

# NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-016-77-06

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/22/2021

## **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These items, unless subsequently superseded, may be used by the agency to disposition records.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 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## **SUPERSEDED AND OBSOLETE ITEMS**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 They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling.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Item 82 is superseded by nc1-016-81-01, item 1.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

NCD

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 Operations

3. MINOR SUBDIVISION

Office of the Secretary

4. NAME OF PERSON WITH WHOM TO CONFER

Cherie Cozins

5. TEL. EXT.

447-9215

LEAVE BLANK

JOB NO.

NC1 16 77 6

DATE RECEIVED

16 AUG 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

9-30-77  
Date

James B. Choad  
Archivist of the United States

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 34 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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	
8-10-77 12/10/77	Arden B. Pepper, cc	Revision & Chief Records and Distribution Unit	
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 all previously approved records schedules for the Office of Plant and Operations now referred to as OFFICE OF OPERATIONS. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Temporary records covered by the Revised General Records Schedule are disposable without further authorization, however, there are items listed in this schedule that are in the REVISED SCHEDULE (they are referred to) and are listed since this is the first schedule ever prepared for OFFICE OF OPERATIONS.</p>		

Dest 10/4/77 - NCU, Agency. NNR, NMR  
NNB

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The following items (1-9) are files relative to all offices within the Office of Operations.</p> <p><u>GENERAL RECORDS</u></p> <p>1. Staff Working Papers. Unless otherwise specified in this schedule, reference documents compiled and used by the Staff, as aids in completing such records as reports, cases, or studies.</p> <p>DESTROY when 5 years old or upon completion of reports, case, or studies, whichever is sooner.</p> <p>2. Subject Files. Includes all subject files not otherwise specified in this schedule. Contains copies of correspondence, reports, articles, other documents and printed material used for reference.</p> <p>DESTROY when 7 years old or when no longer needed, whichever is sooner.</p> <p><u>TRAINING RECORDS</u></p> <p>3. 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.</p> <p>DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.</p> <p>4. 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.</p> <p>DESTROY when superseded or obsolete.</p>	<p>GRS 1, 30 c</p> <p>GRS 1, 30 d</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p><u>ADMINISTRATION</u></p> <p>Objectives and Policy Documents. Material relating to overall program direction.</p> <p>a. Regulations - copies of comments and other material on proposed and existing regulations other than 00 originated.</p> <p>DESTROY when 5 years old.</p> <p>b. Decisions - copies of comments and other material on GAO, OMB, OGC and other formal decisions.</p> <p>DESTROY when 5 years old.</p> <p>c. Orders - Copies of comments and other material on existing or proposed executive orders of the President.</p> <p>DESTROY when 5 years old.</p>		
6.	<p><u>ORGANIZATION AND AUTHORITIES DOCUMENTS</u></p> <p>Organization. Material on administrative or executive structure of programs</p> <p><i>Alphabetical by organization name.</i></p> <p>a. PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. ALL OTHERS. Destroy when superseded or obsolete.</p>	<p>II NNA- 1254(1)</p>	<p><i>1/2 cu. ft./yr.</i></p>
7.	<p>Delegations of Authority. Material on delegations of authority and responsibilities of top agency and department personnel.</p> <p><i>Alphabetical by organization name.</i></p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>	<p>II NNA- 1254(1)</p>	<p><i>1"/yr.</i></p>

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7 cont	ALL OTHERS. DESTROY when superseded or obsolete.  <u>MANAGEMENT IMPROVEMENT REPORTS</u>		
8.	Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.  DESTROY when 10 years old.  <u>COMMITTEE AND CONFERENCE RECORDS</u>	GRS 16, 5	
9.	<p>a. Records relating to establishment, organization, membership and policy.</p> <p>(1) Interagency, advisory or international committees. <i>Alphabetical by Committee name.</i> PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>(2) Internal Committees  DESTROY 2 years after termination of committee.</p> <p>b. Records created by Committees.</p> <p>(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.</p> <p>(a) Records of the Sponsor or Secretariat. <i>Alphabetical by Committee name.</i> PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>(b) All other copies.</p> <p>DESTROY when 3 years old or when no longer needed for reference.</p>	<p>GRS 16, 12a(1)</p> <p>GRS 16 12a(2)</p> <p>GRS 16, 12b(1) (a)</p> <p>GRS 16, 12(b)(1) (b)</p>	<p><i>1 cu. ft./yr.</i></p> <p><i>1/2 cu. ft./yr.</i></p>

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9. cont.	(2) All other committee records.  DESTROY when 3 years old or when no longer needed for reference.	GRS 16, 12 (2)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>PROCUREMENT DIVISION</u></p> <p><u>UNIQUE PROCUREMENT FILES</u></p>		
11.	<p>Procurement files documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurement programs.</p> <p>Maintain files for 1 year after completion of contract. Transfer to FARC. DESTROY 6 years after completion of contract.</p> <p><u>ROUTINE PROCUREMENT FILES</u></p>	GRS 3, 1	
12.	<p>Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection and payment.</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000, dated subsequent to 7/26/74.</p> <p>DESTROY 6 years and 3 months after final payment. (Place in inactive file on final payment, transfer fiscal year block to FARC after 2 years.</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000 dated subsequent to 7/25/74; and transactions of \$2,500 or less dated prior to 7/26/1974.</p> <p>DESTROY 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith.</p>	GRS 3, 4 a (1)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
12 cont.	(3) Transactions of more than \$2,500 dated prior to 7/1/74.  DESTROY 6 years after final payment.  b. Obligation Copy.  DESTROY when funds are obligated.  <u>GENERAL CORRESPONDENCE FILES</u>	GRS 3 4 a (3)   GRS 3, 4 b	
13.	Correspondence files of operating procurement units concerning internal operation and administration matters.  DESTROY when 2 years old.	GRS 3, 3 <i>INNA</i> 1254(1)	
14.	<u>BID FILES</u>  a. Successful or unsuccessful bids.  (1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000 dated subsequent to 7/26/74.  DESTROY 6 years and 3 months after final payment (Place in inactive file on final payment, transfer fiscal year block to FARC after 2 years.  (2) Transactions of \$10,000 or less and construction under \$2,000 dated subsequent to 7/25/1974; and transactions of \$2,500 or less dated prior to 7/26/74.  DESTROY 3 years after final payment. (Close file at the end of the fiscal year, retain 3 years and destroy, except that files on which actions are pending shall be brought forward to the next fiscal year's files for destruction therewith).	GRS 3 4 a (1)        GRS 3, 4a(2)	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
14. cont.	(3) Transactions of more than \$2,500 dated prior to 7/26/1974.  DESTROY 6 years after final payment. <i>b. Obligation copy: Destroy when funds are obligated.</i> <u>SPACE AND PROPERTY DIVISION</u>	GRS 3, 4 a (3)	
15.	Computerized Print-Outs. Lists the numeric description code (NDC), item description, vendor, property number, serial number, acquisition cost and date, document number, State, City, Division and Agency.  a. Master Property Print-out. b. Working Capital fund Print-out. c. Appropriated funds Print-out. d. Station Listing Print-out.  Above listed print-outs provide accountability of the various items of personal property acquired by OO and serviced agencies including the field.  DISPOSE when updated which occurs every 4 months.		
16.	Excess Personal Property Reports.  DESTROY when 3 years old.	GRS 4, 5	
17.	<u>MOTOR VEHICLE OPERATING AND MAINTENANCE FILES</u>  a. Operating records including those relating to gas and oil consumption, dispatching and scheduling.  DESTROY when 3 months old.  b. Maintenance records, including those relating to service and repair.  DESTROY when 1 year old.	GRS 10, 2 a          GRS 10, 2 b	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
18.	<p><u>MOTOR VEHICLE RELEASE FILES</u></p> <p>Records relating to transfer, sale, donation or exchange of vehicles.</p> <p>DESTROY 4 years after vehicle leaves agency custody.</p>	GRS 10, 6	
19.	<p><u>MOTOR VEHICLE REPORT FILES</u></p> <p>Reports on motor vehicles (other than accident, operating and maintenance reports).</p> <p>DESTROY 3 years after date of report.</p> <p><u>SPACE UTILIZATION BRANCH</u></p>	GRS 10, 4	
20.	<p>Space and Maintenance General Correspondence Files.</p> <p>Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.</p> <p>DESTROY when 2 years old.</p>	GRS 11, 1	
21.	<p>Agency Space Files.</p> <p>Records relating to the allocation, utilization, and release of space under agency control, and related reports to GSA.</p> <p>a. Correspondence with and reports to staff agencies relating to agency space holdings and requirements.</p> <p>(1) Agency records to GSA regarding space occupied in "Metropolitan Washington" and "Outside the "District of Columbia", and related papers. DESTROY WHEN 2 YEARS OLD.</p>	GRS 11, 2 b(1)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22.	<p><u>Telephone Summaries</u></p> <p>Summaries of long distance telephone report used to indicate authorized use of telephone service as well as to audit expense vouchers.</p> <p>DESTROY after the close of the fiscal year in which audited.</p>	GRS 12 4	
23.	<p>Communication Correspondence, Reports, and Reference Files.</p> <p>a. Correspondence and related records pertaining to internal administration and operation.</p> <p>DESTROY when 2 years old.</p> <p>b. Telecommunications general files including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.</p> <p>DESTROY when 3 years old.</p> <p>c. Telecommunications statistical reports including cost and volume data.</p> <p>DESTROY when 1 year old.</p> <p>d. Telecommunications reference voucher files.</p> <p>(1) Reference copies of vouchers, bills, invoices, and related records.</p> <p>DESTROY when 1 fiscal year old.</p> <p>(2) Records relating to installation, change, removal, and servicing of equipment.</p> <p>DESTROY 1 year after audit or when 3 years old, whichever is sooner</p>	<p>GRS 12, 2 a</p> <p>GRS 12, 2 b</p> <p>GRS 12, 2 c</p> <p>GRS 12, 2 d 1</p> <p>GRS 12, 2 d 2</p>	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
25.	<p><u>CREDENTIAL FILES</u></p> <p>Identification credentials and related papers.</p> <p>(a) Identification credentials including cards, badges, parking permits, photographs, agency permits to operate motor vehicles, and property, dining room and visitors passes, and <u>other identification credentials.</u></p> <p>DESTROY credentials 3 months after return to issuing office.</p> <p><u>MAIL SERVICES BRANCH</u></p>	GRS 11, 4 a	
26.	<p>Messenger Service Files</p> <p>Daily logs, assignment records and instructions, dispatch records, delivery receipts, route schedules, and related records.</p> <p>DESTROY when 2 months old.</p> <p><u>POSTAL RECORDS</u></p>	GRS 12, 1	
27.	<p>Post office forms and supporting papers, exclusive of records held by the U.S. Postal Service.</p> <p>a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.</p> <p>DESTROY when 1 year old.</p> <p>b. Application for postal registration and certificates of declared value of matter subject to postal surcharge.</p> <p>DESTROY when 1 year old.</p>	GRS 12, 5 a  GRS 12, 5b SC 8-19-77	



