

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO <i>NC1-16-84-1</i>	
DATE RECEIVED <i>4-13-84</i>	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>5-30-84</i> Date	<i>Cherie Cozin</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
United States Department of Agriculture

2. MAJOR SUBDIVISION
Office of the Secretary

3. MINOR SUBDIVISION
OIRM - Information Management Division

4. NAME OF PERSON WITH WHOM TO CONFER
Cherie Cozin *Cherie Cozin*

5. TEL. EXT.
447-9272

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

- A** Request for immediate disposal.
- B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>4/2/84</i>	<i>Jane A. Benoit</i>	<i>Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.
	<p>This comprehensive records disposition schedule supersedes the previously approved records schedule for the Office of Information Resources Management (NC1-16-83-1). * 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.</p> <p>Any records series created, revised, or deleted subsequent to and/or not disposable by this schedule shall be covered by revised schedules with disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the revised General Records Schedule are disposable without further authorization.</p>	<i>NC1-16-83-1</i>
		10. ACTION TAKEN
		<i>221 items</i>

115-107

** Column 9 indicates this by using a ditto mark ("), slash (/), and superseded Item Number (29, 1000) agency copy sent, by RTB, 6/1/84 sent NAF, new copies 11/5/84
MASS DATA CHANGE NOT NECESSARY.*

1000

ORGANIZATION, AUTHORITIES, AND FUNCTIONS

MCI-16-83-1/1000

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.

Destroy when 3 yrs. old.

N/A

Destroy when 1-yr. old.

FILE chronologically by subject.

1000-1

Policy and Procedure

MCI-16-83-1/1000, GRS-16-1d

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy when no longer needed.

N/A

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

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1000-1-1

External or Non-Series Instructions

"/1000/1-1

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.

1000-2

Reports

Use for reports pertaining to organizations, authorities, and functions.

Destroy when 3 yrs. old.

N/A

Destroy when 3 yrs. old.

new

FILE by agency and subject.

11/1000/6

1000-3
was
1000-6

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

1000-4

Schedules of Daily Activities

Use for calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities.

a. Records containing substantive information relating to official activities of high level officials (see GRS-23-2a for definition of high level officials), the substance of which has not been incorporated into memoranda, reports, correspondence, or other records included in official files.

FILE by origin in chronological sequence.

b. Records created by other than high level Federal employees, the substance of which has not been incorporated into official files.

FILE by origin in chronological sequence.

c. Routine material containing no substantive information regarding the daily activities of other than high level officials; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and/or personal records of all Federal employees relating to nonofficial activities.

FILE by subject in chronological sequence.

Submit SF- 258. If offer is not accepted, destroy the records when 6 yrs. old.

N/A

Submit SF- 258. If offer is not accepted, destroy the records when 6 yrs. old.

new
GRS-23-2a
(same)

Destroy when 2 yrs. old.

N/A

Destroy when 2 yrs. old.

GRS-23-2b
(same)

Destroy when no longer needed.

N/A

Destroy when no longer needed.

GRS-23-2c
(same)

" 1000/2

GRS-16-13
a & b
NCI-16-77-6,
Item 6A

1010
was
1000-2
Change
in
column
4

Organization
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.

PERMANENT.
Offer to
NARS in
5 yr.
blocks
when 20
yrs. old.

When Destroy
5 yrs. when S/O.
old.

FILE alphabetically by major and minor subdivisions.

1011 Principles of Organization (General)
Use for material pertaining to the operation, maintenance and improvement of the organization system.

OP
PERMANENT. N/A
Offer to
NARS in
5 yr. blocks
when 20
yrs. old.

Destroy
when S/O.

FILE by subject.

new

1012 Organization Planning
Use for material pertaining to the planning, analysis and development of approved organizational units.

OP
PERMANENT. N/A
Offer to
NARS in
5 yr. blocks
when 20
yrs. old.

Destroy
when S/O.

FILE by subject.

new

1013 Manpower Planning
Use for material pertaining to the manpower needed to accomplish tasks.

OP
PERMANENT. N/A
Offer to
NARS in
5 yr. blocks
when 20
yrs. old.

Destroy
when S/O.

FILE by subject.

new

1020 Statements of Missions and Functions
Use for material pertaining to the missions and functions statements.

OP
PERMANENT. N/A
Offer to
NARS in
5 yr. blocks
when 20
yrs. old.

Destroy
when S/O.

FILE by subject.

~~GRS-16-13b~~

RSB
CC #/24/84

<p>1030 was 1000-3</p>	<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. FILE chronologically by major and minor subdivisions.</p>	<p>Destroy when S/O. N/A</p>	<p>Destroy when S/O.</p>	<p>"/1000/3</p>
<p>1040 was 000-4, large in message & of 3.</p>	<p><u>Committees and Boards</u> Use for official material documenting the accomplishment of official internal committees, boards, task forces, and work groups. FILE chronologically by subject.</p>	<p>Destroy 2 yrs. after termination of committee. N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/1000/4 GRS-16-12a (2)</p>
<p>1041</p>	<p><u>Committee Management</u> Use for material pertaining to the continued monitoring of committee activities. FILE by committee title.</p>	<p>Destroy when 3 yrs. old or when no longer needed for reference. N/A</p>	<p>Destroy when 3 yrs. old or when no longer needed for reference.</p>	<p>new</p>
<p>1041-1 was 100-4-1</p>	<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. FILE chronologically by committee.</p>	<p>PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 20 years old.</p>	<p>Destroy when 3 yrs. old or when no longer needed for reference.</p>	<p>"/1000/1/1 GRS-16-12b (1) NCI-16-77-6j Item 9a1 & 9a2</p>
<p>1041-2 was 100-4-2</p>	<p><u>Director's/Deputy Director's</u> Use for agendas, minutes, final reports, and supportive records relating to substantive functions of the agency. FILE in chronological sequence.</p>	<p>Destroy when 3 yrs. old or when no longer needed for reference. N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/1000/1/2 GRS-16-12b (1)(b)</p>

1041-3
was
1000-4-3

Divisions/Branches/Sections
Use for internal staff meeting minutes and supportive records below the Directors level.

Destroy when 3 yrs. old or when no longer needed for reference.

N/A

~~Destroy when 1 yr. old.~~

1000/4/3
GRS-16-12b
(1)(b)

FILE in chronological sequence.

1042

Statutory Advisory Committees
Use for material pertaining to the establishment and/or renewal of charters of advisory committees created by statute.

~~Destroy when superseded.~~

N/A

~~Destroy when superseded.~~

Disposal Not Authorized

FILE by committee title.

1043

Nonstatutory Committees
Use for material pertaining to the establishment, re-establishment or renewal of charters of non-statutory advisory committees.

~~Destroy when superseded.~~

N/A

~~Destroy when superseded.~~

Disposal Not Authorized

FILE by committee title.

1044

Other Committees and Boards
Use for material pertaining to the establishment of other committees and boards.

Destroy 2 yrs. after termination of committee.

N/A

Destroy 2 yrs. after termination of committee.

GRS-16-12a
(2)

FILE by committee and/or board title.

1050
was
1000-5

Intradepartmental Relations
Use for material involving issues of concern between USDA agencies.

Destroy when no longer needed for reference.

N/A

Destroy when issues have been resolved.

1000/5

NOTE: For Formal Agreements and Memoranda of Understanding see 1314.

FILE by agency and location.

1051

Relations with Field Activities

Use for routine material pertaining to the daily activities of field offices.

FILE by subject in chronological sequence.

Destroy when no longer needed for reference.

N/A

Destroy when no longer needed for reference.

new

1051-1 was moved to 1140-2

1100	<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.	PED Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>"/1100</i>
	FILE by program title.				
1100-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.	Destroy when no longer needed.	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	<i>"/1100/1 GRS-16-1d</i>
	NOTE: See 3010-1 for disposition of record copy of Departmental directives.				
	FILE by origin, series number or in chronological sequence.				
1100-1-1	<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.	<i>"/1100/1/1</i>
	FILE by origin, series number or in chronological sequence.				
1100-2	<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.	PED Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>"/1100/2/1 GRS-6-5b</i>
<i>was 1100-2-1</i>	FILE by FY in chronological sequence.				

