/3

4620-1

*was*

*4600-3-1*

Records of Identification Cards

Use for receipts, indices, listings  
and accountable records.

FILE by identification number and/or  
chronological sequence.

OP

Destroy

N/A

N/A

GRS-11-4b

after

all

listed

cre-

dentials

are

accounted

for.

*"/4600/3/1*

5000	<u>PROCUREMENT MANAGEMENT</u> Use for material of a general nature which pertains to purchase and maintenance of equipment, publications, printing, reproduction, services and supplies for internal needs. Includes contracts, bidders, purchase orders, FEDSTRIPS, and requisitions and other material not described elsewhere in this category.  FILE by subject.	PD-00 Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-3-3 <i>"/5000</i>
5000-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	PD-00 Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d <i>"/5000/1</i>
5000-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	<i>"/5000/1/1</i>
5000-2	<u>Routine Procurement Files</u> Use for contract, requisition, FEDSTRIPS, purchase order, lease, and bond and surety records, including correspondence and related papers				<i>"/5000/2</i>

pertaining to bids, awards, administration, receipt, inspection and payment. (Cancelled or deleted transactions are to be destroyed when 1 yr. old.)

a. Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.

PD-00 &  
NFC  
Destroy  
6 yrs.,  
3 months  
after  
final  
payment.

When  
2  
yrs.  
old.

Destroy  
when  
funds  
are  
obligated.

GRS-3-4a  
(1) & b

b. Transactions of \$10,000 or less and construction contracts under \$2,000.

PD-00 &  
NFC  
Destroy  
3 yrs.  
after  
final  
payment.

N/A

Destroy  
when  
funds  
are  
obligated.

GRS-3-4a  
(2) & b

c. Copies of records described above used for administrative purposes.

PD-00 &  
NFC  
Destroy  
upon  
termina-  
tion or  
completion.

When  
2 yrs.  
old.

Destroy  
upon  
receipt  
of  
goods  
or  
service.

GRS-3-4c

d. Obligating copy.

PD-00  
Destroy  
when  
funds  
are  
obligated.

N/A

Destroy  
when  
funds  
are  
obli-  
gated.

GRS-3-4b

NOTE: Procurement files which document the initiation and development of transactions which deviate from normal procurement transactions must be disposed of on an individual basis by submitting an SF-115.

FILE by subject and document number.

5000-3

Solicited and Unsolicited Bids and Proposals

PP-00 &  
NFC

a. Successful bids and proposals.	Destroy with related contract case files (see 5000-2 of this schedule).	N/A	Destroy 1 yr. after award of contract.	GRS-3-6a
b. Solicited and unsolicited unsuccessful bids and proposals.				
(1) When filed separately from contract case files.	Destroy when related contract is completed.	N/A	Destroy 1 yr. after award of contract.	GRS-3-6b(1)
(2) When filed with contract case files.	Destroy with related contract case files (see 5000-2 of this schedule).	N/A	N/A	GRS-3-6b(2)
c. Cancelled Solicitations				
(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Quotations) which were cancelled prior to award of a contract. The files include presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, and evidence of the cancellation.	Destroy 5 yrs. after date of cancellation.	N/A	Destroy 1 yr. after date of cancellation.	GRS-3-6c(1)

(2) Unopened bids

Return to  
bidder.

N/A

N/A

GRS-3-6c(2)

FILE by subject and document number.

5000-4

Bidders List

List or cards of acceptable bidders.

PD-00

Destroy  
when S/O.

N/A

Destroy  
when S/O.

GRS-3-6d

"/5000/3

NOTE: See 5020 for Debarred, Suspended,  
and Ineligible Bidders lists.

FILE alphabetically by bidder.

5000-5

Tax Exemption Files

Use for tax exemption certificates  
and related papers.

PD-00/  
Destroy  
3 yrs.  
after  
period  
covered  
by  
account.

N/A

N/A

GRS-3-13

"/5000/4

FILE by FY.

5000-6

Reports

Use for material pertaining to bids,  
awards, inspections and payments.

Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yrs. old.

FILE by bid number in chronological  
sequence.

