

<p>c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p>	<p>Dispose of in accordance with the approved disposition instructions for related subject individual's record or 3 yrs. after final adjudication by courts, whichever is later.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-14-26c</p>
<p>File in chronological sequence.</p>				

3450-2-2	<u>Privacy Act Accounting of</u>	Dispose of in accordance with the approved disposition instructions for the related subject individual's record's, or 5 yrs. after the disclosure for which the accountability was made, whichever is later.	N/A	N/A	GRS-14-27
	<u>Disclosure Files</u>				
	Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of record to any person or to another agency, including forms for showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.				
	File in chronological sequence.				
3450-2-3	<u>Privacy Act Control Files</u>	Destroy 5 yrs. after date of last entry.	N/A	N/A	GRS-14-28a
	Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requestor.				
	a. Registers or listings.				

b. Other files.

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

N/A N/A

GRS-14-28b

File in chronological sequence.

3450-2-4

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

a. Annual reports at Departmental  
or agency level.

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

N/A N/A

GRS-14-29a

b. Other reports.

File in chronological sequence.

Destroy  
when 2  
yrs. old.

N/A

N/A

GRS-14-29b

4000

EMPLOYMENT

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

FILE by agency and name.

Official Personnel File

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

OP  
Destroy  
when 3  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-1-3

"1/4000

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

N/A

SEE NOTE

GRS-1-1b  
(2)

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

OP  
Destroy upon separation or transfer of employee or when 1 yr. old, 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

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

4000-1

Policy and Procedure

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

OP  
Destroy when no longer needed.

N/A

Destroy when S/O.

GRS-16-1c  
"/4000/1

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

Destroy when no longer needed.

N/A

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

GRS-16-1d

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

FILE by origin, series number or in chronological sequence.

4000-1-1

External or Non-Series Instructions

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

Destroy when S/O.

N/A

Destroy when S/O.

"/4000/1/1

FILE by origin, series number or in chronological sequence.

4000-2

Reports

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

OP  
Destroy when 2 yrs. old.

N/A

Destroy when 2 yrs. old.

GRS-1-16  
"/4000/13

FILE by agency and subject report.

4000-3

Project Control

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

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

N/A

Destroy when no longer needed.

GRS-16-7  
"/4000/14

FILE: Case file alphabetically by title of project.

*was*  
4000-13

*was*  
4000-14

4010  
*was*  
4000-2

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

OP  
Destroy when 3 yrs. old.

N/A Destroy when 3 yrs. old. GRS-1-3  
*\*/4000/2*

FILE chronologically.

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

FILE alphabetically by Congressional Author.

4010-1  
*was*  
4000-2-1

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

OP  
Destroy when 3 yrs. old.

N/A N/A  
*\*/4000/2/1*

FILE chronologically by agency and organization, etc.

4010-1-1

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

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

N/A N/A

FILE in chronological sequence.

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

FILE in chronological sequence.

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

FILE in chronological sequence.

*was*  
 4000-2-2 Selection OP  
 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.

Return/  
 to OPM  
 with reply  
 and  
 appli-  
 cation.

N/A Destroy  
 imme-  
 diately.

GRS-1-4b  
 (1)

b. Temporary or excepted appointments.

File  
 per  
 FPM  
 333, A-4.

N/A Destroy  
 imme-  
 diately.

GRS-1-4b  
 (2)

c. All others

Destroy  
 imme-  
 diately.

N/A Destroy  
 imme-  
 diately.

GRS-1-4b  
 (3)

*"/4000/2/2*

<p>4010-3 <i>was</i> 4000-2-3</p>	<p><u>Competitive Placement</u> Use for SF-171's, résumés, position announcements, and applicant ratings and any other material which documents competitive appointment procedures as required by OPM.  FILE by agency and announcement number.</p>	<p><del>OP</del> 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>	<p>N/A</p>	<p>N/A</p>	<p>GRS-1-15 "/4000/2/3</p>
<p>4010-4 <i>was</i> 4000-4</p>	<p><u>Interviews</u> Use for material pertaining to interviews with employees.  FILE by agency and alphabetically by employee.</p>	<p>OP Destroy 6 months after transfer or separation of employee.</p>	<p>N/A</p>	<p>Destroy immediately.</p>	<p>GRS-1-8 "/4000/4</p>
<p>4010-5 <i>was</i> 4000-5</p>	<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.  FILE by agency and announcement or position number.</p>	<p><del>OP</del> Destroy when 2 yrs. old.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-1-5 "/4000/5</p>
<p>4010-6 <i>was</i> 4000-6</p>	<p><u>Reemployment Agreements</u> Use for material which pertains to reemployment agreements between employees and USDA.  FILE by agency and employee name.</p>	<p>OP Destroy 1 yr. after termination of agreement.</p>	<p>N/A</p>	<p>Destroy 1 yr. after termination of agreement.</p>	<p>"/4000/6</p>

4010-7  
*was*  
4000-2-4

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

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

N/A

Destroy when 2 yrs. old.

