NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-016-87-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 3/11/2021

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These items, unless subsequently superseded, may be used by the agency to disposition records.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 are active. Item 2000 remains active for records related to budget submissions and dated 2016 and previous only.

SUPERSEDED AND OBSOLETE ITEMS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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 2000 Superseded by DAA-GRS-2015-0006-0001 * Budget submissions records dated 2017 and later only.

Superseded by DAA-GRS-2015-0006-0002 * Budget execution records only.

DE		1 54				
nL	QUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)	JOB NO.				
		N1-16-87-1				
GENERA	L SERVICES ADMINISTRATION AL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408	Nov. 25,	1986			
	cy or establishment)		TION TO AGEN	CY		
U.S.	Department of Agriculture	In accordance with the				
		the disposal request, including amendments, is appro- except for items that may be marked "disposition approved" or "withdrawn" in column 10. If no reco				
MINOR SUB	e of the Secretary Division	are proposed for disposed for d				
Offic	e of Information Resources Mgmt. RSON WITH WHOM TO CONFER		VIST OF THE U			
	e Cozin -10 ha is c $cozin = 447-9272$	5/ /		$\langle 0 \rangle$		
	When boyn	11/88 2				
	TE OF AGENCY REPRESENTATIVE					
DATE 24/86	Incurrence: is attached; or Is unnecessary. Ic. SIGNATURE OF AGENCY REPRESENTATIVE D. TITLE USDA	Dyartmet	- l Ruca	Lo <u>Pf</u>		
ITÉM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USI ONLY)		
	The ASA File Plan and Disposition Schedul manual (ASAR 3040-1) is being revised to records of the Board of Contract Appeals Administrative Law Judges/Hearing Clerks Budget Planning and Analysis, General Con Governmental and Public Affairs, Personne (Office of the Director and Awards Unit) Advocacy and Enterprise. Revised dispose and/or retention periods are requested for indicated on the attached pages.	include , unsel, el , and itions				

NSN 7540-00-634-4094 5 1315

115-108

Copies sent to agency nCF, nnF

STANDARD FORM 115 (REV. 8-83) Prescribed by GSA FPMR (41 CFR) 101-11.4

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题	PEICONPTION AND FILME INSTRUCTIONS	DUFINITION	The	STILL.	91 APRIL TION
013	Manpowers Productive	0.			
	Use for material pertaining to the manpower needed to accomplish tasks. FILE by subject.	Destroy when 20 yrs. old.	N/A	De s troy when S/O.	NC1-16-84-1
1020	Statements of Missions and Functions Use for material pertaining to the missions and functions statements.	OP Destroy when 20	N/A_	Destroy when S/O.	NC1-16-84-1
••••••••••••••••••••••••••••••••••••••	FILE by subject.	yrs. old.			
.030	Delegation of Authority Use for material on delegations of authority to identified positions or persons, and temporary or limited delegations to positions or persons. FILE chronologically by major and minor subdivisions.	Destroy when S/O.	N/A	Destroy when S/O.	N1-16-87-1 Superseded Outhoritie NCI-16-77- #6 NCI-16-84- #1030
	Committees and Boards USE for official material documenting the accomplishment of official internal committees, boards, task	Destroy 2 yrs. after	N/A	Destroy when 1 yr. old.	GRS-16-12a (2)
	forces, and work groups.	termin-	+		
	TTLE share legiselly by subject	ation of committee.		}	
.041	<u>FILE chronologically by subject</u> . <u>Committee Management</u> Use for material pertaining to the continued monitoring of committee activities. FILE by committee title.	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.	N1-16-87-1 Superseded Cuthritte NCI-16-77- #2 NCI-16-77- #22 NCI-16-84- #1041

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	DESCRIPTION AND PILING INSTRUCTIONS.	RECORD.07	Te	OTHER	DISPOSITION
NUMBER		PISPESITION.	FARE	OTHER OFFICER	AUTHORIT
(1)	(2)	(3)	(4	(9)	(6)
100-3 -	Reports Use for reports pertaining to	Destroy	N/A	Destroy	NC1-16-84
	management improvements.	when 3	" /^	when 3	NCI-10-04
	managemente improvementes:	yrs. old.		yrs. old.	
	FILE by agency and subject.			j	
1100-4	Project Control				
	Use for memoranda, ceports, and other	Destroy	N/A	Destroy	GRS-16-7
	records documenting assignments,	lyr.		when no	
	progress and completion of projects.	after	1	longer	
		the yr.		needed.	
	FILE: Case file alphabetically by	in which			
	title of project.	the			
		project is			
		closed.	\mathbf{L}		
			\square		
110	Management Policies and Procedures	MIS		0	
	Use for material pertaining to the	Destroy	N/A	Destroy	NC1-16-84-
	policies and procedures developed by management to carry out the	when no longer		when no longer	L
	requirements of programs.	needed		needed.	
	requirements of programs.	for ref-		necaca.	
	FILE by subject.	erence	<u> </u>		
120	Management System Development	MIS,			
	Use for material pertaining to the	OB & PA	N/A	Destroy	N1-16-87-1
	development of management systems.	Destroy		when no	supersea
		when no		longer	authori
	FILE by subject.	longer		needed.	NC1-16-72
		needed for ref-			#23
		erence.	1		NC1-16-84
					NU1~10-89 #1120
121	Project Management	MIS			
	Use for material pertaining to the	Destroy	N/A	Destroy	NC1-16-84-
	assurance that project operations are	when no		when no longer	
	going well.	longer needed		needed.	
	FILE by project name.	for ref-			1
	The by project maines	erence.			
130	Management Studies and Analyses	MIS		l .	
	Use for intra/inter agency management	Destroy	N/A	Destroy	NC1-16-83-
	improvement studies and analyses.	when no	+	when no	1100-2
	Also includes related analysis and	longer		longer	1
	feeder reports.	needed		needed.	L
		for ref-			
	FILE by agency and subject-	erence		I	