5000-7

Project Control

Use for memoranda, reports and other  
records documenting assignments,  
progress and completion of projects.

PD-00  
Destroy  
1 yr.  
after  
the yr.  
in which  
the  
project  
is closed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

"/5000/5

FILE: Case file alphabetically by  
title of project.

5010

USDA Procurement Reporting System

Use for material pertaining to the  
automated payment system within the  
Department which dictates the use of  
a standard Department wide procure-  
ment identification system for the  
purposes of reporting and control.

PD-00  
Destroy  
when S/O.

N/A

N/A

FILE by subject.

5020	<u>Debarred, Suspended, and Ineligible Bidders</u> Use for lists of firms and individuals debarred or suspended, or declared ineligible for any cause.  FILE by contractor's name.	PD-00 Destroy when S/O.	N/A	N/A
5030	<u>Sureties</u> Use for material pertaining to the necessary requirements stipulated when a bid performance, payment bond, or individual surety is required.  FILE in chronological sequence.	PD-00 Destroy when S/O.	N/A	N/A
5040	<u>ADP</u> Use for material pertaining to the actual procurement of all automatic data processing equipment commercially available software, maintenance services, and related supplies by Federal agencies and Government contractors as directed.  NOTE: See 3220 - for non-procurement material related to acquisition of ADP equipment and services.  FILE by assigned number in chronological sequence.	PD-00 Destroy when S/O.	N/A	N/A
5050	<u>Labor Standards</u> Use for material pertaining to the procedures for the maintenance of records retained by contractors pursuant to specified contractual clauses included in contracts and subcontracts to satisfy certain statutory and administrative records review requirements of the Government.  FILE in chronological sequence.	PD-00 Destroy when S/O.	N/A	N/A

5060	<u>Departmental Blanket Purchase Arrangements</u> Use for documentation of blanket purchase arrangements, e.g., letters, purchase orders, or other documents stating to vendor the person(s) authorized to make individual purchases, how purchases will be placed, i.e., by telephone or designated persons ordering and pick up supplies from the vendor.  FILE by vendor's names.	PD-00 Destroy when S/O.	N/A	N/A
5070	<u>Consulting Services</u> Use for material pertaining to the lists and costs of persons who are members of a particular profession or possess a special skill and who are not officers or employees of the contractor.  FILE in chronological sequence.	PD-00 Destroy when S/O.	N/A	N/A
5080	<u>Disputes</u> Use for material pertaining to disputes arising relating to the contractor. Included is a copy of contractors claims to the Procurement Contracting Officer and a copy of the Contracting Officer's decision.  FILE in chronological sequence.	PD-00 Destroy when S/O.	N/A	N/A
5090	<u>Socioeconomic Procurement</u> Use for material pertaining to lists of individual(s) and or firms that are both socially and economically disadvantaged.  FILE by program title.	PD-00 & OSDBU Destroy when S/O.	N/A	N/A



5100	<u>REAL PROPERTY MANAGEMENT</u> Use for material of a general nature which pertains to the management and use of buildings and land owned or leased by the Government, including its proper and economical use and which does not fit elsewhere in this category.  FILE by agency and location.	<del>FMD</del> <del>Destroy when 3 yrs. old.</del>	N/A	Destroy when 3 yrs. old.  <i>"/5/00</i>
5100-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	<del>FMD</del> <del>Destroy when no longer needed.</del>	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.  GRS-16-1d <i>"/5/00/1</i>
5100-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	<del>Destroy when S/O.</del>	N/A	Destroy when S/O.  <i>"/5/00/1/1</i>
5100-2	<u>Real Property Reports</u> Use for inter/intra agency reports of land and related improvements owned and leased.  FILE by subject in chronological sequence.	<del>FMD</del> <del>Destroy when S/O.</del>	N/A	N/A  GRS-4-3 <i>"/5/00/2</i>