GRS-1-16  
"/4000/2/4

FILE by subject.

4020  
*was*  
4000-8

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

OP  
Destroy when 2 yrs. old.

N/A

Destroy when 1 yr. old.

GRS-1-14a & b  
"/4000/8

a. Pay or fiscal copy  
FILE by social security number and in chronological sequence.

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

N/A

N/A

GRS-2-11a

4030

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

Destroy when 3 yrs. old.

N/A

N/A

*new*

FILE by agency and subject.

4030-1  
*was*  
4000-3-1

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

OP  
Destroy after employee has been promoted or declines a position.

N/A

N/A

"/4000/3/1

FILE by social security number.

4030-2  
was  
4000-3  
chg in  
reillage

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

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

"/4000/3

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

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

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



new

4030-3-7-3a Narrative	Same as 4030-3	Same as 4030-3	Same as 4030-3	
4030-3-7-3b Statistical	"	"	"	
4030-3-7-4 NETH WEEK (National Employee the Handicapped Week)	"	"	"	
4030-3-8 Faculty Programs	"	"	"	
4030-3-9 Summer Employment Program	"	"	"	
4030-3-9a USDA Competitive Programs	"	"	"	
4030-3-9b Summer Youth Employment Program (w/D.C. Govt)	"	"	"	<i>new</i>
4030-3-10 Student Volunteer Program	"	"	"	
4030-3-11 Volunteer Program	"	"	"	
4030-3-12 Veterans Program	"	"	"	
4030-3-13 Worker-Trainee Opportunities Program	"	"	"	
4040 <u>Special Appointments</u> Use for material pertaining to appointments requiring Senatorial confirmation.	OP			
Folders covering periods of employment terminated after December 31, 1920, excluding those selected by the National Archives and Records Service for permanent retention.				
(1) Transferred employees.	See FPM for instructions relating to folders of employees transferred to another agency.	N/A	N/A	GRS-1-1b(1)

(2) Separated employees.

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

N/A N/A

GRS-1-1b(2)

4040-1

Special Authorities

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

FILE in chronological sequence.

OP (SPISS-CEU) Destroy when S/O.

N/A N/A

*new*

4040-1-1

Schedule B/Pace

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

FILE in chronological sequence.

SPISS-CEU Destroy when S/O.

N/A N/A

*new*

4050  
*was*  
4000-9

Position Classification, Pay, and Allowances  
Use for material of a general nature which pertains to position classification, pay, and allowances which does not fit elsewhere in this category.  
  
FILE by subject in chronological sequence.

OP & NFC  
Destroy when 3 yrs. old.      N/A      Destroy when 1 yr. old.      *"/4000/9*

4050-1  
*was*  
4000-9-1

Position Classifications  
Use for material which substantiates eligibility and classifying of jobs by occupation, series, class, and grades.  
  
FILE by position number.

OP & NFC  
Destroy 5 yrs. after position is abolished or description is superseded.      N/A      Destroy when position is abolished or description is superseded.      GRS-1-7a (2) (a) *"/4000/9/1*

4050-2  
*was*  
4000-9-2  
*Chg in title & surcharges*

Audits and Surveys  
Use for material pertaining to surveys, desk and other position audits.  
  
FILE by agency and subject.

OP  
Destroy when S/O.      N/A      Destroy when S/O.      GRS-1-7c (2) *"/4000/9/2*

4050-3

Personnel Management Evaluation  
Use for personnel management evaluation reports, supporting documents, compliance responses, etc.  
  
FILE by agency and subject.

OP  
Destroy when S/O.      N/A      Destroy when S/O.      *new*

4050-4  
*was*  
4000-9-3

Position Identification Strips (SF-70)  
Use for material which provides summary data on each position occupied.  
  
FILE chronologically by agency.

OP  
Destroy when position is cancelled or new strip is prepared.      N/A      N/A      GRS-1-11 *"/4000/9/3*

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

4070  
was  
4000-11  
chg in  
recharge  
to GRS

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

OP & NFC  
Destroy  
when 1  
yr. old.