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ASSISTANT CRETARY FOR ADMINISTRATION FILE DOSITION PLAN

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NUMBER		OPLE DEPOSITION	TO. FARC	OFFICES	DISPONTION AUTHORITY	
(A) (1996) a.c.	All and an and the first of the formation of the first of	(3)-	(4)	(9)	(4)	
1131	Workload Analysis and Measurement Use for material pertaining to workload analysis and measurement. FILE by subject and in chronological sequence.	MIS Destroy when no longer needed for ref- erence.	N/A	Destroy when no longer needed.	N1-16-87-1 Superseded all Hurnhes: NCI-16-79-2 #25	
1132	Productivity Analysis Use for material pertaining to the analysis of the productivity of continuing activities.	MIS Destroy when no longer	N/A	Destroy when no longer	NC1-16-84-1 NC1-16-84-1	
	FILE by subject.	needed for ref- erence.		needed.		
1140	Management Improvement Programs Use for material pertaining to specific management improvement programs. FILE by subject.	MIS,OBP&A Destroy when no longer needed for ref- erence.	N/A	Destroy when no longer needed.	N1-16-87-1 Superseded authorities: NCI-16-77-2 #25 NCI-16-84-1 #1140	
1140-1	Reform '88 Use for material pertaining to the policies and procedures developed by management to carry out the Reform '88 program. FILE by project name. Federal Field Structure	MIS Destroy when no longer needed for ref- erence. MIS	N/A	Destroy when no longer needed.	NC1-16-84-1	
	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 which serve the same geographical area.	Destroy when 6 yrs. old.	When 3 yrs: old.	when no longer	NC1-16-84-1	
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ASSISTAN BECRETARY FOR ADMINISTRATION PRODUCTION PLAN

		DISPONTION					
CLASS-		Recent a	1				
FICATION NUMBER	DESCEPTION AND PILLING INSTRUCTIONS	OFI & DEPONTION	T8 PARC	OTHER.			
(1)	(2)	(3)		(4	(4)		
1-200	PROGRAM PLANNING AND EVALUATION	F	T	F			
	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.	NC1-16-84-1		
	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-	GRS-16-1d		
	NOTE: See 3010-1 for disposition of record copy of Departmental directives.			diately when it is known that no			
	FILE by origin, series number or in chronological sequence.			action will be taken.			
1200-1-1	External or Non-Series Instructions Use for material of a directional mature 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	Bestroy when S/O.	NC1-16-84-1		
t	FILE by origin, series number or in		'				
1200-2	Reports		1		1		
	Use for material pertaining to program planning and evaluation reports.	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	NI-16-87-1 superseded authorities		
	FILE by agency and subject.				NC1-16-77-5 #461+2 NCJ-16-77-2,		
1200-3	Project Control	+	+	l	NCI-16-E4-1,#		
	Use for memoranda, reports and other records documenting assignments, progress and completion of projects.	Destroy l yr. after the	N/A	Destroy when no longer	GRS-16-7		
	Includes weekly activity reports.	yr. in which the	+'	needed.			
	FILE: Case file alphabetically by	project is	· · ·	1			
	title of project.	closed.	† ,				

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FORM IMD-18 (4/82)

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(1) 1260	Legislative Programs and Reports 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 ref- erence.	κ.	N/A	16-87-1 Supersected Quichorities: NCI-16-77-2 FF 11 NCI-16-P4-1 FF 1260

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CLADE- FICATION NUMBER	DESCRIPTION AND PILING INSTRUCTIONS	OPI &			
NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	OPI &			-
		DEPOSITION	TO FARE	OFFICES	DISPOSITION AUTHORITY
	(2	(3)	(4)	(5)	(6)
	Legislative Proposals Use for comments and other material on legislative proposals. 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	(SEE NOTE)	N/A	(SEE NOTE)	N1-16-87-1 Supersected Owthorities : NCI-16-77-2 #11 NCI-16-84-1 #1360-2
1300-3 - 1	Public Relations Correspondence	ECR			<u>.</u>
	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. 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.	Destroy after 5 yrs.	N/A	Destroy after 1 yr.	NC1-16-84-1
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. FILE alphabetically by geographical location, addressee, title, organization or agency.	ECR PERMANENT. Offer to NARA in 5 yr. blocks when 20 yrs. old.	When 5 Xrs. 010		NC1-16-84-1
	Reports Use for material pertaining to external relations reports. FILE by agency and subject.	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	NC1-16-84-1
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(1)	(2)	(3)	(4)	(2)	(0)	
1314	Formal-Agreements and Memoranda of Understanding Use for material relating to agree- ments 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. FILE alphabetically by agency or organization, geographical location, addressee name, or title.	Destroy 5 yrs. after expira- tion or cancell- ation of agreement.	N/A	Destroy 2 yrs. after expira- tion or cancell- ation of agreement.	NC1-16-87-1 OGPA (NC1-16-78-2 #2 - Superseder Guildwinky NCI-16-54-1 #1314	
4320	Legislative Branch Relations Use for general material pertaining to USDA relations with the Legislative Branch. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	- NC1-16-84-1	
1321	Senate Relations Use for material pertaining to USDA relations with Senate members and/or their staff. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	NC1-16-84-1	
1322	House of Representatives Relations Use for material pertaining to USDA relations with House of Representatives members and/or their staff. FILE by subject in chronological sequence.	Destroy when 5 yrs. nld.	NA	NA	NC1-16-84-1	
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(1)	(2)	(3)	(4)	(5)	(6)	
1422	Photocomposition Use for material pertaining to photocomposition. FILE by job number in chronological sequence.	MRMD Destroy when no longer needed for ref- erence.	N/A	MRMD Destroy when no longer needed for ref- erence.	NC1-16-84-1	
1430	Publication Distribution Use for material pertaining to publication distribution. Includes revisions and deletions to mailing lists. NOTE: For directives distribution lists, see 3010-2. FILE in chronological sequence.	MRMD Destroy when S/O.	N/A	Destroy when change is com- pleted.	NC1-16-84-1	
1430-1	Congressional Inquiries and Orders Use for Congressional inquiries and their acknowledgements regarding publications of the Department. Includes requests submitted to GPO for congressional requests of a large quantity of publications. FILE alphabetically, and by	OGPA Destroy 9 mos. after trans- mittal or reply.	N/A	N/A	GRS-14-3	
1430-1-1	requisition number in chronological sequence.	OGPA Destroy 4 yrs. after each Congress adjourns.	N/A	N/A	NC1-16-78-2 20	
1440	Sequence. News Releases and Speeches Use for copies of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto.	OGPA				

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ASSIST A SECRETARY FOR ADMINISTRATION FRED DISPOSITION PLAN

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		OPI & DEPENTION	TO FARC	OTHER OFFICES	DISPOSITION AUTHORITY	
	(2)	(3)	(4)	(5)	(6)	
1440-1	Press Releases a.~ Master set of all releases issued by the Department. The press releases also contain biographies of important individuals and all of the Secretary's speeches. FILE numerically by press release number.	OGPA PERMANENT. Transfer to NARA in 5 yr. blocks when the most recent records are 10 yrs. old.	When 3 yrs. old.	Destroy when no longer needed for ref- erence.	N1-16-87-1 Supposed Id authorities: NCJ-16-17-2 H 19 NCI-16-78-2 H 3	
	Index to Press Releases b. 3x5 index cards. FILE alphabetically by subject, person, geographic location (country and state), or originating bureau.	OGPA PERMANENT. Transfer to NARA in 5 yr. blocks when the most recent records are 10 yrs. old.	When 3 yrs. old.	N/A	N1-16-87-1 Supersected authority NCI-16-78-2 145	
1440-2	Speeches of Secretary of Agriculture Master set of the Secretary's speeches. NOTE: A duplicate set is given to each departing Secretary. FILE in chronological sequence.	OGPAsser Offer to NARA when Secretary leaves.	N/A	Destroy when no longer needed for ref- erence.	N1-16-87-1 Supposeded WC1-16-78-2 #4	
-1450	Radio and Television Use for agency-sponsored radio or television news releases. FILE by subject in chronological	Destroy when no Tonger needed.	N/A	N/A	NC1-16-84-1	
	Sequien.ca.				FOPM IND - 18 (6/87)	

