

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
	d. Obligating copy. NOTE: Procurement files which document the initiation and development of transactions which deviate from normal procurement transactions must be disposed of on an individual basis by submitting an SF-115. FILE by subject and document number.	Destroy when funds are obligated.	N/A	Destroy when funds are obligated.	GRS-3-4b
5000-3 ✓	<u>Bidders List</u> List or cards of acceptable bidders. FILE alphabetically by bidder.	PD Destroy when S/O.	N/A	Destroy when S/O.	GRS-3-6d
5000-4 ✓	<u>Tax Exemption Files</u> Use for tax exemption certificates and related papers. FILE by FY.	PD Destroy 3 yrs. after period covered by account.	N/A	N/A	GRS-3-13
5000-5 ✓	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project.	PD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

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(1)	(2)	(3)	(4)	(5)	(6)
5100	<p><u>REAL PROPERTY MANAGEMENT</u> Use for material of a general nature which pertains to the management and use of buildings and land owned or leased by the Government, including its proper and economical use and which does not fit elsewhere in this category.</p> <p>FILE by agency and location.</p>	FMD Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
5100-1	<p><u>Policy and Procedure</u> a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. <i>Issuances</i></p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directives.</p> <p>b. Use for issuances which pertain to routine agency administrative functions. Also includes background material. <i>above, which document aspects of the development of the issuance.</i></p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>FMD Submit SF 115. <i>Destroy when 5/0</i></p> <p>Destroy when S/O <i>issuance is destroyed</i></p>	N/A	<p><i>Destroy when S/O</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-1c</p> <p><i>RTB CC 7/21/83</i></p>
5100-1-1	<p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	GRS-16-1d c & d

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
5100-2 ✓	<p><u>Disposition of Real Property</u> Use for material which is 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 locations plans specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists as well as duplicate copies of title papers.</p> <p>FILE by agency and location.</p>	FMD Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage.	N/A	Destroy upon disposition of property.	GRS-4-7
5100-3 ✓	<p><u>Reports</u> Excess real property.</p> <p>FILE by agency and location.</p>	FMD Submit SF 115. <i>Destroy when s/o</i>	N/A	N/A	GRS-4-3 <i>RTB cc 7/21/83</i>
5100-4 ✓	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	FMD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

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(1)	(2)	(3)	(4)	(5)	(6)
5200	<p><u>PERSONAL PROPERTY MANAGEMENT</u> Use for material of a general nature which pertains to nonexpendable equipment, acquisition, maintenance and disposal. Personal property includes such items as furniture and office equipment.</p> <p>FILE by subject and agency if applicable.</p>	PPMD Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
5200-1	<p><u>Policy and Procedure</u> a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. <i>Issuances</i></p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directives.</p> <p>b. Use for <i>case files</i> related to (a) issuances which pertain to routine agency administrative functions. Also includes background material above which document aspects of the development of the <i>issuance</i>.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>Submit SF-115. <i>Destroy when s/o</i></p> <p>Destroy when <i>S/O</i>. <i>issuance is destroyed</i></p>	N/A	<p><i>Destroy when s/o</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.</p> <p>Destroy when S/O. <i>issuance is destroyed</i></p>	GRS-16-1c GRS-16-1d c & d
5200-1-1	<p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	

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DIS- POSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
5200-2 ✓	<p><u>Personal Property Accountability List/Index</u> Use for listings which provide a means for accounting for personal property. Includes master property print-outs, station listings, working capital and appropriated funds listings, etc.</p> <p>FILE in chronological sequence.</p>	PPMD Dispose of when updated.	N/A	Dispose of when updated.	NC1-16-77-6 Item 15 <i>(same)</i>
5200-3 ✓	<p><u>Reports</u> Use for material pertaining to inter/intra agency reports relating to excess and surplus personal property.</p> <p>FILE by subject, agency, and state.</p>	PPMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS 4/5
5200-4 ✓	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	PPMD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
5300	<p><u>SUPPLY MANAGEMENT</u> Use for material of a general nature pertaining to the requisitioning and procuring of expendable supplies and equipment including storage, inspection, control, and disposition of stock which does not fit elsewhere in this category.</p> <p>FILE by subject in chronological sequence.</p>	PPMD Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	
5300-1	<p><u>Policy and Procedure</u> a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. <i>Issuances.</i></p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directives.</p> <p>b. Use for issuances which pertain to routine agency administrative functions. Also includes background material above which document aspects of the development of the issuance. <i>case files related to (a)</i></p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>PPMD Submit SF-115. <i>Destroy when S/O</i></p> <p>Destroy when <i>S/O</i>. <i>issuance is destroyed</i></p>	N/A	<p><i>Destroy when S/O</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-1c</p> <p><i>RB cc 7/21/83</i></p>
5300-1-1	<p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	GRS-16-1d <i>e & d</i>