1100-3	<u>Reports</u> Use for reports pertaining to management improvements. FILE by agency and subject.	PED Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>new</i>
1100-4 <i>was</i> 1100-3	<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.	<i>"/1100/3 GRS-16-7</i>
1110	<u>Management Policies and Procedures</u> Use for material pertaining to the policies and procedures developed by management to carry out the requirements of programs. FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1120	<u>Management System Development</u> Use for material pertaining to the development of management systems. FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1121	<u>Project Management</u> Use for material pertaining to the assurance that project operations are going well. FILE by project name.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1130 <i>was</i> 1100-2 <i>change in title and verbage</i>	<u>Management Studies and Analyses</u> Use for intra/inter agency management improvement studies and analyses. Also includes related analysis and feeder reports. FILE by agency and subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>"/1100/2 GRS-16-5</i>

1131	<u>Workload Analysis and Measurement</u> Use for material pertaining to workload analysis and measurement. FILE by subject and in chronological sequence.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1132	<u>Productivity Analysis</u> Use for material pertaining to the analysis of the productivity of continuing activities. FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1140	<u>Management Improvement Programs</u> Use for material pertaining to specific management improvement programs. FILE by subject.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1140-1	<u>Reform '88</u> Use for material pertaining to the policies and procedures developed by management to carry out the Reform '88 program. FILE by project name.	PED Destroy when no longer needed for reference.	N/A	Destroy when no longer needed.	<i>new</i>
1140-2	<u>Federal Field Structure</u> Use for material pertaining to the development of governmental policy and procedures and the monitoring and coordination of programs relating to the housing together of activities with serve the same geographical area. FILE: Case file by location	PED Destfroy when 6 yrs. old.	When 3 yrs. old.	Destroy when no longer needed.	<i>"/1000/5/1</i>

*was
1000-5-1
change in
title*

<p>1200 <i>change in verbage</i></p>	<p><u>PROGRAM PLANNING AND EVALUATION</u> Use for material pertaining to projected program planning, implementation, and monitoring of operations, plans, and goals. FILE alphabetically by major and minor subdivisions.</p>	<p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p><i>"/1200</i></p>
<p>1200-1</p>	<p><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.</p>	<p>Destroy when no longer needed.</p>	<p>N/A</p>	<p>Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p><i>"/1200/1</i> GRS-16-1d</p>
<p>1200-1-1</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. FILE by origin, series number or in chronological sequence.</p>	<p>Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p><i>"/1200/1/1</i></p>
<p>1200-2</p>	<p><u>Reports</u> Use for material pertaining to program planning and evaluation reports. FILE by agency and subject.</p>	<p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p><i>new</i></p>
<p>1200-3 <i>was 1200-2</i></p>	<p><u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects. Includes weekly activity reports. 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><i>"/1200/2</i> GRS-16-7</p>

1210	<u>Program Goals and Objectives</u> Use for material pertaining to the program goals and objectives set forth to accomplish a particular goal. FILE by position number.	Destroy when no longer needed for reference.	N/A	N/A	<i>new</i>
1220	<u>Program Planning</u> Use for material pertaining to the planning set forth to accomplish effective approved programs. FILE by subject.	Destroy when no longer needed for reference.	N/A	N/A	<i>new</i>
1230	<u>Program Review and Evaluation</u> Use for material pertaining to criteria used to evaluate programs and their results. FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	<i>new</i>
1240	<u>Program Impact Analysis</u> Use for material pertaining to the impact of certain programs. FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	<i>new</i>
1250	<u>Program Decision Systems</u> Use for material pertaining to systems developed to support decisions necessary to continue an effective program. FILE by subject.	Destroy when no longer needed for reference.	N/A	N/A	<i>new</i>
1260	<u>Legislative Programs and Reports</u> Use for material pertaining to approved legislative programs. Includes comments and reports. NOTE: For proposed legislation, see 1300-2. FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	<i>new</i>

1300

EXTERNAL RELATIONS

Use for material involving high level policy 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.

ECR
PERMANENT.
Offer to
NARS in
5 yr.
blocks
when 20
yrs. old.

When Destroy
5 yrs. when 3
old. yrs. old.

"/1300

NOTE: Microfilmed incoming correspondence is destroyed when 3 yrs. old.

FILE by organization.

1300-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy
when no
longer
needed.

N/A

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

"/1300/1
GRS-16-1d

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1300-1-1

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.

"/1300/1/1

FILE by origin, series number or in chronological sequence.

<p>1300-2 <i>was</i> 1300-3 <i>change</i> <i>in NOTE</i></p>	<p><u>Legislative Proposals</u> Use for comments and other material on legislative proposals. NOTE: All Offices: Office responsible for preparing the material will retain the file 3 yrs. and destroy. Other offices will destroy copies when 1 yr. old. FILE chronologically by House and Senate.</p>	<p>(SEE NOTE) N/A</p>	<p>(See NOTE) <i>"/1300/3</i></p>
<p>1300-3 <i>was</i> 1300-4</p>	<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. NOTE: Records from farm organizations and other groups are not included in this item since such opinions are constantly referred to by the Department in the formulation of agricultural programs and policies. For these records, see 1300. FILE by control number and name.</p>	<p>ECR Destroy after 5 yrs. N/A</p>	<p>Destroy after 1 yr. <i>"/1300/4</i></p>
<p>1300-4 <i>was</i> 1300-5</p>	<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. FILE alphabetically by geographical location, addressee, title, organization or agency.</p>	<p>ECR PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old. When 5 yrs. old. N/A</p>	<p><i>"/1300/5</i></p>
<p>1300-5</p>	<p><u>Reports</u> Use for material pertaining to external relations reports. FILE by agency and subject.</p>	<p>Destroy when 3 yrs. old. N/A</p>	<p>Destroy when 3 yrs. old. <i>new</i></p>

1300-6	<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.	"/1300/6 GRS-16-7
1310	<u>Executive Branch Relations</u> Use for material pertaining to USDA relations with other executive branch agencies. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	
1311	<u>White House and Executive Office Relations</u> Use for material pertaining to USDA relations with the White House or the Executive Office. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A	
1312	<u>Interdepartmental Relations</u> Use for material pertaining to relations between USDA agencies and staff offices. FILE by subject in chronological sequence.	Destroy when no longer needed.	N/A	N/A	
1313	<u>Temporary Agencies, Commissions, Task Forces, etc.</u> Use for material pertaining to relations with temporary agencies, commissions, task forces, etc. FILE by subject in chronological sequence.	Destroy when no longer needed.	N/A	N/A	

1/1300/2

1314
was
1300-2
change
in
title

Formal Agreements and Memoranda of Understanding

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 cooperative agreements, memoranda of understanding, amendments, review comments, related correspondence, and similar documents.

Destroy 5 yrs. after expiration or cancellation of agreement.

N/A

Destroy 2 yrs. after expiration or cancellation of agreement.

FILE alphabetically by agency or organization, geographical location, addressee name, or title.

1320

Legislative Branch Relations

Use for general material pertaining to USDA relations with the Legislative Branch.

Destroy when 5 yrs. old.

N/A

N/A

FILE by subject in chronological sequence.

1321

Senate Relations

Use for material pertaining to USDA relations with Senate members and/or their staff.

Destroy when 5 yrs. old.

N/A

N/A

FILE by subject in chronological sequence.

1322

House of Representatives Relations

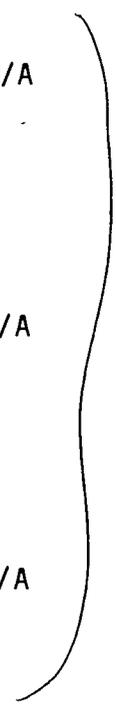
Use for material pertaining to USDA relations with House of Representatives members and/or their staff.

Destroy when 5 yrs. old.

N/A

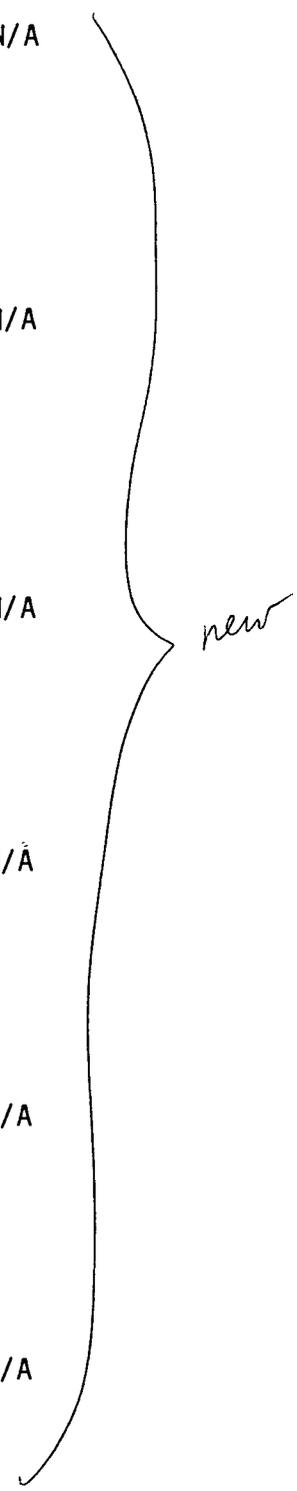
N/A

FILE by subject in chronological sequence.