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PICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	OPI & DE POSITION	TO FARC	OTHER OFFICES	AUTHORITY	
(1)	(2)	(3)	(4	(5)	(6)	
1460	Media and Public Liaison 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	N1-16-87-1 Superseded Quithority NCI-16-77-2 #19	
1470	Graphic and Exhibit Design					
	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 publi- cation or when no longer	N/A	N/A	GRS-21-10	
	· · ·	needed.	1			
1480	Photography Use for black and white and colored originals and negatives, color transparencies and slide photo- graphy and slide sets or filmstrips. a. One copy of a slide set and a filmstrip, with the audio track and script for each, for those productions released in both formats. Two copies of a slide set or filmstrip, with the audio track and script for each copy, for those released in only one format. FILE by inventory number.	OGPA PERMANENT. Offer the appropri- ate cys. of those released before 1980 to NARA imm- ediately. Offer the appropri- ate cys. of those released after 1979 to NARA after release.	N/A	N/A	NC1-16-80-2 la	
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CLASSOF DESCRIPTION AMPPLAND INSTRUCTIONS DESCRIPTION DESCRIPTION <thdescription< th=""> DESCRIPATION <th< th=""></th<></thdescription<>
Number of the matrix of stamper, and programs consisting of the matrix of stamper, and one disc pressing for each mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording. OGPA/K+T/ N/A N/A NI-16-87-1 a. Historical programs in USDA radio officials; programs on genetic audio tape recording. OGPA/K+T/ N/A N/A NI-16-87-1 a. Historical programs in USDA radio officials; programs prepared for individual radio stations; and other miscellaneous programs which are more than 5 years old. OGPA/K+T/ N/A N/A NI-16-87-1 FILE by subject, production or series from which a selection of 5 installments for each series will be main and "Consurer Time" from which a selection of 5 installments for each thereunder chronologically. OGPA/K+T/ N/A N/A FILE by subject, production or series tritle and thereunder chronologically. GGPA/K+T/ N/A N/A N/A FILE by subject, production or series tritle and thereunder chronologically. GGPA/K+T/ N/A N/A N/A N/A FILE by subject, production or series the are not included in a or h. GGPA GGPA MA N/A N/A N/A FILE by subject, production or series the and thereunder chronologically. GGPA MA N/A N/A N/A FILE by subject, p
1450-1 Sound Recordings Used to document, carry on, or promote substative agency activities, procedures, and programs consisting of the master tape, matrix or starper, and one disc pressing for each mass- produced multiple copy disc recording a. Historical programs in USDA radio series; remarks, interviews, and press conferences of USDA and government officials; programs prepared for individual radio stations; and other miscellaneous programs which are more than 5 years old. OGPA/R+T/ PERMANENT. N/A N/A Superseded Conferences of USDA and government officials; programs which are more than 5 years old. NI-16-87-1 Superseded Conferences of USDA and government officials; programs which are more than 5 years old. NI-16-87-1 Superseded Conferences of USDA and government officials; programs which are more than 5 years old. NI-16-87-1 Superseded Conferences of USDA and government officials; production or series title and thereunder chronologically. NI-16-87-1 Superseded Consumer Time? b. Programs in weekly series such as "Agriculture USDA" and "Consumer Time? from which a selection of 5 install- ments from each series will be made annually by the Department. OGPA/R+TY PERMANENT. N/A NI-16-87-1 Superseded Consumer Time? FILE by subject, production or series title and thereunder chronologically. NI-16-87-1 Superseded Consumer Time? PERMANENT. N/A NI-16-87-1 Supposedied Consumer Time? PERMANENT. N/A FILE by subject, production or series title and thereunder chronologically. OGPA Destroy N/A N/A FILE by subject, production or series title and thereunder chronologically. OGPA Destroy N/A NI-16-87-1 Supposedied Cut
Used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the master tape, matrix or stamper, and one disc pressing for each magnetic audio tape recording.NANANI-16-87-1a. Historical programs in USDA radio series; remarks, interviews, and press conferences of USDA and government officials; programs metal and government individual radio stations; and other miscellaneous programs which are more than 5 years old.OGPA/&+T/ PERMANENT. NANANI-16-87-1 Supersedied authority; NLI-16-78-2 H=2 RaFILE by subject, production or series title and thereunder chronologically.Department. ments from each series will be made annually by the Department.OGPA/&+T/ PERMANENT. NANANI-16-87-1 Supersedied authority; NLI-16-78-2 H=2 RaFILE by subject, production or series title and thereunder chronologically.C. Other recorded items not included in a or b.OGPA Production or series title and thereunder chronologically.NI-16-87-1 Supersedied authority; PERMANENT. N/A N

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* per agreement of Cherie Cozin, USDA Geanwe Young, NARA 5-4-88

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

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Anumber. Anumbe	Ca Destroy when with- drawn from distri- bution. OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs. there- after, e.g., transfer 1976 - 1980 records	N/A	OFFICES (5) N/A N/A	GRS-21-7a Supersected allthorities NCI-16-79-4 larb
<u>e Files</u> by consisting of ed prints, and rother ntained in the ry which are used to , or promote activities, ograms. Record slides are an uplicate; record photography are the oned print.	Disposition (1) Destroy when with- drawn from distri- bution. OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs. there- after, e.g., transfer 1976 - 1980 records	C (4)	(5) N/A	GRS-21-7a Superse dect Dittorities NCI-16-79-4
<u>e Files</u> by consisting of ed prints, and r other ntained in the ry which are used to , or promote activities, ograms. Record slides are an uplicate; record photography are the oned print.	Destroy when with- drawn from distri- bution. OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs. there- after, e.g., transfer 1976 - 1980 records	N/A	N/A	RRS-21-7a Superse dect Duttion tres NCI-16-79-4
<u>e Files</u> by consisting of ed prints, and r other ntained in the ry which are used to , or promote activities, ograms. Record slides are an uplicate; record photography are the oned print.	when with- drawn from distri- bution. OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs. there- after, e.g., transfer 1976 - 1980 records			1b GRS-21-7a Superseded Quittorities NCI-16-79-4
why consisting of ed prints, and r other ntained in the ry which are used to , or promote activities, ograms. Record slides are an uplicate; record photography are the oned print.	OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs. there- after, e.g., transfer 1976 - 1980 records	N/A	N/A	Superseded authorities NCI-16-79-4
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co color index cards number and caption. v by subject (USDA k guide.	in 1990. All ealier photo- graphy should be transfer- red to NARA imm- ediately. OGPA PERMANENT. Break file every 5 yrs. and offer to NARA 5 yrs.	N/A	N/A	GRS-21-7
i	ndex cards number and caption. by subject (USDA	<pre>graphy should be transfer- red to NARA imm- ediately. o color ndex cards number and caption. by subject (USDA guide.</pre>	graphy should be transfer- red to NARA imm- ediately. OGPA PERMANENT. N/A Break file every 5 yrs. and offer to NARA 5 yrs. there-	graphy should be transfer- red to NARA imm- ediately.o color ndex cards number and caption.by subject (USDA guide.guide.offer to NARA 5 yrs. there-