**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
29.	<p><u>PENALTY MAIL REPORT FILES</u></p> <p>Official penalty mail reports and all related papers.</p> <p>DESTROY when 6 years old.</p>	GRS 12, 7	
30.	<p><u>POSTAL IRREGULARITIES FILE</u></p> <p>Memoranda, correspondence, reports and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps or money orders, or loss or destruction of mail.</p> <p>DESTROY 3 years after completion of investigation.</p> <p><u>SECRETARY RECORDS</u></p> <p>The following records (items 31, 35 and 37) for the immediate Office of the Secretary have a unique disposition in so far as they are offered directly to NARS on a yearly basis as the 5 year rotation is accomplished.</p>	GRS 12, 8	
31.	<p>General Correspondence. Incoming and Outgoing correspondence, memoranda, reports and related material of the Secretary, Under Secretary, Assistant Secretaries, and their staffs. These records document the Department's functions at the Secretary's level and consist of policy, procedure and program planning material. The records also reflect public reaction to the Department's programs. These files primarily consist of:</p> <p>Correspondence and legislative reports carried on between the Department and Congressmen and Congressional Committees.</p> <p>Correspondence with the President and his staff pertaining to high level policy</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
31. cont.	<p>matters.</p> <p>Correspondence with other Government agencies, State Governments, and Foreign countries pertaining to the programs of the Department and the relationship with their agricultural programs.</p> <p>Correspondence with private concerns, individuals, foundations, and educational institutions on matters of mutual interest concerning working relationships and cooperation in the interest of the national economy. <i>2. Paper copy</i> <i>Alphabetical by Subject.</i> PERMANENT. Offered to NARS when 5 years old. (This is the original incoming correspondence with reply attached to). <i>Item 37 is index to 312.</i> <i>b.</i> Microfilm. (Microfilm cassettes) of portions of <del>outgoing</del> <i>incoming</i> correspondence ONLY.</p>		42 cu. ft./yr.
32.	<p>DESTROY in 3 years <i>C. Machine readable index to microfilm copy: 7-21-77</i> DOCKETS. <i>2.</i> Dockets pertaining to the organizational structure and basic policies of the Department and its agencies. <i>Alphabetical by Subject</i> PERMANENT. Offer to NARS when 5 years old.</p> <p><i>b.</i> Copies of program dockets.</p> <p>DISPOSE after 3 years.</p> <p>NOTE: The originals of these dockets are retained by the agency concerned or the Federal Register Division of NARS. Background material is retained in the originating agency.</p>	<i>INNA</i> 1275(2)	1/2 cu. ft./yr.
33.	<p>GENERAL INFORMATION CORRESPONDENCE. Request for information from the general public and replies involving no administrative action, no policy decisions, and no special compilations</p>	<i>INNA</i> 1275(3)	



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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
33. cont.	<p>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.</p> <p>DESTROY after 1 year.</p>		
34.	<p>PUBLIC RELATIONS CORRESPONDENCE. 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. Compilations of such opinions are made and brought to the attention of the Secretary to assist in the formulation of agricultural programs and policies.</p> <p>DESTROY after 5 years.</p> <p>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.</p>	<p><i>INNA</i> <i>1275(4)</i></p>	
35.	<p>ISSUANCES. <sup>a</sup>Originals of Administrative Regulations and Secretary's Memoranda signed by the Secretary of Agriculture and/or his staff. <sup>a</sup><i>Alphabetically by Regulation title, b. Numerically by memorandum.</i></p> <p>PERMANENT. Offered to NARS after 5 years.</p>	<p><i>INNA</i> <i>1275(5)</i></p>	<p><i>1/2 cu. ft./yr.</i> <i>1/2 cu. ft./yr.</i></p>
36.	<p>DEPARTMENT SEAL. Routine request for impression of.</p> <p>DESTROY after 1 year.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
37.	ALPHABETICAL NAME FILE. File used as a record and cross reference of signed incoming and outgoing mail addressed to/by the Secretary and his immediate staff. <i>Index to item 31/2.</i>  PERMANENT. Offered to NARS every 5 years.  MANAGEMENT ANALYSIS BRANCH		<i>10 cu. ft./yr.</i>
38.	<u>Records Management Files.</u>  Reports, correspondence, authorizations, techniques and related records concerning the development and improvement of the management of records in the agency. Includes the management of files, forms, correspondence, mail, reports, microfilm, automatic data processing, vital records, and related records not covered elsewhere in this schedule.  DESTROY when 6 years old.	GRS 16, 11	
39.	<u>Working Papers.</u>  Project background records such as studies, analyses, notes, drafts, and interim reports.  DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 16, 10	
40.	<u>Records Disposition Files.</u>  Descriptive inventories, disposal authorizations, schedules and reports.  a. Basic documentation of records description and disposition programs, including Standard Form 115, Request for Records Disposition Authority; Standard Form 135, Records	GRS 16 3 a	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
40. cont.	<p>Transmittal and Receipt and related documentation.</p> <p>DESTROY when related records are destroyed, or when no longer needed for administrative or reference purposes.</p> <p>b. Extra copies and routine correspondence and memoranda.</p> <p>DESTROY when no longer needed for reference.</p> <p>c. Working papers and background material</p> <p>DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.</p>	<p>GRS 16, 3b</p> <p>GRS 16, 3 c</p>	
41.	<p><u>Management Improvement Reports.</u></p> <p>Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.</p> <p>DESTROY after 5 years.</p>	<p>GRS 16, 5</p>	
42.	<p><u>Records Holdings Files.</u></p> <p>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.</p> <p>DESTROY when 3 years old.</p>	<p>GRS 16, 6</p>	
43.	<p><u>Project Control Files.</u></p> <p>Memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>DESTROY 1 year after the year in which project is closed.</p>	<p>GRS 16, 7</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
44.	<u>Reports Control Files.</u>  Case files maintained for each agency report created, cancelled or superseded.  DESTROY 2 years after the report is discontinued.	GRS 16, 8	
45.	<u>Mailing Lists.</u>  a. Correspondence, request forms and other records relating to changes in mailing lists.  b. Card lists.  DESTROY individual cards when cancelled or revised.  c. Plant or stencil mailing lists.  DESTROY plates or stencils when cancelled or revised.	GRS 13, 5a  GRS 13, 5b  GRS 13, 5c	
46.	Check lists and indexes of Secretary numbered and un-numbered memoranda, OO numbered and un-numbered memoranda and Agriculture property and personnel regulations. <i>Index to items 35a &amp; b</i> <i>Filed chronologically</i> PERMANENT. Offer to NARS when 20 years old.		<i>1 1/2 yrs.</i>
47.	Copies used for REFERENCE ONLY of Secretary and OO numbered and un-numbered memoranda, OMB bulletins, GSA and Agriculture Property, Procurement, and Personnel Regulations.  DISPOSE when superseded or obsolete.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	CENTRAL SUPPLY BRANCH - WAREHOUSE		
48.	<u>Plant, Cost and Stores General Correspondence Files.</u>  Correspondence files of units responsible for plant, cost and stores accounting operations.  DESTROY when 3 years old.	GRS 8, 2	
49.	<u>Stores Invoice Files.</u>  Invoices or equivalent papers used for stores accounting purposes.  DESTROY when 3 years old.	GRS 8, 3	
50.	<u>Stores Accounting Files.</u>  Stores accounting returns and reports.  DESTROY when 3 years old.	GRS 8, 4	
51.	<u>Stores Accounting Work Papers.</u>  Work papers used in accumulating stores accounting data.  DESTROY when 2 years old.	GRS 8, 5	
52.	<u>Postal Records.</u>  Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.  DESTROY when 1 year old.	GRS 12, 5a	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	<p><u>General Travel and Transportation Files.</u></p> <p>a. Correspondence, forms, and related records pertaining to agency travel and transportation functions.</p> <p>DESTROY when 2 years old.</p> <p>b. Accountability records.</p> <p>DESTROY 1 year after all entries are cleared.</p> <p><u>PRINTING SERVICES DIVISION</u></p>	GRS 9, 5 a	
57.	<p><u>Administrative Correspondence Files.</u></p> <p>Correspondence files pertaining to the administration and operation of the unit responsible for printing, binding, duplication and distribution matters, and related papers.</p> <p>DESTROY when 2 years old.</p>	GRS 13, 2	
58.	<p><u>Project Files.</u></p> <p>Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.</p> <p>a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.</p> <p>DESTROY 1 year after completion of job.</p>	GRS 13, 3 a	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
58. cont.	<p>b. Files pertaining to planning and other technical matters.</p> <p>DESTROY when 3 years old.</p>	GRS 13, 3 b	
59.	<p><u>Control Files.</u></p> <p>Control registers pertaining to requisitions and work orders.</p> <p>DESTROY 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.</p>	GRS 13, 4	
60.	<p><u>Mailing Lists.</u></p> <p>a. Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>DESTROY after appropriate revision of mailing list or after 3 months, whichever is earlier.</p> <p>b. Card lists.</p> <p>DESTROY individual cards when cancelled or revised.</p> <p>c. Plate or stencil mailing lists.</p> <p>DESTROY plates or stencils when cancelled or revised.</p>	<p>GRS 13, 5 a</p> <p>GRS 13, 5 b</p> <p>GRS 13, 5 c</p>	
61.	<p><u>JCP Reports Files.</u></p> <p>Reports to Congress and related records.</p> <p>a. Agency 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.</p>	GRS 13, 6 a	



## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
61. cont.	DESTROY when 3 years old.		
	b. Copies in subordinate reporting units and related work papers.	GRS 13, 6 b	
	DESTROY 1 year after date of report.		
62.	<u>Internal Management Files.</u>	GRS 13, 7	
	Records relating to internal management and operation of the unit.		
	DESTROY when 2 years old.		
	<u>TRANSPORTATION AND SUPPLY MANAGEMENT STAFF</u>		
63.	Files relating to implementation of the Federal program to reduce the consumption of fossil-fuels and electricity.		
	DESTROY 5 years after discontinuance of project.		
64.	<u>Motor Vehicle Report Files.</u>	GRS 10, 4	
	Reports on motor vehicles (other than accident, operating and maintenance reports).		
	DESTROY 3 years after date of report.		
65.	<u>Motor Vehicle Correspondence Files.</u>	GRS 10, 1	
	Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this schedule.		
	DESTROY when 2 years old.		