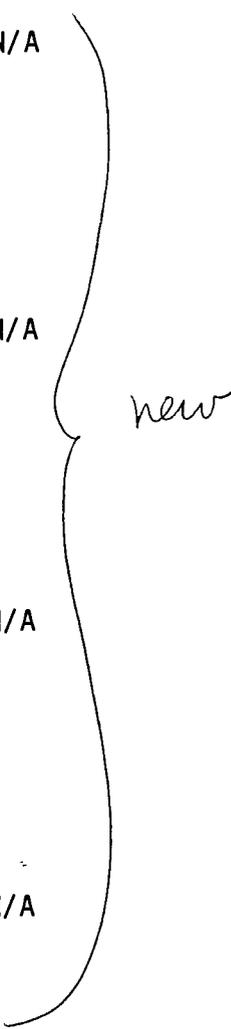


new

1323	<u>Congressional Hearings and Testimony</u> Use for material pertaining to the preparation of material to be delivered before congressional hearings and/or testimony. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1324	<u>GAO/GPO/Other Legislative Branch Relations</u> Use for material pertaining to relations with GAO, GPO, and other legislative agencies. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1325	<u>Reports to Congress</u> Use for material pertaining to the preparation and submission of reports required by Congress. FILE by title and/or number of report in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1330	<u>Judicial Branch Relations</u> Use for material pertaining to relations with the Judicial Branch agencies. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1340	<u>State and Local Agency Relations</u> Use for material pertaining to relations with State and local agencies. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A
1350	<u>International Relations</u> Use for material pertaining to international relations. FILE by subject in chronological sequence.	Destroy when 5 yrs. old.	N/A	N/A



- | | | | | | |
|------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------|-----|-----|--------------------------------------------------------------------------------------|
| 1360 | <u>Public and Special Interest
Groups and Organizations</u>
Use for material pertaining to relations with public and special groups and/or organizations.

FILE by subject in chronological sequence. | Destroy when 5 yrs. old. | N/A | N/A |  |
| 1370 | <u>Industrial and Commercial
Organizations</u>
Use for material pertaining to relations with industrial and commercial organizations.

FILE by subject in chronological sequence. | Destroy when 5 yrs. old. | N/A | N/A | |
| 1380 | <u>Professional Societies and
Associations</u>
Use for material pertaining to relations with professional societies and associations.

FILE by subject in chronological sequence. | Destroy when 5 yrs. old. | N/A | N/A | |
| 1390 | <u>Educational Institutions (including
Libraries, Museums, etc.)</u>
Use for material pertaining to relations with educational institutions, libraries, and museums.

FILE by subject in chronological sequence. | Destroy when 5 yrs. old. | N/A | N/A | |

1400

PUBLIC AFFAIRS

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.

ECR

Destroy after 1 yr.

N/A

Destroy after 1 yr.

"/1400

FILE by control number, name, or subject if applicable.

1400-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy when no longer needed.

N/A

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

"/1400/1
GRS-16-1d

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1400-1-1

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.

"/1400/1/1

FILE by origin, series number or chronological sequence.

1400-2 Reports
 Use for material pertaining to public affairs reports.
 Destroy when 3 yrs. old. N/A Destroy when 3 yrs. old.
 FILE by agency and subject. *new*

1400-3 Project Control
 Use for memoranda, reports and other records documenting assignments, progress and completion of projects.
 Destroy 1 yr. after the yr. in which the project is closed. N/A Destroy when no longer needed.
 FILE: Case file alphabetically by title of project. *"/1400/3 GRS-16-7*

1410 Publishing
 Use for general material pertaining to the publishing of USDA publications which does not fit elsewhere in this category.
 Destroy when no longer needed for reference. N/A Destroy when no longer needed for reference.
 FILE by title of issuance in chronological sequence. *new*

1420 Composition and Printing
 Use for general material pertaining to the composition and printing of material which does not fit elsewhere in this category.
 Destroy when 3 yrs. old. N/A Destroy when 1 yrs. old.
 FILE by agency and job number. *was 1600-3 change in title & merge "/1600/3*

1420-1 Project Files
 Use for material pertaining to the execution of composition, 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.
 Destroy 1 yr. after completion of job. N/A Destroy when 1 yr. old.
 NOTE: For obligation copy of documents, See 5000-2d. *was 1600-3-1 change in title - merge "/1600/3/1 GRS-13-3a*
 FILE by requisition number.

<p>1420-1-1 <i>was</i> 1600-3-2</p>	<p><u>Project Planning</u> Use for material pertaining to planning and other technical matters. 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) FILE by subject in chronological sequence.</p>	<p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>N/A</p>	<p>"1600/3/2 GRS-13-3b</p>
<p>1420-1-2 1600-3-3</p>	<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 Plants or in storage. FILE in chronological sequence.</p>	<p>OGPA Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy 1 yr. after date of report.</p>	<p>"1600/3/3 GRS-13-6a & 6b</p>
<p>1421</p>	<p><u>Copy and Duplication</u> Use for material pertaining to the reproduction of printed material in fast copy centers. FILE in chronological sequence.</p>	<p>Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p><i>new</i></p>
<p>1422</p>	<p><u>Photocomposition</u> Use for material pertaining to photocomposition. FILE by job number in chronological sequence.</p>	<p>MRMD Destroy when no longer needed for reference.</p>	<p>N/A</p>	<p>MRMD Destroy when no longer needed for reference.</p>	<p><i>new</i></p>
<p>1430 <i>was</i> 1600-3-4 <i>chg in title & merge</i> <i>- Cop. 3</i></p>	<p><u>Publication Distribution</u> Use for material pertaining to publication distribution. Includes revisions and deletions to mailing lists. NOTE: For directives distribution lists, see 3010-1-2. FILE in chronological sequence.</p>	<p>MRMD Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when change is completed.</p>	<p>"1600/3/4</p>

1440
was
1400-2
chg in
title

News Releases, Speeches, and Current Information
Use for copies of formal informational releases and publications, press conference transcripts, official speeches, and indexes thereto.

FILE alphabetically by author or originator.

OGPA
PERMANENT. N/A
Releases -
Offer to
NARS when
3 yrs. old.
Speeches -
Offer to
NARS
when 10 yrs.
old.

*This does
not
supersede
schedules
for
Oct. 1. Do
include
here for
information
only*

Destroy
when no
longer
needed
for
reference.

"/1400/2
NC1-16-78-2
Items 3&4

1450
Radio and Television
Use for agency-sponsored radio or television news releases.

FILE by subject in chronological sequence.

Destroy
when no
longer
needed. N/A N/A

new

1460
Media and Public Liaison
Use for media appearances by agency representatives and the prepared material used when acting as public liaison.

FILE by subject.

Destroy
when no
longer
needed. N/A N/A

new

1470
Graphic and Exhibit Design
Use for viewgraphs, routine artwork for flyers, posters, letterheads, and other graphic and exhibit material.

FILE by subject in chronological sequence.

Destroy
1 yr.
after
final
publi-
cation
or
when no
longer
needed. N/A N/A

GRS-21-10

1480
Photography
Use for black and white and colored originals and negatives, color transparencies and slide photography and slide sets or filmstrips.

FILE by subject.

Destroy
when no
longer
needed. N/A N/A

GRS-21-4

1490

Video and Film

Use for material pertaining to agency sponsored film or video recordings.

Destroy
1 yr.
after
com-
pletion
of
training.

N/A

N/A

GRS-21-31

FILE by subject in chronological sequence.

NOTE: IF THE ITEMS IN CATEGORIES 1440-1490 DOCUMENT THE MISSION OF THE AGENCY, CONTACT IMD FOR DISPOSITION.

1500	<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.	OGC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/1500
FILE in chronological sequence.					
1500-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.	OGC 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 "/1500/1
NOTE: See 3010-1 for disposition of record copy of Departmental directives.					
FILE by origin, series number or in chronological sequence.					
1500-1-1	<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 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/1500/1/1
FILE by origin, series number or in chronological sequence.					
1500-2	<u>Reports</u> Use for material pertaining to legal affairs and proceedings reports.	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	new
FILE by agency and subject.					

1500-3	<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.	"1500/3 GRS-16-7
1510	<u>Coordination and Clearance Services</u> Use for material pertaining to coordination and clearance of material(s). FILE by subject in chronological sequence.	Destroy when S/O.	N/A	N/A	
1511	<u>Legislative Review</u> Use for material pertaining to review of legislative material. FILE by subject in chronological sequence.	Destroy when S/O.	N/A	N/A	
1512	<u>Regulatory and Program Review</u> Use for material pertaining to regulatory and program reviews. FILE by subject in chronological sequence.	OBPA Destroy when S/O.	N/A	N/A	
1513	<u>Legal Advice and Opinions</u> Use for advisement, opinions, decisions and agency comments on GAO, OGC, or other formal decisions and opinions. FILE alphabetically by origin and document number.	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	NCI-16-77-6, "1500/2
1520	<u>Legal Proceedings</u> Use for material pertaining to legal proceedings before the Department of Agriculture. FILE by subject in chronological sequence.	OALJ/OGC Dispose of according to own agency's disposition schedules	N/A	Destroy when S/O.	