N/A Destroy  
when 1  
yr. old.

"/4000/11

a. If timecard has been initialed by the employee.

Destroy at  
end of  
applicable  
pay period.

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

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

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

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

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

FILE by agency and subject.

4070-1  
was  
4000-11-1

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

NFC  
Destroy  
when 3  
yrs. old.

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

GRS-2-9

"/4000/11/1

FILE by agency and social security number.

4080  
was  
4000-7

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

OP  
Destroy  
when  
action  
is  
com-  
pleted.

N/A Destroy  
when 1  
yr. old.

GRS-1-17a

"/4000/7

FILE in OPF.

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

4100

EMPLOYEE DEVELOPMENT, PERFORMANCE AND UTILIZATION

OP

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.

Destroy when 3 yrs. old.

N/A

Destroy when 3 yrs. old.

"/4/00

FILE by agency and subject.

4100-1

Policy and Procedure

OP

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

Destroy when no longer needed.

N/A

Destroy when S/O.

GRS-16-1c  
"/4/00/1

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

Destroy when no longer needed.

N/A

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

GRS-16-1d

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

FILE by origin, series number or in chronological sequence.

4100-1-1

External or Non-Series Instructions

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

Destroy when S/O.

N/A

Destroy when S/O.

"/4/00/1/1

FILE by origin, series number or in chronological sequence.

4100-2

Reports

OP & NFC

Use for material which pertains to reports on employee development, training, evaluation, awards, etc.

Destroy when 3 yrs. old.

N/A

Destroy when 1 yr. old.

"/4/00/5

FILE by agency and subject.

*was*  
*4100-5*

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

b. General file of agency-sponsored training.

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

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

c. Employee training

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

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

d. Course Announcement Files.

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

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

4120-2  
was  
4100-2-2

Availability and Participation  
Use for material which pertains to availability of training and employee participation. OP Destroy when 5 yrs. or when S/O whichever is sooner. N/A Destroy when 1 yr. old GRS-1-30c  
"/4100/2/2

Background and working papers. Destroy when 3 yrs. old (GRS 1-30b (2)). OP Destroy when 5 yrs. or when S/O whichever is sooner.

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

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

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

4130-4  
*was*  
4100-3-4

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

FILE in OPF.

OP  
Destroy when 2 yrs. old.

N/A

Destroy when 2 yrs. old.

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

4140  
*was*  
4100-4

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

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

OP & NFC

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

N/A

Supervisor's File copy only.

Destroy after the employee completes 1 yr. of acceptable performance.

GRS-1-23a

4/100/4

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

Destroy upon supersession.

N/A

Destroy upon supersession.

GRS-1-23a(2)

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

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

N/A

Destroy when employee leave employment.

GRS-1-23a(3)

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

Destroy 3 yrs. after date of appraisal.

N/A

Destroy 3 yrs. after date of appraisal.

GRS-1-23a(4)

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

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

4200

PERSONNEL RELATIONS AND SERVICES  
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.

OP  
Destroy when 5 yrs. old.

N/A Destroy when 1 yr. old.

"/4200

FILE by subject.

4200-1

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

OP  
Destroy when no longer needed.

N/A Destroy when S/O.

GRS-16-1c  
"/4200/1

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

Destroy when no longer needed.

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

GRS-16-1b

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

FILE by subject.

4200-1-1

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

Destroy when S/O.

N/A Destroy when S/O.

"/4200/1/1

FILE by origin, series number or in chronological sequence.

4200-2

Reports  
Use for material pertains to grievances and complaints and appeals other than EO.

OP & NFC  
Destroy when 3 yrs. old

N/A Destroy when 1 yr. old

~~GRS-1-01a~~  
new

FILE by subject.

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

4220  
was  
4200-3  
~~GRS-1~~  
GRS-1  
was  
4200-3-1

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

FILE by employee name.

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

RTB  
CC  
4/24/84

N/A Destroy when S/O.

GRS-1-29a  
~~GRS-1-29a~~  
"/4200/3

4220-1  
was  
4200-3-1

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

FILE by agency and employee name.

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

N/A N/A

GRS-1-29b  
"/4200/3/1

4230

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

FILE by subject in chronological sequence.

(SPISS-CEU)  
Destroy  
when no  
longer  
needed  
for  
reference.

N/A N/A

4230-1  
was  
4200-4

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

FILE by subject.

OP  
Destroy  
when 3  
yrs. old.

