

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO: GENERAL SERVICES ADMINISTRATION, NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		LEAVE BLANK	
		JOB NO. <p align="center">NC1-16-83-1</p>	
1. FROM (AGENCY OR ESTABLISHMENT) <p align="center">United States Department of Agriculture</p>		DATE RECEIVED <p align="center">10-1-82</p>	
2. MAJOR SUBDIVISION <p align="center">Office of the Secretary</p>		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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION <p align="center">Office of Information Resources Management</p>			
4. NAME OF PERSON WITH WHOM TO CONFER <p align="center">Cherie Cozin/Joyce Hooks</p>	5. TEL. EXT. <p align="center">447-9272 447-8799</p>		
		10-11-83 <small>Date</small>	<i>[Signature]</i> <small>Archivist of the United States</small>

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 107 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.

7. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature: Roxanne Williams]</i>	E. TITLE <p align="center">RECORDS OFFICER</p>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules for the former Office of Operations and Finance (previously referred to as Office of Operations, NC1-16-77-6). Presently, this file and disposition schedule covers the records for the Offices of Administrative Services, Financial Management, Information Resources Management, Operations, and Personnel. Eventually, this schedule will be expanded to include the records of all offices which report to the Assistant Secretary for Administration. 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.</p>		700 items

115-107

to agency, by RTB, 10/12/83
to NNF, ~~RTB~~, NNB, WNRC - 10/18/83 - by DMW, 11-1-83
sent
sent by DMW, 11-1-83
MDC sheet not required

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

NNF + NNB sent 10-25-83 by DMW.

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

ASSIGNMENT NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPC AUTI
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1000	<p><u>ORGANIZATION, AUTHORITIES, AND FUNCTIONS</u> Use for all common use internal management files, including functions performed outside the filing office. May include correspondence or material on the broad aspects of assigned functions generally. Excluded are records of a specific assigned function, e.g., personnel, budget, and accounting which are filed as separate entities under their appropriate categories.</p> <p>FILE chronologically by subject.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1000-1	<p><u>Policy and Procedure</u> a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. → Issuances (non-record copies). [NOTE: See 3000-1-2 for disposition of record copy of Departmental directives.]</p> <p>b. ^{case files related to (a)} Use for issuances which pertain to routine agency administrative functions. Also includes background material above which document aspects of the development of the issuance. FILE by origin, series number or in chronological sequence.</p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directive.</p>	<p>DIRECTORS Submit SF-115. Destroy when superseded/obsolete</p> <p>Destroy when S/O. issuance is destroyed</p>	N/A	<p>Destroy when superseded/obsolete after the directive is issued or immediately when it is known that no action will be taken.</p> <p>Destroy when S/O. issuance is destroyed.</p>	<p>GRS-16 GRS 16/c</p> <p>RTB cc 7/21/83</p> <p>GRS-16-1d c & d</p> <p>RTB cc 7/21/83</p>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISC. AUTH.
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1000-1-1 <i>oh</i>	<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.	
1000-2 <i>✓</i>	<p><u>Organization</u> Use for material relating to organizational analysis and planning or changes in organization functions; documents relating to overall functions and missions; and copies of organizational and functional statements, manuals, and charts. Also includes material pertaining to the number of positions and grade levels/series required to perform program missions.</p> <p>FILE alphabetically by major and minor subdivisions. <i>1/2 of /yr.</i></p>	PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old.	N/A	Destroy when S/O.	GRS-16/13a + & 13b (same)
1000-3 <i>✓</i>	<p><u>Delegations of Authority</u> Use for material on delegations of authority to identified positions or persons, and temporary or limited delegations to positions or persons.</p> <p>FILE chronologically by major and minor subdivisions.</p>	Destroy when S/O.	N/A	Destroy when S/O.	
1000-4 <i>✓</i>	<p><u>Committees, Conferences, and Meetings</u> Use for official material pertaining to participation in, or association with ^{internal} committees, conferences, and meetings, including related activities documenting the accomplishment of official boards, task forces, and work groups.</p> <p>FILE chronologically by subject.</p>	Destroy when 3 yrs. old. <i>2 yrs. after termination of committee.</i>	N/A	Destroy when 1 yr. old.	GRS 16/12a(2)

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISP. AUT.
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1000-4-1 ✓	<p><u>Interagency or International Committees or Task Forces</u> Use for agendas, minutes, final reports and recommendations from inter/intra agency committees or task forces chaired by top level employees.</p> <p>NOTE: Office or official responsible for the assembling and maintenance of reports, records, and other papers of the committee or task force. Permanent: Offer to NARS 5 yrs. after termination of committee or task force. Other offices: Destroy when 5/0 or upon termination of membership, whichever is sooner. 3 yrs. old or when no longer needed for reference. FILE chronologically by committee.</p>	(SEE NOTE)			GRS 16/ 12b(1)
1000-4-2 ✓	<p><u>Director's/Deputy Director's</u> Use for agendas, minutes, final reports, and supportive records relating to substantive functions of the agency. (Non-record material). FILE chronologically, by committee.</p>	Destroy when 2-3 yrs. old, or when no longer needed for reference.	N/A	Destroy when 1 yr. old.	GRS 16/ 12b(1)(b)
1000-4-3 ✓	<p><u>Divisions/Branches/Sections</u> Use for internal staff meeting minutes and supportive records below the Directors level. FILE in chronological sequence.</p>	Destroy when 2-3 yrs. old, or when no longer needed for reference.	N/A	Destroy when 1 yr. old.	GRS 16/ 12b(1)(b)
1000-5 ✓	<p><u>Intradepartmental Relations</u> Use for material involving issues of concern between USDA agencies. NOTE: For Cooperative Agreements, see 1300-2. FILE by agency and locations.</p>	DIRECTOR Submit SF 115. Destroy when no longer needed for reference.	N/A	Destroy when no longer needed. Issue has been resolved.	

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPO AUT
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1000-5-1 ↓	<p><u>Colocation Services</u> Use for material pertaining to the development of policies and procedures and the monitoring and coordinating of programs relating to the housing together of activities which serve the same geographical area.</p> <p>FILE: Case file by location.</p>	Destroy when 6 yrs. old.	When 3 yrs old.	N/A	NC1-16 81-1 de
1000-6 ↓	<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>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 de

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ASSI- ATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPO AUTH
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1100	<p><u>MANAGEMENT IMPROVEMENT</u> Use for material of a general nature which pertains to the evaluation and constant effort to improve the effectiveness of approved programs and the efficiency of their operations which are not described elsewhere in this category.</p> <p>FILE by program title.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1100-1	<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><i>case files related to</i> b. Use for issuances which pertain to routine agency administrative functions. Also includes background material. <i>(a) above which document aspects of development of the 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 S/O. <i>issuance is destroyed.</i></p>	N/A	<p>Destroy when 1 yr. old. <i>Destroy when 1 yr. old.</i></p> <p>after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-10 1C</p> <p>RTB CC 7/21/83</p>
1100-1-1	<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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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISP. AUT.
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	
1100-2 ✓	<p><u>Management Improvement Reports/ Studies</u> Use for intra/inter agency management improvement reports/studies which are submitted to the Office of Management and Budget. Also includes related analysis and feeder reports.</p> <p>FILE by agency and subject.</p>	<p>Submit SF-115. <i>Destroy when no longer needed for reference.</i></p>	N/A	Destroy when no longer needed.	GRS-16-5
1100-2-1 st	<p><u>Operation Costs</u> Use for records of current operating costs and relationship of costs to function and performance. Includes cost reduction and improved effectiveness in operation.</p> <p>FILE by FY. in chronological sequence.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-6-5 1/2
1100-3 st	<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>	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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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISP. AUT
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	
1200	<p><u>PROGRAM PLANNING AND EVALUATION</u> Use for material pertaining to projected program planning, implementation, and monitoring of operating plans and goals. Also includes performance standards.</p> <p>FILE alphabetically by major and minor subdivisions.</p>	Destroy when 3 yrs. old.	N/A	Destroy when no longer needed.	
1200-1 ✓	<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 issuances.</i> FILE by origin, series number or in chronological sequence.</p>	<p>Submit SF-115. <i>Destroy when s/o</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-16-11c <i>11c</i></p> <p><i>RB</i> <i>CC</i> <i>7/21/83</i></p> <p>GRS-16-1d <i>1d</i></p>
1200-1-1 ✓	<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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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPO AUTH
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
I200-2	<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>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-16- 7</p>

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

ASSIGNMENT NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION				
		RECORD OFFICE		OTHER OFFICES	DISPO: AUTH	
		OPI & DISPOSITION	TO FARC			
(1)	(2)	(3)	(4)	(5)	(6)	
1300	<p><u>EXTERNAL RELATIONS</u> Use for material involving issues of concern to the Department and foreign countries, States, and local governments; other Federal departments; and both public and private organizations and institutions. Also includes relations with the President and members of his staff and Congressional committees, Members of Congress and cooperative agreements which are not located in other subjects areas of the file plan.</p> <p>NOTE: Microfilm of ^{incoming} correspondence to be destroyed when 3 yrs. old. (NC1-16-77-6, Item 31b).</p> <p>FILE by organization.</p>	<p>DIRECTORS PERMANENT. Offer to ^{in 5 yr blocks when} NARS when 5 yrs. old. <i>42 of 42.</i></p>	<p><i>When 5 yrs. old</i> N/A <i>20 yrs. old</i></p>	<p>Destroy when 3 yrs. old.</p>	<p>NC1-16-77-6 Item 31a</p> <p><i>RTB CC 10/3/83</i></p>	<p>→ NC1-16-77-6, Item 3</p>
1300-1	<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 ^{case files related to (a) above} issuances which pertain to routine agency administrative functions. Also includes background material <i>which document aspects of the development of the issuance.</i></p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>Submit SF-115. <i>Destroy when 3/0</i></p> <p>Destroy when S/O. <i>issuance is destroyed</i></p>	<p>N/A</p> <p>N/A</p>	<p><i>Destroy when S/O</i> Destroy ^{S/O} 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>	<p>GRS-16-10 <i>1C</i></p> <p><i>RTB CC 7/21/83</i></p> <p>GRS-16-1d e & d</p>	

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPO AUT
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1300-1-1	<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.	
1300-2	<p><u>Cooperative Agreements</u> Use for material relating to agreements between USDA agencies; between USDA and other Federal, State and local agencies; and between USDA and nonfederal organizations or agencies and foreign countries. These agreements relate to providing or obtaining various types of support services including administrative facilities, payroll and similar support on a onetime or continuing basis; and on a reimbursable or nonreimbursable basis. Includes agreements, amendments, review comments, related correspondence, and similar documents.</p> <p>FILE alphabetically by agency or organization, geographical location, addressee name, or title.</p>	<p>Submit SF-115. <i>Destroy 5 yrs. after expiration or cancellation of agreement.</i></p>	N/A	Destroy 2 yrs. after expiration or cancellation of agreement.	
1300-3	<p><u>Legislative Proposals</u> Use for comments and other material on legislative proposals.</p> <p>NOTE: All Offices: Office responsible for preparing the material or the central file location for the organization will retain the file 3 yrs. and destroy. Other offices will destroy copies when 1 yr. old.</p> <p>FILE chronologically by House and Senate.</p>	(SEE NOTE)			

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISP. AUT
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1300-4	<p><u>Public Relations Correspondence</u> Use for general correspondence from the public reflecting individual opinions pertaining to general programs of the Department not involving any administrative action beyond the preparation of a form reply.</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. For these records, see 1300.</p> <p>FILE by control number and name.</p>	ECR Destroy after 5 yrs.	N/A	Destroy after 1 yr.	NC1-16 77-6 Item 34 ok
1300-5	<p><u>Alphabetical Name File</u> Use as a record and cross reference of signed incoming and outgoing mail addressed to/by Secretary and his immediate staff.</p> <p>FILE alphabetically by geographical location, addressee, title, organization or agency.</p>	ECR PERMANENT. Offer to NARS ^{in 5 year} every 5 yrs. blocks when 20 yrs old.	^{when old.} N/A	N/A	NC1-16 77-6 Item 37 ok RTB CC 10/3/83
1300-6	<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>	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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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPO AUT
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1400	<p><u>PUBLIC AFFAIRS</u> Use for requests for information from the general public and replies involving no administrative action, no policy decisions, and no special compilations or research for reply, including requests for information and inquiries to which replies are made by printed or duplicated material, requests for publications, photographs and autographs, and acknowledgements and replies; letters of and concerning referrals to other agencies for replies, request for impression of Department seal, etc.</p> <p>FILE by control number, name, or subject if applicable.</p>	Destroy after 1 yr.	N/A	Destroy after 1 yr.	NC1-16-77-6 Item 33 ok
1400-1	<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>Issues</i></p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directives.</p> <p>b. Use for 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>FILE by origin, series number or in chronological sequence.</p>	<p>Submit SF-115. <i>Destroy when S/O</i></p> <p>Destroy when S/O. <i>issuance is destroyed.</i></p>	N/A	<p>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>	<p>GRS-16-1c 10</p> <p><i>RTB CC 7/21/83</i></p> <p>GRS-16-1d e & d</p>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DISPOSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPATCH
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1400-1-1 ✓	<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 chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	
1400-2 ✓	<p><u>Informational Releases</u> Use for copies of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto.</p> <p>FILE alphabetically by author or originator.</p>	Destroy when no longer needed.	N/A	Destroy when no longer needed.	
1400-3 ✓	<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>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-- 7