*was
1500-2
chg in title*

1521	<u>Departmental and Administrative Proceedings</u> Use for material pertaining to judgments rendered by Departmental and/or administrative personnel. FILE by subject in chronological sequence.	OALJ/OGC Dispose of according to agency's disposition schedule.	N/A	Destroy when S/O.	<i>new</i>
1522	<u>Judicial Proceedings</u> Use for material pertaining to the judgments handed down by the courts. FILE by subject in chronological sequence.	OALJ/OGC Dispose of according to agency's disposition schedule.	N/A	Destroy when S/O.	<i>new</i>
1530	<u>Employee Involvement in Legal Proceedings</u> Use for material pertaining to employees who are asked or subpoenaed to testify or are otherwise involved in legal proceedings. FILE by subject in chronological sequence.	OGC Dispose of according to agency's disposition schedule.	N/A	Destroy when S/O.	<i>new</i>

1600
*chg in
title &
verbage*

FACILITIES AND SPACE MANAGEMENT

Use for material pertaining to the overall or general routine facilities and space management activities which are not specifically described in the following categories.

FILE by subject in chronological sequence.

FMD
Destroy
when 3
yrs. old.

N/A

Destroy
when 1
yr. old.

"/1600

1600-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

FMD
Destroy
when no
longer
needed.

N/A

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

*"/1600/1
GRS-16-1d*

1600-1-1

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.

FMD
Destroy
when S/O.

N/A

Destroy
when S/O.

"/1600/1/1

1600-2

Reports

Use for facilities management reports.

FILE by agency and location in chronological sequence.

FMD
Destroy
when 2
yrs. old.

N/A

Destroy
when 2
yrs. old.

new

1600-3	<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.	FMD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/1600/3
1610 <i>was 1600-4 chg in title.</i>	<u>Space Planning, Classification and SLUC</u> Use for material pertaining to the general management of space planning, classification and SLUC not described below. FILE chronologically by agency and location.	FMD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	"/1600/4
1620 <i>was 1600-4-1 chg in title</i>	<u>Space Acquisition and Assignment</u> Use for material pertaining to the acquisition, allocation, 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 "/1600/4/1
1620-1 <i>was 1600-4-2</i>	<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) "/1600/4/2

1630	<u>Space Utilization</u> Use for material pertaining to the full utilization of available space.	FMD Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are S/O.	N/A	N/A	GRS-11-2a <i>(same)</i>
	FILE chronologically by agency and location.				
1640	<u>Alterations and Maintenance</u> Use for material pertaining to alterations and maintenance services, excluding fiscal copies.	FMD Destroy 3 months after work is performed or requisition is cancelled.	N/A	Dispose of when work is completed.	GRS-11-5 <i>"/1600/5</i>
<i>was 1600-5 chg in title & merge</i>	NOTE: For fiscal copies, see 2240.				
	FILE chronologically by agency and location.				
1650	<u>Building Safety/Security</u> Use for material pertaining to the safeguarding of facilities against sabotage and unauthorized entry.	FMD & OIG Destroy when 3 yrs. old, or upon discontinuance of facility, whichever is sooner.	N/A	N/A	GRS-18-10
	FILE by subject in chronological sequence.				
1660	<u>Parking Services</u> Use for material pertaining to the allocation of parking spaces. Includes standard criteria for selection.	FMD Destroy when S/O.	N/A	N/A	<i>new</i>
	FILE by agency and name(s).				

1670	<u>Utility Services</u> Use for material which pertains to utility services used by the Department. FILE by subject.	FMD Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.
1680	<u>Conference Rooms/Auditoriums/Vendor Services</u> a. Use for material pertaining to assignment of conference rooms and the auditorium, including set-ups, e.g., podiums, microphones, etc. b. Use for material related to vendor services. FILE by agency in chronological sequence.	FMD Dispose of when 3 months old.	N/A	Destroy after use of facilities.
		Destroy when no longer needed.	N/A	Destroy when no longer needed.

new

1700
Chg in
message
& cols.
3 & 5

INVESTIGATIONS AND AUDITS

Use for material of a general nature pertaining to internal and external investigations or audits not covered elsewhere under this category. (For personnel management audits and investigations of specific agency employees, including desk audits, see 4050-2; for IRM reviews, see 3150).

Destroy when 3 yrs. old.

N/A

Destroy when 2 yrs. old.

" / 1700

FILE by organization in chronological sequence.

1700-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

Destroy when no longer needed.

N/A

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

GRS-16-1-d
" / 1700 / 1

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

1700-1-1

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.

" / 1700 / 1 / 1

FILE by origin, series number or in chronological sequence.

1700-2

Reports

Use for material pertaining to investigative and audit reports.

Destroy when 3 yrs. old.

N/A

N/A

new

FILE by agency in chronological sequence.

1700-3
was
1700-2

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

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

N/A

Destroy
when no
longer
needed.

GRS-16-7
"/1700/2

FILE: Case file alphabetically
by title of project.

1710

INVESTIGATIONS
Use for material pertaining to internal and external investigations of known or alleged irregularities and violations of laws and regulations relating to Departmental programs or personnel.

(SEE NOTE)

new

NOTE: Offices responsible for preparing the material will retain the file for 3 yrs. and destroy copies when no longer needed.

FILE by organization in chronological sequence.

1720

Audits
Use for material pertaining to internal and external audits of Departmental programs.

(SEE NOTE)

new

NOTE: Offices responsible for preparing the material will retain the file for 3 yrs. and destroy copies when no longer needed.

FILE by organization in chronological sequence.

1800
change
in
verbage
a col 5

EMERGENCY PREPAREDNESS AND
CONTINGENCY PLANNING

Use for copies of plans or directives pertaining to the formulation and implementation of plans (such as evacuation plans) for protection of life and property during emergency conditions.

~~OGPA
Destroy
3 yrs.
after
issuance
of a
new plan
or
directive.~~

~~N/A~~

~~Destroy
when
S/O.~~

~~GRS-18-28b
"/1800~~

~~FILE in chronological sequence.~~

1800-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

~~Destroy
when no
longer
needed.~~

~~N/A~~

~~Destroy
after
the
directive
is issued
or imme-
diately
when it
is known
that no
action
will be
taken.~~

~~GRS-16-1d
"/1800/1~~

~~NOTE: See 3010-1 for disposition of record copy of Departmental directives.~~

~~FILE by origin, series number or in chronological sequence.~~

1800-1-1

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.~~

~~"/1800/1/1~~

~~FILE by origin, series number or in chronological sequence.~~

1800-2

Reports

Use for emergency preparedness and contingency planning reports.

~~Destroy
when 3
yrs. old.~~

~~N/A~~

~~Destroy
when 3
yrs. old.~~

~~new~~

FILE by agency in chronological sequence.

OGPA
(uses
GRS 18/30)

1800-3	<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 "/1800/2
<i>was</i> 1800-2					
1810	<u>Emergency Procedures and Planning (Crisis Management)</u> Use for material pertaining to evacuation, relocation, and continuity of operation, personnel assignments and related procedures. FILE in chronological sequence.	OGPA Destroy when S/O.	N/A	N/A	
1820	<u>Civil Defense Program</u> Use for material pertaining to civil defense disasters that would affect all employees and functions. FILE in chronological sequence.	Destroy when S/O.	N/A	N/A	
1830	<u>Nature and Other Disasters</u> Use for material pertaining to disasters produced by nature, e.g., flooding, fires, etc. FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	

2000	<u>BUDGET DEVELOPMENT, PRESENTATION AND EXECUTION</u>	BS Destroy 3 yrs. after close of FY covered by budget.	N/A	Destroy 3 yrs. after close of FY covered by budget.	"/2000
FILE by agency.					
2000-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.	BS Destroy when no longer needed.	N/A	Destroy after the directive is issued or immed- iately when it is known that no action will be taken.	GRS-16-1d "/2000/1
NOTE: See 3010-1 for disposition of record copy of Departmental directives.					
FILE by origin, series number or in chronological sequence.					
2000-1-1	<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.	"/2000/1/1
FILE by origin, series number or in chronological sequence.					
2000-2	<u>Reports</u> Use for material pertaining to budget development, presentation and execution reports.	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	new
FILE by agency and subject.					