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
66.	<u>Lost or Damaged Shipments Files.</u>  Schedules of valuables shipped, correspondence, memoranda, reports, and other records relating to the administration of the Government Losses in Shipment Act.  DESTROY when 3 years old.	GRS 9, 2	
67.	FEDSTRIP. Files containing indexes of federal specifications issued by GSA and armed service on the federal standards (proposed and approved) for all equipment.  DESTROY when superseded or obsolete.  <u>FACILITIES MANAGEMENT STAFF.</u>		
68.	<u>Real Property Files.</u>  Records necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent as determined by the releasing agency, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blue-prints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that if the property is released for historical use or purpose the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance	GRS 4, 7	

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
68. cont.	<p>of its use for historical purposes.</p> <p>Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.</p>		
69.	<p>Comments and other material on:</p> <p>a. Legislative Reports, USDA comments on: Inter state recycling Acts, USDA Environmental and Consumer protection bill and Federal assistance for construction of county agricultural centers.</p> <p>DESTROY when 5 years old.</p> <p>b. Inter-agency annual reports including: location of new federal offices and other facilities, amendments to the Public Buildings Act, status of state and county housing consolidations, space relocation assistance, real property disposal and acquisition actions, rural development and standard metro area statistics.</p> <p>DESTROY when 5 years old.</p> <p><u>BUSINESS SERVICE UNIT.</u></p>		
70.	<p><u>Employee Record Cards.</u></p> <p>Employee record cards used for informational purposes outside personnel offices (such as SF 7-B)</p> <p>DESTROY on separation or transfer employee.</p>	GRS 1, 6	



## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
73. cont.	<p>(2) Background and workpapers.</p> <p>DESTROY when 3 years old.</p> <p>a. 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.</p> <p>DESTROY when 5 years old or when superseded or obsolete, whichever is sooner.</p> <p>b. 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.</p> <p>DESTROY when superseded or obsolete.</p> <p><u>PLANNING AND ANALYSIS STAFF.</u></p>	<p>GRS 1, 30 b(2)</p> <p>GRS 1, 30 c</p> <p>GRS 1, 30 d</p>	
74.	<p><u>ADP Planning Documents File.</u></p> <p><i>Alphabetically by report title.</i></p> <p>Planning documents consisting of master plan, feasibility studies with associated charts and diagram, and supporting data reflecting the characteristics of the data automation activity. <i>Includes justification for all data systems developed by or for ADP.</i></p> <p>PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/or project.</p>		<p>1 Volume 1 1/2" total</p>
75.	<p><u>ADP Program Management Files.</u></p> <p>Files consist of the development of plans, policy, and procedures governing the conversion of electrical machine operations and the supervision, control, coordination and operation of</p>		<p>WITHDRAWN</p>

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
75. cont.	<p>the mechanization program.</p> <p>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</p>		
76.	<p><u>ADP Standardizations Files.</u></p> <p>Files consisting of data elements and codes, standardization requests, and justification for all data systems developed by or for ADP.  <i>Destroy when superseded or obsolete. SC</i>  <del>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</del></p>		
77.	<p><u>ADP Data Systems Planning Files.</u></p> <p>Documents containing definition of system</p> <p>PERMANENT. Offer to NARS with related materials upon completion and/or projects.</p>		
78.	<p><u>ADP Valid Transaction.</u></p> <p>Magnetic tapes containing valid files of items used in additional statistical analysis.</p> <p>DESTROY when no longer needed.</p>		WITHDRAWN
79.	<p><u>ADP Sample and Sub-sample Data Files.</u></p> <p>Magnetic media that are disclosure free or useful in statistical analysis or policy formation models or simulation studies.</p> <p>DESTROY when no longer needed.</p>		WITHDRAWN

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
80.	<p><u>ADP Economic Statistics Master Files.</u></p> <p>a. Magnetic media containing noncumulative data used to prepare reports covering a limited period of time.</p> <p>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</p> <p>b. Magnetic media containing noncumulative recurring periodic surveys.</p> <p>PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/or project.</p>		<u>WITHDRAWN</u>
81.	<p><u>DOCUMENT TYPES</u></p> <p><i>ADP Documentation</i></p> <p>Documents or related documents and program listings, source decks and test data, e.g.</p> <p>a. Functional requirements documents.</p> <p>b. Data requirements document.</p> <p>c. System/subsystem specification.</p> <p>d. Program specification.</p> <p>e. Data base specification.</p> <p>f. Users manual.</p> <p>g. Operations manual.</p> <p><u>h. Program maintenance manual.</u> <i>Maintain with related data files. SC</i></p> <p>i. Test plan.</p> <p>j. Test analysis report.</p> <p><i>Dispose of descriptive materials for approved systems one year after completion of testing. For a disapproved system, dispose of when no longer needed. SC</i></p> <p>Background and policy statement for item 82 is as follows:</p> <p>BACKGROUND: Secretary's Memorandum 1492 (Revised) which is codified in 1 AR 675 re-emphasized the long-standing Department policy</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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of 34 pages

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
81. cont.	<p>that the field offices of departmental agencies located in the same community should be housed together.</p> <p>POLICY: It is the policy of the department to house together in colocated offices field activities which serve the same geographical areas such as county, state, or region. Emphasis at the county level is to be on establishing and maintaining "Agricultural Service Centers" at those locations approved by the appropriate agency heads and the Office of the Secretary.</p>		
82.	<p><u>Case files.</u></p> <p>Files containing material relating to the coordination and monitoring of programs, including development of policies, procedures, regulations, guidelines, and provisions of technical assistance for the service center. Material relating to the liaison with GSA (Central Office), OMB, Congress and the public, the Steering Committee and Agency heads.</p> <p><i>Alphabetically by subject</i></p> <p>PERMANENT. Retain file(s) for duration of Service Center. Upon re-location of center(s), offer file(s) to NARS after 10 years.</p> <p>PROCUREMENT, GRANTS AND AGREEMENTS.</p>		<i>1/2 cu ft/yr.</i>
83.	<p><u>Supply Management Files.</u></p> <p>Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense Reports reflecting procurement under exemptions authorized under Section 201(a) of the Federal Property and Administrative Services</p>	GRS 3, 5 a	



# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
83. cont.	<p>Act of 1949 (40 U.S.C. 481).</p> <p>a. Copies received from other units for internal purposes or for transmission to staff agencies.</p> <p>DESTROY when 2 years old.</p> <p>b. Copies in other reporting units, and related work papers.</p> <p>DESTROY when 1 year old.</p>		
84.	<p><u>Committee and Conference Records.</u> <i>omit</i></p> <p>a. Records relating to establishment, organization, membership and policy.</p> <p>(1) Interagency, advisory or international committees.</p> <p>DESTROY when 10 years old.</p> <p>(2) Internal committees.</p> <p>DESTROY 2 years after termination of committee.</p> <p>b. Records created by committees.</p> <p>(1) Agenda, minutes, final reports, and related records documenting the accomplishments of official boards and committees.</p> <p>(a) Records of the sponsor or Secretariat</p> <p>Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>(b) All other copies</p> <p>DESTROY when 3 years old or when no longer needed for reference.</p>	<p>GRS 3, 5 b</p> <p>GRS 16, 12 a(1)</p> <p>GRS 16, 12 a(2)</p> <p>GRS 16, 12b(1)(a)</p> <p>GRS 16, 12(b)(1b)</p>	

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REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
84. cont.	(2) All other committee records.  DESTROY when 3 years old or when no longer needed for reference.	GRS 16, 12(b)(2)	
4 85.	<u>Forms Files.</u>  a. One record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form. <i>Numerically by form number</i> PERMANENT. Offer to NARS when 20 years old.  b. Working papers, background materials, requisitions, specifications, processing data, and control records.  DESTROY when related form is discontinued, superseded, or cancelled.	GRS 16, 4 a	<i>1/2" / yr.</i>
5 86.	<u>Reports Control Files.</u>  Case files maintained for each agency report created, cancelled or superseded.  DESTROY 2 years after the report is discontinued.  <u>Directive Case Files.</u>	GRS 16, 8	
6 87.	Internal directives issued at the agency, bureau or division level.  a. Record copy with supporting case file, if any, documenting important aspects of the development of the issuance. <i>Alphabetically by title.</i> RECORD SET. PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.  b. Working papers and background material.	GRS 16, 1 a          GRS 16, 1 b	<i>1" / yr.</i>

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
87 cont.	DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.		
88.	<u>PUBLICATIONS FILES.</u>  a. Record copy if maintained in duplicating or distribution unit, of each publication, poster, chart, directive, regulation, booklet, speech, form, press release, and similar material. (This item does not cover copies and related program material retained in originating office). <i>Alphabetically by title</i> RECORD SET. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.  b. All other copies.  DESTROY when superseded, obsolete or no longer needed.	GRS 13, 1A         GRS 13, 1 b	WITHDRAWN         <i>1/2 cu. ft./yr.</i>
89.	<u>Information Files.</u>  <del>Complete</del> set of formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto. <i>Destroy when superseded or obsolete.</i> <del>PERMANENT.</del> Transfer to FARC when 5 years old. Offer to NARS when 20 years old.	GRS 14, 1	
90.	<u>FOIA Administrative Files.</u>  Records relating to the general agency implementation of the FOIA, including notices, memoranda, routine correspondence, and related records.  DESTROY when 2 years old or sooner if no longer needed for administrative use.	GRS 14, 20	

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
90.	<u>Working Papers.</u>  Project background records such as studies, analyses, notes, drafts, and interim reports.  DESTROY 6 months after final action on project report or 3 years after completion of report if no final action is taken.	GRS 16, 10	
91.	<u>Directives Management Documents.</u>  Reference material relating to overall program direction.  1. Administrative Regulations. 2. Agriculture Property Management Regs. 3. Department Personnel Manual. 4. Agriculture Procurement Regulations. 5. Federal Property Mgmt. Regulations. 6. Federal Procurement Regulations. 7. Federal Personnel Manual. 8. Secretary's numbered memoranda. 9. Secretary's un-numbered memoranda. 10. Office of Operations numbered memoranda. 11. Office of Operations un-numbered memoranda.  DISPOSE when superseded or obsoleted with the following exception:  Copies retained for both active and inactive material by the Management Analysis Branch due to continuous research by Office of Operations serviced agencies and other agency personnel.  Labor Standards. PGAMS generated material that relates to labor standards.  DESTROY when 4 years old.  a. Violations of labor standards. DESTROY when 4 years old.		

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

*1st draft*

LEAVE BLANK	
DATE RECEIVED	JOB NO.
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	Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

United States Department of Agriculture

2. MAJOR SUBDIVISION

Office of Operations

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

E. Ronald Dixon

5. TEL. EXT.

79215

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

12/10/76

*E. Ronald Dixon*

E. Ronald Dixon

Chief, Management Analysis and  
Composition Branch

( Records Officer ) for Ofc. of O.