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISP. AUT.
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1500	<p><u>LEGAL AFFAIRS AND PROCEEDINGS</u> Use for material of a general nature which pertains to hearings and other legal proceedings before the Department of Agriculture which are not described elsewhere in this category.</p> <p>FILE in chronological sequence.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1500-1	<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> FILE by origin, series number or in chronological sequence.</p>	<p>Submit SF-115. Destroy when s/o</p> <p>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</p> <p>RTB CC 7/21/83</p>
1500-1-1 ✓	<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 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-16-1d e & d

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		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1500-2 ✓	<p><u>Legal Decisions</u> Use for decisions and agency comments on GAO, OGC, or other formal decisions and opinions.</p> <p>FILE alphabetically by origin and document number.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1500-3 ✓	<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>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPO AUTH
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	
1600	<p><u>ADMINISTRATIVE SUPPORT SERVICES</u> Use for material pertaining to the overall or general routine administrative support activities which are not specifically described in the following categories.</p> <p>FILE by subject in chronological sequence.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1600-1	<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 issuances which pertain to routine agency administrative functions. Also includes background material. (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>MRMD, FMD & O&TD Submit SF-115. <i>Destroy when S/O</i></p> <p>Destroy when issuance is destroyed</p>	N/A	<p><i>Destroy when S/O</i></p> <p>Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-10 <i>1c</i></p> <p><i>RTB cc 7/21/83</i></p> <p>GRS-16-1d c & d</p>
1600-1-1	<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.	

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- TION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPO AUTH
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
1600-2	<p><u>Communication Services</u> Use for material which pertains to the control and use of communications equipment, which does not fit elsewhere in this category.</p> <p>FILE by subject.</p>	FMD Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	
1600-2-1	<p><u>Equipment Service</u> Use for material pertaining to the installation, change, removal, and servicing of equipment.</p> <p>FILE by major and minor subdivisions.</p>	FMD Destroy 1 yr. after audit or when 3 yrs. old. whichever is sooner.	N/A	Destroy after action is taken.	GRS-12 2d (2)
1600-2-2	<p><u>Operational Files</u> Use for material pertaining to message registers, logs, performance reports, daily load reports, and related and similar records.</p> <p>FILE in chronological sequence.</p>	FMD Destroy when 6 months old.	N/A	N/A	GRS-12-3a
1600-2-3	<p><u>Communication Statements</u> Use for statements and toll slips.</p> <p>FILE by agency and/or in chronological sequence.</p>	NFC Destroy 3 yrs. after period covered by related account.	N/A	Destroy when 1 yr. old.	GRS-3-11
1600-2-4	<p><u>Directory and Locator Service</u> Use for correspondence, forms and other records pertaining to the compilation of directory service listings.</p> <p>FILE alphabetically by name and/or agency.</p>	FMD Destroy 2 months after issuance of listing.	N/A	N/A	GRS-11-3

FORM IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISP. AUT.
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1600-3	<p><u>Printing, Reproduction, and Distribution Services</u> Use for general material pertaining to the printing, binding, duplicating, and distribution of printed matter which does not fit elsewhere in this category.</p> <p>FILE by agency and job number.</p>	MRMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1600-3-1	<p><u>Project Control</u> Use for material pertaining to the execution of printing, binding, duplication, and distribution of jobs. Includes requisitions, bills, samples, manuscript clearances, and related papers. Does not include (1) requisitions on the Public Printer and related records; and (2) records relating to services obtained outside the agency.</p> <p>NOTE: For obligation copy of documents, See 5000-2d.</p> <p>FILE by requisition number.</p>	MRMD Destroy 1 yr. after after completion of job.	N/A	Destroy when 1 yr. old.	GRS-13-3a
1600-3-2	<p><u>Project Planning</u> Use for material pertaining to planning and other technical matters.</p> <p>NOTE: Control registers pertaining to requisitions and work orders are to be destroyed 1 yr. after close of FY in which compiled or 1 yr. after filling of register, whichever is applicable. (GRS-13-4)</p>	Destroy when 3 yrs. old.	N/A	N/A	GRS-13-3 &
1600-3-3	<p><u>JCP Reports</u> Use for reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plant or in storage.</p> <p>FILE in chronological sequence.</p>	OGPA Destroy when 3 yrs. old.	N/A	Destroy 1 yr. after date of report.	GRS-13-6a & 6b

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

ASSIGNMENT NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPC AUTI
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	
1600-3-4	<u>Mailing Lists</u> Use for material pertaining to requests for changes in mailing list.	MRMD Destroy after appropriate revision of mailing list.	N/A	Destroy when change is completed.	
1600-4	<u>Space Management</u> Use for material pertaining to the general management of space not described below. FILE chronologically by agency and location.	FMD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	
1600-4-1	<u>Space</u> Use for material pertaining to the allocation, utilization, and release of space. Includes building plans used in space planning, assignments, and adjustments. FILE chronologically by agency and location.	FMD Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are S/O.	N/A	Destroy 2 yrs. after termination of assignment, or when lease is cancelled or plans are S/O.	GRS-11-2a
1600-4-2	<u>Reports</u> Use for material pertaining to reporting of occupied space in Metro Area and field locations. FILE in chronological sequence.	FMD Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-11-2b (1)-(2)
1600-5	<u>Maintenance</u> Use for material pertaining to building and equipment maintenance services, excluding fiscal copies. NOTE: For fiscal copy, see 2200-2-1. FILE by agency and location.	FMD Destroy 3 months after work performed or requisition cancelled.	N/A	Destroy 3 months after work performed or requisition cancelled.	GRS-11-5

FORM IMI

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISC AUTI
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	
1700	<p><u>INVESTIGATIONS AND AUDITS</u> Use for material pertaining to internal and external investigations or audits of known or alleged irregularities and violations of laws and regulations relating to departmental programs or personnel. (For personnel management audits and investigations of specific agency employees, including desk audits, see 4000-10-2.) <i>4000-9-2</i></p> <p>NOTE: Offices responsible for preparing the material will retain the file 3 years and destroy copies when no longer needed. External investigative/audit records will be disposed of per the originating agency's disposition schedule.</p> <p>FILE by organization in chronological sequence.</p>	(SEE NOTE)			
1700-1	<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. (a) above which document aspects of the development of the <i>case files related to</i> FILE by origin, series number or in chronological sequence.</p>	<p>Submit SF-115. Destroy when <i>s/o</i></p> <p>Destroy when <i>s/o</i></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 1c</p> <p><i>RTB</i> <i>CC</i> <i>7/21/83</i></p>
		<p>Destroy when <i>s/o</i>. <i>issuance is destroyed</i></p>	N/A	<p>Destroy when <i>s/o</i>. <i>issuance is destroyed</i></p>	<p>GRS-16-1d <i>c & d</i></p>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DISPOSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	(6)
1700-1-1 ✓	<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.	
1700-2 ✓	<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>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
1800	<p><u>EMERGENCY PREPAREDNESS AND CONTINGENCY PLANNING</u> Use for material pertaining to the formulation and implementation of plans (such as evacuation plans) for protection of life and property during emergency conditions. <i>copies of plans or directives pertaining to</i> [Note: OGPA has the record copy.] FILE in chronological sequence.</p>	<p>Destroy 3 yrs. <i>3 yrs.</i> when S/O. <i>S/O.</i> after issuance of a new plan or directive.</p>	N/A	N/A	GRS
1800-1	<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>See c.</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>care 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>	<p>Submit SF-115 Destroy when S/O</p> <p>Destroy when S/O. <i>issuance is destroyed</i></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>Destroy when S/O. <i>issuance is destroyed</i></p>	GRS-16-1b c GRS-15-1d e & d
1800-1-1	<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. FILE by origin, series number or in chronological sequence.</p>	<p>Destroy when S/O.</p>	N/A	<p>Destroy when S/O.</p>	

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DISPOSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPOSITION AUTHORITY
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
1800-2 ✓	<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>	GRS-16-7

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2000	<p><u>BUDGET DEVELOPMENT, PRESENTATION, AND EXECUTION</u> Use for material of a general nature which pertains to the preparation, development, review, adjustment, submission, and approval of the budget. Includes reports, schedules charts, estimates, and related documents which do not fit elsewhere in this category.</p> <p>FILE by agency.</p>	BS Destroy 3 yrs. after close of FY.	N/A	Destroy 3 yrs. after close of FY.	
2000-1	<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 aspects of the development of the</i> FILE by <i>issuance</i> origin; series number or in chronological sequence.</p>	<p>BS Submit SF-115. <i>Destroy when S/O</i></p> <p>Destroy when <i>S/O</i> <i>issuance</i> <i>is destroyed</i></p>	N/A	<p><i>Destroy when S/O</i> Destroy after the directive is issued or imme- diately when it is known that no action will be taken.</p> <p>Destroy when <i>S/O</i> <i>issuance</i> <i>is destroyed</i></p>	<p>GRS-16-1 1</p> <p><i>RB CC 7/21/83</i></p> <p>GRS-16-1 d e & d</p>
2000-1-1	<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.	

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- TION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2000-2 ✓	<p><u>Planning and Development</u> Use for material pertaining to budget planning, estimates, justifications, and supplementary material such as explanatory notes, narratives, and program performance. Also includes supplementary or amended budget material.</p> <p>NOTE: Working papers and background material are to be destroyed 1 yr. after close of FY covered by the budget. (GRS-5-4).</p> <p>FILE by agency.</p>	<p>BS Submit SE-115. use GRS 5/4</p>	N/A	<p>Destroy 5 yrs. after close of FY. use GRS 5/4</p>	GRS-5- 2 4
2000-3 ✓	<p><u>Submissions and Approvals</u> Use for material concerning submission of budget estimates to the Secretary, OMB, and Congress. Also includes Congressional hearings, bills, reports, proceedings, debates, and public laws relating to the Department's appropriations.</p> <p>FILE by review organization if appropriate.</p>	<p>BS Destroy 5 yrs. after close of FY. Destroy 1 yr. after close of FY covered by budget</p>	N/A	<p>Destroy 5 yrs. after close of FY. Destroy 1 yr. after close of FY covered by budget</p>	RTB CC 7/21/83
2000-3-1 ✓	<p><u>Appropriations and Funds</u> Use for historical information on appropriations such as copies of continuing resolutions, annual appropriation acts, and special limitations.</p> <p>FILE by agency and subject.</p>	<p>BS & FAD Destroy when no longer needed.</p>	N/A	<p>Destroy when no longer needed.</p>	

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2000-4 <i>sh</i>	<p><u>Execution</u> Use for material pertaining to approved budget implementation and the maintenance of financial controls over appropriated funds. Include apportionments, allocations, allotments and workplans, obligations and outlays, ceilings, requirements, reimbursements, and nonappropriated funds.</p> <p>NOTE: Include here financial data <u>only</u> if it is directly budget supportive. Use 2200 for regular accounting documentation.</p> <p>FILE by agency.</p>	BS Destroy 10 yrs. after close of FY.	N/A	Destroy 10 yrs. after close of FY.	
2000-5 <i>sh</i>	<p><u>Reports</u> a. Annual reports on the status of appropriation accounts and apportionment.</p> <p>b. All other reports.</p> <p>FILE by subject and agency.</p>	<p>Destroy when 5 yrs. old.</p> <p>Destroy 3 yrs. after the end of the FY.</p>	N/A	<p>Destroy when 5 yrs. old.</p> <p>Destroy 3 yrs. after the end of the FY.</p>	<p>GRS-5-5a</p> <p>GRS-5-5b</p>
2000-6 <i>sh</i>	<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>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DIS- POSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPOSITION AUTHORITY
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2100	<p><u>FINANCIAL MANAGEMENT</u> Use for material pertaining to overall financial management activities not specifically described in the following categories.</p> <p>FILE by subject in chronological sequence.</p>	FM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
2100-1	<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 routine agency administrative functions. Also includes background material. <i>case files related to</i> (a) above which document aspects of the development of the issuance of</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>FM Submit SF 115. <i>Destroy when 5/0</i></p> <p>Destroy when S/O.</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>Destroy when S/O.</p>	<p>GRS-16-1c</p> <p><i>RTB cc 7/21/83</i></p> <p>GRS-16-1d <i>e &</i></p>
2100-1-1	<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.	