2000-3 Project Control
was
 2000-6
 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
 "/2000/6

2010 Budget Planning
was
 2000-2
 Use for material pertaining to budget planning.
 NOTE: Working papers and background material are to be destroyed 1 yr. after close of FY covered by the budget. (GRS-5-4).
 FILE by agency.

BS
 Destroy 10 yrs. after close of FY covered by budget.
 N/A
 Destroy 5 yrs. after close of FY covered by budget.
 GRS-5-2A
 "/2000/2

2020 Budget Development
was
 2000-2
 & 2000-3
Note removed
 Use for material pertaining to budget estimates, justifications, and supplementary material such as explanatory notes, narratives, and program performance. Also includes previous supplementary or amended budget material.
 FILE by agency.

BS
 Destroy 1 yr. after close of FY covered by budget.
 N/A
 Destroy 1 yr. after close of FY covered by budget.
 GRS-5-4
 "/2000/2
 "/2000/3

2030 Budget Presentation
 Use for copies of the budget (original or revised) submitted to Congress for approval. [these are not USDA overall budgets, but budget material for ASA offices]
 FILE in chronological sequence.

BS
 Destroy when no longer needed for reference.
 N/A
 N/A
 new

Gasman

~~2000-3-1 removed.~~

2040
was
2000-4

Budget Execution

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.

NOTE: Include here financial data only if it is directly budget supportive. Use 2100 for regular accounting documentation.

FILE by agency.

BS
Destroy
10 yrs.
after
close
of FY
covered
by budget.

N/A

Destroy
10 yrs.
after
close
of FY
covered
by budget.

"/2000/4

2050
was
2000-5

Budget Reporting

a. Annual reports on the status of appropriation accounts and apportionment.

b. All other reports.

FILE by subject and agency.

Destroy
when 5
yrs. old.

N/A

Destroy
when 5
yrs. old.

"/2000/5
GRS-5-5a

Destroy
3 yrs.
after
the end
of the
FY
covered
by
budget.

Destroy
3 yrs.
after
the end
of the
FY
covered
by
budget.

GRS-5-5b

2100	<u>FINANCIAL MANAGEMENT/ACCOUNTING</u> Use for material pertaining to overall financial management and accounting activities not specifically described in the following categories. FILE by subject in chronological sequence.	FM Destroy when 3 yrs. old.	N/A	Destroy when 2 yrs. old.	"/2100
2100-1	<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.	FM 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 "/2100/1
2100-1-1	<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.	"/2100/1/1
2100-2	<u>Financial Priorities</u> Use for material pertaining to the status or activities of all financial priorities. FILE by agency in chronological sequence.	FM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/2100/2

<p>2100-3 was 2100-2-3 chg in OPT</p>	<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 in chronological sequence.</p>	<p>FSD Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2100/2/3</p>
<p>2100-4 was 2100-3-2 chg in OPT</p>	<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 in chronological sequence.</p>	<p>FSD Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2100/3/2</p>
<p>2100-5 was 2200-12 chg in title, verbage & cols, 3 & 5</p>	<p><u>Reports</u> Use for financial management/ accounting reports.</p> <p>FILE by agency and subject.</p>	<p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p>"/2200/12</p>
<p>2100-6 was 2100-4</p>	<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>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-16-7 "/2100/4</p>
<p>2110 was 2100-3-1 chg in title</p>	<p><u>Accounting Systems</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 in chronological sequence.</p>	<p>FM Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2100/3/1</p>

2110-1
was
2100-3

Financial Systems
Use for material which documents USDA wide accounting and reporting systems, e.g., an Accounting Systems Library.

~~FM~~
Destroy when 3 yrs. old.

N/A

Destroy when 1 yr. old.

"/2100/3

FILE by agency in chronological sequence.

2120
was
2100-2-1

Cash Management
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.

~~FM~~
Destroy when 3 yrs. old.

N/A

Destroy when 1 yr. old.

"/2100/2/1

FILE by agency in chronological sequence.

2130
was
2100-2-2

Debt Management
Use for material which pertains to the effective management of amounts owed to the Government which includes analyzing the status of Government receivables in terms of delinquencies, age of delinquencies, write-offs, and expected future losses.

~~FM~~
Destroy when 3 yrs. old.

N/A

Destroy when 1 yr. old.

"/2100/2/2

FILE by agency in chronological sequence.

2140

Liabilities
Use for material pertaining to liabilities.

FAD
Destroy when 3 yrs. old.

N/A

Destroy when 1 yr. old.

new

FILE by agency in chronological sequence.

2150

Revenues
Use for material pertaining to revenues.

FAD
Destroy when 3 yrs. old.

N/A

Destroy when 1 yr. old.

new

FILE by agency in chronological sequence.

2160 <i>was</i> 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 covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	<i>"/2200/11</i>
2160-1 <i>was</i> 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 covered by budget.	N/A	Destroy 3 yrs. after close of FY covered by budget.	<i>"/2200/10</i>
2160-2 <i>was</i> 2200-10-1	<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 covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	<i>"/2200/10/1</i>
2160-3 <i>was</i> 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 covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	<i>"/2200/10/2</i>
2160-4 <i>was</i> 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 covered by budget.	N/A	Destroy 5 yrs. after close of FY covered by budget.	<i>"/2200/11/1</i>

<p>2160-5 <i>was</i> 2200-11-2</p>	<p><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.</p>	<p>WCF Destroy 5 yrs. after close of FY covered by budget.</p>	<p>N/A</p>	<p>Destroy 5 yrs. after close of FY covered by budget.</p>	<p><i>"/2200/11/2</i></p>
<p>2160-6 <i>was</i> 2200-11-3</p>	<p><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 prorated to the agencies, e.g., Office of Personnel training programs and Health Services. FILE by agency and subject.</p>	<p>FAD Destroy 5 yrs. after close of FY covered by budget.</p>	<p>N/A</p>	<p>Destroy 5 yrs. after close of FY covered by budget.</p>	<p><i>"/2200/11/3</i></p>
<p>2170 <i>was</i> 2200-2-4 <i>chg in title</i></p>	<p><u>Cost Determination (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. FILE by agency in chronological sequence.</p>	<p>FM Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p><i>"/2200/2/4</i></p>
<p>2180</p>	<p><u>Property</u> Use for material pertaining to property accounting. FILE in alphabetical sequence.</p>	<p>FAD Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p><i>new</i></p>

2200	<u>FISCAL MANAGMENT</u>	<u>FAD</u>	N/A	Destroy when 2 yrs. old.	GRS-6-5a
<i>Chg in title</i>	Use for material of a general nature which pertains to fiscal management which does not fit elsewhere in this category.	Destroy when 3 yrs. old.			"/2200
	FILE by subject in chronological sequence.				
2200-1	<u>Policy and Procedure</u>	<u>FM, FAD, & WCF</u>	N/A	Destroy after the directive is issued or immediately when it is known that no action will be taken.	GRS-16-1d
	Use for background material which documents the important aspects of the development of Departmental policy and procedure.	Destroy when no longer needed.			"/2200/1
	NOTE: See 3010-1 for disposition of record copy of Departmental directives.				
	FILE by origin, series number or in chronological sequence.				
2200-1-1	<u>External or Non-Series Instructions</u>	<u>Destroy when S/O.</u>	N/A	Destroy when S/O.	"/2200/1/1
	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.				
2200-2	<u>Financial Reports</u>	<u>FSD, FM, & NFC</u>	N/A	Destroy when 3 yrs. old.	"/2200/2/5
<i>was</i>	Use for agency financial reports.	Destroy when 3 yrs. old.			
<i>2200-2-5,</i>	FILE by agency and subject.				
<i>added OPT</i>					

<p>2200-3 <i>was</i> 2200-9 <i>chg in</i> <i>message</i></p>	<p><u>Payment Control Listing</u> Use for computer listings, batch reports, etc., generated to perform the housekeeping functions required for fiscal accountability.</p> <p>FILE by subject in chronological sequence.</p>	<p>NFC & FAD Destroy when no longer needed.</p>	<p>N/A</p>	<p>Destroy when no longer needed for reference.</p>	<p><i>"/2200/9</i></p>
<p>2200-4</p>	<p><u>Reports/Studies</u> Use for reports and studies which pertain to fiscal management.</p> <p>FILE by agency and subject.</p>	<p>FAD Destroy 5 yrs. after close of FY covered by budget.</p>	<p>N/A</p>	<p>Destroy 5 yrs. after close of FY covered by budget.</p>	<p><i>new</i></p>
<p>2200-5 <i>was</i> 2200-13</p>	<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 <i>"/2200/13</i></p>
<p>2210 <i>was</i> 2200-2-3 <i>chg in</i> <i>title</i></p>	<p><u>Appropriations, Receipts and Fund Accounts</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>	<p>FAD & NFC Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p>GRS-6-4 <i>"/2200/2/3</i></p>
<p>2210-1 <i>was</i> 2200-4-1</p>	<p><u>Deposits</u> Use for material pertaining to deposits.</p> <p>FILE by name of vendor.</p>	<p>NFC & FAD Destroy 6 yrs., 3 months after period covered by account.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p>GRS-6-1 a & b <i>"/2200/4/1</i></p>