(Date)	Signature	Representative	(Title)
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules for the Office of Plant and Operations now referred to as OFFICE OF OPERATIONS. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the General Records Schedule are disposable without further authorization.</p>		10. ACTION TAKEN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The following items (1 - 13) are files relative to all offices within the Office of Operations.</p> <p><u>GENERAL RECORDS</u></p> <p>1. STAFF WORKING PAPERS. Unless otherwise specified in this schedule, reference documents compiled and used by the Staff, as aids in completing such records as reports, cases, or studies.</p> <p>DESTROY when 5 years old or upon completion of reports, case, or studies, whichever is sooner.</p> <p>2. SUBJECT FILES. Includes all subject files not otherwise specified in this schedule. Contain copies of correspondence, reports, articles, other documents and printed material used for reference.</p> <p>DESTROY when 7 years old or when no longer needed, whichever is sooner.</p> <p>3. ATTENDANCE/LEAVE. Material and files on Office of Operations personnel attendance and leave status to include T &amp; A's.</p> <p>DESTROY after 6 months.</p> <p>4. TRAINING AND EMPLOYEE DEVELOPMENT. Material and files on Office of Operations personnel including statistical training report, staff orientation programs, information concerning courses available; e.g. reading improvement, etc.</p> <p>a. Information on individual employee</p> <p>TRANSFER to respective employee personnel folder.</p> <p>b. Duplicate documents</p> <p>DESTROY when 3 years old.</p>	<p>GRS 2, item 3b</p> <p>GRS 1-30</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
5.	<p>ROUTINE OPERATIONAL CORRESPONDENCE. The below described material is that which is not interfiled with and does not serve as supporting papers:</p> <p>Correspondence, accidental and training forms, and related papers of a strictly routine and operational nature filed with other administrative correspondence pertaining to personnel, travel, space, records, property, procurement, supply, fiscal, and other incidental functional activities.</p> <p>DISPOSE of after 5 years.</p>	GRS	
6.	<p>RECORDS DISPOSITION FILES. Including descriptive inventories, disposal authorizations, schedules for the retirement of records, and correspondence or memoranda relating to revisions.</p> <p>DISPOSE when superseded or obsolete.</p>	GRS 16, item 3	
7.	<p>READER FILES.</p> <p>DISPOSE of after 2 years.</p>		
8.	<p>ADMINISTRATION.</p> <p>Objectives and policy documents. Material relating to overall program direction.</p> <p>a. Regulations comments and other material on proposed and existing regulations other than OO originated.</p> <p>b. Decisions comments and other material on GAO, OMB, OGC and other formal decisions.</p> <p>c. Orders comments and other material on existing or proposed executive orders of the President.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>ORGANIZATION AND AUTHORITIES DOCUMENTS</u></p>		
9.	<p>ORGANIZATION. Material on administrative or executive structure of programs.</p> <p>DELEGATIONS OF AUTHORITY. Material on delegations of authority and responsibilities.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>		
10.	<p><u>MANAGEMENT IMPROVEMENT DOCUMENTS.</u></p> <p>Material on management programs, surveys and improvements, including workload and manning analysis.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old with the following exceptions:</p> <p>(a) Employee Suggestions</p> <p>TRANSFER to FARC when 2 years old. Destroy when 5 years old.</p> <p>(b) Management Studies</p> <p>PERMANENT. Transfer to FARC when 2 years old. Offer to NARS when 20 years old.</p>	GR 12	
11.	<p><u>INTERNAL/EXTERNAL RELATIONS DOCUMENTS</u></p> <p>Comments and other material on:</p> <p>(a) Inter-government reports and committees.</p> <p>DESTROY when 10 years old.</p> <p>(b) Intra-department reports and committees.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>INTERNAL/EXTERNAL RELATIONS DOCUMENTS</u> continued		
11 cont.	(c) Congressional Reports.  PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.		
12.	<u>CONGRESSIONAL CORRESPONDENCE</u>  Exclusive of <u>controlled</u> congressional correspondence addressed to the Secretary of Agriculture and/or Staff members.  DISPOSE of after 3 years.		
13.	<u>DIRECTIVES MANAGEMENT DOCUMENTS</u>  <u>Reference</u> material relating to overall program direction.  1. Administrative Regulations (AR's) 2. Agriculture Property Management Regulations (AGPMR's) 3. Department Personnel Manual (DPM's) 4. Agriculture Procurement Regulations (APR's) 5. Federal Property Management Regulations (FPMR's) 6. Federal Procurement Regulations (FPR's) 7. Federal Personnel Manual (FPM) 8. Secretary's numbered memoranda 9. Secretary's un-numbered memoranda 10. Office of Operations numbered memoranda 11. Office of Operations un-numbered memoranda  DISPOSE when superseded or obsoleted with the following exception.  Copies retained for both active and inactive material by the Management Analysis & Composition Branch due to continuous research by Office of Operations serviced agencies and other agency personnel.		

## REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>PROCUREMENT DIVISION</u>		
1.	<p>Procurement files involving transactions of \$25,000 or more and documenting the initiation and development of transactions that deviate from established precedents with respect to general agency procurements or to major procurement programs.</p> <p>Maintain files 1 year after completion of contract. Retire to FARC for 5 years and dispose.</p>	GRS 3, item 1	
2.	<p>Contract, requisition, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p>a. Procurement or purchase organization copy, and related papers.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.</p> <p>Dispose 6 years after final payment. (Place in inactive file on final payment; transfer fiscal year block to FARC after 2 years.)</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000.</p> <p>Dispose 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and dispose, except that files on which actions are pending will be brought forward to the next fiscal year's files for disposal therewith.)</p> <p>b. Obligation copy. Dispose when funds are obligated.</p> <p>c. Copies of contracts, requisitions, purchase orders, leases, and other papers which are duplicates of papers defined in 4a; used by component elements of a procurement office for administrative purposes.</p>	<p>GRS 3, item 4a(1)</p> <p>GRS 3, item 4a(2)</p> <p>GRS 3 b.</p> <p>GRS 3, item 4c</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p>PROCUREMENT DIVISION, continued.</p> <p>Bid Files</p> <p>a. Successful bids.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.</p> <p>Dispose 6 years after final payment. (Place in inactive file on final payment; transfer fiscal year block to FARC after 2 years.)</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000.</p> <p>Dispose 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and dispose, except that files on which actions are pending will be brought forward to the next fiscal year's files for disposal therewith.)</p> <p>b. Unsuccessful bids.</p> <p>(1) Transactions of more than \$10,000 and all construction contracts exceeding \$2,000</p> <p>Dispose 6 years after final payment. (Place in inactive file on final payment; transfer fiscal year block to FARC after 2 years.)</p> <p>(2) Transactions of \$10,000 or less and construction contracts under \$2,000</p> <p>Dispose 3 years after final payment. (Close file at the end of each fiscal year, retain 3 years, and dispose, except that files on which actions are pending will be brought forward to the next fiscal year's files for disposal therewith.)</p>	<p>GRS 3, item 6 a.</p> <p>GRS 3, item 6 b.</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>SPACE AND PROPERTY DIVISION</u></p> <p><u>PROPERTY BRANCH</u></p>		
1.	<p>COMPUTERIZED PRINT-OUTS . Lists the numeric description code (NDC), item description, vendor, property number, serial number, acquisition cost and date, document number, State, City, Division and agency.</p> <p>a. Master Property Print-out b. Working capital fund print-out c. Appropriated funds print-out d. Station listing print-out</p> <p>Above listed print-outs provide accountability of the various items of personal property acquired by the 00. and their serviced agencies including the field.</p> <p>DISPOSE when updated; which occurs every 4 months.</p>		
2.	<p><u>SUBSIDIARY RECORDS</u> . Files pertaining to acquisition, disposition, transfers, excess or unservicable, loss or damage, loaned and physical inventory of property.</p> <p>DISPOSE after 2 years.</p>		
3.	<p>Motor vehicle operating and maintenance records.</p> <p>a. Operating records</p> <p>DISPOSE after 3 months</p> <p>b. Maintenance records</p> <p>DISPOSE after 1 year.</p>	<p>GRS 10, item 2a.</p> <p>GRS 10, item 2b.</p>	
4.	<p>Vehicle release files.</p> <p>DISPOSE 4 years after vehicle leaves agency custody</p>	<p>GRS 10, item 6</p>	
5.	<p>Records relating to motor vehicle accidents.</p> <p>DISPOSE 6 years after case is closed</p>	<p>GRS 10, item 5</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>SPACE AND PROPERTY DIVISION</p> <p>PROPERTY BRANCH continued.</p> <p><u>REPORTS</u></p> <p>Reports on motor vehicles (other than accident, operating and maintenance reports).</p> <p>a. Agency report of motor vehicle data submitted on SF-82 at the end of each fiscal year.</p> <p>b. Agency report of sedan data submitted on SF-82-D at the end of each fiscal year.</p> <p>c. Annual motor vehicle age and mileage analysis submitted on AD-309 submitted at end of each fiscal year.</p> <p>d. Memorandum report of special purpose vehicles submitted at end of each fiscal year.</p> <p>DESTROY 3 years after date of report.</p>	GRS 10, item 4	
7.	<p>Conservation of Energy. A quarterly report to the Director, OO reflecting motor vehicle fuel consumption and conservation of energy in the operation of other fuel consuming equipment and in the operation of buildings and facilities.</p> <p>DESTROY 3 years after completion of report.</p>		
1.	<p><u>SPACE UTILIZATION BRANCH</u></p> <p>Records relating to the allocation, utilization and release of space under agency control, and related papers to GSA.</p> <p>a. Field building plan files and related agency records utilized in space planning, assignment and adjustment.</p> <p>DISPOSE 2 years after termination of assignment, or when lease cancelled, or when plans are superseded or obsolete.</p>	GRS 11, item 2a.	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	SPACE AND PROPERTY DIVISION  <u>SPACE UTILIZATION BRANCH continued</u>		
1 cont.	b. Correspondence with and reports to staff agencies relating to field agency space holdings and requirements.  (1) Agency reports to GSA regarding field space occupied and related papers.  DISPOSE 2 years after date of report or after files is closed whichever comes first.  (2) Copies in subordinate reporting units related work papers.  DISPOSE 1 year after date of report.	GRS 11, item 2b (1)   GRS 11, item 2b (2)	
2.	Summaries of long distance and local telephone reports used to indicate authorized use of telephone service as well as to audit expense voucher(s).  DISPOSE after close of fiscal year in which report is audited.	GRS 12, item 4	
3.	Files containing records of all telecommunications equipment installed, moved, disconnected for USDA.  DISPOSE at end of each fiscal year.		
4.	Files containing control records of C & P telephone credit cards issued to Office of the Secretary/Staff offices.  DISPOSE when no longer required.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	SPACE AND PROPERTY DIVISION continued.  <u>WASHINGTON SPACE BRANCH</u>		
1.	<p>Records relating to the allocation, utilization and release of space under agency control, and related papers to GSA.</p> <p>a. Metropolitan Washington building plan files and related agency records utilized in space planning, assignment and adjustment.</p> <p>DISPOSE 2 years after termination of assignment, or when lease cancelled, or when plans are superseded or obsolete.</p> <p>b. Correspondence with and reports to staff agencies relating to Metropolitan Washington agency space holdings and requirements.</p> <p>(1) Agency reports to GSA regarding space occupied in "Metropolitan Washington" and related papers.</p> <p>DISPOSE 2 years after date of report or close of file whichever comes first.</p> <p>(2) Copies in subordinate reporting units and related work papers.</p> <p>DISPOSE 1 year after date of report.</p>	<p>GRS 11, item 2a.</p> <p>GRS 11, item 2b (1)</p> <p>GRS 11, item 2b (2)</p>	
2.	<p>SLUC (standard level user charge) billing system records relating to reports, space criticism, pending space actions and space cost for fiscal year.</p> <p>RETAIN 3 years and dispose.</p>		
3.	<p>Maintenance records for patio exhibits, conference room scheduling, parking assignments including visitor passes, directory board changes, rodent and pest problems and reported thefts.</p> <p>DISPOSE when superseded or obsolete.</p>		





REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORDS AND DISTRIBUTION DIVISION		
	MAIL SERVICES BRANCH continued		
3.	Production reports of mail handled and work performed with compilations derived therefrom.  DISPOSE after 1 year.  THE FOLLOWING RECORDS (items 1, 5 & 9) FOR THE IMMEDIATE OFFICE OF THE SECRETARY HAVE A UNIQUE DISPOSITION IN SO FAR AS THEY ARE OFFERED DIRECTLY TO NARS ON A YEARLY BASIS AS THE 5 YEAR ROTATION IS ACCOMPLISHED.  <u>SECRETARY RECORDS</u>	GRS 12, item 6d	
1.	GENERAL CORRESPONDENCE. Correspondence, memoranda, reports and related material of the Secretary, Under Secretary, Assistant Secretaries, and their staffs. These records document the Department's functions at the Secretary's level and consist of policy, procedure and program planning material. The records also reflect public reaction to the Department's programs. These files primarily consist of:  Correspondence and legislative reports carried on between the Department and Congressmen and Congressional Committees.  Correspondence with the President and his staff pertaining to high level policy matters.  Correspondence with other Government agencies, State Governments, and Foreign countries pertaining to the programs of the Department and the relationship with their agricultural programs.  Correspondence with private concerns, individuals, foundations, and educational institutions on matters of mutual interest concerning working relationships and cooperation in the interest of the national economy.  PERMANENT. (Transferred to NARS after 5 years).  a. Microfilm. Microfilm of the above material.  DISPOSE of cassettes after 3 years.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>RECORDS AND DISTRIBUTION DIVISION continued</p> <p><u>SECRETARY RECORDS</u> continued</p> <p>2.       DOCKETS. Dockets pertaining to the organizational structure and basic policies of the Department and its agencies.</p> <p>          PERMANENT</p> <p>          a. Copies of program dockets.</p> <p>          DISPOSE after 3 years.</p> <p>          NOTE: The originals of these dockets are retained by the agency concerned or the Federal Register Division of the NARS. Background material is retained in the originating agency.</p> <p>3.       GENERAL INFORMATION CORRESPONDENCE. Request 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.</p> <p>          DISPOSE after 1 year.</p> <p>4.       PUBLIC RELATIONS CORRESPONDENCE. 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. Compilations of such opinions are made and brought to the attention of the Secretary to assist in the formulation of agricultural programs and policies.</p> <p>          DISPOSE after 5 years.</p> <p>          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.</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>RECORDS AND DISTRIBUTION DIVISION continued</p> <p><u>SECRETARY RECORDS</u> continued</p> <p>5. ISSUANCES. Originals of Administrative Regulations and Secretary's Memoranda signed by the Secretary of Agriculture and/or his staff.</p> <p>PERMANENT. Transfer to NARS after 5 years.</p> <p>6. Correspondence regarding invitations to meetings, routine arrangements for meetings, and requests for appointments.</p> <p>DISPOSE after 5 years.</p> <p>7. Correspondence, including case files, relating to less important personnel matters as follows:</p> <ul style="list-style-type: none"> <li>a. Charges and disciplinary actions against particular employees.</li> <li>b. Contributions of Department employees to charitable and health fund raising campaigns.</li> <li>c. Court attendance.</li> <li>d. Detail of particular employees.</li> <li>e. Employment applications and endorsements of particular individuals.</li> <li>f. Hours of duty.</li> <li>g. Leave (including military leave).</li> <li>h. Reinstatement and reemployment of particular individuals.</li> <li>i. Transfers of particular employees.</li> </ul> <p>DISPOSE after 5 years.</p> <p>8. Department Seal. Routine request for impression of.</p> <p>DISPOSE after 1 year.</p> <p>9. Alphabetical Name File. File used as a record and cross reference of signed incoming and outgoing mailed addressed to/by the Secretary and his immediate staff.</p> <p>PERMANENT. Transfer to NARS after 5 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	RECORDS AND DISTRIBUTION DIVISION continued		
	<u>MANAGEMENT ANALYSIS AND COMPOSITION BRANCH</u>		
1.	Functional reviews (forms, directives, file systems, mail, microfilm, micrographics and ADP) for OO and serviced agencies  DISPOSITION: If recommendations are approved and implemented, maintain in current files with periodic follow-up reviews.  DISPOSE of after 5 years if approved recommendations are not implemented.		
2.	Mailing lists and related material. Correspondence, request forms and other records relating to changes in mailing lists.  DISPOSE after appropriate revision of mailing list or after 3 months, whichever is earlier.	GRS 13, item 5a.	
3.	Request for information and copies of replies thereto involving no administrative actions, no policy decisions, and no special compilations or research and requests for and transmittals of publications, EEO posters and veterinary certificates.  DISPOSE 3 months after transmittal or reply.	GRS 14, item 3	
4.	Check lists and indexes of Secretary numbered and un-numbered memoranda, OO numbered and un-numbered memoranda and Agriculture property and personnel regulations.  DISPOSE when superseded or obsolete.		
5.	Reference copies of Secretary and OO numbered and un-numbered memoranda, OMB bulletins, GSA and Agriculture property, procurement, and personnel regulations.  DISPOSE when superseded or obsolete.		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>RECORDS AND DISTRIBUTION DIVISION continued</p> <p><u>MANAGEMENT ANALYSIS AND COMPOSITION BRANCH continued</u></p>		
6.	<p>Annual summary of records holdings.</p> <p>DISPOSE after 3 years.</p>	GRS 16, item 6	
7.	<p>Postage and Fees paid summary reports.</p> <p>DISPOSE 3 years after close of fiscal year involved.</p>	GRS 5, item 5 b	
	<u>FORMS UNIT</u>		
1.	<p>Forms files containing data showing the inception and scope of the form, the program or administrative purposes served by the form, and the related procedures instituted, revised, superseded, or canceled.</p> <p>PERMANENT. Offer to NARS when 20 years old or when no longer needed, whichever is longer.</p>	GRS 16-42	
	<u>OFFSET COMPOSITION UNIT</u>		
1.	<p>Photo proofs of camera copies of matter for printing.</p> <p>DISPOSE 1 year after completion of job.</p>	GRS 3 12	
2.	<p>Files pertaining to the accomplishment of a job, containing billing information and related notes.</p> <p>DISPOSE after 3 years.</p>		
	<u>CENTRAL SUPPLY BRANCH - Warehouse</u>		
1.	<p>Agency files containing "Forms Stocking and Reorder cards", request for reproduction service and/or forms specifications, notice of shipment/confirmation of delivery, freight delivery notices and GBL's.</p> <p>DESTROY file when form is superseded or obsolete.</p>	GRS 9 11-11-11	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>RECORDS AND DISTRIBUTION DIVISION continued</p> <p><u>CENTRAL SUPPLY BRANCH - Warehouse continued</u></p>		
2.	<p>Return receipts for registered, insured and special delivery mail.</p> <p>DISPOSE of after 1 year.</p>	GRS 12, item 5e	
3.	<p>Invoices or equivalent papers used for stores accounting purposes.</p> <p>DISPOSE after 3 years.</p>	GRS 8, item 3	
4.	<p>Stores accounting returns and reports.</p> <p>DISPOSE after 3 years.</p>	GRS 8, item 4	
5.	<p>Work papers used in accumulating stores accounting data.</p> <p>DISPOSE after 2 years.</p>	GRS 8, item 5	
	<u>DRIVERS GROUP</u>		
1.	<p>Maintains log of daily chauffeur operations for Office of the Secretary and Staff.</p> <p>DISPOSE of at end of each fiscal year.</p>	GRS 10,1	
2.	<p>Imprest Fund; files containing travel and taxi reimbursement vouchers and applications for advancement of funds.</p> <p>DISPOSE of at end of each fiscal year.</p> <p>REPORTS.</p> <p>a. Accountability report. Monthly report to National Finance Center, Kansas City listing all taxi and travel vouchers issued in a given month.</p> <p>DISPOSE of at end of each fiscal year.</p> <p>b. Drivers report. Monthly report to GSA reflecting vehicle mileage on cars assigned to Office of the Secretary</p>	GRS 6 42:0	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>RECORDS AND DISTRIBUTION DIVISION continued</p> <p><u>DRIVERS GROUP continued</u></p> <p>DISPOSE of at end of each fiscal year.</p> <p><u>PRINTING SERVICES DIVISION</u></p>		
1.	<p>Correspondence files for the printing, binding, duplication and distribution matters, pertaining to its administration and operation, and related papers.</p> <p>DISPOSE 2 years after file is closed or 2 years after date of document if break in file differs from that suggested herein.</p>	GRS 13, item 2	
2.	<p>Job or project records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs.</p> <p>a. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related papers exclusive of (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.</p> <p>DISPOSE 1 year after completion of job.</p> <p>b. Files pertaining to planning and other technical matters.</p> <p>DISPOSE after 3 years.</p>	<p>GRS 13, item 3a.</p> <p>GRS 13, item 3b.</p>	
3.	<p>Control registers pertaining to requisitions and work orders.</p> <p>DISPOSE 1 year after close of fiscal year in which compiled or 1 year after filling of register, whichever is applicable.</p>	GRS 13, item 4	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>PRINTING SERVICES DIVISION</u> continued</p> <p>4. Mailing lists and related material.</p> <p style="padding-left: 40px;">a. Correspondence, request forms and other records relating to changes in mailing lists.</p> <p>DISPOSE after appropriate revision of mailing list or after 3 months, whichever is earlier.</p> <p style="padding-left: 40px;">b. Card Lists</p> <p>DISPOSE of individual cards when cancelled or revised.</p> <p style="padding-left: 40px;">c. Plate or stencil mailing lists.</p> <p>DISPOSE of plates or stencils when cancelled or revised.</p> <p>5. Reports to Congress and related records.</p> <p style="padding-left: 40px;">a. Agency reports to Joint Committee on Printing regarding operation of Class B Plant and inventories of printing, binding, and related equipment in Class B Plant or in storage.</p> <p>DISPOSE after 3 years.</p> <p style="padding-left: 40px;">b. Copies in subordinate reporting units and related work papers.</p> <p>DISPOSE 1 year after date of report.</p> <p>6. Records relating to internal management and operation of the unit.</p> <p>DISPOSE after 2 years.</p>	<p>GRS 13, item 5a.</p> <p>GRS 13, item 5b.</p> <p>GRS 13, item 5c.</p> <p>GRS 13, item 6a.</p> <p>GRS 13, item 6b.</p> <p>GRS 13, item 7</p>	