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2100-2 J	<p><u>Financial Priorities</u> Use for material pertaining to the status or activities of all financial priorities.</p> <p>FILE by agency and chronological sequence.</p>	FM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
2100-2-1 J	<p><u>Cash Management</u> Use for material which pertains to the effective management of the Government's cash which encompasses cash advances and cash held outside the cash account of the Treasury.</p> <p>FILE by agency and chronological sequence.</p>	FM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
2100-2-2 J	<p><u>Debt Management</u> Use for material which pertains to the effective management of amounts owed to the Government which includes analyzing the status of Government receivables in terms of delinquencies, age of delinquencies, write-offs, and expected future losses.</p> <p>FILE by agency and chronological sequence.</p>	FM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
2100-2-3 J	<p><u>Internal Controls</u> Use for material which pertains to the plans of organizations and all the coordinated methods and measures adopted by an agency to safeguard assets, check the accuracy and reliability of accounting data, promote operational efficiency, and encourage adherence to prescribed managerial policies.</p> <p>FILE by agency and chronological sequence.</p>	FM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DIS- POSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2100-2-4	<p><u>Government, Commercial, and Industrial Activities (A-76)</u> Use for material which provides a basis for efficiently using available resources in operating commercial and industrial-type activities. A-76 provides guidance in determining the least-cost method (i.e., in-house or contracting out) or providing services of a commercial/industrial nature.</p> <p>FILE by agency and chronological sequence.</p>	<p>FM Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	
2100-3	<p><u>Financial Systems</u> Use for material which documents USDA wide accounting and reporting systems, e.g., an Accounting Systems Library.</p> <p>FILE by agency and chronological sequence.</p>	<p>FM Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	
2100-3-1	<p><u>Systems Development</u> Use for material pertaining to accounting systems approved by GAO; management advisory services for financial systems; monitoring system development processes and the coordination of accounting system regulations.</p> <p>FILE by agency and chronological sequence.</p>	<p>FM Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	
2100-3-2	<p><u>Systems Review and Analysis</u> Use for material which pertains to indirect cost reviews and negotiations, Departmental financial management studies, and assessments of Departmental and Agencies' reporting needs.</p> <p>FILE by agency and chronological sequence.</p>	<p>FM Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITIVE AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2100-4	<p><u>Project Control</u> Use for memoranda, reports, and other records documenting assignments, progress and completion of projects.</p> <p>FILE alphabetically by title of project.</p>	<p>FM Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-7

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- LOCATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2200	<p><u>FISCAL MANAGEMENT AND ACCOUNTING</u> Use for material of a general nature which pertain to fiscal management and accounting which does not fit elsewhere in this category.</p> <p>FILE by subject in chronological sequence.</p>	FAD Destroy when 3 yrs. old.	N/A	Destroy when 2 yr. 5. old.	GRS-6-5a and l RTB CC 7/21/83
2200-1	<p>Policy and Procedure 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 routine agency administrative functions. Also includes background material: (a) above which documents aspects of the development of the <i>case files related to</i> issuances which pertain to routine agency administrative functions. Also includes background material: (a) above which documents aspects of the development of the <i>issuances.</i></p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>FM, FAD, & WCF Submit SF-115. Destroy when S/O</p> <p>Destroy when S/O. <i>issuance it is destroyed</i></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>Destroy when S/O. <i>issuance is destroyed</i></p>	<p>GRS-16-1 c</p> <p>RTB CC 7/21/83</p> <p>GRS-16-1 d c & d</p>
2200-1-1	<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.	

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITIVE AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2200-2	<p><u>Accounting Operations</u> Use for material of a general nature which pertains to accounting for and disbursing of funds, including obligations, control of expenditures, availability and transfer, and advancement of funds etc.</p> <p>FILE by agency and subject if applicable.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-6-5 a & b
2200-2-1	<p><u>Obligations</u> Use for material pertaining to routine accounting records of allotted fund obligations subsidiary to the summary allotments status records. Include obligation estimates paid and unpaid and classified expenditure listings.</p> <p>FILE by agency.</p>	FAD & NFC Destroy 6 yrs., 3 months, after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b
2200-2-2	<p><u>Reimbursements and Refunds</u> Use for material pertaining to summary records of transferred and received funds deposited for goods or services and claims.</p> <p>FILE by agency and subject.</p>	FAD & NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 2 yrs. old.	GRS-6-1
2200-2-3	<p><u>General Funds</u> Use for material pertaining to availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit.</p> <p>FILE by agency and subject.</p>	FAD & NFC Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-6-4

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2200-2-4 ✓	<p><u>Codes</u> Use for material pertaining to code numbers used in the accounting system, such as Cost Responsibility Center (CRC) Codes, Subcenter codes, applicant codes, establishment codes, budget object codes, etc.</p> <p>FILE by agency.</p>	FAD & NFC Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-6-5b
2200-2-5 ✓	<p><u>Financial Reports</u> Use for agency financial reports.</p> <p>FILE by agency and subject.</p>	FM & NFC Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
2200-3 ✓	<p><u>Payments</u> Use for material pertaining to the amounts disbursed to payees.</p> <p>FILE by agency, individual name, or firm.</p>	FAD & NFC Destroy 6 yrs. and 3 months after period covered by the account.	N/A	Destroy 3 yrs. after the period of the account.	GRS-6-1 a & b
2200-3-1	<p><u>Checks</u> Use for material pertaining to checks issued, stolen, misplaced, mutilated, or destroyed.</p> <p>FILE by agency and individual name.</p>	FAD & NFC Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-6-4
2200-3-2 ✓	<p><u>Expenditure Posting and Control</u> Use for posting and control media which supports the general ledger.</p> <p>FILE by agency.</p>	<p>FAD Destroy when 3 yrs. old.</p> <p>NFC Destroy 6 yrs. and 3 months after period covered by the account.</p>	N/A	Destroy when 2 yrs. old.	GRS-7-4 GRS-6-1a

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2200-3-3 J	<p><u>Disbursements</u> Use for material pertaining to allotted fund disbursements, i.e., copies of SF-1166 listings of Department of Treasury checks issued as payment for purchased goods and services, contracts, etc.</p> <p>FILE by agency.</p>	FAD & NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b
2200-3-4 J	<p><u>Fiscal Irregularities</u> Use for material pertaining to accounting authorization irregularities.</p> <p>FILE by agency.</p>	FAD & NFC Destroy when 15 yrs. old.	When 5 yrs. old.	Destroy when 1 yr. old.	NC 1-16- 77-2 Item 8
2200-3-5 J	<p><u>GAO Exceptions</u> Use for material pertaining to General Accounting Office notices of exceptions, formal or informal, and related correspondence.</p> <p>FILE by agency.</p>	FAD & NFC Destroy 1 yr. after exception has been reported as cleared by GAO.	N/A	Destroy when 1 yr. old.	GRS-6-2
2200-3-6 J	<p><u>Certificates of Settlement</u> Use for material pertaining to copies of certificates covering closed account settlement, supplemental settlements, and final balance settlements. Certificates covering periodic settlements are to be destroyed when subsequent certificates of settlements are received. (GRS 6-3b)</p> <p>FILE by agency.</p>	FAD & NFC Destroy 2 yrs. after date of settlement.	N/A	N/A	GRS-6-3a

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ASSI- TION BER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	(6)
2200-4 ✓	<u>Billings/Collections</u> Use for material pertaining to billings, collections, fees, collection schedules, and delinquent accounts. FILE by name of vendor.	FAD & NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b
2200-4-1 ✓	<u>Deposits</u> Use for material pertaining to deposits. FILE by name of vendor.	NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b
2200-5 ✓	<u>Payroll</u> Use for general correspondence pertaining to payroll preparation and processing and including stop payment, requests for back pay, lump sum payments, levies and garnishments, final salary check list, and severance pay. FILE by subject in chronological sequence.	OP, NFC Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-2-2
2200-5-1 ✓	<u>Payroll Preparation & Processing</u> Use for material pertaining to payroll control services, including payroll summary control and certification control documents which include all source documents used to authorize or change payments to payees. Included is the preparation and processing of T&A's and logs which support time and attendance. FILE by agency and alphabetically by employee.	NFC & FAD Destroy after GAO audit or when 6 yrs. old whichever is sooner.	N/A	Destroy when 2 yrs. old.	NC 1-16-78-1 and NC 1-16-79-5

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2200-5-2 ✓	<p><u>Levy and Garnishment</u> Use for official notice of levy or garnishment (IRS Form 668A or equivalent) change slip, workpapers, correspondence, release and other forms, and records relating to charges against retirement funds or attachment of salary for payment of other debts of Federal employees.</p> <p>FILE in OPF.</p>	<p>PER & NFC Destroy when 3 yrs. old.</p>	N/A	<p>Destroy when 2 yrs. old.</p>	GRS-2-23
2200-5-3 ✓	<p><u>Payroll Changes</u> Use for material pertaining to payroll changes slips, exclusive of those of the OPF.</p> <p>FILE by social security number and in chronological sequence.</p>	<p>NFC Destroy when related records are audited by GAO or when 3 yrs. old, whichever is sooner.</p>		<p>Destroy 1 months after end of pay period.</p>	GRS-2-15 a & c
2200-5-4	<p><u>Reports</u> Use for workload and personnel management reports or data which pertain to payroll operations and pay administration.</p> <p>FILE in chronological sequence.</p> <p>(All other reports are to be destroyed when 3 yrs. old. (GRS-2-17b).)</p>	<p>FAD & NFC Destroy when 2 yrs. old.</p>	N/A	<p>Destroy when 3 yrs. old.</p>	GRS-2-17a

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(1)	(2)	(3)	(4)	(5)	(6)
2200-6	<p><u>Allotment Authorization</u> Use for material which pertains to request and authorization for or change and revocation of allotments.</p> <p>a. U.S. Savings Bonds</p> <p><i>If record is maintained on saving record card:</i></p> <p><i>Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred.</i></p> <p>b. All other authorizations including union dues and savings</p> <p>FILE by subject, agency and social security number.</p>	<p>NFC</p> <p>Destroy when discontinued or after separation from government service; or 3 yrs. after transfer.</p> <p>Destroy when superseded or after transfer or separation of employee.</p>	<p>N/A</p> <p>N/A</p>	<p>N/A</p> <p>N/A</p>	<p>GRS-2-4 a-1</p> <p>GRS-2-4 b-1</p>
2200-5-1	<p><u>Employee Tax Exemptions</u> Use for withholding tax exemption certificates, such as IRS Forms W-4, and similar state tax exemption forms.</p> <p>FILE by agency and social security number.</p>	<p>NFC</p> <p>Destroy 4 yrs. after information is S/O.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-2-18a & b</p>

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(1)	(2)	(3)	(4)	(5)	(6)
2200-6-2	<p><u>Reports</u> Use for reports of withheld Federal taxes, such as IRS Form W-3 with related papers, including reports relating to income and social security taxes.</p> <p>FILE by agency and social security number.</p>	NFC Destroy when 4 yrs. old.	N/A	N/A	GRS-2-18c
2200-7	<p><u>Claims</u> Use for general material pertaining to claims by or against the Federal Government.</p> <p>FILE by agency and claimant.</p>	FAD & NFC Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	
2200-7-1	<p><u>For or By the United States</u> Use for claims filed by debtors or employees under the Federal Claims Collection Act for or by the United States.</p> <p>FILE by agency, subject, and claimant.</p>	Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	
2200-7-2	<p><u>Against the United States</u> Use for claims filed by debtors or employees under the Federal Claims Collection Act against the United States.</p> <p>FILE by agency, subject, and claimant.</p>	Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	
2200-8	<p><u>Imprest Fund Management</u> Use for material pertaining to designations and audit of imprest fund. Also includes cost verification and sub-voucher registers, request for changes in imprest fund, and error listings.</p> <p>FILE by subject and chronological sequence.</p>	NFC & FAD Exec. Serv. Staff Destroy 6 yrs. & 3 months after period covered by the account.	N/A	N/A	GRS-6-1a

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(1)	(2)	(3)	(4)	(5)	(6)
2200-9 ✓	<u>Payment Control Listing</u> Use for computer listings, batch reports, etc., generated to perform the housekeeping functions required for fiscal accountability and payroll administration. FILE by subject in chronological sequence.	NFC & FAD Destroy when no longer needed.	N/A	Destroy when no longer needed for reference.	
2200-10 ✓	<u>Working Capital Fund</u> Use for material of a general nature which pertains to WCF. FILE by agency and subject.	WCF Destroy 3 yrs. after close of FY.	N/A	Destroy 3 yrs. after close of FY.	
2200-10-1 J	<u>Planning, Development, and Approval</u> Use for material pertaining to Working Capital Fund budget preparation, planning, and final approved budgets. FILE by agency and subject.	WCF Destroy 5 yrs. after close of FY.	N/A	Destroy 5 yrs. after close of FY.	
2200-10-2 ✓	<u>Financial Reviews</u> Use for material pertaining to WCF fund reviews, summary reviews and individual cost centers reviews of a financial nature. FILE by agency and subject.	WCF Destroy 5 yrs. after close of FY.	N/A	Destroy 5 yrs. after close of FY.	
2200-11 ✓	<u>Cost Distribution</u> Use for material pertaining to the proration of Departmental centralized expenses distributed to the agencies. FILE by agency and subject.	FAD Destroy 5 yrs. after close of FY.	N/A	Destroy 5 yrs. after close of FY.	
2200-11-1 ✓	<u>Management Council Cost Distributions</u> Use for material pertaining to the distribution of central agency billings (GSA, DOL) to Departmental agencies; FTS, SLUC, OWCP, etc. FILE by agency and subject.	FAD Destroy 5 yrs. after close of FY.	N/A	Destroy 5 yrs. after close of FY.	