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(1)	(2)	(3)	(4)	(5)	(6)
5300-2	<p><u>Requisitions</u> Use for requisitions of supplies and equipment.</p> <p>FILE by requisition number and/or agency.</p>	<p>PPMD STOCKROOM COPY Destroy 2 yrs. after completion or cancel- lation of requisi- tion.</p>	N/A	<p>Destroy when 6 months old.</p>	<p>GRS-3-9a & b</p>
5300-3	<p><u>Inventory Files</u></p> <p>a. <u>Inventory Lists</u></p> <p>b. <u>Inventory Cards</u></p> <p>FILE by federal stock number or classification assigned to each supply item.</p>	<p>PPMD Destroy 2 yrs. from date of list.</p> <p>PPMD Destroy 2 yrs. after discon- tinuance of item or 2 yrs. after stock balance is trans- ferred to new card or record- ed under a new classifica- tion, or 2 yrs. after equipment is removed from agency control.</p>	N/A	N/A	<p>GRS-3-10a</p> <p>GRS-3-10b</p>

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

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(1)	(2)	(3)	(4)	(5)	(6)
5400	<p><u>FLEET MANAGEMENT</u> Use for material of a general nature which pertains to the authority to lease, purchase or dispose of motor vehicles.</p> <p>FILE by subject, organization and chronologically.</p>	PPMD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	
5400-1	<p><u>Policy and Procedure</u> a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. <i>Issuances</i></p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directives.</p> <p>b. Use for <i>case files related to</i> issuances which pertain to routine agency administrative functions. Also includes background material <i>(a) above which document aspects of the development of the issuance.</i></p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>PPMD Submit SF 115. <i>Destroy when 5/0</i></p> <p>Destroy when <i>5/0</i> <i>issuance is destroyed</i></p>	N/A	<p><i>Destroy when 5/0</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-1c</p> <p><i>RRB CC 7/21/83</i></p>
5400-1-1	<p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	GRS-16-1d <i>c & d</i>

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(1)	(2)	(3)	(4)	(5)	(6)
5400-2 ✓	<p><u>Leasing</u> Use for material which pertains to obtaining authority to lease GSA vehicles or authority to lease commercially for agencies serviced by OO. Also includes GSA approvals or disapprovals.</p> <p>FILE by agency, subject and vendor.</p>	<p>PPMD Destroy when 3 yrs. old.</p>	N/A	<p>Destroy when 3 yrs. old.</p>	
5400-3 /	<p><u>Surveys, Inspections and Reports</u> Use for material pertaining to results of intra/inter-governmental inspections, surveys, and reports. (Does not include accident reports-- see 5400-5).</p> <p>FILE by subject.</p>	<p>PPMD & NFC Destroy 3 yrs. after date of report.</p>	N/A	<p>Destroy 3 yrs. after date of report.</p>	
5400-4 J	<p><u>Motor Vehicle Operations</u> Use for material pertaining to individual employees' operation of government-owned vehicles, including drivers' tests, authorizations to use, safe driving awards, and other related correspondence.</p> <p>NOTE: See 4600-3 for filing of operators permits.</p> <p>FILE by agency and alphabetically by employee.</p>	<p>OP Destroy 3 yrs. after separation of employee or 3 yrs. after rescission of authorization to operate government-owned vehicle, whichever is sooner.</p>	N/A	N/A	GRS-10-7
5400-5 J	<p><u>Accident Reports</u> Use for material pertaining to motor vehicle accidents.</p> <p>FILE by agency and alphabetically by employee.</p>	<p>OP Destroy 6 yrs. after case is closed.</p>	N/A	<p>Destroy 6 yrs. after case is closed.</p>	GRS-10-5