2220 <i>was</i> 2200-4 <i>chg in</i> <i>title</i>	<u>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
2230 <i>was</i> 2200-2-1	<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. FILE by agency.	FAD & NFC Destroy 6 yrs., 3 months, after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b "/2200/2/1
2240 <i>was</i> 2200-3-3	<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. FILE by agency.	FAD & NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1 a & b "/2200/3/3
2240-1 <i>was</i> 2200-3	<u>Payments</u> Use for material pertaining to the amounts disbursed to payees. FILE by agency, individual name, or firm.	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
2240-1-1 <i>was</i> 2200-3- 1	<u>Checks</u> Use for material pertaining to checks issued, stolen, misplaced, mutilated, or destroyed. FILE by agency and individual name.	FAD & NFC Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-6-4 "/2200/3/1

<p>2240-1-2 <i>was</i> 2200-3-2</p>	<p><u>Expenditure Posting and Control</u> Use for posting and control media which supports the general ledger. FILE by agency.</p>	<p>FAD Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 2 yrs. old.</p>	<p>GRS-7-4 "/2200/3/2</p>
<p>2240-1-3 <i>was</i> 2200-3-4</p>	<p><u>Fiscal Irregularities</u> Use for material pertaining to accounting authorization irregularities. FILE by agency.</p>	<p>FAD & NFC Destroy when 15 yrs. old.</p>	<p>When 5 yrs. old.</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2200/3/4</p>
<p>2240-1-4 <i>was</i> 2200-3-5</p>	<p><u>GAO Exceptions</u> Use for material pertaining to General Accounting Office notices of exceptions, formal or informal, and related correspondence. FILE by agency.</p>	<p>FAD & NFC Destroy 1 yr. after exception has been reported as cleared by GAO.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>GRS-6-2 "/2200/3/5</p>
<p>2240-1-5 <i>was</i> 2200-3-6</p>	<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) FILE by agency.</p>	<p>FAD & NFC Destroy 2 yrs. after date of settlement.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-6-3a "/2200/3/6</p>

2250 <i>was</i> 2200-8 <i>Chg in</i> <i>title &</i> <i>verbage</i>	<u>Imprest Fund</u> Use for material pertaining to designations and audit of imprest fund. Also includes request for changes in imprest fund. FILE by subject in chronological sequence.	NFC, FAD, & Exec. Serv. N/A Staff Destroy 6 yrs., 3 months after period covered by the account.	N/A	GRS-6-1a "/2200/8
2260 <i>was</i> 2200-2 <i>Chg in</i> <i>title.</i> <i>Added</i> <i>OPI's</i>	<u>Withdrawals, Restorations, and Transfers of Appropriation Balances</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. FILE by agency and subject if applicable.	FAD & NFC Destroy when 3 yrs. old.	N/A	GRS-6-5 a & b "/2200/2
2270 <i>was</i> 2200-2-2 <i>Chg in</i> <i>title &</i> <i>verbage</i>	<u>Accountable Officers</u> Use for material pertaining to statements of transactions and accountability collection schedules and vouchers, and disbursement schedules and vouchers. FILE by agency and subject.	FAD & NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	GRS-6-1 "/2200/2/2
2280 <i>was</i> 2200-2-4 <i>Chg in</i> <i>title</i>	<u>Fiscal and Accounting 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. FILE by agency.	FAD & NFC Destroy when 3 yrs. old.	N/A	GRS-6-5b "/2200/2/4

2300 TRAVEL AND TRANSPORTATION
Use for material of a general nature which pertains to travel and transportation functions, not covered elsewhere in the following categories.

PPMD, FAD, PB&O, & NFC
Destroy when 2 yrs. old.

N/A Destroy when 1 yr. old.

GRS-9-5a & b
"/2300/

NOTE: Logs and registers of accountability are to be destroyed 1 yr. after entries are cleared.

FILE by agency and subject.

was
2300-1 Policy and Procedure
2300-1-1 Use for background material which documents the important aspects of the development of Departmental policy and procedure.
2300-2-1

FAD
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
"/2300/1/1
"/2300/2/1

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

was
2300-1-1 External or Non-Series Instructions
2300-1-2 Use for material of a directional nature which originates outside USDA or which originates within USDA but is not part of a formal Departmental directive system. Includes comments and other material on proposed and existing instructions.
2300-2-2

Destroy when S/O.

N/A Destroy when S/O.

"/2300/1/2
"/2300/2/2

FILE by origin, series number or in chronological sequence.

2300-2 Request and Authorizations
Use for copies of vouchers, memorandum copies of travel requests, travel authorizations, and all supporting papers.

FAD & NEC
Destroy when 3 yrs. old.

N/A Destroy when funds are obligated.

GRS-9-3a & 3b
"/2300/2

NOTE: Destroy unused ticket redemption forms, such as SF 1170, when no longer needed for administrative use (GRS 9-3c).

FILE chronologically by agency.

<p>2300-3 was 2300-1-3 chg in OPI</p>	<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>	<p>FAD & NFC Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when funds are obligated.</p>	<p>GRS-9-4a & 4b "/2300/1/3</p>
<p>2300-4 was 2300-1-5 added OPI's</p>	<p><u>Reports</u> Use for travel reports.</p> <p>FILE by agency and subject in chronological sequence.</p>	<p>FAD & NFC Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>N/A</p>	<p>"/2300/1/5</p>
<p>2300-5 was 2300-1-6</p>	<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 "/2300/1/6</p>
<p>2310 was 2300-1 chg in title & verbage</p>	<p><u>Temporary Duty Travel - Domestic</u> Use for material of a general nature which pertains to temporary duty - domestic travel.</p> <p>FILE by agency in chronological sequence or alphabetically if applicable.</p>	<p>FAD, PPM, & NFC Destroy when 2 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2300/1</p>
<p>2320 was 2300-1 chg in title & verbage</p>	<p><u>Temporary Duty Travel - Foreign</u> Use for material of a general nature which pertains to temporary duty - foreign travel.</p> <p>FILE by agency in chronological sequence or alphabetically if applicable.</p>	<p>FAD, PPM, NFC Destroy when 2 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>"/2300/1</p>

2330	<u>Relocation</u> Use for material pertaining to employee travel and relocation allowances. FILE by subject in chronological sequence.	NFC Destroy 6 yrs. and 3 months after period covered by account.	N/A	Destroy when 1 yr. old.	GRS-6-1a
2340	<u>Sickness or Death while in Travel Status</u> Use for material pertaining to the necessary arrangements required in the event an employee becomes ill or dies while in travel status. (In case of death, information is filed in OPF). FILE by employee social security number	NFC Destroy 6 yrs. and 3 months after period covered by account.	N/A	Destroy when 1 yr. old.	GRS-6-1a
2350 <i>was 2300-2 tho in title & markings</i>	<u>Transportation of Things</u> Use for material of a general nature which pertains to the transportation of things. 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
2350-1 <i>was 2300-2-3</i>	<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. FILE by subject and control number.	NFC, PD-00, & PPMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-9-1 a & b "/2300/2/3
2350-2 <i>was 2300-2-5</i>	<u>Transportation Rates</u> Use for material which pertains to carrier rates. FILE by carrier.	PPMD & PD-00 Destroy when S/O.	N/A	N/A	"/2300/2/5

2350-3
was
2300-2-6

Reports
Use for transportation reports, e.g.,
shortage and demurrage, etc.

FILE by agency and subject in
chronological sequence.

PPMD, NFC,
FAD
Destroy
when 3
yrs. old.

N/A

Destroy
when 1
yr. old.

"/2300/2/6

2350-4
was
2300-2-7

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

FILE: Case file alphabetically by
the title of the project.

PPMD, FAD;
NFC
Destroy 1
yr. after
the yr. in
which the
project is
closed.

N/A

Destroy
when no
longer
needed.

GRS-16-7

"/2300/2/7

2400	<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.	FM Destroy when 2 yrs. old.	N/A	N/A	GRS-3-17b <i>"/2400</i>
FILE by agency.					
2400-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.	FM, NFC 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>"/2400/1</i>
NOTE: See 3010-1 for disposition of record copy of Departmental directives.					
FILE by origin, series number, or in chronological sequence.					
2400-1-1	<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.	<i>"/2400/1/1</i>
FILE by origin, series number or in chronological sequence.					
2400-2	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 <i>"/2400/4</i>
<i>was 2400-4</i>	FILE: Case file alphabetically by title of project.				