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(1)	(2)	(3)	(4)	(5)	(6)
2200-11-2	<u>Working Capital Fund Cost Distributions</u> Use for material pertaining to Working Capital Fund cost center expense distribution to user agencies of Printing Plant, and Copier Services, etc. FILE by agency and subject.	WCF Destroy 5 yrs. after close of FY.	N/A	Destroy 5 yrs. after close of FY.	
2200-11-3	<u>Department Centralized Reimbursable Program Cost Distributions</u> Use for material pertaining to Departmental centralized costs or expenses made through special reimbursable accounts which are pro-rated to the agencies, e.g., Office of Personnel training programs and Health Services. FILE by agency and subject.	FAD Destroy 5 yrs. after close of FY.	N/A	Destroy 5 yrs. after close of FY.	
2200-12	<u>Reports/Studies</u> Use for reports and studies which pertain to accounting operations. FILE by agency and subject.	FAD Destroy 5 yrs. after close of FY.	N/A	Destroy 5 yrs. after close of FY.	
2200-13	<u>Project Control</u> Use for memoranda, reports, and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

ASSI- TION BER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2300	<p><u>TRAVEL AND TRANSPORTATION</u> Use for material of a general nature which pertains to travel and transportation functions, not covered elsewhere in the following categories.</p> <p>NOTE: Logs and registers of accountability are to be destroyed 1 yr. after entries are cleared.</p> <p>FILE by agency and subject.</p>	PPMD, FAD, PB&O and NFC Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-9-5a & b
2300-1	<p><u>Travel</u> Use for material of a general nature which pertains to domestic or foreign travel.</p> <p>FILE by agency in chronological sequence or alphabetically if applicable.</p>	FAD, PPMD, & NFC Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	
2300-1-1	<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>Issued.</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 (a) above which document aspects of the development of the <i>case files related to</i> issuance. <i>issuance.</i> FILE by origin, series number or in chronological sequence.</p>	<p>FAD Submit SF-115. <i>Destroy when 5/0</i></p> <p>Destroy when 5/0. <i>Destroy when 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>Destroy when 5/0. <i>Destroy when issuance is destroyed</i></p>	<p>GRS-16-1c</p> <p><i>RTB cc 7/21/83</i></p> <p>GRS-16-1 d c & d</p>

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2300-1-2	<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.	
2300-1-3	<p><u>Request and Authorizations</u> Use for copies of vouchers, memorandum copies of travel requests, travel authorizations, and all supporting papers.</p> <p>NOTE: Destroy unused ticket redemption forms, such as SF 1170, when no longer needed for administrative use (GRS 9-3c).</p> <p>FILE chronologically by agency.</p>	FAD & NFC & FIN Destroy when 3 yrs. old.	N/A	Destroy when funds are obligated.	GRS-9-3a & 3b
2300-1-4	<p><u>Reimbursements</u> Use for records pertaining to reimbursing individuals (e.g., travel orders, per diem vouchers, hotel reservations, and all supporting papers documenting official travel by officers, employees, dependents or others authorized by law to travel).</p> <p>FILE by agency and alphabetically by employee.</p>	FIN, FAD & NFC Destroy when 3 yrs. old.	N/A	Destroy when funds are obligated.	GRS-9-4a & 4b
2300-1-5	<p><u>Reports</u> Use for travel reports.</p> <p>FILE by agency and subject in chronological sequence.</p>	Destroy when 3 yrs. old.	N/A	N/A	

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2300-1-6 ✓	<u>Project Control</u> Use for memoranda, reports and other records documenting assignment, progress and completion of projects. FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7
2300-2 ✓	<u>Transportation</u> Use for material of a general nature which pertains to the transportation of goods. FILE by agency in chronological sequence.	FAD & NFC Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-9-5a
2300-2-1	<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. <i>case files related to</i> b. Use for issuances which pertain to routine agency administrative functions. Also includes background material. (a) above which document aspects of the development of the issuance. FILE by origin, series number or in chronological sequence.	FAD Submit SF-115. <i>Destroy when s/o</i>	N/A	<i>Destroy when s/o</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1 <i>CC</i> <i>RTB CC 7/21/83</i>
		Destroy when <i>s/o</i> . <i>Destroy when issuance is destroyed.</i>	N/A	Destroy when <i>s/o</i> . <i>Destroy when issuance is destroyed</i>	GRS-16-1d e & d

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(1)	(2)	(3)	(4)	(5)	(6)
2300-2-2	<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.	
2300-2-3	<p><u>Freight</u> Use for material pertaining to movement of goods by government or commercial carriers. May include commercial or government bills of lading and other data which documents the transaction.</p> <p>FILE by subject and control number.</p>	NFC, PD, & PPMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-9-1 a & b
2300-2-4	<p><u>Lost or Damaged Shipments</u> Use for material pertaining to the schedules of valuables shipped, correspondence, memoranda, and other records relating to the administration of the Government Losses in Shipment Act, and any claims that may ensue.</p> <p>FILE chronologically by agency.</p>	PPMD Destroy when 3 yrs. old.	N/A	N/A	GRS-9-2
2300-2-5	<p><u>Transportation Rates</u> Use for material which pertains to carrier rates.</p> <p>FILE by carrier.</p>	PPMD & PD Destroy when S/O.	N/A	N/A	
2300-2-6	<p><u>Reports</u> Use for transportation reports, e.g., shortage and demurrage, etc.</p> <p>FILE by agency and subject in chronological sequence.</p>	PPMD, NFC, FAD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2300-2-7	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of project.</p> <p>FILE: Case file alphabetically by the title of the project.</p>	<p>PPMD, FAD, NFC 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)
2400	<p><u>FEDERAL ASSISTANCE</u> Use for material of a general nature which pertains to the routine operations and daily activities in the Federal assistance program.</p> <p>FILE by agency.</p>	FM Destroy when 2 yrs. old.	N/A	N/A	GRS-3-17b
2400-1	<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>Use for case files related to (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>FM, NFC Submit SF-115. <i>Destroy when s/o</i></p> <p>Destroy when S/O. <i>Destroy when 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>Destroy when issuance is destroyed.</i></p>	<p>GRS-16-1c</p> <p><i>RTB cc 7/21/83</i></p> <p>GRS-16-1d e & d</p>
2400-1-1	<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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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2400-2	Grants and Cooperative Agreements Use for material pertaining to the transfer of money or property to assist recipients to accomplish a public purpose authorized by statute, including all formula, project or other grants and cooperative agreements, and cost sharing arrangements not specifically described in the following categories. FILE by agency.	FM Submit SF-115.	N/A	N/A	GRS-3-15
2400-2-1 2400-2	Policy and Procedure 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 <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 is destroyed</i> FILE by origin, series number or in chronological sequence.	FM Submit SF-115. <i>Destroy when S/O</i>	N/A	<i>Destroy when S/O</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1c <i>RTB CC 7/21/83</i>
2400-2-2 2400-2-1 ✓	External or Non-Series Instructions Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions. FILE by origin, series number or in chronological sequence.	Destroy when S/O.	N/A	Destroy when S/O.	GRS-16-1d c & d

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		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
2400-2-3	Grant and Cooperative Agreements Cases Use for proposals or applications, contracts, project reports, studies, certificates, agreements, memoranda, correspondence, and other records relating to receipt, review, award evaluation, status and monitoring of grants; allocation of funds, and project budgets. FILE: Case file by agency.	FM Submit SF-115.	N/A	N/A	GRS-3-15 <i>withdrawn 7/21/82 not found</i>
2400-2-4 2400-2-2 ✓	Grant and Cooperative Agreements Controls Use for material pertaining to indexes, registers, logs or other records relating to control of assigning numbers of identifying projects, applications and grants. FILE by agency.	FM Destroy when S/O.	N/A	N/A	GRS-3-16
2400-3	Studies/Reports Use for material relating to the legal establishment of the Federal assistance program. FILE by the subject of the report or study.	FM Submit SF-115.	N/A	N/A	<i>withdrawn 7/21/83- records not located in agency</i>
2400-4 ✓	Project Control Use for memoranda, reports and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3000	<p><u>RECORDS SYSTEMS AND PROGRAMS</u> Use for material of a general nature which pertains to the overall paper-work management program.</p> <p>FILE by subject in chronological sequence.</p>	IMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
3000-1	<p><u>Directives Management</u> Use for material of a general nature which pertains to officially published instructions, regulations, and procedures which regulate and direct operations and performance.</p> <p>FILE by directive number or subject.</p>	IMD, ECR & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
3000-1-1	<p><u>Dockets</u> Use for material which has been prepared for publication in the Federal Register and which pertains to the organizational structure and basic policies of the Department and its agencies. <i>1/2 cuft/yr.</i></p> <p>FILE by agency and docket number.</p>	ECR & DIRECTORS PERMANENT Offer to NARS in 5 yr. blocks when <i>20 years old.</i>	N/A	Dispose of when material is published in the Federal Register.	<p><i>NCI-16-77-6, Item 32a (same)</i></p> <p><i>RTB CC 10/3/83</i></p>

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3000-1-2	<p><u>Departmental Directives</u> Use for directives originated within USDA, e.g., Administrative Regulations, Secretary's Memos, Internal Office Issuances, DR's, DM's, and DN's.</p> <p><i>TO BE REVISED PRIOR TO signature by NARS</i></p> <p>NOTE: IMD has the record copy of all published Departmental level directives with the exception of Secretary's Memos which are maintained by ECR, NFC Manuals which are maintained by NFC, and the DPM which is maintained by OP. For WORKING PAPERS and BACKGROUND material, see Policy and Procedure under each category. File external or non-series instructions under the appropriate subject and dispose of them when S/O.</p> <p>FILE by origin and series number.</p>	<p>IMD, NFC ECR PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p>GRS-16-1 a & b</p>
3000-1-3	<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>IMD Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	
3000-1-4	<p><u>Distribution, Maintenance and Printing</u> Use for material pertaining to the printing, delivery and storage of directives.</p> <p>FILE by issuance number.</p>	<p>IMD Destroy when 1 yr. old. or when no longer needed.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	

see following page for disposition

3000-1-2 Departmental Directives

Use for directives originated within USDA.

a.) Departmental Regulations (DR's) and Departmental Manuals (DM's) in the 1000 and 9000 classification series.) All others can be destroyed when no longer needed. <i>a 1"/yr.</i>	IMD PERMANENT. Offer to NARS in 5 yrs. blocks when 20 yrs. old.	N/A	Destroy when no longer needed.	GRS-16-1a
b. Secretary's Memorandum (SM's) and any Departmental directives signed by the Secretary. <i>a 1"/yr</i>	ECR PERMANENT. Offer to NARS in <i>5-yr blocks</i> when 5 20 yrs. old.	N/A	Destroy when no longer needed.	NC1-16-77-6 Item 35
c. Departmental Notices (DN's), Administrative Regulations, and Internal Office Notices.	IMD Destroy when no longer needed.	N/A	Destroy when no longer needed.	GRS-16-1c

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

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

*RTB
cc
10/3/83*

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- TION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3000-2 ✓	<p><u>Forms Management</u> Use for general material pertaining to the planning and execution of procedures to standarize, design, construct, and control the use, numbering, and distribution of forms.</p> <p>FILE in chronological sequence.</p>	IMD & NFC Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
3000-2-1 ✓	<p><u>Forms Master File</u> Use for the record copy of each form created by an agency with related instructions and documentation showing inception, scope, and purpose of the form.</p> <p>NOTE: Working papers, background materials, requisitions, specifications, processing data, and control records are to be destroyed when related form is discontinued, superseded, or cancelled. (GRS-16-4b)</p> <p>FILE by agency and form number.</p>	IMD Destroy 5 yrs. after related form is discontinued, superseded, or cancelled.	N/A	Destroy when S/O.	GRS-16-4a
3000-2-2 ✓	<p><u>Functional Files</u> Use for a collection of forms, arranged by functional classification, used to assist in taking forms management actions, such as determining whether new forms should be developed and approved and whether existing forms should be consolidated or replaced by other forms. Included are copies of each form used within the area served by the forms management office.</p> <p>FILE by functional classification.</p>	IMD Destroy when related form is discontinued, superseded or cancelled.	N/A	Destroy when S/O.	