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	DESCRIPTION AND PILING INSTRUCTIONS	OPI & DISPOSITION	TO	OTHER. OFFICES	DISPOSITION AUTHORITY
	(2)	(3)	(4)	(5)	(4)
	 c. Color photography having limited administrative use or interest or not related to or needed to document substantive agency activities, operations, or responsibilities. FILE by subject and thereunder numerically. 	OGPA Destroy when no longer needed for admin- istrative use.	N/A	N/A	GRS-21-1
-2	<pre>Still Picture Files a. Still photographs maintained to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the original negative and a captioned print for each black and white image including photography bearing the following identifying designation: N, BN, DN, PN, CEN, ST, ARS, (C&F), BAI, A, C, BPI (G), ARS (M&A), (TC), (CI), and State file (SCS). FILE alphabetically in numerical sequence.</pre>	OGPA PERMANENT. Break individual files every 10 yrs. and offer to NARA 10 yrs. there- after, e.g. Transfer. 1970-1979 in 1989.	N/A	N/A	NC1-16-78- 29 27 a e
	 b. Still photographs having limited administrative use or interest such as line copy negatives made for publications, or not related to or necessary to document substantive agency activities, operations, or responsibilities including photo- graphy bearing the following identifying designations: ARS-Home Economics; TX; ARS-VIS; OFAR-Charts and maps; and PMA (Numerical) and similar photography that lacks significance or longterm value. FILE alphabetically in numerical sequence. 	OGPA Destroy when no longer needed for admin- istrative use.	N/A	N/A	NC1-16-78- 2 0 b

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE DISPOSITION PLAN

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ets and Film Strips fore slide sets and ps issued to teach better farm e practices and to disseminate tion about the programs of Transfer to NARA one copy of a et and a filmstrip, with the tack and script for productions d in both formats; or two of a slide set or filmstrip, dio track and script for each or those productions released one format.	OGPA PERMANENT. (See Note? Transfer to NARA upon release. Destroy when	N/A	N/A	N1-16-87-1 New authority
fore slide sets and ps issued to teach better farm practices and to disseminate ion about the programs of Transfer to NARA one copy of a et and a filmstrip, with the back and script for productions in both formats; or two of a slide set or filmstrip, dio track and script for each or those productions released one format.	PERMANENT. (See Note¢ Transfer to NARA upon release. Destroy when	N/A		new authority
et and a filmstrip, with the back and script for productions d in both formats; or two of a slide set or filmstrip, dio track and script for each or those productions released one format. bhabetically in numerical ce.	release. Destroy when	N/A	N/A	N1-16-87-1
ce.	when	N/A	N/A	N1-16-87-1
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material pertaining to agency ed film or Video recordings.	l yr. after		W// C	
subject in chronological ce.	pletion of training.			
	material pertaining to the gies used in converting and color images and photos to er medium. subject in chronological e. <u>d Film</u> <u>material pertaining to agency</u> d film or Video recordien gs. subject in chronological	phy Conversion and Storage material pertaining to the gies used in converting and color images and photos to er medium.OGPA Destroy when no longer needed for admin- istrative use.d Film material pertaining to agency d film or Video recordiengs.Destroy longer needed for admin- istrative use.d Film material pertaining to agency d film or Video recordiengs.Destroy longer needed for admin- istrative use.d Film material pertaining to agency d film or Video recordiengs.Destroy longer of	phy Conversion and Storage material pertaining to the gies used in converting and color images and photos to er medium.OGPA Destroy N/A needed for admin- istrative use.d Film material pertaining to agency d film or Video-recordiengs.N/A	bution. phy Conversion and Storage material pertaining to the gies used in converting and color images and photos to er medium. subject in chronological e. d Film material pertaining to agency d film or Video-recordings. subject in chronological e. bution. OGPA Destroy N/A N/A N/A N/A N/A N/A N/A N/A

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FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	OPI & DISPOSITION	TO FARC	OTHER OFFICES	DISPOSITION AUTHORITY
(1)	(2)	(3)	(4)	(<u>2</u>)	(6)
1490-1	Motion Picture Production Files Files contain material pertaining to the production of films, video tapes, including clearance signed by individuals for use of their narration, acting, and music rights; scripts; and a copy of each release giving full exhibition rights of the film to the television industry. FILE by production number.	OGPA/V&FD PERMANENT. Offer to NARA along with the motion picture product- ions to which they relate.	N/A	N/A	NC1-16-78-2 24
1490-2	Motion Picture Film or Video Tape Use to document, carry on, or promote substantive agency activities, procedures, and programs. In the case of Motion Picture Film: camera original, optical sound track, preprint elements, and a sound projection print. In case of video tape: master, edit master, and dub for:	OGPA/V&FD			
	a. Productions made for distribution. FILE by production number.	OGPA/V&FD PERMANENT. Offer to NARA when withdrawn from distri- bution or when 5 yrs. old.	N/A	N/A	NC1-16-7 & 2 26a
	b. Special subject productions for use within the Department. FILE by production number.	OGPA/V&FD PERMANENT. Offer to NARA when no longeo needed for admini- storative use or when 5 yrs. old.	N/A	N/A	NC1-16-78-2 26b