N/A N/A

"/4200/4

4230-2  
was  
4200-4-1

Housing Requests  
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  
"/4200/4/1

4230-3  
*was*  
4200-4-2

Counseling Records  
Use for reports of interviews,  
analyses, and related records.  
~~FILE by agency.~~

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

N/A

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

GRS-1-27a  
*"/4200/4/2*

4300  
chg title -  
new  
directives  
- added  
OEO to OPI

EQUAL OPPORTUNITY

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

FILE in chronological sequence.

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

N/A

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

GRS-1-26g  
"/4300

4300-1

Policy and Procedure

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

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

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

FILE by origin, series number or in chronological sequence.

OP, OEO  
Destroy when no longer needed.

N/A

Destroy when S/O.

GRS-16-1c  
"/4300/1

Destroy when no longer needed.

N/A

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

GRS-16-1d

4300-1-1

External or Non-Series Instructions

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

FILE by origin, series number or in chronological sequence.

Destroy when S/O.

N/A

Destroy when S/O.

"/4300/1/1

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

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

4370

Data Collection and Evaluation

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

FILE by agency and program.

OEO

Destroy  
when 5  
yrs. old.

N/A

Destroy  
when 3  
yrs. old.

*new*

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

4400-3  
*was*  
4400-4

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

FILE: Case file alphabetically by title of project.

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

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7  
*"/4400/4*

4410

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

FILE by subject in chronological sequence.

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

N/A

Destroy  
when no  
longer  
needed.

*new*

4420

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

FILE by subject in chronological sequence.

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

N/A

Destroy  
when no  
longer  
needed.

4430

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

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

N/A

N/A

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

FILE by subject in chronological sequence.

4430-1  
*was*  
4400-3

Employee Health

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

SHMD  
Destroy  
6 yrs.  
after  
latest  
entry.

N/A

N/A

GRS-1-21

*"/4400/3*

FILE by agency and alphabetically by employee.

4430-2  
*was*  
4400-2

Accidents

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

OP & SHMD  
Destroy  
when 5  
yrs. old.

N/A

Destroy  
when 1  
yr. old.

GRS-1-32

*"/4400/2*

FILE by agency and alphabetically by employee.

4440

Supervision

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

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

N/A

Destroy  
when no  
longer  
needed.

*new*

FILE by subject in chronological sequence.

4450

Evaluation

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

FILE by subject in chronological sequence.

SHMD

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

N/A

Destroy when no longer needed.

*new*

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

<p>4600-3 <i>was</i> 4600-4</p>	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.  FILE: Case file alphabetically by title of project.</p>	<p>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 "/4600/4</p>
<p>4610 <i>was</i> 4600-2</p>	<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.  FILE by agency and alphabetically by employee.</p>	<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.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-18-23a "/4600/2</p>
<p>4620 <i>was</i> 4600-3</p>	<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.  FILE by agency and alphabetically by employee.</p>	<p>OP, PPMD, &amp; OIG Destroy 3 months after return to issuing office.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-11-4a "/4600/3</p>

4620-1

Records of Identification Cards

Use for receipts, indices, listings  
and accountable records.

FILE by identification number and/or  
chronological sequence.

OP  
Destroy  
after  
all  
listed  
cre-  
dentials  
are  
accounted  
for.

N/A

N/A

GRS-11-4b

"/4600/3/1

*was*  
4600-3-1

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-00 Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-3-3 "/5000
5000-1	<p><u>Policy and Procedure</u>  Use for background material which documents the important aspects of the development of Departmental policy and procedure.</p> <p>NOTE: See 3010-1 for disposition of record copy of Departmental directives.</p> <p>FILE by origin, series number or in chronological sequence.</p>	PD-00 Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d "/5000/1
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.	"/5000/1/1
5000-2	<p><u>Routine Procurement Files</u>  Use for contract, requisition, FEDSTRIPS, purchase order, lease, and bond and surety records, including correspondence and related papers</p>				"/5000/2

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

a. Transactions of more than \$10,000 and all construction contracts exceeding \$2,000.	PD-00 & NFC Destroy 6 yrs., 3 months after final payment.	When 2 yrs. old.	Destroy when funds are obligated.	GRS-3-4a (1) & b
b. Transactions of \$10,000 or less and construction contracts under \$2,000.	PD-00 & NFC Destroy 3 yrs. after final payment.	N/A	Destroy when funds are obligated.	GRS-3-4a (2) & b
c. Copies of records described above used for administrative purposes.	PD-00 & NFC Destroy upon termination or completion.	When 2 yrs. old.	Destroy upon receipt of goods or service.	GRS-3-4c
d. Obligating copy.	PD-00 Destroy when funds are obligated.	N/A	Destroy when funds are obligated.	GRS-3-4b

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

FILE by subject and document number.