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3000-3 ✓	<p><u>Reports Management</u> Use for materials relating to the reports management program. Includes correspondence and index of current recurring or situation reports and a control file of all proposed, currently required, cancelled or superseded recurring or situation reports.</p> <p>FILE by report number and title.</p>	IMD Destroy 2 yrs. after report is discon- tinued.	N/A	Destroy when 1 yr. old.	GRS-16-8
3000-4 ✓	<p><u>Files Management</u> Use for material of a general nature which pertains to the storage, retention, and disposition of records.</p> <p>FILE by subject in chronological sequence.</p>	IMD & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
3000-4-1 ✓	<p><u>Filing Systems</u> Use for material pertaining to systems and techniques evolved to maintain records for retrieval and scheduled disposition. Includes SF's-115, 135, and 258.</p> <p>FILE alphabetically by agency.</p>	IMD Destroy when records are destroyed or when no long- er needed.	N/A	Destroy when records are destroy- ed or when no longer needed.	GRS-16-3
3000-4-2 ✓	<p><u>Records Holdings</u> Use for statistical reports of agency records holdings required by the General Services Administration including feeder reports from all offices and data on the volume of records disposed of by destruction or transfer.</p> <p>FILE by date of report.</p>	IMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-16-6a + b

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

ASSIGNMENT NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3000-5 ✓	<u>Mail Management</u> Use for material of a general nature which pertains to management of mail and which does not fit elsewhere in this category. FILE in chronological sequence.	MRMD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS 12/2a
3000-5-1 ✓	<u>Receipted and Routed Mail</u> Use for material pertaining to the receipt and routing of incoming and outgoing mail handled by the Postal Service or the USDA mail and messenger service. a. Postal Service b. Mail and messenger service FILE alphabetically by agency and receipt number.	MRMD Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-12-5a
3000-5-2 ✓	<u>Postal Irregularities</u> Use for material pertaining to irregularities in the handling of mail, such as loss or shortages of postage stamps or money orders, or loss or destruction of mail. FILE by subject.	MRMD Destroy 3 yrs. after completion of investigation.	N/A	Destroy 6 months after completion of investigation.	GRS-12-8
3000-5-3 ✓	<u>Postage and Fees Paid</u> Use for material pertaining to official penalty mail payment reports. FILE alphabetically by agency.	MRMD Destroy when 6 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-12-7

FORM IMD-18 (6/82)

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3000-6 ✓	<p><u>Word Processing/Microfilm</u> Use for surveys conducted to evaluate various technological systems, their applications in improving performance as well as feasibility and cost impact.</p> <p>FILE in chronological sequence.</p>	<p>IMD Destroy when 3 <i>completed study in 5 yrs-old.</i></p>	N/A	Destroy when 2 yrs. old.	<p>GRS 16/14 RTB CC 7/21/83</p>
3000-7 ✓	<p><u>Studies and Surveys</u> Use for formal reports of paperwork studies and surveys performed to identify and correct paperwork problems; improve procedures, operating performance and effectiveness, and aid management.</p> <p>FILE alphabetically by agency and subject.</p>	<p>IMD Destroy when 3 yrs. old.</p>	N/A	Destroy when 2 yrs. old.	
3000-8 ✓	<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>Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	Destroy when no longer needed.	GRS-16-7

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- ATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100	<p>INFORMATION SYSTEMS, PROCESSING, AND PROGRAMS</p> <p>Use for material of a general nature which pertains to the study, selection, use, and management control of ADP and telecommunications equipment, operations, and systems. Also includes files relating to machine room operations and to information and data produced through ADP and telecommunications operations which are not described elsewhere in this category.</p> <p>FILE in chronological sequence by project.</p>	OIRM			
		Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
3100-1	<p><u>Policy and Procedure</u></p> <p>a. Use for background material which documents the important aspects of the development of Departmental policy and procedure. <i>Issuance.</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 (a)</i> issuances which pertain to routine agency administrative functions. Also includes background material. <i>above which document aspects of the development of issuance.</i></p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>OIRM</p> <p>Submit SF-115.</p> <p><i>Destroy when S/O</i></p> <p>Destroy when S/O</p>	N/A	<p><i>Destroy when S/O</i></p> <p>Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-1b</p> <p><i>RTB CC 7/21/83</i></p>
		Destroy when S/O	N/A	Destroy when S/O	GRS-16-1d <i>c & d</i>
3100-1-1	<p><u>External or Non-Series Instructions</u></p> <p>Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	Destroy when S/O.	N/A	Destroy when S/O.	

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100-2	<p><u>Information Management and Systems Planning</u> Use for policies, procedures or other guidance related to information management and systems planning.</p> <p>FILE in chronological sequence.</p>	OIRM Destroy when 3 yrs. old.	N/A	Destroy when no longer needed.	
3100-2-1	<p><u>Long Range Plans</u> Use for planning documents provided by agencies (other than A-11).</p> <p>FILE by agency.</p>	OIRM Destroy when 5 yrs. old.	N/A	Destroy when 5 yrs. old.	
3100-2-2	<p><u>ADP Budgets (A-11)</u> Use for annual submission of agency exhibits and narratives for ADP/telecommunications obligations and expenditures.</p> <p>FILE in chronological sequence.</p>	OIRM Destroy when 5 yrs. old. <i>1 yr after the close of FY covered by the budget</i>	N/A	Destroy when 5 yrs. old. <i>1 yr after close of FY covered by the budget.</i>	GRS 5/2a
3100-2-3	<p><u>Agency Projects</u> Use for material pertaining to special agency projects, such as information requirements studies and system development projects.</p> <p>FILE by agency and project name.</p>	OIRM Destroy when 5 yrs. old.	N/A	Destroy when no longer needed.	
3100-2-4	<p><u>Information Sharing</u> Use for material pertaining to projects and studies supporting data sharing, information data bases, and systems.</p> <p>FILE by agency and subject.</p>	OIRM Destroy when S/O.	N/A	Destroy when no longer needed.	

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- TION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100-3	<p><u>Applications Design and Development</u> Use for documents, cards, or magnetic media designated as "Master files", "Library files", "record copy files" which include complete necessary documentation and instructions for operation of ADP systems, programs, and jobs. Included are user requests, analytical reports, design requirements, feasibility studies, system instructions, user guides and manuals, input, output, and report specifications, standard operating procedures, block diagrams, flow charts, coding instructions, test plans, reference to or copies applicable software and reference materials, job instructions, and similar or related files.</p> <p>FILE by system name.</p>	<p>OIRM PERMANENT Offer to NARS upon completion of ADP systems, programs and/or job.</p> <p><i>see GRS 20 for disposition</i></p>	N/A	N/A	
70-3-1	<p><u>ADP Test Files</u> Use for material pertaining to the testing of ADP equipment and/or data processing methods and procedures and to the trial application of existing or proposed data processing systems. Included are requests for tests, approvals or disapprovals, test reports, and communications relating to the test.</p> <p>FILE by system name.</p>	<p>OIRM Destroy 3 yrs. after discontinuance of system.</p> <p><i>see GRS 20 for disposition</i></p>	N/A	Destroy when 2 yrs. old. or on discontinuance, whichever is first.	

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100-4	<p><u>Resource Acquisition</u> Use for material pertaining to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of ADPE, office automation equipment, telecommunication equipment, multiple equipment when part of a system, auxiliary equipment, and attachments for existing equipment; and ADP software and services. Includes application studies, system specifications and reports of their review, manufacturer's proposals and evaluation thereof, documents relating to installation of equipment or systems, reports of readiness reviews and performance evaluations, benchmark computation information outputs, benchmark accounting information outputs, and related papers.</p> <p>FILE by system or product name.</p>	OIRM Destroy after 10 yrs.	N/A	Destroy after 5 yrs. or discontinuance, whichever is first.	
3100-4-1	<p><u>Benchmark Demonstration</u> Use for computation information outputs from winning vendors and vendors declared nonresponsive due to benchmark performance.</p> <p>FILE by vendor.</p>	OIRM Destroy 1 yr. after completion of performance evaluation.	N/A	Destroy 1 yr. after completion of performance evaluation.	
3100-4-2	<p><u>Benchmark Computation</u> Use for information outputs from losing vendors.</p> <p>FILE by vendor.</p>	OIRM Destroy 1 yr. after acceptance of system.	N/A	Destroy 1 yr. after acceptance of system.	

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SSI- TION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100-4-3 <i>pk</i>	<p><u>Technical Approval Files</u> Use for agency requests for technical approval to acquire or utilize ADP resources. Includes correspondence and other documents related to the request.</p> <p>FILE by agency.</p>	ATSD Destroy 5 yrs. after receipt.	N/A	Destroy when 2 yrs. old.	
3100-4-4	<p><u>Feasibility Study Files</u> Use for material pertaining to the study of specific functional areas within 3100 classification. Includes system and data requirements, alternatives, benefits, cost data, and other related documents.</p> <p>FILE by system name.</p>	OIRM Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	
3100-5	<p><u>Resource Utilization</u> Documents containing management data on costs, equipment, staffing, workload capacities, and overall effectiveness of ADP and telecommunications operations and documents used to evaluate rental, purchase, operation and maintenance costs. Includes reports, briefs, and similar or related documents.</p> <p>FILE by category (equipment, staff, etc.).</p>	OIRM Destroy when 15 yrs. old.	When 5 yrs. old.	Destroy when 2 yrs. old.	
3100-5-1 <i>dw</i>	<p><u>Resource Inventory Files</u> Use for documents related to information resource inventories including ADPE, office automation equipment, telecommunications equipment, computer software and related forms and supplies.</p> <p>FILE by category (equipment, software, forms, etc.)</p>	OIRM Destroy when 5 yrs. old or when no longer needed whichever is sooner.	N/A	Destroy when 3 yrs. old or when no longer needed whichever is sooner.	

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100-5-2	<p><u>Information System Capabilities</u> Use for material pertaining to specific information system capabilities, including graphics display, data management systems and other specialized software or hardware.</p> <p>FILE by system or product name.</p>	OIRM Destroy 1 yr. after discon- tinuance.		Destroy 1 yr. after discon- tinuance.	
3100-6	<p><u>ADP Operations</u> Documents, magnetic media, and punched cards, maintained by ADP activities in providing services to other elements within the area serviced. These files are used primarily in preparing and controlling recurring and one-time tabulations, reports, machine runs, briefs, print-outs, and similar documents required by other elements in performing their functions and missions. Included in the ADP activity files are scratch tapes, test tapes, raw data input tapes, analog magnetic tapes, working tapes, (input and output), transaction tapes, continuous update tapes, summary data tapes, print tapes, reformed data tapes, security tapes, removable media random access devices; master tapes; disks, disk packs, drums, and data cells containing similar data; master, detail, and summary punched cards; machine listings thereof; and copies of tabulations, machine runs, and print-outs used for verification purposes.</p> <p>a. Magnetic media, cards, reports and print-outs, designated as record copy material.</p>	<p>OIRM & NFC PERMANENT Offer to NARS upon completion of performance.</p> <p><i>use GRS 20</i></p>	N/A	N/A	

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SI- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
	b. Magnetic media and cards which become obsolete as a result of updating, dumping, and transferred data. c. Transaction cards and listings. d. Remaining files FILE by agency/area serviced and subject if applicable.	OIRM & NFC Destroy or blank on completion of updating, dumping, or transferring.	N/A	N/A	
		OIRM & NFC Destroy after 6 months or when S/O.	N/A	N/A	
		OIRM & NFC Destroy when S/O.	N/A	N/A	
3100-6-1	<u>Data Processing Register and Schedule Files</u> Use for material pertaining to records of approved jobs reflecting job numbers, requesting office, job description, data received, and date due. Also, documents reflecting available machine and personnel time, job requirements, priorities, and time-phasing information on individual approved jobs. Included are registers, schedules, and directly related documents. FILE by system and/or job name.	OIRM & NFC Destroy 1 yr. after completion of related job or on discontinuance, whichever is first.	N/A	N/A	

use GRS 20

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100-6-2 <i>sk</i>	<p><u>Machine-Readable Housekeeping Records</u> Use for routine administrative records which are not required for GAO audit and do not serve as record copy of information. (Dispose of record copy in accordance with instructions applicable to hard copy. GRS-20, part 1, item 28).</p> <p>FILE in chronological sequence.</p>	NFC & OIRM Dispose of as reference material.	N/A	Dispose of as reference material.	GRS-20 part 1 Item 29
3100-7 <i>sk</i>	<p><u>Telecommunications</u> Use for material of a general nature which pertains to telecommunication equipment requests.</p> <p>NOTE: For telephone services, see 1600-2-1.</p> <p>FILE by agency and subject.</p>	O&TD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-12 - 2b
3100-7-1 <i>sk</i>	<p><u>Request</u> Use for records which pertain to installation, change, removal and servicing of equipment.</p> <p>FILE by agency and subject.</p>	O&TD Destroy 1 yr. after audit or when 3 yrs. old, whichever is sooner.	N/A	Destroy when 1 yr. old.	GRS 12/ 2d(2) (same)
3100-7-2 <i>sk</i>	<p><u>Agreements</u> Use for records of agreements with background data of GSA's approval.</p> <p>FILE by agency and subject.</p>	O&TD Destroy 2 yrs. after expiration or cancellation of agreement.	N/A	Destroy 2 yrs. after expiration or cancellation of agreement.	GRS-12 2e