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>TRANSPORTATION AND SUPPLY MANAGEMENT STAFF</u>		
1.	Files relating to implementation of the Federal program to reduce the consumption of fossil-fuels and electricity.  DISPOSE 5 years after discontinuance of project.		
2.	REPORTS.  a. Quarterly energy conservation reports to the Federal Energy Agency.  b. Monthly motor vehicle mileage reduction report.  c. Energy budget reports.  PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.		
3.	MOTOR VEHICLE MANAGEMENT. Files on the operation and maintenance of government-owned or leased motor vehicles, including use of the national credit card for gas purchases and other services. In addition, inspection, licenses, reports and safety standards are included.  RETAIN for 15 years. Retire to FARC for 5 years, then dispose.	GR. 2 2381	
4.	TRANSPORTATION MANAGEMENT. Files containing information relating to use of foreign flag vessels, shipment of household and government goods, including papers on general average adjustments, claims, damages, express freight, complaints, decisions, and projection studies for agency future needs.  RETAIN for 15 years. Retire to FARC for 5 years, then dispose.	GR 5 2,402	
5.	FEDSTRIP. Files containing indexes of federal specifications issued by GSA and armed service on the federal standards (proposed and approved) for all equipment.  DESTROY when superseded or obsolete		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>FACILITIES MANAGEMENT STAFF</p> <p>REPORTS MANAGEMENT. Comments and other material on:</p> <p>a. Executive Order 11508 (Providing for "Identification" of unneeded federal real property)</p> <p>b. Executive Order 11507 (Prevention, control and abatement of air and water pollution at federal facilities).</p> <p>c. Public Reports. (Referrals to GSA of citizens interested in selling or leasing their land to USDA).</p> <p>d. Legislative Reports. USDA comments on: Inter state recycling Acts, USDA Environmental and Consumer protection bill and Federal assistance for construction of county agricultural centers.</p> <p>e. Inter-agency annual reports including: location of new federal offices and other facilities, amendments to the Public Buildings Act, status of state and county housing consolidations, space relocation assistance, real property disposal and acquisition actions, rural development and standard metro area statistics.</p> <p>f. Material storage space reports submitted to GSA.</p> <p>g. Reports listing buildings financed with federal funds designated and constructed to be accessible to the handicapped.</p> <p>PERMANENT. Transfer to FARC when 5 years old and offer to NARS when 15 years old.</p>	<p>non-iss d</p> <p>cc</p> <p>1 mm</p> <p>me</p> <p>as</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<b>BUSINESS SERVICE UNIT</b>		
	<b>ADMINISTRATIVE</b>		
1.	<p><b>AWARDS.</b> Material relating to guidelines used in nomination criteria for various awards, e.g. Arthur S. Flemming, merit, executive, William A. Jump, service, honor and incentive.</p> <p>DISPOSE when superseded or obsolete.</p>	GRS 1	
2.	<p><b>EMPLOYEE RECORD CARDS.</b> Card files used for informational purposes outside personnel.</p> <p>DISPOSE or TRANSFER to another agency or bureau or on separation of employee.</p> <p><b>REPORTS/BUDGETS</b></p>	GRS 1, item 6	
3.	<p>Monthly financial reports to OO Divisions re: their working capital (WCF) and appropriated funds incurred and dispersed.</p> <p>Internal control of central supply invoices used for accounting purposes.</p> <p>Copier machines, monthly volume report on usage of.</p> <p>Monthly report to the White House on "Minority Affairs". Reports are submitted through OEO for coordination of department response.</p> <p>Upward Mobility Progress Report. Report to personnel upon completion of the training period.</p> <p>Civil Rights. Special analysis report on civil right activities within USDA.</p> <p>DISPOSE 3 years after close of fiscal year involved.</p>		
4.	<p><b>Staffing Plans.</b> Material and files on OO classification and staffing plans.</p> <p>TRANSFER to FARC when 2 years old. DESTROY when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	PLANNING AND ANALYSIS STAFF		
1.	<p>ADP PLANNING DOCUMENTS FILE.</p> <p>Planning documents consisting of master plan, feasibility studies with associated charts and diagram, and supporting data reflecting the characteristics of the data automation activity.</p> <p>PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/or project.</p>		
2.	<p>ADP PROGRAM MANAGEMENT FILES.</p> <p>Files consist of the development of plans, policy, and procedures governing the conversion of electrical machine operations and the supervision, control, coordination and operation of the mechanization program.</p> <p>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</p>		
3.	<p>ADP STANDARDIZATIONS FILES.</p> <p>Files consisting of data elements and codes, standardization requests, and justification for all data systems developed by or for ADP.</p> <p>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</p>		
4.	<p>ADP DATA SYSTEMS PLANNING FILES.</p> <p>Documents containing definition of system.</p> <p>PERMANENT. Offer to NARS with related materials upon completion and/or project.</p>		
5.	<p>ADP VALID TRANSACTION.</p> <p>Magnetic tapes containing valid files of items used in additional statistical analysis.</p> <p>DESTROY when no longer needed.</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PLANNING AND ANALYSIS STAFF</p>		
6.	<p>ADP SAMPLE AND SUBSAMPLE DATA FILES.</p> <p>Magnetic media that are disclosure free or useful in statistical analysis or policy formation models or simulation studies.</p> <p>DESTROY when no longer needed.</p>		
7.	<p>ADP ECONOMIC STATISTICS MASTER FILES.</p> <p>a. Magnetic media containing noncumulative data used to prepare reports covering a limited period of time.</p> <p>PERMANENT. Offer to NARS with related material upon completion/life cycle of the system and/or project.</p> <p>b. Magnetic media containing noncumulative recurring periodic surveys.</p> <p>PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/or project.</p>		
8.	<p>DOCUMENT TYPES.</p> <p>Documents or related documents and program listings, source decks and test data, e.g.</p> <ul style="list-style-type: none"> <li>a. Functional requirements documents.</li> <li>b. Data requirements document</li> <li>c. System/subsystem specification</li> <li>d. Program specification</li> <li>e. Data base specification</li> <li>f. Users manual</li> <li>g. Operations manual</li> <li>h. Program maintenance manual</li> <li>i. Test plan</li> <li>j. Test analysis report</li> </ul> <p>PERMANENT. Offer to NARS with related materials upon completion/life cycle of the system and/or project.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PLANNING AND ANALYSIS STAFF continued.</p> <p>Background and policy statement for item 9 is as follows:</p> <p>BACKGROUND: Secretary's Memorandum No. 1492 (Revised) which is codified in 1 AR 675 re-emphasized the long-standing Department policy that the field offices of departmental agencies located in the same community should be housed together.</p> <p>POLICY: It is the policy of the department to house together in colocated offices field activities which serve the same geographical areas such as county, state, or region. Emphasis at the county level is to be on establishing and maintaining "Agricultural Service Centers" at those locations approved by the appropriate agency heads and the Office of the Secretary.</p>		
9.	<p><u>CASE FILES</u></p> <p>Files containing material relating to the coordination and monitoring of programs, including development of policies, procedures, regulations, guidelines, and provisions of technical assistance for the service center. Material relating to the liaison with GSA (Central Office), OMB, Congress and the public, the Steering Committee and Agency heads.</p> <p>RETAIN file for duration of Service Center. Upon re-location of center destroy file after 20 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>PROCUREMENT, GRANTS AND AGREEMENTS</u>	62	
1.	<p>Management Controls Documents. Material on the control of OO's functions by audits (internal and external), inspections and special review; such as field management surveys aimed at improving the procurement and grant management functions.</p> <p>DESTROY after 10 years.</p>		
2.	<p>External Relations Documents. Comments and other material on:</p> <p style="padding-left: 40px;">a. Legislative drafts.</p> <p>DESTROY when 10 years old.</p> <p style="padding-left: 40px;">b. Legislative reports. PGAMS comments on proposed legislation by OMB, Senate and Congressional Committees and other Federal Agencies.</p> <p>DESTROY when 10 years old.</p> <p style="padding-left: 40px;">c. Investigative Committees. Comments provided at the request of Congressional and other (e.g. GAO investigative) committees relating to the implementation of laws that affect PGAMS functions.</p> <p>DESTROY when 10 years old.</p> <p style="padding-left: 40px;">d. Intradepartment reports and committees affecting the grant and procurement process.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>		
3.	<p>Committees and Meetings Documents.</p> <p style="padding-left: 40px;">a. Important Committee Records. Material on inter and intra department committees, such as Federal Administrative Services Offices Group (FASOG) and the Grants Committee that have substantial impact on OO programs. Government-wide recommendations for improvements in administrative management functions as they affect the procurement and grants functions.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3 cont.	<p><u>PROCUREMENT, GRANTS AND AGREEMENTS</u>, continued</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 20 years old.</p> <p>b. Other committee records. Committee material having non-substantial effect on OO's programs. (i.e.: committees to establish the Federal Procurement Institute. There is no substantial impact on PGAMS or Office of Operations.</p> <p>DESTROY after 2 years.</p> <p>c. Important meetings records. Meetings records, such as those of the Agriculture Procurement Council that have substantial effect on Office of Operations programs. Such records could deal with pending legislation, proposed regulations and changes in state and local laws that affect the procurement and grants processes.</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 20 years old.</p> <p>d. Other meetings records. Meeting records having non-substantial effect on Office of Operations programs. General procurement and grants information having only temporary effect; i.e. additions to the blanket purchase list.</p> <p>DESTROY after 2 years.</p>		
4.	<p>Forms Management Documents. Materials and documents relating to forms management.</p> <p>a. AD Forms. Case file on the development of and comments on AD forms.</p> <p>PERMANENT. Transfer to FARC 1 year after AD form is obsolete. Offer to NARS when 10 years old.</p> <p>b. Office of Operations Forms. Case file on the development of and comments on Office of Operations forms.</p> <p>PERMANENT. Transfer to FARC 1 year after Office of Operations form is obsolete. Offer to NARS when 10 years old.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>PROCUREMENT, GRANTS AND AGREEMENTS, continued</u>		
4 cont.	<p>c. GSA forms. Case file on the development of and comments on GSA forms.</p> <p>DESTROY when 5 years old.</p>		
5.	<p>Reports Management Documents. Materials and documents relating to reports management.</p> <p>DESTROY when 4 years old.</p> <p>a. Recurring reports. Recurring reports originating in Procurement, Grants and Agreements Management Staff (PGAMS) such as the SF-37, Report on Procurement by Civilian Executive Agencies.</p> <p>DESTROY when 5 years old.</p> <p>b. Non-recurring reports. Non-recurring reports originating in PGAMS. Such reports for example may be compiled at the request of the President or a Congressman.</p> <p>PERMANENT. Transfer to FARC when 4 years old. Offer to NARS when 10 years old.</p>		
6.	<p>Directives Management Documents. Material on directives issued or originated by PGAMS.</p> <p>a. Office of Operations Memoranda. Material and comments on Office of Operations memoranda issued or originated by PGAMS.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>b. Administrative Regulations. Regulations originated by PGAMS.</p> <p>1. Record Set.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p> <p>2. Material and comments on.</p> <p>DESTROY when 5 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>PROCUREMENT, GRANTS AND AGREEMENTS, continued</u>		
6 cont.	c. <u>Agriculture Procurement Regulations.</u> Agriculture Procurement Regulations issued or originated by PGAMS.		
	1. Record Set,  PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 10 years old.		
	2. Material and comments on.  DESTROY..when 5 years old.		
7.	<u>Pay Allowances.</u> Material and files on PGAMS personnel pay and allowances.  DESTROY when 4 years old.		
8.	<u>Relations, Safety and Health.</u> Material and files on PGAMS personnel safety and health relations.  DESTROY when 4 years old.	68.	
9.	<u>Insurance-Annuities.</u> Material and files on insurance and annuities as it relates to PGAMS personnel.  DESTROY when 4 years old.		
10.	<u>Publications.</u> Publications for which PGAMS has responsibility.  a. Record set for each publication.  PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.	625 13.	
	b. Other copies. All copies of publications other than the master set.  DESTROY when superseded or obsolete.		
	c. Distribution. Material relating to disposition (i.e. mail lists) of publications for which PGAMS has responsibility.  DESTROY when superseded or obsolete.	625 13.	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<u>PROCUREMENT, GRANTS AND AGREEMENTS. continued</u>		
10 cont.	d. Comments. Correspondence and notes commenting on publications for which PGAMS is responsible.  DESTROY when 4 years old.		
11.	<u>PGAMS Articles, Lectures and Speeches.</u> Articles, lectures and speeches for which PGAMS is responsible.  a. Master Set.  DESTROY when 5 years old.  b. Others.  DESTROY when no longer needed.		
12.	<u>Availability of Information Act.</u>  Fee Schedule. Material and comments on the Fee Schedule.  DESTROY when 4 years old.		
13.	<u>Set Aside Purchases.</u>  a. Minority Business. Material relating to relations with minority business for which PGAMS has responsibility.  DESTROY when 4 years old.  b. Small Business (see FPR 1-1.701.8). Material relating to dealings with small business for which PGAMS has responsibility.  DESTROY when 4 years old.  c. Labor Surplus Areas (See FPR 1-1.804). Material relating to dealings in the labor surplus area for which PGAMS has responsibility.  DESTROY when 4 years old.		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p data-bbox="397 370 1110 405"><u>PROCUREMENT, GRANTS AND AGREEMENTS, continued</u></p> <p data-bbox="124 469 663 504">14. <u>Open Market Purchases.</u></p> <p data-bbox="263 536 1171 631">a. Blanket Purchase Agreements. (BPA) see FPR 1-3.606). Material and files relating to BPA's and the BPA's themselves, for which PGAMS has responsibility.</p> <p data-bbox="263 661 663 695">DESTROY when 4 years old.</p> <p data-bbox="263 725 1125 820">b. <u>Blind Made Products</u> (see FPR 1-1.302). Material and files relating to blind made products for which PGAMS has responsibility.</p> <p data-bbox="263 850 663 885">DESTROY when 4 years old.</p> <p data-bbox="124 915 471 949">15. <u>Contracts.</u></p> <p data-bbox="263 981 1151 1076">a. Contracts - General. Material and policies, standards techniques and procedures of contract management.</p> <p data-bbox="263 1106 1141 1201">PERMANENT. Transfer to FARC 2 years after being superseded or becoming obsolete. Offer to NARS 5 years after this.</p> <p data-bbox="263 1231 1151 1326">b. Contracts - Specific. Contracts: to include correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p data-bbox="263 1356 1110 1427">1. Procurement or purchase organization copy and related papers.</p> <p data-bbox="263 1457 1090 1528">a. Transaction of more than \$10,000 and all construction contracts exceeding \$2000.</p> <p data-bbox="263 1558 833 1592">DESTROY 6 years after final payment.</p> <p data-bbox="263 1622 1013 1691">b. Transactions of \$10,000 or less and construction contracts under \$2000.</p> <p data-bbox="263 1721 833 1755">DESTROY 3 years after final payment.</p> <p data-bbox="389 1786 705 1820">2. Obligation copy.</p> <p data-bbox="263 1850 786 1884">DESTROY when funds are obligated.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><u>PROCUREMENT, GRANTS AND AGREEMENTS, continued</u></p>		
15 cont.	<p>3. Copies of contracts and other papers which are duplicates of those in (2) (1) which are used by component elements of a procurement office for administrative purposes.</p> <p>DESTROY upon termination or completion.</p>		
16.	<p><u>Bids - Mistakes.</u> Material and files relating to bid mistakes.</p> <p>DESTROY when 4 years old.</p>		
17.	<p><u>Debarrs, Ineligible, Suspended.</u> Debarrs, ineligible, suspended lists and material related thereto.</p> <p>a. USDA's debarred, ineligible, suspended list and material related to it.</p> <p>DESTROY 3 years after date of the list.</p> <p>b. GSA debarred, ineligible, suspended list and PGAMS generated material that relates to it.</p> <p>DESTROY when 3 years old.</p> <p>c. GAO, OIS list and PGAMS generated material that relates to it.</p> <p>DESTROY when 3 years old.</p> <p>d. Labor Departments. OIS list and PGAMS generated material that relates to it.</p> <p>DESTROY when 4 years old.</p>		
18.	<p><u>Labor Standards.</u> PGAMS generated material that relates to labor standards.</p> <p>DESTROY when 4 years old.</p> <p>a. Violations of labor standards.</p> <p>DESTROY when 4 years old.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>PROCUREMENT, GRANTS AND AGREEMENTS, continued</u></p>		
19.	<p><u>Bonds - Insurance</u> . Material related to bonds and insurance.</p> <p>DESTROY when 4 years old.</p>		
20.	<p><u>Protests</u>. Protests against contract solicitation, offer or award. Material relating to protest and the final disposition of the protest.</p> <p>DESTROY when 7 years old.</p>		
21.	<p><u>Home Town Plans</u>. Material and documents generated by PGAMS relating to Home Town Plans (affirmative action plans for construction unions).</p> <p>DESTROY when 4 years old.</p>		
22.	<p><u>Federal Assistance Review</u></p> <p>a. Action Plans - USDA. Material related to USDA action plans.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 10 years old.</p> <p>b. Action Plans - Others. Material related to all other action plans.</p> <p>DESTROY when 5 years old.</p> <p>c. Improving USDA programs. Material generated by PGAMS (background material) for improving USDA programs.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 10 years old.</p> <p>d. OMB Circulars. Material and comments about OMB circulars for which PGAMS has general responsibility.</p> <p>DESTROY when 5 years old.</p>		

# REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

1st draft

TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Office of Operations

3. MINOR SUBDIVISION

Procurement, Grants and Agreements

4. NAME OF PERSON WITH WHOM TO CONFER

Cooch, A.E.

5. TEL. EXT.

77527

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO.
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 "with-drawn" in column 10.	
Date	Archivist of the United States

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

(Date)	(Signature of Agency Representative)	(Title)
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
	<p>Administration</p> <p>1. <u>Objectives and Policy Documents.</u> Material relating to overall program direction.</p> <p>a. Regulations. Comments and other material on proposed and existing regulations other than OO originated.</p> <p>b. Orders. Comments and other material on existing or proposed orders</p> <p>PERMANENT. Transfer to <del>FRC</del> <sup>FARC</sup> four years after date of material. Offer to National Archives <del>20 yrs.</del> <sup>20 yrs. Service</sup> after date of material when 20 yrs old.</p> <p>c. Decisions. Comments and other material on GAO, OGC, and other formal decisions.</p> <p>PERMANENT. Transfer to FRC five years after date of material. Offer to National Archives 20 yrs. after date of material.</p> <p>2. <u>Organization and Authorities Documents.</u></p> <p>a. Organization. Material on administrative or executive structure of programs.</p> <p>Permanent. Transfer to FRC four years after date of material. Offer to National Archives 20 yrs. after date of material.</p>	10. ACTION TAKEN