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(1)	(2)	(3)	(4)	(5)	(6)
	c. <u>TV Film Newsfeatures</u> Sound on film newsclips sent to commercial television stations from which a representative selection of 5 newsfeatures will be made annually by the Department. FILE by production number.	OGPA/R&TV PERMANENT. Offer 5 Tra yr. accu- mulations of selected items to NARA every 5 cm yrs, ba			NC1-16-78-2 26c
	 d. <u>TV Public Service Announcements</u> 10 to 60 second spot announcements on agricultural subjects which have a general public interest focus from which a representative selection of 5 announcements will be made annually by the Department. FILE by production number. 	OGPA/V&FD PERMANENT. Offer 5 yr. accu- mulations of selected items to NARA every 5 yrs.	N/A	N/A	NC1-16-78-2e 26d
	e. Additional duplicate prints or video dubs identified in 1490-2a, b, and those items not selected under 1490-2c and d. FILE by production number.	OGPA Destroy or erase when no longer needed for admien- istrative use.	N/A	N/A	NC1-16-78-2 26e
	 f. Other films or video tapes having limited administrative use or interest such as productions whose subject matter is transitory or not related to or needed to document substantive agency activities, operations, or responsibilities. FILE by production number. 	OGPA/V&FD Destroy or erase when no longer needed for admin- istrative use.	N/A	N/A	NC1-16-78-2 26f
					FORM IND_18 (4/82)

* per agreement of Cherie Cozin, USDA Jeanne Jung, NARA 5-4-88

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ASSISTAN ACRETARY FOR ADMINISTRATION FILE DISPOSITION PLAN

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(1)	(2)	(3)	(4)	(ā)			
	g. <u>Stock Motion Picture Film or Video</u> <u>Tapes</u> Unedited footage productions produced for use in USDA consisting of original negatives, work prints, and video masters. FILE by can and roll number.	OGPA/V&FD Offer to NARA Stock Film Library (NNVS) for evaluat- ion. Accepted footage is main- tained pending archival appraisalo rejected footage is destroyed or erased.	(4) N/A	N/A	GRS-21-27		
490-3	<u>Video Recordings</u> a. Used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the original recording or the earliest generation of the recording. Included are productions in the following series "A Better Wayd; "Across the Fence"; and "Down to Earth" as well as other video programs. The Department annually will make a representative selection of 5 video productions. FILE chronologically by title.	OGPA/R&TV PERMANENTo Offer yearly accumula- tions of product- ions to NARA on an annual basis.	N/A	N/A	NC1-16-78-2 29a		

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DW/OSITION PLAN

DIPOSITION RECORD OFFICE CLASS-DESCRIPTION AND FILING INSTRUCTIONS OPIIE DISPOSITION OTHER OFFICES DISPOSITION TO PARC (1) (5) () 12 (4) (6) **OGPA** b. Video recordings not selected N/A Destroy N/A NC1-16-78-2 under a. and other recording having 29Ь limited administrative use or interest or erase or recordings not related to and reuse substantive agency activities, when no operations, or responsibilities. longer needed FILE chronologically by title. for administrative use. NOTE: IF THE ITEMS IN CATEGORIES 1440-1490 DOCUMENTS THE MISSION OF HE AGENCY, CONTACT IMD FOR DISPOSITION

FORM IMD-18 (6/82)

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ASSIST SECRETARY FOR ADMINISTRATION FILL/DISPOSITION PLAN

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CLASSI-		RIGON OFFICE				
FICATION: NUMBER	description and pilling instructions		TO PARE	OTHER OPPICES		
(1)	(2	(3)	-(4	(5)	(0)	
700-3-1	Hicrofiche Inden	016				
	Index cards used as references to investigation and audit case files and related correspondence. These cards show case numbers, names, and other pertinent information helpful in identifying and locating records.	Destroy when S/O.	N/A	N/A [,]	GRS-25-5	
	FILE alphabetically by name.					
1710	Investigations Use for material pertaining to internal and external investigations of known or alleged irregularities and violations of laws and regulations relating to Departmental program or personnel. Files consist of the official record copy of the investigation report, correspondence, notes and attachments (signed statements, copies of invoices, etc.) and work papers (including computer printouts).	OIG			NC1-16-84-1	
	NOTE: ALL OFFICES: 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.					
	a. Headquarters significant case files which 1) gain national attention because of considerable Secretarial, Congressional or public interest, and 2) are deemed to be significant for investigative or litigation procedures.	PERMANENT. Offer to NARA 10 yrs. after case is closed.	6 mos. afte the case is clos ed.		N1-16-87-1 Supposeduk Cuithority: NCI-16-79-1 #1 a	
	b Headquarters and Regions - all other files.	Destroy 10 yrs.	6 mos.	-See-Note	GRS-25-3b	
•	FILE alphabetically by headquarters and regional designations and then by case numbers.	after <u>case</u> is closed.	afte the case is			
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FORM IMD-18 (6/82)

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NUNSRE	DESCRIPTION AND FILING INSTRUCTIONS	OPI & DISPOSITION	TO PARC	OTHER OFFICES	DISPOSITION
(1)		(3)	(4)	(5	(6)
1710-1	Miscellaneous Complaint Files	-016	-		NC1-16-79-1
	Use for correspondence, memoranda and related material which are of an investigative nature but not pertaining to specific investigation case files. An example of such material would be a letter from an individual that would be so vague in nature that an investigation is not warranted; material received from other offices for information purposes only in which there are no investigations case files; and requests for investigation from agencies that would be handled administratively by the requesting agency. FILE alphabetically by headquarters and regional designations and then	Head- quarters and Regions. Destroy when 5 yrs. old.	N/A	N/A	2 GRS-25-3a
1720	Audits Files consisting of the official record copy of the audit report and related work papers (including computer printouts), correspondence, memoranda and exhibits. These records pertain to the review and appraisal of the Department's programs and management operating procedures, plans and policies, and also to Department-related activities with external enterprises such as associations, corporations, etc. NOTE: ALL OFFICES: 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.	OIG,OB&PA			
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	DESCRIPTION AND FILING INSTRUCTIONS		TO PARC	OTHER OFFICES	ANTIN RITY	
(1)		(2)	- (4-	- (\$	(6)	
	a. Headquarters significant case	PERMANENT.	6	See Note	GRS-25-4	
1	files which 1) gain national attention	Offer to	mos			
	because of considerable Secretarial.	NARA 8	after		_	
	Congressional or public interest, and	yrs.	the			
	2) are deemed to be significant for	after the	case		·	
	investigative or litigation	case is	is_		_	
	procedures.	closed.	clos-			
		<u> </u>	ed.		·	
X	★ Headquarters and Regions - all Actempt files.	Destroy when 8	N/A	See-Note	GRS-25-4 Supersedel Cutherity	
		yrs. old.			authority	
	FILE alphabetically by headquarters and regional designations and then by case numbers.				NCI-16-79 # 3a	
	* per agreement w/ Cherie Coz Significant case files not Geanne Young, NARA 5.5-88	produced.				
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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN-