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SI- ION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3100-8	<p><u>ADP Security</u> Use for material which pertains to security administration. Includes reviews, studies, and plans.</p> <p>FILE by subject, agency and in chronological sequence.</p>	Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-18-2
3100-9	<p><u>Studies/Reports</u> FILE by agency and subject.</p>	OIRM Destroy 3 yrs. after completion or when amended whichever is sooner.	N/A	Destroy 3 yrs. after completion or when amended whichever is sooner.	
3100-10	<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 or project.</p>	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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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3200 <i>oh</i>	<p><u>ACCESS TO INFORMATION</u> Use for material of a general nature which pertains to the dissemination of information and is not described below.</p> <p>FILE by subject and in chronological sequence.</p>	OIRM Destroy when 2 yrs. old. or sooner if no longer needed.	N/A	Destroy when 1 yr. old. or sooner if no longer needed.	
3200-1	<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 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>FILE by origin, series number or in chronological sequence.</p>	<p>OGPA Submit SF 115. <i>Destroy when s/o</i></p> <p>Destroy when S/O. <i>issuance is destroyed</i></p>	N/A	<p>Destroy when s/o after the directive is issued or immediately when it is known that no action will be taken. <i>Destroy when s/o</i></p> <p>Destroy when S/O. <i>issuance is destroyed</i></p>	<p>GRS-16-10</p> <p><i>RTB CC 7/21/82</i></p> <p>GRS-16-1 <i>d</i> e & d</p>
3200-i-1 <i>oh</i>	<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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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DISPOSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3200-2 ✓	<p><u>Privacy Act Granted Requests</u> Use for material pertaining to granted requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a (d) (1).</p> <p>FILE in chronological sequence.</p>	OIRM Destroy 2 yrs. after date of reply.	N/A	Destroy 1 yr. after date of reply.	GRS-14- 25a (1)
3200-2-1 ✓	<p><u>Privacy Act Denials</u> Use for material pertaining to denied access and action not appealed.</p> <p>NOTE: The official file copies of requested P.A. records are to be disposed of in accordance with approved agency disposition instructions for the related records or with the related requests, whichever is later (GRS 14-25b). Appealed cases become the record of OGC.</p> <p>FILE in chronological sequence.</p>	OIRM Destroy 5 yrs. after date of reply.	N/A	Destroy 1 yr. after date of reply.	GRS-14- 25 (3) (a)
3200-3 ✓	<p><u>Freedom of Information Act (FOIA) Granted Requests</u> Use for material pertaining to granted requests for information under the Freedom of Information Act.</p> <p>FILE in chronological sequence.</p>	OIRM Destroy 2 yrs. after date of reply.	N/A	Destroy 1 yr. after date of reply.	GRS-14- 16a (1)

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
3200-3-1	<p><u>Freedom of Information Act (FOIA)</u> <u>Denials</u> Use for material pertaining to denied access and action not appealed.</p> <p>NOTE: The official file copies of requested FOIA records are to be disposed of in accordance with approved agency disposition instructions for the related records or with the related request, whichever is later. (GRS 14-16b). Appealed cases become the record of OGC.</p> <p>FILE in chronological sequence.</p>	Destroy 5 yrs. after date of reply.	N/A	Destroy 1 yr. after date of reply.	GRS-14-16a 5 (2)ca
3200-4	<p><u>Access to Classified Documents</u> Use for material pertaining to requests and authorization for individuals to have access to classified files.</p> <p>FILE by subject.</p>	Destroy 2 yrs. after authorization expires.		Destroy 1 yr. after date of reply.	GRS-18-7
3200-5	<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>	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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ASSIGNMENT NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000	<p><u>EMPLOYMENT</u> Use for material pertaining to the general administration and operation of personnel functions, including college programs, selective placement, and special programs, examinations and and paid recruitment, etc.</p> <p>FILE by agency and name.</p> <p><u>Official Personnel File</u> a. Permanent - Documents placed on the right side of the folder constitute the permanent record of an employee's status and service and travel with an employee throughout his Federal career. The documents and their order of filing are prescribed by FPM 293-31.</p>	<p>OP Destroy when 3 yrs. old.</p>	N/A	<p>Destroy when 1 yr. old.</p>	GRS-1-3
		<p>OP 30 days after separation from Gov't, transfer to Nat'l Personnel Records Center for destruction 75 yrs. after birth date or 60 yrs. after date of earliest document in folder if birth date cannot be ascertained, or 5 yrs. after latest separation, whichever is later.</p>	N/A	SEE NOTE	GRS-1-1b (2)

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
✓	b. Temporary - Documents placed on the left hand side of the folder constitute the temporary records of an employee. The documents and their order of filing are prescribed by FPM 293-31.	Destroy upon separation or transfer of employee or when 1 yr. old, whichever is sooner.	N/A	SEE NOTE	GRS-1-10
✓	c. All letters of reprimand, caution, warning, and/or admonishment.	OP Minimum of 1 yr. (unless decided unwarranted), or until employee transfers or separates, whichever occurs first.	N/A		FPM 293-31
✓	d. Services Record Card (SF-7) NOTE: For supervisors' personnel files with material pertaining to authorizations, pending actions, request for actions and records on individual employees duplicated in or not appropriate for the official personnel folder, review annually and destroy superseded or obsolete documents, or destroy all documents relating to an individual employee 1 yr. after separation or transfer. (GRS-1-18a) (FILE by nature of action and not by employee's name.)	OP Destroy 3 yrs. after separation or transfer of employee.	N/A		GRS-1-2b

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

.SSI- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO PARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-1	<p>Policy and Procedure</p> <p>a. Use for Departmental policy and procedure which is published in the DPM. <i>Issuances</i></p> <p>b. <i>case files related to</i> Use for background material which documents the important aspects of the development of the DPM or other Departmental directives. <i>(a) above, which document aspects of the development of the issuance.</i> NOTE: See 3000-1-2 for disposition of record copy of Departmental directives not published in the DPM.</p> <p>c. Use for issuances which pertain to routine agency administrative functions. Also includes background material.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>OP</p> <p>PERMANENT</p> <p>Offer to</p> <p>NARS in</p> <p>5 yr.</p> <p>blocks</p> <p>when 20</p> <p>-yrs. old</p> <p><i>Destroy when S/O</i></p> <p>Submit</p> <p>SF-115.</p> <p><i>Destroy when issuance is destroyed</i></p>	<p>When</p> <p>5</p> <p>yrs.</p> <p>old.</p> <p>N/A</p> <p>N/A</p>	<p>Destroy</p> <p>when S/O.</p> <p><i>Destroy when issuance is destroyed</i></p> <p>Destroy</p> <p>after</p> <p>the</p> <p>directive</p> <p>is issued</p> <p>or imme-</p> <p>diately</p> <p>when it</p> <p>is known</p> <p>that no</p> <p>action</p> <p>will be</p> <p>taken.</p> <p>Destroy</p> <p>when S/O.</p>	<p>GRS-16-1c</p> <p>GRS-16-1d</p> <p><i>RTB</i></p> <p><i>cc</i></p> <p><i>7/21/83</i></p> <p>GRS-16-1</p> <p><i>c & d</i></p>
4000-1-1	<p>External or Non-Series Instructions</p> <p>Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>Destroy</p> <p>when S/O.</p>	<p>N/A</p>	<p>Destroy</p> <p>when S/O.</p>	

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-2 ✓	<u>Recruitment, Selection and Placement</u> Use for material of a general nature which pertains to recruitment efforts and job offers to potential employees. FILE chronologically.	OP Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-1-3
4000-2-1 ✓	<u>Recruitment</u> Use for material which pertains to recruitment efforts. Includes letters of thanks to universities and other recruitment sources for their cooperation or letters advising universities, etc., of selections due to recruitment efforts. FILE chronologically by agency and organization, etc.	OP Destroy when 3 yrs. old.	N/A	N/A	
4000-2-2 ✓	<u>Selection</u> Use for material which pertains to employment offers and acceptance or rejection of those offers. (Destroy accepted offers immediately GRS-1-4a) Declined offers a. Names received from certificate of eligibles. b. Temporary or excepted appointments c. All others	OP Return to OPM with reply and application. File per FPM 333, A-4. Destroy immediately.	N/A N/A N/A	Destroy immediately. Destroy immediately. Destroy immediately.	GRS-1-4b (1) GRS-1-4b (2) GRS-1-4b (3)

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-2-3 ✓	<p><u>Competitive Placement</u> Use for SF-171's, resumes, position announcements, and applicant ratings and any other material which documents competitive appointment procedures as required by OPM.</p> <p>FILE by agency and announcement number.</p>	<p>OP Destroy upon receipt of OPM inspection report or when 2 yrs. old whichever is earlier providing the requirements of FPM, Chapter 333, Section A-4 are observed.</p>	N/A	N/A	GRS-1-15
4000-2-4 ✓	<p><u>Reports</u> Use for statistical reports which pertain to recruitment, selection and placement.</p> <p>FILE by subject.</p>	<p>OP Destroy when 2 yrs. old.</p>	N/A	Destroy when 2 yrs. old.	GRS-1-16
4000-3 ✓	<p><u>Priority Consideration</u> Use for material which pertains to priority consideration due to downgrading or an administrative oversight given to employees due to their being downgraded or due to an administrative oversight. FILE by position and name. <i>oversight,</i></p>	<p>OP Destroy when 2 yrs. old or when a departmental Personnel Management Evaluation review has been conducted.</p>	N/A	Destroy when 2 yrs. old.	Agency merit promotion plan.

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-3-1 ✓	<p><u>Priority Placements</u> Use for material which pertains to the repromotion of downgraded employees.</p> <p>FILE in the OPF. by Social Security #,</p>	<p>OP Destroy after employee has been promoted or declines a position.</p>	N/A	<p>Destroy after employee has been promoted or declines a position.</p>	<p>Agency merit promotion plan.</p>
4000-4 ✓	<p><u>Interviews</u> Use for material pertaining to interviews with employees.</p> <p>FILE by agency and alphabetically by employee.</p>	<p>OP Destroy 6 months after transfer or separation of employee.</p>	N/A	<p>Destroy immediately.</p>	GRS-1-8
4000-5 ✓	<p><u>Certificates of Eligibles</u> Use for material pertaining to certificates of eligibles. Includes the reasons for passing over a preference eligible and selecting a nonpreference eligible.</p> <p>FILE by agency and announcement or position number.</p>	<p>OP Destroy when 2 yrs. old.</p>	N/A	N/A	GRS-1-5
4000-6 ✓	<p><u>Reemployment Agreements</u> Use for material which pertains to reemployment agreements between employees and USDA.</p> <p>FILE by agency and employee name.</p>	<p>OP Destroy 1 yr. after termination of agreement.</p>	N/A	<p>Destroy 1 yr. after termination of agreement.</p>	
4000-7 ✓	<p><u>Reduction-in-Force</u> Use for correspondence which pertains to notice of reduction-in-force and nondisciplinary removals.</p> <p>FILE in OPF.</p>	<p>OP Destroy when 5 yrs. old; action is completed.</p>	N/A	<p>Destroy when 1 yr. old.</p>	GRS 1/17a

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

ISSU- TION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-8 ✓	<p><u>Personnel Actions</u> Use for notification of personnel actions, e.g., within-grade increases, restored leave, promotions, etc., <i>exclusive of those in OPF.</i></p> <p>a. OPF copy (all other copies maintained in Personnel are to be destroyed when 1 yr. old.)</p> <p><i>a.</i> Pay or fiscal copy</p> <p>FILE by social security number and in chronological sequence.</p>	<p>OP</p> <p>Destroy when 2 yrs. old.</p> <p>NFC Destroy when related pay records are audited by GAO or when 3 yrs. old, whichever is sooner.</p>	<p>N/A</p> <p>N/A</p>	<p>Destroy when 1 yr. old.</p> <p>N/A</p>	<p>GRS-1-14a</p> <p>GRS-2-11a</p>
4000-9 ✓	<p><u>Position Classification, Pay, and Allowance</u> Use for material of a general nature which pertains to position classification, pay, and allowances which does not fit elsewhere in this category.</p> <p>FILE by subject in chronological sequence.</p>	<p>OP & NFC</p> <p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	
4000-9-1 ✓	<p><u>Position Classifications</u> Use for material which substantiates eligibility and classifying of jobs by occupation, series, class, and grades.</p> <p>FILE by position number.</p>	<p>OP & NFC</p> <p>Destroy 5 yrs. after position is abolished or description is super-seded.</p>	<p>N/A</p>	<p>Destroy when position is abolished or description super-seded.</p>	<p>GRS-1-7a (2) (a)</p>