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Item 2 continued:</p> <p>b. Delegations of Authority. Material on delegations of authority and responsibilities.</p> <p>Destroy when superseded or obsolete.</p> <p>3. <u>Management Improvement Documents.</u></p> <p>Material on management programs, surveys and improvements, including workload and manning analysis.</p> <p>PERMANENT. Transfer to FRC five years after date of material. Offer to National Archives 20 years after date of material with the following exceptions:</p> <p>a. Data Processing. Material on data processing management programs, surveys and improvements including workload and manning analysis.</p> <p>Transfer to FRC 2 years after date of material. Destroy 5 years after date of material.</p> <p>b. Employee Suggestions. Relating to management programs, surveys and improvements, including workload and manning analysis.</p> <p>Transfer to FRC 2 years after date of material. Destroy 5 years after date of material.</p> <p>c. Management Studies.</p> <p>Permanent: Transfer to FRC 2 years after date of study. Offer to National Archives 20 years after date of the study.</p> <p>4. <u>Management Controls Documents.</u></p> <p>Material on the control of OO functions by audits (internal and external), inspections and special reviews.</p> <p>Permanent. Transfer to FRC five years after date of report. Offer to National Archives 20 years after date of report.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>5. <u>External Relations Documents:</u></p> <p>Comments and other material on:</p> <p>a. Congressional Reports.</p> <p>Permanent. Transfer to FRC 5 years after date of material. Offer to National Archives 20 years after date of material.</p> <p>b. Legislative Drafts.</p> <p>Permanent. Transfer to FRC 5 years after date of material. Offer to National Archives 20 years after date of material.</p> <p>c. Legislative Reports</p> <p>Permanent. Transfer to FRC 5 years after date of material. Offer to National Archives 20 years after date of material.</p> <p>d. Investigative Committees</p> <p>Permanent. Transfer to FRC 5 years after date of material. Offer to National Archives 20 years after date of material.</p> <p>e. Intergovernment Reports and Committees.</p> <p>Permanent. Transfer to FRC 5 years after date of material. Offer to National Archives 20 years after date of material.</p> <p>f. Intradepartment Reports and Committees.</p> <p>Permanent. Transfer to FRC 5 years after date of material. Offer to National Archives 20 years after date of material.</p> <p>6. <u>COMMITTEES AND MEETINGS DOCUMENTS.</u></p> <p>a. Important Committee Records. Material relating to substantial OO programs.</p> <p>Permanent. Transfer to FRC 3 years after date of material. Offer to National Archives 20 years after date of material.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>6. <u>COMMITTEES AND MEETINGS DOCUMENTS</u>, continued.</p> <p>b. Other committee records. Material relating to non-substantial OO programs.</p> <p>Destroy after 2 years.</p> <p>c. Important meetings records. Meetings records relating to substantial OO programs.</p> <p>Permanent. Transfer to FRC 3 years after date of meeting. Offer to National Archives 20 years after the date of the meeting.</p> <p>d. Other meetings records. Meetings records relating to non-substantial OO programs.</p> <p>Destroy after 2 years.</p> <p>7. <u>RECORDS MANAGEMENT DOCUMENTS</u>.</p> <p>All materials and documents relating to records management.</p> <p>Destroy after 4 years.</p> <p>a. Storage Lists. Lists of records stored in the FRC (SF. 135) or other storage.</p> <p>Retain until superseded or obsolete.</p> <p>8. <u>FORMS MANAGEMENT DOCUMENTS</u>.</p> <p>Materials and documents relating to forms management.</p> <p>a. AD Forms. Material on the development of and comments on AD forms.</p> <p>Permanent. Transfer to FRC 1 year after AD form is obsolete.</p> <p>b. OO Forms. Material on the development of and comments on OO forms.</p> <p>Permanent. Transfer to FRC 1 year after OO form is obsolete.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>FORMS MANAGEMENT DOCUMENTS, continued</p> <p>c. GSA forms. Material on the development of and comments on GSA forms.</p> <p>Permanent. Transfer to FRC 1 year after GSA form is obsolete.</p> <p>9. <u>REPORTS MANAGEMENT DOCUMENTS.</u></p> <p>Materials and documents relating to Reports management.</p> <p>Destroy after four years.</p> <p>a. Recurring Reports. Recurring reports originating in PGAMS.</p> <p>Permanent. Transfer to FRC after 4 years.</p> <p>b. Non-Recurring Reports. Non-recurring reports originating in PGAMS.</p> <p>Permanent. Transfer to FRC after 4 years.</p> <p>10. <u>DIRECTIVES MANAGEMENT DOCUMENTS.</u></p> <p>Material on directives issued or originated by PGAMS.</p> <p>a. 00 Memoranda. Material and comments on 00 memoranda issued or originated by PGAMS.</p> <p>Permanent. Transfer to FRC 5 years after the date of the memoranda. Offer to National Archives 20 years after date of memoranda.</p> <p>b. AR's material and comments on. AR's issued or originated by PGAMS.</p> <p>Permanent - Transfer to FRC 5 years after the date of the AR. Offer to National Archives 20 years after date of AR.</p> <p>c. AGPR's. Material and comments on AGPR's issued or originated by PGAMS.</p> <p>Permanent. Transfer to FRC 5 years after the date.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>11. CLASSIFICATION - STAFFING.</p> <p>Material and files on PGAMS classifications and staffing.</p> <p>Transfer to FRC after 2 years. Destroy after 4 years.</p> <p>12. EMPLOYMENT. Material and files on PGAMS empl.</p> <p>Transfer to FRC after 2 years. Destroy after 4 years.</p> <p>13. DEVELOPMENT, PERFORMANCE, UTILIZATION.</p> <p>Material and files on PGAMS personnel development, performance and utilization.</p> <p>Transfer to FRC after 2 years. Destroy after 4 years.</p> <p>14. PAY ALLOWANCES. Material and files on PGAMS personnel pay and allowances.</p> <p>Transfer to FRC after 2 years. Destroy after 4 years.</p> <p>15. ATTENDANCE - LEAVE. Material and files on PGAMS personnel attendance and leave status to include T&amp;A's</p> <p>Destroy after 6 months.</p> <p>16. RELATIONS, SAFETY AND HEALTH. Material and files on PGAMS personnel safety and health relations.</p> <p>Transfer to FRC after 2 years. Destroy after 4 years.</p> <p>17. INSURANCE -ANNUITIES. Material and files on insurance and annuities as it relates to PGAMS personnel.</p> <p>Transfer to FRC after 2 years. Destroy after 4 years.</p> <p>18. <u>PUBLICATIONS</u></p> <p>Publications for which PGAMS has responsibility.</p> <p>a. Disposition-Master. Master set of each publication.</p> <p>Permanent. Transfer to FRC after 5 years after date of publication. Offer to National Archives 20 years after date of publication.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>PUBLICATIONS, continued.</p> <p>b. Disposition - Other copies. All copies of publications other than the master set.</p> <p>Destroy when superseded or obsolete.</p> <p>c. Distribution. Material relating to disposition (i.e. mail lists) of publications for which PGAMS has responsibility.</p> <p>Destroy when superseded or obsolete.</p> <p>d. Comments. Correspondence and notes commenting on publications for which PGAMS is responsible.</p> <p>Transfer to FRC 2 years after date of material. Destroy 4 years after date of material.</p> <p>19. <u>PGAMS ARTICLES, LECTURES AND SPEECHES.</u></p> <p>Articles, lectures and speeches for which PGAMS is responsible.</p> <p>a. Master set.</p> <p>Permanent. Transfer to FRC 5 years after date of material. Offer to National Archives 20 years after date of material.</p> <p>b. Others.</p> <p>Destroy when no longer needed.</p> <p>20. <u>AVAILABILITY OF INFORMATION ACT.</u> Fee Schedule.</p> <p>Material and comments on the Fee Schedule.</p> <p>Destroy after 4 years.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>21. <u>SET ASIDE PURCHASES</u></p> <p>a. Minority Business. Material relating to relations with minority business for which PGAMS has responsibility.</p> <p>Retain for 4 years. Offer to FRC; if not accepted - destroy.</p> <p>b. Small Business. Material relating to dealings with small business for which PGAMS has responsibility.</p> <p>Retain for 4 years. Offer to FRC; if not accepted - destroy.</p> <p>c. Labor Surplus Areas. Material relating to dealings in the labor surplus area for which PGAMS has responsibility.</p> <p>Retain for 4 years. Offer to FRC; if not accepted - destroy.</p> <p>22. <u>OPEN MARKET PURCHASES</u></p> <p>a. Blanket Purchase Agreements. Material and files relating to BPA's and the BPA's themselves, for which PGAMS has responsibility.</p> <p>Retain for 4 years. Offer to FRC; if not accepted - destroy.</p> <p>b. Blind Made Products. Material and files relating to blind made products for which PGAMS has responsibility.</p> <p>Retain for 4 years. Offer to FRC; if not accepted - destroy.</p> <p>23. <u>CONTRACTS</u></p> <p>a. Contracts - General. Material on policies, standards techniques and procedures of contract mgmt.</p> <p>Permanent. Transfer to FRC 2 years after being superseded or becoming obsolete.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>CONTRACTS, continued.</p> <p>b. Contracts - Specific. Contracts: to include correspondence and related papers pertaining to award, administration, receipt, inspection, and payment.</p> <p>1. Procurement or purchase organization copy, and related papers.</p> <p>a. Transaction of more than \$10,000 and all construction contracts exceeding \$2000.</p> <p>Dispose 6 years after final payment. (Place in inactive file on final payment; transfer fiscal year block to FRC after 2 years.</p> <p>b. Transactions of \$10,000 or less and construction contracts under \$2000</p> <p>Dispose 3 years after final payment.</p> <p>2. Obligation copy.</p> <p>Dispose when funds are obligated.</p> <p>3. Copies of contracts and other papers which are duplicates of those in (2) 1) which are used by component elements of a procurement office for administrative purposes.</p> <p>Dispose upon termination or completion.</p> <p>24. <u>BIDS - MISTAKES.</u> Material and files relating to bid mistakes.</p> <p>Retain for 4 years; offer to FRC. If not accepted - dispose of.</p> <p>25. <u>DEBARRS, INELIGIBLE, SUSPENDED.</u> Debarrs, ineligible, suspended lists and materials related thereto.</p> <p>a. USDA's OIS list and material related to it.</p> <p>Destroy 3 years after date of the list.</p> <p>b. GSA OIS list and PGAMS generated material that relates to it.</p> <p>Destroy 3 years after date of the list.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>DEBARRS, INELIGIBLE, SUSPENDED, continued.</p> <p>c. GAO OIS list and PGAMS generated material that relates to it.</p> <p>Destroy 3 years after date of the list.</p> <p>d. Labor Departments. OIS list and PGAMS generated material that relates to it.</p> <p>Destroy 4 years after date of the list.</p> <p>26. <u>LABOR STANDARDS</u> , PGAMS generated material that relates to labor standards.</p> <p>Destroy 4 years after date of material.</p> <p>a. Violations of labor standards.</p> <p>Destroy 4 years after date of material.</p> <p>27. <u>BONDS - INSURANCE.</u> Material related to bonds and insurance.</p> <p>Destroy 4 years after date of material.</p> <p>28. <u>CASE FILES.</u></p> <p>a. Regular case files.</p> <p>Destroy 4 years after date of file.</p> <p>b. Special - Utility case files.</p> <p>Destroy 4 years after date of files.</p> <p>c. Others. All other case files.</p> <p>Destroy 4 years after date of file.</p> <p>29. <u>APPEALS - PROTESTS.</u></p> <p>a. Appeals - USDA board. Material and notes generated by the board concerning appeals.</p> <p>Destroy after 7 years.</p>		



REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>APPEALS - PROTESTS, continued.</p> <p>b. Appeals - Disposition after closing.</p> <p>Permanent. Transfer to FRC 3 years after date of final disposition.</p> <p>c. Protests. Material relating to protests and the final disposition of the protest.</p> <p>Retain for 7 years. Offer to FRC, if not accepted - destroy.</p> <p>30. <u>HOME TOWN PLANS.</u> Material and documents generated by PGAMS relating to Home Town Plans.</p> <p>Retain for 4 years. Offer to FRC. If not accepted - Destroy.</p> <p>31. <u>SPECIAL PROGRAMS</u> Material generated by PGAMS relating to special programs.</p> <p>Retain for 4 years. Offer to FRC, if not accepted - destroy.</p> <p>32. <u>FEDERAL ASSISTANCE REVIEW</u></p> <p>a. Action Plans - USDA. Material related to USDA action plans.</p> <p>Permanent. Transfer to FRC 5 years after date of material.</p> <p>b. Action Plans - Others. Material related to all other action plans.</p> <p>Retain for 5 years then destroy.</p> <p>c. Improving USDA Programs. Material generated by PGAMS (background material) for improving USDA pgms.</p> <p>Permanent. Transfer to FRC 5 years after date of material.</p> <p>d. OMB Circulars. Material and comments about OMB circulars for which PGAMS has general responsibility.</p> <p>Permanent. Transfer to FRC 5 years after date of material.</p>		