5000-3

Solicited and Unsolicited Bids and Proposals

PP-00 & NFC

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

	(2) Unopened bids	Return to bidder.	N/A	N/A	GRS-3-6c(2)
	FILE by subject and document number.				
5000-4 <i>was</i> 5000-3	<del>Bidders List List or cards of acceptable bidders. NOTE: See 5020 for Debarred, Suspended, and Ineligible Bidders lists. FILE alphabetically by bidder.</del>	<del>PD-00 Destroy when S/O.</del>	<del>N/A</del>	<del>Destroy when S/O.</del>	<del>GRS-3-6d "/5000/3</del>
5000-5 <i>was</i> 5000-4	<del>Tax Exemption Files Use for tax exemption certificates and related papers. FILE by FY.</del>	<del>PD-00/ Destroy 3 yrs. after period covered by account.</del>	<del>N/A</del>	<del>N/A</del>	<del>GRS-3-13 "/5000/4</del>
5000-6	<u>Reports</u> Use for material pertaining to bids, awards, inspections and payments. FILE by bid number in chronological sequence.	Destroy when 3 yrs. old.	N/A	Destroy when 1 yrs. old.	
5000-7 <i>was</i> 5000-5	<del>Project Control Use for memoranda, reports and other records documenting assignments, progress and completion of projects. FILE: Case file alphabetically by title of project.</del>	<del>PD-00 Destroy 1 yr. after the yr. in which the project is closed.</del>	<del>N/A</del>	<del>Destroy when no longer needed.</del>	<del>GRS-16-7 "/5000/5</del>
5010	<u>USDA Procurement Reporting System</u> Use for material pertaining to the automated payment system within the Department which dictates the use of a standard Department wide procurement identification system for the purposes of reporting and control. FILE by subject.	PD-00 Destroy when S/O.	N/A	N/A	

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

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

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

5100-3  
*was*  
5100-4

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

FMD  
Destroy 1 yr. after the yr. in which the project is closed.  
N/A  
Destroy when no longer needed.  
GRS-16-7  
*1/5/00/4*

5110

Acquisitions  
Use for material of a general nature pertaining to the operational responsibility for acquiring only such interests in real property as needed to carry out programs in accordance with applicable laws, policies and procedures.  
  
FILE by series number or alphabetically by subject.

FMD  
Destroy when S/O.  
N/A  
N/A

5111

Purchase, Donations, Exchanges, Transfers  
Use for case files documenting acquisition of land and related improvements, including Departmental approvals and inter/intra Department transfers of real property. Inter-Department transfers include formal requests to GSA for transfer of excess Federal real property.  
  
FILE by location and property identification/agency.

FMD  
Retain for 1 yr. after transfer is complete and official title records are transferred to holding agency; or until property is disposed of.  
N/A  
N/A

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

FILE by series or alphabetically by subject.

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

FILE by location, property identification and agency.

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

FILE by location, property identification and agency.

5130  
*was*  
5100-2

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

~~FILE by agency and location.~~

GRS-4-7  
"/5100/2

5130-1  
*was*  
5100-3

Excess Real Property Reports  
Use for excess property reports and supporting documents.

FMD  
Retain until property is disposed of.

N/A      N/A

GRS-4-3  
*"/5100/3*

~~FILE by location, property identification and agency.~~

5140

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

FMD  
Dispose of when S/O.

N/A      N/A

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

FILE alphabetically by subject.

5150

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

FMD  
Dispose of when S/O.

N/A      N/A

FILE by subject.

5160

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

FMD  
dispose of when S/O.

N/A      Destroy of when S/O.

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

FILE by subject.

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

5200-3

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

Destroy when 7 yrs. old.

N/A

N/A

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

5200-4

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

PPMD  
Destroy when 3 yrs. old.

N/A

Destroy when 1 yr. old.

GRS-4-5

"/5200/3

FILE by subject, agency, and state.

5200-5

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

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

N/A

Destroy when no longer needed.

GRS-16-7

"/5200/4

FILE: Case file alphabetically by title of project.