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-9-2 ↓	<p><u>Inspections, Audits, and Surveys</u> Use for material pertaining to personnel management inspections and surveys, desk and other position audits, and evaluations.</p> <p>FILE by agency and subject.</p>	OP Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-7c (2)
4000-9-3 ↓	<p><u>Position Identification Strips (SF-70)</u> Use for material which provides summary data on each position occupied.</p> <p>FILE chronologically by agency.</p>	OP Destroy when position is cancelled or new strip is prepared.	N/A	N/A	GRS-1-11
4000-10 ↓	<p><u>Employee Benefits</u> Use for material of a general nature which pertains to insurance, annuities and compensation and other employee benefits.</p> <p>NOTE: For injury compensation, see 4400-2.</p> <p>FILE by subject in chronological sequence.</p>	OP Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
4000-10-1 ↓	<p><u>Insurance</u> Use for material pertaining to insurance deductions. Includes copies of vouchers and schedules of payment.</p> <p>FILE by agency, subject, and social security number.</p>	OP & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-2-22

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DIS- POSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-10-2 ✓	<u>Annuity Estimates</u> Use for material pertaining to annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits. (Annuity deduction records are filed in the OPF. See 4000 for disposition.) FILE by agency and alphabetically by employee.	OP Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-2-21b
4000-10-3 ✓	<u>Reports</u> Use for reports which pertains to insurance, annuities, compensation, and other employee benefits. FILE by agency and subject.	OP Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-2-17b
4000-11 ✓	<u>Attendance and Leave</u> Use for general material relating to duty hours, authorized absence, and use of leave. Includes annual, sick, military leave, leave without pay, holidays, absence for jury duty, etc. NOTE: See 2200-5-1 for T&A files. FILE by agency and subject.	OP & NFC Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-2-8
4000-11-1 ✓	<u>Leave History</u> Use for material which pertains to leave balances, e.g. leave balance upon separation, restored leave, leave without pay, military leave, annual leave ceiling, and leave audits, etc. FILE by agency and social security number.	NFC Destroy when 3 yrs. old.	N/A	Destroy 3 months after end of the period covered.	GRS-2-9
4000-12 ✓	<u>Employee Responsibilities and Conduct</u> Use for material pertaining to codes of ethics and standards of conduct. FILE in chronological sequence.	OP Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-28

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4000-13	<p><u>Reports</u> Use for statistical reports relating to USDA personnel programs and functions and manpower management and evaluation.</p> <p>FILE by agency and subject report.</p>	<p>OP Destroy when 2 yrs. old.</p>	N/A	<p>Destroy when 2 yrs. old.</p>	GRS-1-16
4000-14	<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>OP Destroy 1 yr. after the yr. in which project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-7

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ASSIGNMENT NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4100	<p><u>EMPLOYEE DEVELOPMENT, PERFORMANCE AND UTILIZATION</u> Use for material of a general nature which pertains to the development of employees through training, job enrichment, Upward Mobility, and Executive Development Programs. Also includes performance evaluation and awards.</p> <p>FILE by agency and subject.</p>	OP Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
4100-1	<p>Policy and Procedure</p> <p>a. Use for Departmental policy and procedure which is published in the DPM. <i>issuances</i></p> <p>b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives to (a) above which document aspects of the development of the issuance. <i>case files related</i> NOTE: See 3000-1-2 for disposition of record copy of Departmental directives not published in the DPM.</p> <p>c. Use for issuances which pertain to routine agency administrative functions. Also includes background material.</p> <p>FILE by origin series number or in chronological sequence.</p>	<p>OP PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old. <i>Destroy when s/o</i> Submit SF-115. <i>Destroy when issuance is destroyed</i></p> <p>Destroy when S/O.</p>	<p>When 5 yrs. old. N/A N/A</p>	<p>Destroy when S/O. <i>Destroy when issuance is destroyed after the directive is issued or immediately when it is known that no action will be taken.</i> Destroy when S/O.</p>	<p>GRS-16-1c GRS-16-1d RTB CC 7/21/83 GRS-16-1e & d</p>

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4100-1-1 ✓	<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.	
4100-2 ✓	<p><u>Training</u> Correspondence, memoranda, agreements, authorizations, reports, requirements reviews, plans, and objectives relating to the establishment and operation of training courses and conferences. (Destroy background and working papers when 3 yrs. old (GRS-1-30b (2))).</p> <p>FILE by subject in chronological sequence.</p>	OP Destroy when 5 yrs. old or 5 yrs. after completion of a specific training program.	N/A	Destroy when 1 yr. old.	GRS-1-30b (1)
4100-2-1 ✓	<p><u>Training Aids</u> Training aids developed by USDA.</p> <p>FILE by subject in chronological sequence.</p>	OP Submit SF 115. <i>Destroy in agency when no longer needed.</i>	N/A	N/A	GRS-1-30a (1)
4100-2-2 ✓	<p><u>Availability and Participation</u> Use for material which pertains to availability of training and employee participation.</p> <p>Background and working papers. Destroy when 3 yrs. old (GRS 1-30b (2)).</p> <p>NOTE: The record of satisfactory course completion is kept in the OPF.</p> <p>FILE by agency, course subject, or alphabetically as applicable.</p>	OP Destroy when 5 yrs. or when S/O whichever is sooner.	N/A	Destroy when 1 yr. old.	GRS-1-30c

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SSI - DISPOSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4100-3 ✓	<u>Suggestions and Awards</u> Use for material relating to USDA suggestions and other award recommendations. FILE: Case file by subject.	OP Destroy 2 yrs. after approval or dis- approval.	N/A	Destroy 2 yrs. after approval or dis- approval.	GRS-1-12 a (1)
4100-3-1	<u>Letter of Commendation/Appreciation</u> <i>Use for copies of letters recognizing length of service + retirement & letters of appreciation & commendation for performance, excluding copies filed in OPF. (File by subject in chrono. sequence)</i>	OP Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-1-12c
4100-3-2	<u>Service and Sick Leave Awards</u> <i>Use for material pertaining to cor- FILE in OPF. respondence, memoranda, reports, computations of service & sick leave, & list of awardees.</i>	OP Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-1-12b
4100-3-3	<u>Departmental Awards</u> Department level awards or higher (Secretary's Awards, Presidential, etc.) a. Paper copies b. Microfilmed copies FILE in OPF. by subject in chronological sequence.	OP Destroy after micro- filming. Destroy when no longer needed.	N/A N/A N/A	N/A N/A N/A	NC1-16-82-3, <i>Item 1</i> NC1-16-82-3, <i>Item 2</i>
4100-3-4 ✓	<u>External Awards</u> External awards and nominations from or to other government agencies or private organizations. FILE in OPF.	OP Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-1-12a (2)
4100-4	<u>Performance Evaluations</u> Certificates of performance rating. FILE in OPF.	OP & NFO Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-1-23a

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4100-4	<p><i>Performance Evaluations</i></p> <p>a. Non-SES appointees (as defined in 5 USC 4301(2)).</p> <p>(1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not effected, and all related documents.</p> <p>(2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p> <p>(3) Performance-related records pertaining to a former employee.</p> <p>(4) All other summary performance appraisals records, including performance appraisals and job elements and standards upon which they are based.</p> <p>(5) Supporting documents.</p> <p>FILE in OFF.</p> <p>b. SES Appointees (as defined in 5 USC 3132a(2)).</p> <p>(1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.</p>	<p><i>OP & NFC</i></p> <p>Destroy after employee completes 1 yr. of acceptable performance from the date of written advance notice of proposed removal or reduction in grade notice.</p> <p>Destroy upon supersession.</p> <p>Destroy when 3 yrs. old or when no longer needed, whichever is sooner.</p> <p>Destroy 3 yrs. after date of appraisal.</p> <p>Destroy 3 yrs. after date of appraisal or when no longer needed, whichever is sooner.</p> <p>Destroy upon supersession.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>SUPERVISOR'S FILE COPY ONLY</p> <p>Destroy after employee completes 1 yr. of acceptable performance.</p> <p>Destroy upon supersession.</p> <p>Destroy when employee leaves employment.</p> <p>Destroy 3 yrs. after date of appraisal.</p> <p>Destroy 3 yrs. after date of appraisal or when no longer needed, whichever is sooner.</p> <p>Destroy upon supersession.</p>	<p><i>GRS-1-23a(1)</i></p> <p><i>GRS-1-23a(2)</i></p> <p><i>GRS-1-23a(3)</i></p> <p><i>GRS-1-23(4)</i></p> <p><i>GRS-1-23(5)</i></p> <p><i>GRS-1-23 & (1)</i></p>

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
	<p>b. continued</p> <p>(2) Performance-related records pertaining to a former SES appointee.</p> <p>(3) All other performance appraisals along with job elements and standards (job expectations) upon which they are based.</p> <p>(4) Supporting documents.</p>	<p><i>OP & NFC</i></p> <p>Disposition pending.</p> <p>, Destroy 5 yrs. after date of appraisal, exclusive of any interim service as a Presidential appointee.</p> <p>Destroy 5 yrs. after date of appraisal or when no longer needed, whichever is sooner.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p>	<p><i>Supervisor's File Copy Only</i></p> <p><i>N/A</i> destroy when employee leaves employment.</p> <p><i>N/A</i> destroy 5 yrs. after date of appraisal.</p> <p><i>N/A</i> destroy 5 yrs. after date of appraisal or when no longer needed, whichever is sooner.</p>	<p><i>GRS-1-23 & (2)</i></p> <p><i>GRS-1-23 & (3)</i></p> <p><i>GRS-1-23 & (4)</i></p>
	<p>c. Presidential Appointees.</p>	<p>Disposition pending.</p>	<p>N/A</p>	<p><i>N/A</i> destroy when employee leaves employment.</p>	<p><i>GRS-1-23 & (5)</i></p>

C-806 continued

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPOSITION AUTHORITY
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4100-5 J	<u>Reports</u> Use for material which pertains to reports on employee development, training, evaluation, awards, etc. FILE by agency and subject.	OP & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
4100-6 J	<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.	OP Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SI- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4200	<p><u>PERSONNEL RELATIONS AND SERVICES</u> Use for general material which pertains to grievances, complaints, and appeals, other than EEO. Also use for rehabilitation programs (e.g., for alcoholism), for employee organizations, and for such special services as day care.</p> <p>FILE by agency and subject.</p>	OP Destroy when 5 yrs. old.	N/A	Destroy when 1 yr. old.	
4200-1	<p><u>Policy and Procedure</u> a. Use for Departmental policy and procedure which is published in the <i>Issuances</i></p> <p>b. <i>case files related to</i> Use for background material which documents the important aspects of the development of the DPM or other Departmental directives. <i>(1) above which document aspects of the development of the issuance.</i> NOTE: See 3000-1-2 for disposition of record copy of Departmental directives not published in the DPM.</p> <p>c. Use for issuances which pertain to routine agency administrative functions. Also includes background material.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>OP <i>Destroy when S/O</i> PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old. Submit SF-115. <i>Destroy when issuance is destroyed.</i></p> <p>Destroy when S/O.</p>	<p>N/A When 5 yrs. old. N/A</p>	<p>Destroy when S/O. <i>Destroy when issuance is destroyed</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.</p>	<p>GRS-16-1e GRS-16-1d GRS-16-1 c & d</p> <p><i>RTB CC 7/21/83</i></p>

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4200-1-1 J	<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.	
4200-2 J	<p><u>Grievances and Complaints</u> Use for material pertaining to grievances and complaints which have been submitted above the supervisory level for adjudication and decision.</p> <p>FILE by agency and case number.</p>	OP Destroy 3 yrs. after case is closed.	N/A	Destroy 1 yr. after case is closed.	GRS-1-31a
4200-2-1 J	<p><u>Adverse Actions and Appeals</u> Use for Adverse Action and Appeal case files. Includes background materials and related records such as investigative reports, correspondence, and reports from operating officials, supervisors, and other employees, and material collected through the final adjudication or withdrawal notice, excluding letters of reprimand filed in the OPF.</p> <p>FILE by agency and case number.</p>	OP Destroy 4 yrs. after case is closed.	N/A	Destroy 1 yr. after case is closed.	GRS-1-31b
4200-3 J	<p><u>Labor-Management Relations</u> Use for material pertaining to the relationship between management and employee unions or other groups.</p> <p>FILE by group or organization and date.</p>	OP Destroy when 5 yrs. old.	N/A	Destroy when S/O.	GRS-1-29a