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(1)	(2)	(3)	(4)	(5)	(6)
5400-6 ✓	<p><u>Gasoline Sales</u> Use for material filed in support of paid invoices for credit card purchases. FILE by agency in chronological sequence.</p>	<p>NFC Destroy after GAO audit or when 3 yrs. old whichever is sooner.</p>	N/A	<p>Destroy when 3 yrs. old.</p>	GRS-6-7
5400-7 ✓	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project.</p>	<p>Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-7

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(1)	(2)	(3)	(4)	(5)	(6)
5500	<p><u>ENERGY MANAGEMENT</u> Use for material of a general nature which pertains to actions taken to conserve energy and manage fuel resources which does not fit elsewhere in this category. Included is the relationship of energy to the operation and maintenance of agriculture facilities, utilities and equipment, and associated projects. <i>(Note: OBPA has record copy)</i> FILE in chronological sequence.</p>	OBPA <i>Destroy when 3 yrs. old</i>	N/A	Destroy when 2 yrs. old.	RTB CC 7/21/83
5500-1	<p><u>Policy and Procedure</u> a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. <i>Issuances</i> NOTE: See 3000-1-2 for disposition of record copy of Departmental directives. b. Use for issuances which pertain to routine agency administrative functions. Also includes background material. <i>case files related to (a) above which document aspects of the development of the issuance.</i> FILE by origin, series number or in chronological sequence.</p>	OBPA Submit SF-115. <i>Destroy when 5/0</i>	N/A	<i>Destroy when 5/0</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1 RTB CC 7/21/83
5500-1-1	<p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directives system. Includes comments and other material on proposed and existing instructions. FILE by origin, series number or in chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	GRS-16-1 d

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(1)	(2)	(3)	(4)	(5)	(6)
5500-2	<p><u>Energy Conservation Reports</u> Use for material pertaining to energy consumption, projected fuel requirements, fuel availability and storage capacity, boiler plant equipment data, and similar reports. Included are energy information reports, Department of Energy data requirements, and information collected for higher level agencies, and related documents.</p> <p>FILE by agency.</p>	<p>OBPA Destroy when no longer needed for reference</p>	N/A	Destroy when 2 yrs. old.	<p>RTB cc 7/21/83</p>
5500-3 ✓	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	<p>Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	Destroy when no longer needed.	RS-16-7

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(1)	(2)	(3)	(4)	(5)	(6)
5600	<p><u>ENVIRONMENTAL PROTECTION</u> Use for general material pertaining to action taken within USDA to reduce environmental pollution.</p> <p>FILE chronologically by agency and location.</p>	<p>EPA NR+E Destroy when 3 yrs. old</p>	N/A	Destroy when 1 yr. old.	<p>RTB CC 7/21/83</p>
5600-1	<p><u>Policy and Procedure</u> a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. <i>issuances</i></p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directives.</p> <p>b. Use for issuances which pertain to routine agency administrative functions. Also includes background material. <i>case files related to (a) above which document aspects of the development of the issuance.</i></p>	<p>NR&E Committee Destroy when S/O</p>	N/A	<p>Destroy when S/O Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-1c RTB CC 7/21/83</p>
5600-1-1	<p><u>External or Non-Series Instructions</u> Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>Destroy when S/O.</p>	N/A	<p>Destroy when S/O. <i>issuance is destroyed</i></p>	<p>GRS-16-1d e & d</p>

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(1)	(2)	(3)	(4)	(5)	(6)
5600-2	<p><u>Environmental Pollution Reduction</u> Use for material pertaining to the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to reduce such pollution as may exist. Included are inventories of sources of pollution, annual reports describing progress in accomplishing objectives of environmental pollution reduction plans, and related or similar documents.</p> <p>[Note: EPA has record copy] FILE chronologically by agency and location.</p>	<p>NR&E EPA <i>Destroy when s/o or when no longer needed for reference</i></p>	N/A	<p>Destroy when S/O or when no longer needed.</p>	<p><i>RTB CC 7/21/83</i></p>
5600-3	<p><u>Environmental Pollution Complaints</u> Use for material pertaining to complaints regarding alleged environmental pollution by agricultural activities. Included are letters of complaint, investigations, or studies; replies to complaints; and similar or related documents.</p> <p>FILE chronologically by agency and location.</p>	<p>NR&E EPA <i>Destroy 6 yrs. after complaint has been resolved</i></p>	N/A	<p>Destroy when 1 yr. old.</p>	<p><i>RTB CC 7/21/83</i></p>
5600-4	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	<p>Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	<p>GRS-16-7</p>