2410	<u>Educational Institutions</u> Use for material pertaining to the continuing Federal financial assistance provided to the educational institutions based on the institutions' compliance with approved mandates. FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months, after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b
2420	<u>State and Local Governments</u> Use for material pertaining to approved programs with state and local Government financial assistance. Files will also contain statements that the program(s) will be conducted in compliance with all requirements imposed. FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b
2430	<u>Institutions of Higher Education, Hospitals and Other Non-Profit Organizations</u> Use for material pertaining to the Federal financial assistance to these institutions. FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b
2440	<u>Loans</u> Use for material pertaining to loans. FILE by subject in chronological sequence.	FM, NFC Destroy 6 yrs., 3 months after period covered by account.	N/A	Destroy when 3 yrs. old.	GRS-6-1a&b

2450
was
2400-2
chg in
title &
ob. 346

Grants
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
Offer to
NARS
when 10
yrs. old.
correct
disposition
was: Destroy
5 yrs. after
close of case
file~~

~~N/A N/A~~

GRS-3-17a
"/2400/2

2450-1
was
2400-2
chg in
title

Grant Control Files
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
"/2400/2/2

<p>2500 <i>was</i> <i>2200-7</i> <i>chg in</i> <i>recharge</i></p>	<p><u>CLAIMS</u> Use for material of a general nature pertaining to claims for a right to something, e.g., a title to a debt, privilege, or other things in the possession of another. FILE by agency and claimant.</p>	<p>FAD & NFC Dispose of 1 yr. after final disposition of case.</p>	<p>N/A</p>	<p>Dispose of 1 yr. after final disposition of case.</p>	<p><i>"/2200/7</i></p>
<p>2500-1</p>	<p><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.</p>	<p>Destroy when no longer needed.</p>	<p>N/A</p>	<p>Destroy after the directive is issued or immediately when it is known that no action will be taken.</p>	<p>GRS-16-1d <i>"/2500/1</i></p>
<p>2500-1-1</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. FILE by origin, series number or in chronological sequence.</p>	<p>Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p><i>"/2500/1/1</i></p>
<p>2500-2</p>	<p><u>Reports</u> Use for claims reports. FILE by agency and subject.</p>	<p>FAD & NFC Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p><i>"/2500/2</i></p>
<p>2500-3</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 <i>"/2500/3</i></p>

2510 <i>was</i> 2200-7-2 <i>hq in title</i> <i>- Herbage</i> <i>dd OPI</i>	<u>Claims Against the U.S.</u> Use for material pertaining to claims submitted by claimants against the U.S. FILE by agency, subject, and claimant.	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>"/2200/7/2</i>
2520 <i>was</i> 200-7-1 <i>hq in title</i> <i>- Herbage</i> <i>dd OPI</i>	<u>Debt Claims</u> Use for material pertaining to claims by the United States. FILE by agency, subject, and claimant	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>"/2200/7/1</i>
2530	<u>Dual Compensation Debts</u> Use for material pertaining to dual compensation. FILE by subject.	FAD Dispose of 1 yr. after final disposition of case.	N/A	Dispose of 1 yr. after final disposition of case.	<i>new</i>
2540	<u>Damage/Loss of Government Property</u> Use for material pertaining to the willful destruction of or damage, theft, etc., to Government property. FILE by subject.	FAD Dispose of 1 yr. after final disposition.	N/A	Dispose of 1 yr. after final disposition.	<i>new</i>
2550 <i>was</i> 2300-2-4 <i>hq in</i> <i>OPI</i>	<u>Damage/Loss of 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. FILE by agency in chronological sequence.	FAD Destroy when 3 yrs. old.	N/A	N/A	<i>GRS-9-2</i> <i>"/2300/2/4</i>

2560 Irregularities/Discrepancies
Use for material pertaining to the documentation of irregularities/ discrepancies with sufficient information to enable processing of claims.

FILE by subject in chronological sequence.

FAD
Dispose of 1 yr. after final disposition of case.

N/A

Dispose of 1 yr. after final disposition of case.

new

2570 Waivers
Use for material pertaining to the relinquishing of a known right, interest, etc.,

FILE by subject.

FAD
Dispose of 1 yr. after final disposition of case.

N/A

Dispose of 1 yr. after final disposition of case.

new

2600	<u>PAY AND ALLOWANCES</u> Use for material of a general nature pertaining to salaries and deductions, and expenses such as cost of living, living quarters and education allowance. FILE by subject in chronological sequence.	NFC, FAD & BS Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>new</i>
2600-1	<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.	NFC, FAD & BS 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
2600-1-1	<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.	<i>new</i>
2600-2 <i>was 2200-5 chg in rebadge</i>	<u>Payroll</u> Use for general correspondence pertaining to payroll preparation and processing. FILE by subject in chronological sequence.	OP, NFE Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-2-2 <i>"/2200/5</i>

<p>2600-2-1 was 2200-5-1 Chg in verbage per GRS..</p>	<p><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.</p>	<p>NFC & FAD Destroy after GAO audit or when 6 yrs. old whichever is sooner.</p>	<p>N/A</p>	<p>Destroy when 2 yrs. old.</p>	<p>"/2200/5/1</p>
<p>a. Preparation and processing of T&A's and logs which support time and attendance.</p> <p>b. Flexitime Attendance Records-Supplemental time and attendance records, such as sign in/sign out sheets and work reports used for time accounting under flexitime systems.</p> <p>FILE by agency and alphabetically by employee.</p>	<p>Destroy after GAO audit or when 3 yrs. old whichever is sooner.</p>	<p>N/A</p>	<p>Destroy when 2 yrs. old.</p>	<p>GRS-2-3b</p>	
<p>2600-2-2 was 2200-5-2</p>	<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>	<p>N/A</p>	<p>Destroy when 2 yrs. old.</p>	<p>GRS-2-23 "/2200/5/2</p>

2600-2-3 Payroll Changes
was Use for material pertaining to payroll changes slips, exclusive of those of the OPF.
 2200-5-3 FILE by social security number and in chronological sequence.

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

Destroy 1 month after end of pay period.

GRS-2-15
 a & c
 "/2200/5/3

2600-2-4 Administrative Payroll Report Files
was Use for workload and personnel management reports or data which pertain to payroll operations and pay administration.
 2200-5-4 *chg in title* FILE in chronological sequence.

~~FAD & NFC
 Destroy when 2 yrs. old.~~

N/A

Destroy when 3 yrs. old.

GRS-2-17a
 "/2200/5/4

2600-2-5 Allotment Authorization
was Use for material which pertains to request and authorization for or change and revocation of allotments.
 2200-6

NFC

chg in verbage & disposition a. U.S. Savings Bonds. If record is maintained on earning record card.

~~Destroy when superseded or after separation of employee. If employee transfers within an agency or between agencies, these authorizations must also be transferred.~~

N/A

N/A

GRS-2-4
 a-1
 "/2200/6

b. All other authorizations including union dues and savings. Destroy when superseded or after transfer or separation of employee. N/A N/A GRS-2-4 b-1

~~FILE by subject, agency and social security number.~~

~~2600-2-6 *was* 2200-6-1 Employee Tax Exemptions
Use for withholding tax exemption certificates, such as IRS Forms W-4, and similar state tax exemption forms.
file by agency and social security number.~~ ~~NFC~~ Destroy 4 yrs. after information is s/o. N/A N/A GRS-2-18a & b "/2200/6/1

~~2600-2-7 *was* 2200-6-2 Tax Files
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.
FILE by agency and social security number.~~ ~~NFC~~ Destroy when 4 yrs. old. N/A N/A GRS-2-18c "/2200/6/2

~~2600-2-8 *was* 2200-9 Payment Control Listing
Use for material pertaining to pay and allowances designations. Includes cost verification and sub-voucher registers, and error listings.
FILE by subject in chronological sequence.~~ ~~NFC & FAD~~ Destroy 6 yrs. & 3 months after period covered by the account. N/A N/A GRS-6-1a "/2200/9

2600-3 Reports
Use for reports pertaining to pay and/or allowances.
FILE by subject and agency. NFC, FAD & BS Destroy when 5 yrs. old. N/A Destroy when 5 yrs. old. *New*

2600-4
was
2200-13

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
1/2200/13

2610

Internal Control
Use for material pertaining to the effective control over pay and allowances, including appropriate internal audit.
FILE by agency in chronological sequence.

FSD
Destroy
when no
longer
needed
for ref-
erence.

N/A

N/A

2620

Principles and Standards
Use for material pertaining to administering pay and allowances affairs in conformity with accepted principles and standards.
FILE by agency in alphabetical sequence.

FAD & NFC
Destroy
when 3
yrs. old.

N/A

Destroy
when 1
yr. old.