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SI- FILING NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4200-3-1 ✓	<u>Labor Arbitration</u> Use for correspondence, forms and background papers relating to labor arbitration cases. FILE by agency.	OP Destroy 5 yrs. after final resolu- tion of case.	N/A	N/A	GRS-1-29b
4200-4 ✓	<u>Employee Services</u> Use for material pertaining to creating, planning, coordinating and directing of social programs and organizations, (e.g., day care centers and programs for alcoholism and drug abuse.) FILE by subject.	OP Destroy when 3 yrs. old.	N/A	N/A	
4200-4-1 ✓	<u>Housing Requests</u> Use for material pertaining to agency assistance in housing matters. FILE by agency and alphabetically by employee.	OP Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-1-26e
4200-4-2 ✓	<u>Counseling Records</u> Use for reports of interviews, analyses, and related records. FILE by agency.	OP Destroy 3 yrs. after termina- tion of counsel- ing.	N/A	Destroy 1 yr. after termina- tion of counsel- ing.	GRS-1-27a
4200-5 ✓	<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.	OP Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4300	<p><u>EEO</u> Use for material of a general nature which pertains to the Civil Rights Act Regulations of 1964, the EEO Act of 1972, pertinent future legislation, and agency EEO Committee meetings and records including minutes and reports.</p> <p>FILE in chronological sequence.</p>	<p>OP Destroy when 3 yrs. old or when S/O whichever is applicable.</p>	N/A	<p>Destroy when 1 yr. old or when S/O whichever is applicable.</p>	GRS-1-26g
4300-1	<p><u>Policy and Procedure</u> a. Use for Departmental policy and procedure which is published in the <i>Issuances.</i></p> <p>b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives. <i>case files related -</i> (a) above which document aspects of the development of the issuance. NOTE: See 3000-1-2 for disposition of record copy of Departmental directives not published in the DPM.</p> <p>c. Use for issuances which pertain to routine agency administrative functions. Also includes background material.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>OP <i>Destroy when S/O</i> PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old.</p> <p>Submit SF-115. <i>Destroy when issuance is destroyed</i></p> <p>Destroy when S/O.</p>	<p>N/A</p> <p>When 5 yrs. old.</p> <p>N/A</p> <p>N/A</p>	<p>Destroy when S/O.</p> <p><i>Destroy when issuance is destroyed</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.</p>	<p>GRS-16-1c</p> <p>GRS-16-1d</p> <p>GRS-16-1c</p>

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)
4300-1-1 ✓	<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.	
4300-2 ✓	<p><u>Affirmative Action</u> Use for material which pertains to agency actions or plans to correct inequities.</p> <p>FILE by agency and in chronological sequence.</p>	OP Destroy 5 yrs. from date of plan.	N/A	Destroy 5 yrs. from date of plan or when administrative purposes have been served, whichever is sooner.	GRS 1/26 h
4300-3 ✓	<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>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4400	<p><u>SAFETY AND HEALTH</u> Use for material of a general nature which pertains to the implementation, development, coordination and monitoring of departmental policy on occupational safety and health of Federal employees. Also includes reports of accidents and disease.</p> <p>FILE by agency and subject.</p>	OFM Destroy 3 yrs. after S/O.	N/A	Destroy after 1 yr. or on dis- contin- uance, which- ever is first.	
4400-1	<p><u>Policy and Procedure</u> a. Use for Departmental policy and procedure which is published in the DPM. <i>issuances</i></p> <p>b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives. <i>above which document aspects of the development of the issuance</i></p> <p>NOTE: See 3000-1-2 for disposition of record copy of Departmental directives not published in the DPM.</p> <p>c. Use for issuances which pertain to routine agency administrative functions. <i>issuances</i> Also includes background material.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>OP PERMANENT. <i>OP destroy when S/O</i></p> <p>Offer to NARS in 5 yr. blocks when 20 yrs. old.</p> <p>Submit SF 115. <i>Destroy when issuance is destroyed</i></p> <p>Destroy when S/O.</p>	<p>N/A <i>N/A</i></p> <p>When 5 yrs. old.</p> <p>N/A</p> <p>N/A</p>	<p>Destroy when S/O.</p> <p>Destroy after 5 yrs. old.</p> <p>Destroy de- <i>Destroy when issuance is destroyed</i></p> <p>after 5 yrs. old. <i>the directive is issued or immediately when it is known that no action will be taken.</i></p> <p>Destroy when S/O.</p>	<p>GRS-16-1c</p> <p>GRS-16-1d</p> <p>GRS-16-1c</p>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SI- ION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4400-1-1 ✓	<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.	
4400-2 ✓	<p><u>Accidents</u> Use for material pertaining to injury compensation (relating to on-the-job injuries); excluding copies filed in the OPF and copies submitted to the Labor Department.</p> <p>FILE by agency and alphabetically by employee.</p>	OP & OFM Destroy when 5 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-1-32
4400-3 ✓	<p><u>Employee Health</u> Use for material pertaining to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the health unit. Exclude pre-employment physical examinations and disability retirement and fitness for duty examinations which are filed in the OPF.</p> <p>FILE by agency and alphabetically by employee.</p>	OP & OFM Destroy 6 yrs. after latest entry.	N/A	N/A	GRS-1-21
4400-4 ✓	<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>	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4600	<p><u>PERSONNEL SECURITY</u> Use for material of a general nature which pertains to the administration and operation of the personnel security clearance program and not listed below.</p> <p>FILE in chronological sequence.</p>	OP Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-18-22
4600-1	<p>Policy and Procedure</p> <p>a. Use for Departmental policy and procedure which is published in the DPM. <i>issuances</i></p> <p>b. Use for background material which documents the important aspects of the development of the DPM or other Departmental directives. <i>case files related to (a) above which document aspects of the development of the issuance.</i> NOTE: See 3000-1-2 for disposition of record copy of Departmental directives not published in the DPM.</p> <p>c. Use for issuances which pertain to routine agency administrative functions. <i>Also includes background material.</i></p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>OP - Destroy when 5 yr. PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old.</p> <p>Submit SF-115. <i>Destroy when issuance is destroyed.</i></p> <p>Destroy when S/O.</p>	<p>N/A when 5 yrs. old.</p> <p>N/A</p> <p>N/A</p>	<p>Destroy when S/O.</p> <p><i>Destroy when issuance is destroyed after the directive is issued or immediately when it is known that no action will be taken.</i></p> <p>Destroy when S/O.</p>	<p>GRS-16-1</p> <p>GRS-16-1d</p> <p>GRS-16-1 -c & d</p>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- TION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPOSITION AUTHORITY
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4600-1-1 ✓	<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.	
4600-2 ✓	<p><u>Security Clearance</u> Use for material pertaining to investigations of personnel employed by or seeking employment from the Government and persons performing work for the agency under contract. Excludes copies of investigative reports and related papers furnished to agencies by OPM.</p> <p>FILE by agency and alphabetically by employee.</p>	OP Destroy upon notification of death or not later than 5 yrs. after separation or transfer of employee or not later than 5 yrs. after contract relationship expires, whichever is applicable.	N/A	N/A	GRS-18-23a
4600-3 ✓	<p><u>Identification Cards, Passes, Badges</u> Use for material pertaining to identification cards, credentials, badges, parking permits, photographs, USDA motor vehicles operating permits, visitors and dining room passes, xerox and supply cards, etc.</p> <p>FILE by agency and alphabetically by employee.</p>	OP & PPMD Destroy 3 months after return to issuing office.	N/A	N/A	GRS-11-4a

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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
4600-3-1 J	<p><u>Records of Identification Cards</u> Use for receipts, indices, listings and accountable records.</p> <p>FILE by identification number and/or chronological sequence.</p>	<p>OP Destroy after all listed credentials are accounted for.</p>	N/A	N/A	GRS-11-4b
4600-4 J	<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.	GRS-16-7

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DISPOSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
5000	<p><u>PROCUREMENT MANAGEMENT</u> Use for material of a general nature which pertains to purchase and maintenance of equipment, publications, printing, reproduction, services and supplies for internal needs. Includes contracts, bidders, purchase orders, FEDSTRIPS, and requisitions and other material not described elsewhere in this category.</p> <p>FILE by subject.</p>	PD Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS 3/3
5000-1	<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 issuances which pertain to routine agency administrative functions. Also includes background material. (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>PD Submit SF 115. <i>Destroy when 5/0</i></p> <p>Destroy when 5/0. <i>issuance is destroyed</i></p>	N/A	<p><i>Destroy when 5/0</i> Destroy ^{5/0} 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>
5000-1-1	<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 e & d

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSIT' AUTHOR.
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
5000-2	<p>Routine Procurement Files Use for contract, requisition, FEDSTRIPS, purchase order, lease, and bond and surety records, including correspondence and related papers pertaining to bids, awards, administration, receipt, inspection and payment. (Cancelled or deleted transactions are to be destroyed when 1 yr. old.)</p> <p>a. Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.</p> <p>b. Transactions of \$10,000 or less and construction contracts under \$2,000.</p> <p>c. Copies of records described above used for administrative purposes.</p>	<p>PD & NFC Destroy 6 yrs., 3 months after final payment.</p> <p>PD & NFC Destroy 3 yrs. after final payment.</p> <p>PD & NFC Destroy upon termination or completion.</p>	<p>When 2 yrs. old.</p> <p>N/A</p> <p>When 2 yrs. old.</p>	<p>Destroy when funds are obligated upon receipt of goods or service, or 2 yrs. after payment if applicable.</p> <p>Destroy when funds are received of goods or service.</p> <p>Destroy when funds are obligated upon receipt of goods or service.</p>	<p>GRS-3-4a (1) and b</p> <p>RTB CC 7/21/83</p> <p>GRS-3-4a (2) and b</p> <p>GRS-3-4b and c</p>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SSI- CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(1)	(2)	(3)	(4)	(5)	(6)
	<p>d. Obligating copy.</p> <p>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.</p> <p>FILE by subject and document number.</p>	Destroy when funds are obligated.	N/A	Destroy when funds are obligated.	GRS-3-4b
5000-3	<p><u>Bidders List</u> List or cards of acceptable bidders.</p> <p>FILE alphabetically by bidder.</p>	PD Destroy when S/O.	N/A	Destroy when S/O.	GRS-3-6d
5000-4	<p><u>Tax Exemption Files</u> Use for tax exemption certificates and related papers.</p> <p>FILE by FY.</p>	PD Destroy 3 yrs. after period covered by account.	N/A	N/A	GRS-3-13
5000-5	<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>	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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CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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>Issues</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>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 <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 <i>S/O</i> <i>issuance is destroyed</i></p>	<p>GRS-16-1c</p> <p><i>RTB</i> <i>CC</i> <i>7/21/83</i></p> <p>GRS-16-1d c & d</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.	

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SI-FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		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 Destroy when 15/0	N/A	N/A	GRS-4-3 RTB cc 7/21/83
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

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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 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>FILE by origin, series number or in chronological sequence.</p>	<p>Submit SF-115. <i>Destroy when s/o</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>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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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SI- ION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		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

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPOSITION AUTHORITY
		RECORD OFFICE		OTHER OFFICES	
		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 <i>case files related to (a)</i> issuances which pertain to routine agency administrative functions. Also includes background material above which document aspects of the development of the issuance.</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>

USDA/OIRM-IMD

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

Si- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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>

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO PARC		
(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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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

SI- FICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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>Issues</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 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 5/0 <i>issuance is destroyed</i></p>	N/A	<p>Destroy when 5/0 Destroy after the directive is issued or immediately when it is known that no action will be taken.</p> <p>Destroy when 5/0 <i>issuance is destroyed.</i></p>	<p>GRS-16-1c</p> <p><i>ROP CC 7/21/83</i></p> <p>GRS-16-1d c & d</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.	

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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 ✓	<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 ✓	<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

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			DISPOSITION AUTHORITY
		RECORD OFFICE		OTHER OFFICES	
		OPI & DISPOSITION	TO FARC		
(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

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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.	<i>RTB CC 7/21/83</i>
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 S/O</i>	N/A	<i>Destroy when S/O</i> Destroy after the directive is issued or immediately when it is known that no action will be taken.	<i>RTB CC 7/21/83</i> GRS-16-1c
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-16-1d 2-d

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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

ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

CLASSIFICATION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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>RB 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>NR&E Committee Destroy when S/O</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-16-10 RB CC 7/21/83</p>
5600-1-1	<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><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 <i>issuance is destroyed</i></p>	N/A	<p>Destroy when S/O <i>issuance is destroyed</i></p>	<p>GRS-16-1 <i>d</i> e & d</p>

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ASSISTANT SECRETARY FOR ADMINISTRATION FILE/DISPOSITION PLAN

DISPOSITION NUMBER	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION			
		RECORD OFFICE		OTHER OFFICES	DISPOSITION AUTHORITY
		OPI & DISPOSITION	TO FARC		
(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 used copy] FILE chronologically by agency and location.</p>	<p>NR&E EPA <i>Destroy when s/o oo when no longer needed for reference</i></p>	N/A	<p>Destroy when S/O or when no longer needed.</p>	<p>RTB CC 7/21/83</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>RTB CC 7/21/83</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>RS-16-7</p>