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CLASH-		RECORD OF FICE				
FICATION	DESCRIPTION AND FILING INSTRUCTIONS	OPI & DISPOSITION	TO	OTHER Offices	DISPOSITION AUTHORITY	
(1)	(2)	(3)	(4)	(5)	(6)	
2000	BUDGET DEVELOPMENT, PRESENTATION AND EXECUTION 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.	OB & PA Destroy 3 yrs. after close of FY covered by budget.	N/A	Destroy 3 yrs. after close of FY covered by budget.	N1-16-87-1 Supposed od Outhorities: NCI-16-77-2 1=3,10,14	
2000-1	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	
2000-1-1 2000-2	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.	NC1-16-84-1	
2000-2	Reports 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.	NC-1-16-84-1	
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ASSISTATE SECRETARY FOR ADMINISTRATION FILE DISPOSITION PLAN

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FICATION	DESCRIPTION AND FILING INSTRUCTIONS	OPIC DISPOSITION	TO FARC	OTHER OPFICES	DISPOSITION AUTHORITY
())	(2)	(3)	(4)	(5)	
	Figure Control Use for memoranda, reports, and other records documenting assignments, progress and complete on of projects. FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the <u>vr.</u> in whichnche project is closed.	N/A	Destroy when no longer needed.	GRS-16-7
010	Budget Planning Use for material pertaining to budget planningo NOTE: Working papers and background material are to be destroyed 1 yr. after close of FY covered by the budget. (GRS-5-40 FILE by agencyo	OB&PA Destroy 10 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	N1-16-87-1 Suporsedu authorit NCI-16-79- #26
020	Budget Development 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.	OB&PA PERMANENT. Break files annually. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. oldo	When 3 yrs. old.	Destroy l yr. after close of FY covered by budget.	N1-16-87-1 Scypersecto authorite NCI-16-77 #9

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USDA/OIRM-IND ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DEPLAN **

, i		DISPOSITION					
CLASSI- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	RECORD OF		OTHER	DISPOSITION		
		DISPOSITION	FARC	OTHER OFFICES	AUTHORITY		
(1)	(2)	(3)	(4)	(5)	(6)		
2030	Budget Presentation Use for copies of the budget (original or revised) submitted to Congress for approval. FILE in chronological sequence.				NC1-16-84-1		
	The first onorogical sequence.						
	a. One record copy of the budget submitted to Congress for approval.	PERMANENT. Transfer to NARA in 5 yr. blocks when most recent records are 20 yrs. old.	When 3 yrs. old.	N/A	N1-16-87-1 Supersoded authorities NCI-16-77-2 # 9 NCI-16-84-1 # 2030		
	b. All other copies.	Destroy when no longer needed for reference.	N/A	Destroy when no longer needed for reference.	N1-16-87-1 Supposedia Quilthorities NCI-16-77-2 # 9		
2040	Budget Execution Use for material pertaining to approved budget implementation and maintenance of financial controls over appropriated funds. Include apportionments, allocations, allotments and workplans, obligations and outlays, ceilings, requirements, reimbursements, and nonappropriated funds. NOTE: Include here financial data	OB&PA Destroy 10 yrs. after close of FY covered by budget.	N/A	Destroy 10 yrs. after close of FY covered by budget.	NCI-16-84-1 # 2030 NI-16-87-1 SCY2152CLed Curthoritics NCI-16-97-2 #15 NCI-16-94-1 # 2040		
	only if it is directly budget supportive. Use 2100 for regular accounting documentation.						
	FILE by agency.						
		l			FORM IMD-18 (6/82)		

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ASSISTANCE CRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

		DISPOSITION						
CLASH_	. 1	RECORD OF	FICE					
	DESCRIPTION AND FILING INSTRUCTIONS	OPI & DISPOSITION	TO Parc	OTHER O FFICES	DISP OSI TION AU THORITY			
(1)	(2)	(3)	(4)	(5)	(6)			
2100	FINANCIAL MANAGEMENT/ACCOUNTING	OFM, OB&PA-						
	Use for material pertaining to overall financial management and accounting activities not specifically described in the following categories.	Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	NC1-16-84-1 NC1-16-77-2 2 & 17			
	FILE by subject in chronological sequence.							
2100-1	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.	OFM,OB&PA Destroy when no longer needed.	N/A	Destroy after the directive is issued or imme-~ diately when it is known	GRS-16-1d Supersected authmity: NG-16-77-2 ≠1			
	FILE by origin, series number or in chronological sequence.		N 26	that no action will be taken.	NC1-16-84-1-			
\$100-1-1	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 dimectime system. Includes comments and other material on proposed and existing instructions.	Destroy when S/O.	N/A	Destroy when S/O.	<u>NG1-10-04-1</u> -			
	FILE by origin, series number or in chronological sequence.							
2100e2	Financial Priorities Use for material pertaining to the status or activities of all financial priorities.	OFM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1			
	FILE by agency in chronological sequence.							
	1	1			FORM IMD-18 (6/82)			

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CLASS-	DESCRIPTION AND FILING INSTRUCTIONS	RECORD OF					
ICATION NUMBER		OPI & DISPOSITION	TO Parc	OTHER OFFICES	DISPOSI TION AUTHORITY		
(1)	(2)	(3)	(4)	(5)	(6)		
100-3	Internal Controls	OFM					
2100-3	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.	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1		
2100-4	FILE by agency in chronological sequence. <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. FILE by agency in chronological	OFM Destroy when 3 yrs. old.	NA	Destroy when 1 yr.old.	NC1-16-84-1		
	sequence		_				
2100-5	Reports Use for financial management/accounting reports. FILE by agency and subject.	OB&PA Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	N1-16-87-1 Supersedia Cultonriti NCI-16-97-2, NCI-16-84-1 # 21		
2100-6	Project Control Use for memoranda, reports, and other records documenting assignments, progress and completion of projects.	OFM Destroy l yr. after the yr.	N/A	Destroy when no longer needed.	GRS-16-7		
	FILE alphabetically by title of	In which					
	project.	the	+-+				
		project is			+		
		closed.	4				
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CLASSI-		RECORD OF		SPOSITION	
	DESCRIPTION AND FILING INSTRUCTIONS	OPI & DISPOSITION	TO Parc	OTHER OFFICES	DISPOSITION AUTHORITY
(1)	(2)	(3)	(4)	(5)	(6)
	Accounting Systems 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. FILE by agency in chronological	OFM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1
2110-1	sequence. <u>Financial Systems</u> Use for material which documents USBA wide accounting and reporting systems, e.g., an Accounting Systems Library. FILE by agency in chronological	OFM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1
2120	sequence. <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	OFM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1
2130	Debt Management 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.	OFM,OB&PA Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. olde	N1-16-87-1 Supersedoct authorities: NCI-16-77-2 1=2 NCI-16-84-1 #2130
					FORM IND-18 (6/87)