*was*  
5200-3

*was*  
5200-4

5300	<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.	<i>"/5300</i>
5300-1	<p><u>Policy and Procedure</u>  Use for background material which documents the important aspects of the development of Departmental policy and procedure.</p> <p>NOTE: See 3010-1 for disposition of record copy of Departmental directives.</p> <p>FILE by origin, series number or in chronological sequence.</p>	PPMD Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d <i>"/5300/1</i>
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.	<i>"/5300/1/1</i>

5300-2

Requisitions

Use for requisitions of supplies and equipment.

FILE by requisition number and/or agency.

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

N/A

Destroy  
when  
6 months  
old.

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

5300-3

Inventory Files

a. Inventory Lists

PPMD  
Destroy  
2 yrs.  
from date  
of list.

N/A

N/A

GRS-3-10a  
11/5300/3

b. Inventory Cards

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

N/A

N/A

GRS-3-10b

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

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

5400	<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>	<p>PPMD Destroy when 2 yrs. old.</p>	N/A	<p>Destroy when 2 yrs. old.</p>	<p>GRS-10-1 "/5400</p>
5400-1	<p><u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.</p> <p>NOTE: See 3010-1 for disposition of record copy of Departmental directives.</p> <p>FILE by origin, series number or in chronological sequence.</p>	<p>PPMD Destroy when no longer needed.</p>	N/A	<p>Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-1d "/5400/1</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>	<p>Destroy when S/O.</p>	N/A	<p>Destroy when S/O.</p>	<p>"/5400/1/1</p>
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>	<p>"/5400/2</p>

5400-3  
*was*  
5400-4

Motor Vehicle Operations  
Use for material pertaining to individual employees' operation of government-owned vehicles, including drivers' tests, authorizations to use, safe driving awards, and other related correspondence.

NOTE: See 4620 for filing of operators permits.

FILE by agency and alphabetically by employee.

OP  
Destroy 3 yrs. after separation of employee or 3 yrs. after re-cision of authorization to operate government-owned vehicle, whichever is sooner.

N/A N/A

GRS-10-7  
"/5400/4

5400-4  
*was*  
5400-5

Accident Reports  
Use for material pertaining to motor vehicle accidents.

FILE by agency and alphabetically by employee.

OP  
Destroy 6 yrs. after case is closed.

N/A Destroy 6 yrs. after case is closed.

GRS-10-5  
"/5400/5

5400-5  
*was*  
5400-6

Gasoline Sales  
Use for material filed in support of paid invoices for credit card purchases.

FILE by agency in chronological sequence.

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

N/A Destroy when 3 yrs. old.

GRS-6-7  
"/5400/6

5400-6  
*was*  
5400-3

Surveys, Inspections and Reports  
Use for material pertaining to results of intra/inter-governmental inspections, surveys, and reports. (Does not include accident reports-- see 5400-4).

FILE by subject.

PPMD & NFC  
Destroy 3 yrs. after date of report.

N/A Destroy 3 yrs. after date of report.

"/5400/3

5400-7

Project Control

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

FILE: Case file alphabetically by title of project.

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

N/A

Destroy  
when no  
longer  
needed.

GRS-16-7

"15400/7

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

5500-2

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

FILE by agency.

OBPA  
Destroy when no longer needed for reference.

N/A Destroy when 2 yrs. old.

"/5500/2

5500-3

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

FILE: Case file alphabetically by title of project.

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

N/A Destroy when no longer needed.

GRS-16-7

"/5500/3

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

5600-2

Environmental Pollution Reduction  
Use for material pertaining to the criteria, practice, and application of measures to prevent water, air, noise, or ground pollution or to reduce such pollution as may exist. Included are inventories of sources of pollution, annual reports describing progress in accomplishing objectives of environmental pollution reduction plans, and related or similar documents.

NOTE: EPA has record copy.

FILE chronologically by agency and location.

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

N/A Destroy when S/O or when no longer needed.

"/5600/2

5600-3

Environmental Pollution Complaints  
Use for material pertaining to complaints regarding alleged environmental pollution by agricultural activities. Included are letters of complaint, investigations, or studies; replies to complaints; and similar or related documents.

FILE chronologically by agency and location.

NR&E  
Destroy 6 yrs. after complaint has been resolved.

N/A Destroy when 1 yr. old.

"/5600/3

5600-4

Reports  
Use for material pertaining to the progress in accomplishing objectives to reduce environmental pollution.

FILE by subject in chronological sequence.

Destroy when 3 yrs. old.

N/A Destroy when 1 yr. old.

5600-5

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

"/5600/4

*was  
5600-4*