5100-3 <i>was</i> 5100-4	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	FMD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 <i>4/5100/4</i>
5110	<u>Acquisitions</u> Use for material of a general nature pertaining to the operational responsibility for acquiring only such interests in real property as needed to carry out programs in accordance with applicable laws, policies and procedures.  FILE by series number or alphabetically by subject.	FMD Destroy when S/O.	N/A	N/A	
5111	<u>Purchase, Donations, Exchanges, Transfers</u> Use for case files documenting acquisition of land and related improvements, including Departmental approvals and inter/intra Department transfers of real property. Inter-Department transfers include formal requests to GSA for transfer of excess Federal real property.  FILE by location and property identification/agency.	FMD Retain for 1 yr. after transfer is complete and official title records are transferred to holding agency; or until property is disposed of.	N/A	N/A	

5112      Leasing  
Use for material supporting the Department's authority to lease real property.      FMD      N/A      Destroy when S/O.

FILE by series or alphabetically by subject.

5112-1      Direct Leasing  
Use for case files documenting direct leasing under GSA's delegated leasing authority. Includes formal lease and supporting documents.      FMD      N/A      N/A

FILE by location, property identification and agency.

5120      Utilization  
Use for material pertaining to the utilization of government-owned land (including excess land). Includes utilization survey reports made by USDA and GSA.      FMD      N/A      N/A

FILE by location, property identification and agency.

5130  
*was*  
*5100-2*

Disposition  
Use for material which is necessary or convenient for the use of real property sold, donated, or traded, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment locations plans specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers.      FMD      N/A      Destroy upon disposition of property.      GRS-4-7  
"/5100/2

FILE by agency and location.

5130-1

was  
5100-3Excess Real Property Reports

Use for excess property reports and supporting documents.

FMD  
Retain  
until  
property  
is dis-  
posed of.

N/A

N/A

GRS-4-3

"/5100/3

FILE by location, property identification and agency.

5140

Historical Significance/Preservation

Use for material pertaining to the criteria set forth in the National Historic Preservation Act of 1966, Executive Order 11593, and the Advisory Council on Historic Preservation Guideline (39 FR 3366, 1-25-74). Additionally, Departmental policy on management, enhancement and protection of cultural resources.

FMD  
Dispose  
of when  
S/O.

N/A

N/A

NOTE: Office of Environmental Quality shall be consulted on questions regarding historical significance of property.

FILE alphabetically by subject.

5150

Relocation Assistance

Use for supporting material used in the implementation/management of the uniform relocation assistance and Real Property Acquisition Policies Act of 1970 applicable to the displacement and relocation of individuals, families, businesses, farms, etc., because of direct federal and federally assisted programs.

FMD  
Dispose  
of when  
S/O.

N/A

N/A

FILE by subject.

5160

Use of Official Agency Symbols

Use for material pertaining to posted official signs of a prohibitory, regulatory, or directory nature and such subjects as use of Department seal; the

FMD  
dispose  
of when  
S/O.

N/A

Destroy  
of when  
S/O.

Secretary's and Department's flag;  
naming of Department facilities;  
memorials, plaques, corner stones,  
etc.

FILE by subject.

5200	<u>PERSONAL PROPERTY MANAGEMENT</u> Use for material of a general nature which pertains to nonexpendable equipment, acquisition, maintenance and disposal. Personal property includes such items as furniture and office equipment.  FILE by subject and agency if applicable.	<del>PPMD</del> <del>Destroy when 3 yrs. old.</del>	N/A	Destroy when 3 yrs. old.	"5200
5200-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	<del>Destroy when no longer needed.</del>	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "5200/1
5200-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	<del>Destroy when S/O.</del>	N/A	Destroy when S/O.	"5200/1/1
5200-2	<u>Personal Property Accountability List/Index</u> Use for listings which provide a means for accounting for personal property. Includes master property print-outs, station listings, working capital and appropriated funds listings, etc.  File in chronological sequence.	<del>PPMD</del> <del>Dispose of when updated.</del>	N/A	Dispose of when updated.	"5200/2

5200-3

Excess Personal Property Records

Files contain records documenting purchases and intra/agency transfer. Printouts are generated from these records.

Destroy  
when 7  
yrs. old.

N/A

N/A

NOTE: This is a one time approval. PPMD is setting up a management information system and the 7 yr. period will allow the above records to be entered into the system.