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DIVOSITION PLAN

,	T	DISPOSITION					
CLASS-	DESCRIPTION AND FILING INSTRUCTIONS	RECORD OFFICE					
FICATION		OPI & DISPOSITION	TO PARC	OTHER Offices	DISPOSITION AUTHORITY		
(1)	(2)	(3)	(4)	(5)	(6)		
-2140	Liabilities	-PDS					
	Use for material pertaining to liabilities. FILE by agency in chronological sequence.	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NC1-16-84-1		
2150	Revenues	PUS, OB&PA					
	Use for material pertaining to revenues.	Destroy when 3 yrs. old.	NXA	Destroy When 1 yr. old.	NC1-16-84-1		
	sequence.						
2160	<u>Cost Distribution</u> Use for material pertaining to the proration of Departmental centralized expenses distributed to the agencies. FILE by agency and subject.	OFM,PDS, OB&PA Destroy 5 yrs. after close of	N/A	Destroy 5 yrs. after close of	N1-16-87-1 SUPPORSE 10/L QUITAURITIES: NC1-16-77-2		
2160.1		FY covered by budget.		FY covered by budget.	#2 NCI-16-84-1 pt 2160		
2160-1	Working Capital Fund Use for material of a general nature	OFM Destroy	N/A	Destroy	NC1-16-84-1		
	which pertains to WCF.	3 yrs. after		3 yrs. after			
	FILE by agency and subject.	close of FY		close of FY			
		covered by budget∙		covered by budget.			
2160-2	Planning, Development, and Approval Use for material pertaining to Working Capital Fund budget preparation, planning, and final approved budgets.	OFM Destroy 5 yrs. after close of	N/A	Destroy 5 yrs. after close of	NC1-16-84-1		
•	FILE by agency and subject.	FY covered by budget.		FY covered by budget.			

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FORM IMD-18 (6/82)

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ASSISTA DECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSI-		RECORD OF	PICE			
PICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	O PILL DISPOSITION	TO FARC	OTHER OFFICES	DISPOSITION AUTHORITY	
(1)	(2)	(3)	(4)	(5)	(6)	
2160-3	Financial Reviews Use for material pertaining to WCF fund reviews, summary reviews and individual cost centers reviews of a financial nature. FILE by agency and subject.	OFM,OB&PA Destroy 5 yrs. after close of FY covered budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	N1-16-87-1 Supposed autorita NCI-6-77-2 #2 ~15 NCI-16-84-1 #2160-	
0100 4		000				
2160-4	Management Council Cost Distributions 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.	PDS Destroy 5 yrs. after close of FY covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	NC1-16-84-	
2160-5	Working Capital Fund Cost Distributions 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.	OFM Destroy 5 yrs. after close of FY covered by budget	N/A	Destroy 5 yrs. after close of FY covered budget.	NC1-16-84-	
2160-6	Department Centralized Reimbursable Program Cost Distributions 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.	PDS Destroy 5 yrs. after close of FY covered by budget.	N A	Destroy 5 Yrs. after close of FY covered budget.	NC1-16-84-	
	-FILE by agency and subject.					

	CLASSI- FICATION DESCRIPTION AND FILING INSTRUCTIONS OF A TO OTHER NUMBER DESCRIPTION AND FILING INSTRUCTIONS OF A TO OTHER	CLASSI- FICATION DESCRIPTION AND FILING INSTRUCTIONS OF A TO DEPOSITION FAR
1	DESCRIPTION AND FILING INSTRUCTIONS DBPOSITION PARC OFFICES	DESCRIPTION AND FILING INSTRUCTIONS DISPOSITION FARC OFFICES
DESCRIPTION AND FILING INSTRUCTIONS OPIG OFFICES		
		(Å) (Å) (Å)
Grants (2) (2) (2) (2) (2) (2) (2) (2) (2) (2)		
transfer material pertaining to the sist recipients to accomplish a public purpose authorized by statute, including all formula, project or agreements, and cooperative agreements, and coust sharing arrange- ments not specifically described in FILE by agency. FILE by agency. FILE for material pertaining to indexeS. <u>Fugistars</u> , logs or other resords relating to <u>control of</u> signing numbers of identifying projects, applications and grants. FILE by agency. FILE by agency.	Grants OBBPA Uransfer of money or property to assist recipionets to accomplish a public, purpose authorized by statute, including all formula, project or agreements, and cooperitie agreements, and cooperitie agreements, and cooperitie agreements, and cooperitie indexes, full by agency. N/A FILE by agency. File following categories. Dextroy indexes, restrating to indexes, applications and grants. Dextroy when S/O. FILE by agency. Of admitiving for other indexes, applications and grants. Dextroy when S/O. N/A	Use Tor Destroy N/A N/A Use Tor matter of money or property to assist meriphists to accompilish a public purpose authorized by statute, its Syrs. N/A N/A public propse authorized by statute, other grants and coordinate by statute the following categories. Closed. Syrs. FILE by agency. Closed. Closed. N/A N/A Itsac for material pertaining to incords relating to other records relating to Goltren- aff assigning numbers of identifying projects, applications and grants. OBM N/A N/A FILE by agency Closed. Destroy N/A N/A Control-aff OBM N/A N/A Itsac for material pertaining to incords relating to Control-aff OBM N/A N/A Control-aff OBM Destroy N/A N/A Control-aff OBM N/A N/A Control-aff OBM N/A N/A Control-aff OBM N/A N/A Control-aff OBM OBM N/A Control-aff OBM N/A N/A Control-aff OBM OBM N/A Control-aff OBM N/A N/A
Grants (3) (3) (3) (3) (3) (3) (3) (3) (3) (3)		

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ASSISTATION SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

	1	DISPOSITION						
CLASS-		RECORD OF						
	DESCRIPTION AND FILING INSTRUCTIONS	OPILE DISPOSITION	TO PARC	OTHER OFFICES	DISPOSITION AUTHORITY			
(1)	(2)	(3)	(4)	(9	(6)			
2500-3	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 l yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7			
2510	Claims Against the U.S. Use for material pertaining to claims submitted by claimants against the U.S. FILE by agency, subject, and claimant.	PDS Dispose of 1 yr. after final dispos- ition of case.	₩ ∠A	Dispose of 1 yr. after final dispos- ition of case.	NC1-16-84-1			
2520	Debt Claims Use for material pertaining to claims by the United States. FILE by agency, subject, and claimant.	PDS, OB&PA Destroy 6 yrs. and 3 mos. after period covered by account.	N/A	Destroy 6 yrs. and 3 mos. after period covered by account.	GRS-6-1a SUMISECICI QUICHORITY NCI-16-77-2 #13 NCI-16-84-1 #2520			
2530	Dual Compensation Debts Use for material pertaining to dual compensation. FILE by subject.	PDS Dispose of 1 yr. after final dispos- ition of case.	N/A	Dispose of 1 yr. after final dispos- ition of case.	NC1-16-84-1			

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		DISPOSITION					
		RECORDOR					
MASS	INSTRUCTIONS:	OPI & DISPOSITION+	TO PARC	OTH en	DISIGNTION AUTHORITY		
(1)	(2)	(3)	(4)	(5)	(6)		
3200-2	Reports	·					
	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.	Destroy when no longer needed for reference.	N/A	N/A	NC1-16-84-1		
3200-3	FILE by subject in chronological sequence. Project Control Use for memoranda, reports and other	Destroy	N/A	Destroy	GRS-16-7		
	records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by	1 yr. after the yr. in which	17.4	when no longer needed.	GK3-10-7		
	title or project.	the project is closed.			- i		
3210	Design and Development Use for material of a general nature related to applications design and development.	OIRM Destroy when 3 yrs. old	N/A	Destroy when S/O.	NC1-16-84-1 NC1-16-77-2 28		
	FILE by system name.	······					
3210-1	Information Requirements Studies 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.	OIRM Dispose of when no longer needed.	N/A	Dispose of when no longer needed.	N1-16-87-1 Scipense de Cl QULANITY : NCI-1697-2		
	FILE by agency and project name.						
					FORM IMD_18 (6/1		

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ASSIST SECRETARY FOR ADMINISTRATION FICE DISPOSITION PLAN

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CLASSI-	DESCRIPTION AND FILING INSTRUCTIONS	RECORD OF						
MAIDER		OPI & DISPOSITION	TO Parc	OTHER OFFICES	DISPOSITION AUTHORITY			
(1)	(2)	(3)	(4)	(5)	(6)			
2210-2	System Implementation Files							
	Use for material pertaining to design,	Dispose	N/A	Dispose	NC1-16-84-4			
	development, and operation of an	of when		when	l			
	application system including system	no longer needed.		no	1			
	instructions, user guides and manuals, input, output, and report	needed.		longer needed.				
	specifications, standard operating							
	procedures, block diagrams, flow							
	charts, coding instructions, test							
	plans, reference to or copies							
	applicable software and reference							
	materials, job instructions, and							
	similar or related files.							
l								
	FILE by agency and project name.							
210-3	ADP Test Files	OIRM						
10-5	Use for material pertaining to the	Dispose	N/A	Dispose	GRS-20, Par			
	testing of ADP equipment and/or data	of when	$\mathcal{N}^{\prime\prime\prime}$	of when	II, 2			
	processing methods and procedures and	no longer	$ \cdot \rangle$	no longer				
	to the trial application of existing	needed.	1	needed.				
	or proposed data processing systems.							
	Included are requests for tests,							
	approvals or disapprovals, test							
	reports, and communications relating to the test.							
	to the test.		1					
	FILE by system name.							
		OIRM						
	Resource Acquisition Use for material pertaining to	Destroy	N/A	Destroy	N1-16-87-1			
	planning and preparing for initial	after 10	174	after				
	acquisition (including selection,	yrs.		5 yrs.	Superseal			
	evaluation, procurement, and in-	3130		or	superseder authoritie			
1	stallation)a of ADPE, office automation			discon-	NC1-16-71-2			
	equipment, multiple equipment when			tinuance,				
	part of a system, auxiliary equipment,			which-	1728			
	and attachments for existing			ever is	NCI-16-84-			
	equipment; and ADP software and			first.				
	services. Includes application				1			
	studies, system specifications and							
	reports of their review, manufac-			,				
	turer's proposals and evaluation thereof, documents relating to							
	thereof, documents relating to				Į			
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					FORM IMD_18 (6/8			

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ASSISTANT BETARY FOR ADMINISTRATION FILE BOSITION PLAN

		TRECOR OFFICE					
CLASS - FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	OPI & DIS POSITION	TO	OTHER OFRIGS	DISPOSITION		
())		(3	- (4)	(5)			
4000-1	Policy and Procedure	OP: March	æ.,	And a state of the	· · · · · ·		
	a. Record copy of policy and procedure which is published in the DPM.	Destroy when no longer needed.	N/A	Destroy when S/O.	GRS-16-1c		
	 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. 	Destroy when no longer needed.	N/A	Destroy after the directive is issued or immee diately when it is known that no action will be taken.	GRS-16-1d		
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. FILE by origin, series number or	Destroy when S/O.	NTA	Destroy when S/O.	NC1-16-84-1		
<u> </u>	in chronological sequence.	_					
4000-2	Reports Use for statistical reports relating to USDA personnel programs and functions and manpower management and evaluation. FILE by agency and subject report.	OP Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-1-16 Supersector authority NCI-16-97-5 1=661*		
4000-3	Project Control	OP	+		_		
	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 project	N/A	Destroy when no longer needed.	GRS-16-7		
		is closed.					
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130-2	Service and Sick Leave Awards Use for material including correspondence, memoranda, reports, computations of service and sick leave, and list of awardees.	OP Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-1-12b
	FILE in OPF.				
¥130-3	Departmental Awards Department level awards or higher (Secretary's Awards, Presidential, etc.)	OP			
	a. Paper copies	Destroy after micro- filming.	N/A	N/A	N1-16-87-1 d NCI-16-78-2,# NCI-16-78-2,#
	b. Microfilmed copies	Destroy when no longer needed.	N/A	N/A	N1-16-87-1 SUMSEQUE CULDWINY NCI-16-84- #4130-3
130-4	External Awards External awards and nominations from	OP Destroy	N/A	Destroy	GRS-1-12a
	or to other government agencies or private organizations.	when 2 yrs. old.		when 2 yrs. old.	(2)
	FILE in OPF.				

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	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
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5060	Departmental Blanket Purchase Arrangements 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.	PD-00 Destroy when S/O.	N/A	N/A	N1-16-87-1 Supposeded authorities NCI-16-77-2 Ft;4 NCI-16-84-1 #5060
	FILE by vendor's names.				
5070	Consulting Services Use for material pertaining to the lists and costs of persons who are members of a particular profession or possess a special skild and who are not officers or employees of the contractor.	PD-00 Destroy when S/O.	- N/A -	N/A	NC1-16-84-1
5080	FILE in chronological sequence. Disputes Use for material pertaining to disputes arising relating to the contractor. \cdot Included is a copy of contractors claims to the Procurement Contracting Officer and a copy of the Contracting Officer's decision.	PD-00 Destroy when S/0.	N/A	N/A	NC1-16-84-1
5090	FILE in chronological sequence. <u>Socioeconomic Procurement</u> Use for material pertaining to lists of individual(s) and or firms that are both socially and economically disadvantaged.	PD-00g OAE Destroy when S/O.	N∕A	N/A	NC1-16-84-1
	FILE by program title.				
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