5200-4

Reports

Use for material pertaining to inter/intra agency reports relating to excess and surplus personal property.

PPMD

Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-4-5

"/5200/3

FILE by subject, agency, and state.

5200-5

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

PPMD

Destroy  
1 yr.  
after  
the yr.  
in which  
the  
project is  
closed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

"/5200/4

FILE: Case file alphabetically by title of project.

*was*  
5200-3

*was*  
5200-4

5300	<u>SUPPLY MANAGEMENT</u> Use for material of a general nature pertaining to the requisitioning and procuring of expendable supplies and equipment including storage, inspection, control, and disposition of stock which does not fit elsewhere in this category.  FILE by subject in chronological sequence.	PPMD Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	"5300
5300-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	PPMD Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "5300/1
5300-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"5300/1/1



5300-2

Requisitions

Use for requisitions of supplies and equipment.

FILE by requisition number and/or agency.

PPMD  
STOCKROOM  
COPY  
Destroy  
2 yrs.  
after  
completion  
or cancel-  
lation of  
requisi-  
tion.

N/A

Destroy  
when  
6 months  
old.

GRS-3-9a  
& b  
11/5300/2

5300-3

Inventory Files

a. Inventory Lists

PPMD  
Destroy  
2 yrs.  
from date  
of list.

N/A

N/A

GRS-3-10a  
11/5300/3

b. Inventory Cards

PPMD  
Destroy  
2 yrs.  
after  
discon-  
tinuance  
of item  
or 2 yrs.  
after  
stock  
balance  
is trans-  
ferred to  
new card  
or record-  
ed under  
a new  
classifica-  
tion, or  
2 yrs.  
after  
equipment  
is removed  
from  
agency  
control.

N/A

N/A

GRS-3-10b

FILE by Federal stock number or classification assigned to each supply item.

5300-4 <i>was</i> 5300-5	<u>Stores Invoices</u> Use for invoices or equivalent papers used for stores accounting purposes.  FILE by invoice number and/or chronological sequence.	PPMD Destroy when 3 yrs. old.	N/A	N/A	GRS-8-3 "/5300/5
5300-5 <i>was</i> 5300-6	<u>Stores Accounting</u> Use for stores accounting returns and reports.  FILE in chronological sequence.	PPMD Destroy when 3 yrs. old.	N/A	N/A	GRS-8-4 "/5300/6
5300-6 <i>was</i> 5300-7	<u>Working Papers</u> Use for work papers used in accumulating stores accounting data.  FILE in chronological sequence.	PPMD Destroy when 2 yrs. old.	N/A	N/A	GRS-8-5 "/5300/7
5300-7 <i>was</i> 5300-4	<u>Reports</u> Use for reports of survey files and other papers used as evidence for adjustment of inventory records, not otherwise covered in above categories.  FILE in chronological sequence.	PPMD Destroy 2 yrs. after date of survey action or date of posting medium.	N/A	N/A	GRS-3-10c "/5300/4
5300-8	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	PPMD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/5300/8

5400	<u>FLEET MANAGEMENT</u> Use for material of a general nature which pertains to the authority to lease, purchase or dispose of motor vehicles.  FILE by subject, organization and chronologically.	PPMD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-10-1 <i>"/5400</i>
5400-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	PPMD Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d <i>"/5400/1</i>
5400-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	<i>"/5400/1/1</i>
5400-2	<u>Leasing</u> Use for material which pertains to obtaining authority to lease GSA vehicles or authority to lease commercially for agencies serviced by 00. Also includes GSA approvals or disapprovals.  FILE by agency, subject and vendor.	PPMD Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>"/5400/2</i>

5400-3 <i>was</i> 5400-4	<u>Motor Vehicle Operations</u> Use for material pertaining to individual employees' operation of government-owned vehicles, including drivers' tests, authorizations to use, safe driving awards, and other related correspondence.  NOTE: See 4620 for filing of operators permits.  FILE by agency and alphabetically by employee.	OP Destroy 3 yrs. after separation of employee or 3 yrs. after re-cision of authorization to operate government-owned vehicle, whichever is sooner.	N/A	N/A	GRS-10-7 <i>"/5400/4</i>
5400-4 <i>was</i> 5400-5	<u>Accident Reports</u> Use for material pertaining to motor vehicle accidents.  FILE by agency and alphabetically by employee.	OP Destroy 6 yrs. after case is closed.	N/A	Destroy 6 yrs. after case is closed.	GRS-10-5 <i>"/5400/5</i>
5400-5 <i>was</i> 5400-6	<u>Gasoline Sales</u> Use for material filed in support of paid invoices for credit card purchases.  FILE by agency in chronological sequence.	NFC Destroy after GAO audit or when 3 yrs. old whichever is sooner.	N/A	Destroy when 3 yrs. old.	GRS-6-7 <i>"/5400/6</i>
5400-6 <i>was</i> 5400-3	<u>Surveys, Inspections and Reports</u> Use for material pertaining to results of intra/inter-governmental inspections, surveys, and reports. (Does not include accident reports--see 5400-4).  FILE by subject.	PPMD & NFC  Destroy 3 yrs. after date of report.	N/A	Destroy 3 yrs. after date of report.	<i>"/5400/3</i>

5400-7

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

FILE: Case file alphabetically by title of project.

Destroy  
1 yr.  
after  
the yr.  
in which  
the  
project  
is closed.

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

"1/5400/7

5500	<u>ENERGY MANAGEMENT</u> Use for material of a general nature which pertains to actions taken to conserve energy and manage fuel resources which does not fit elsewhere in this category. Included is the relationship of energy to the operation and maintenance of agriculture facilities, utilities and equipment, and associated projects.  FILE in chronological sequence.	<del>OBPA</del> Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	"/5500
5500-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	<del>OBPA</del> Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "/5500/1
5500-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directives system. Includes comments and other material on proposed and existing instructions.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"/5500/1/1

5500-2

Energy Conservation Reports

Use for material pertaining to energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are energy information reports, Department of Energy data requirements, and information collected for higher level agencies, and related documents.

FILE by agency.

OBPA

Destroy when no longer needed for reference.

N/A

Destroy when 2 yrs. old.

"/5500/2

5500-3

Project Control

Use for memoranda, reports and other records documenting assignments, progress and completion of projects.

FILE: Case file alphabetically by title of project.

Destroy 1 yr. after the yr. in which the project is closed.

N/A

Destroy when no longer needed.

GRS-16-7

"/5500/3

5600	<u>ENVIRONMENTAL PROTECTION</u> Use for general material pertaining to action taken within USDA to reduce environmental pollution.  FILE chronologically by agency and location.	NR&E Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/5600
5600-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.  NOTE: See 3010-1 for disposition of record copy of Departmental directives.  FILE by origin, series number or in chronological sequence.	NR&E COMMITTEE Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "/5600/1
5600-1-1	<u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.  NOTE: EPA has the record copy.  FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	"/5600/1/1



5600-2	<u>Environmental Pollution Reduction</u> Use for material pertaining to the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to reduce such pollution as may exist. Included are inventories of sources of pollution, annual reports describing progress in accomplishing objectives of environmental pollution reduction plans, and related or similar documents.  NOTE: EPA has record copy.  FILE chronologically by agency and location.	<del>NR&amp;E</del> <del>Destroy when S/O or when no longer needed for reference.</del>	N/A	Destroy when S/O or when no longer needed.	"/5600/2
5600-3	<u>Environmental Pollution Complaints</u> Use for material pertaining to complaints regarding alleged environmental pollution by agricultural activities. Included are letters of complaint, investigations, or studies; replies to complaints; and similar or related documents.  FILE chronologically by agency and location.	<del>NR&amp;E</del> <del>Destroy 6 yrs. after complaint has been resolved.</del>	N/A	Destroy when 1 yr. old.	"/5600/3
5600-4	<u>Reports</u> Use for material pertaining to the progress in accomplishing objectives to reduce environmental pollution.  FILE by subject in chronological sequence.	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
5600-5 <i>was</i> 5600-4	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/5600/4