2630

Special Allowances to Civilian Employees
Use for material pertaining to allowances for expenses incurred when employees are required to serve in other capacities in connection with their official duties, e.g., notaries public, requirement to wear uniforms, etc.
FILE by agency in alphabetical sequence.

FAD & NFC
Destroy
when 3
yrs. old.

N/A

Destroy
when 1
yr. old.

new

3000	<u>RECORDS MANAGEMENT</u> Use for material of a general nature which pertains to the overall paperwork management program. FILE by subject in chronological sequence.	IMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/3000
3000-1 <i>was</i> 3000-7	<u>Studies and Survey Reports</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. FILE alphabetically by agency and subject.	IMD Destroy when S/O.	N/A	Destroy when S/O.	"/3000/7
3000-2 <i>was</i> 3000-8	<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.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/3000/8
3010 <i>was</i> 3000-1	<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. FILE by directive number or subject.	IMD, ECR & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/3000/1

3010-1 Departmental Directives

was
3000-1-2

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.

IMD
PERMANENT.
Offer to
NARS in
5 yrs.
blocks
when
20 yrs.
old.

When Destroy
5 yrs. when no
old. longer
needed.

"/3000/1/2 a(1)
"/3000/1/2 a(2)
GRS-16-1a

b. Secretary's Memorandum (SM's) and any Departmental directives signed by the Secretary.

ECR
PERMANENT. N/A
Offer to
NARS in 5-yr blocks
when 20
yrs. old.

Destroy
when no
longer
needed.

"/3000/1/2 b

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
"/3000/1/2 c

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.

<p>3010-1-1 <i>was</i> 3000-1-3</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. 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>	<p>"/3000/1/3</p>
<p>3010-1-2 <i>was</i> 3000-1-4</p>	<p><u>Distribution, Maintenance and Printing</u> Use for material pertaining to the printing, delivery and storage of directives. 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>	<p>"/3000/1/4</p>
<p>3010-2 <i>was</i> 3000-1-1</p>	<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. FILE by agency and docket number.</p>	<p>ECR & DIRECTORS PERMANENT. Offer to NARS in 5 yr. blocks when 20 yrs. old.</p>	<p>When 5 yrs. old.</p>	<p>Dispose of when material is published in the Federal Register.</p>	<p>"/3000/1/1</p>
<p>3020 <i>was</i> 3000-2</p>	<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. FILE in chronological sequence.</p>	<p>IMD & NEG Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p>"/3000/2</p>

3020-1 Forms Master File IMD
was Use for the record copy of each Destroy 5 yrs. after
3000-2-1 related instructions and documentation showing inception, related form is discontinued, superseded, or cancelled.
1 scope, and purpose of the form.

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)

FILE by agency and form number.

3020-1-1 Functional Files IMD
was 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. Destroy when related form is discontinued, superseded or cancelled.
3000-2-2 Included are copies of each form used within the area served by the forms management office.

FILE by functional classification.

3030 Reports Management IMD
was 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. Destroy 2 yrs. after report is discontinued.
3000-3

FILE by report number and title.

3031	<u>Public Paperwork Burden Control</u> Use for material pertaining to minimizing the Federal paperwork burden for individuals, small businesses, and State and local governments.	DCO, OIRM Destroy when S/O.	N/A	Destroy when S/O.	
	FILE by subject in chronological sequence.				
<i>was</i> 3000-4	3040 <u>Files Management</u> Use for material of a general nature which pertains to the storage, retention, and disposition of records.	IMD & NFC Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	"/3000/4
	FILE by subject in chronological sequence.				
<i>was</i> 3000-4-1 <i>chg in message & remove IRS citation</i>	3040-1 <u>Filing Systems</u> Use for material pertaining to filing systems and techniques evolved to maintain records for retrieval and scheduled disposition.	IMD Destroy when records are destroyed or when no longer needed for reference.	N/A	Destroy when records are destroyed or when no longer needed for reference.	"/3000/4/1
	FILE alphabetically by agency.				
<i>was</i> 3000-4-2	3040-2 <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.	IMD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-16-6a&b "/3000/4/2
	FILE by date of report.				
<i>was</i> 3000-5	3050 <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.	MRMD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-2-2a "/3000/5
	FILE in chronological sequence.				

3050-1
was
3000-5-1

Received and Routed Mail
Use for material pertaining to the receipt and routing of incoming and outgoing mail handled by the USDA mail and messenger service.

a. Records relating to incoming or outgoing registered mail, pouches, registered, certified, insured, and special delivery mail including receipts and return receipts.

MRMD
Destroy when 1 yr. old.

N/A

Destroy when 1 yr. old.

"/3000/5

GRS-12-5a

b. Application to register and certify mail.

Destroy when 1 yr. old.

N/A

Destroy when 1 yr. old.

GRS-12-5b

c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail.

Destroy when 1 yr. old.

N/A

Destroy when 1 yr. old.

GRS-12-5c

FILE alphabetically by agency and receipt number.

3050-2
was
3000-5-2

Postal Irregularities
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.

MRMD
Destroy 3 yrs. after completion of investigation.

N/A

Destroy 6 months after completion of investigation.

GRS-12-8

"/3000/5/2

FILE by subject.

3050-3
was
3000-5-3
chg in title

Penalty Mail Report Files
Use for material pertaining to official penalty mail payment reports.

MRMD
Destroy when 6 yrs. old.

N/A

Destroy when 1 yr. old.

GRS-12-7

"/3000/5/3

FILE alphabetically by agency.

3051

Mailing Lists
Use for material pertaining to additions, deletions, and changes to the automated mailing lists.

MRMD
Destroy when S/O.

N/A

Destroy when S/O.

FILE in chronological sequence.

3052	<u>Messenger Services</u> Use for material pertaining to the receipt and routing of incoming and outgoing mail handled by USDA messenger service.	MRMD Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-12-5a
FILE alphabetically by agency and receipt number.					
3060	<u>Correspondence Management</u> Use for material pertaining to standards for written communications, e.g., letters, telegrams, endorsements, summary sheets, postal cards, memorandums, and routing slips.	OIRM Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>
3070	<u>Micrographics Management</u> Use for surveys conducted to evaluate various technological systems, their applications in improving performance, as well as feasibility and cost impact.	OIRM Destroy when completed study is 5 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-16-14 "/ 3000/6
<i>was 3000-6 Chg in title, verbage, ols 3, 5, 6</i>	FILE in chronological sequence.				
3080	<u>Records Disposition</u> Use for correspondence and material pertaining to descriptive inventories, disposal authorizations, schedules, and reports.	OIRM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old	
	a. Basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF 135, Records Transmittal and Receipt, and related documentation.	Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.	N/A	Destroy when related records are destroyed, or when no longer needed for administrative or reference purposes.	GRS-16-3a

b. Working papers and background material.

Destroy 6 months after final action on project reports or 3 yrs. after completion of report if no final action is taken.

N/A

Destroy 6 months after final action on project reports or 3 yrs. after completion of report if no final action is taken.

GRS-16-3c

FILE SF's by agency and accession number in chronological sequence. Others are filed by agency in chronological sequence.

3090

Vital Records

Use for material pertaining to records essential for maintaining the continuity of Government activities during a national emergency.

Destroy when S/O.

N/A

Destroy when S/O.

new

FILE by subject.

3100	<u>MANAGEMENT OF INFORMATION RESOURCES</u> Use for material pertaining to the management and control of all types of information resources.	OIRM Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	FILE in chronological sequence by project.
3100-1	<u>Policy and Procedure</u> Use for background material which documents the important aspects of the development of Departmental policy and procedure.	OIRM 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>"/3100/1</i>
NOTE: See 3010-1 for disposition of record copy of Departmental directives.					
FILE by origin, series number or in chronological sequence.					
3100-1-1	<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.	<i>"/3100/1/1</i>
FILE by origin, series number or in chronological sequence.					
3100-2 <i>was 100-9</i>	<u>Studies/Reports</u>	OIRM Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	<i>"/3100/9</i>
FILE by agency and subject.					

3100-3 *was*
3100-10

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

FILE: Case file alphabetically by title or project.

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

N/A Destroy when no longer needed. GRS-16-7

3100-4

Feasibility Study Files
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.

FILE by system name.

PD-OIRM
Destroy when 3 yrs. old.

N/A Destroy when 2 yrs. old.

3110 *was*
3100-2
Chg in verbage

Planning
Use for material not directly related to either long-range planning nor capacity planning including: PD annual work plans; ad hoc requests; correspondence with external agencies, etc.

FILE by agency and in chronological sequence.

PD-OIRM
Destroy when no longer needed for reference.

N/A N/A "1/3100/2

3111 *was*
3100-2-1
Chg in verbage, title, cols 3 & 5

Long-Range Planning
Use for material pertaining to USDA long-range IRM planning guidance; agency LR IRM plans; USDA LR IRM plans; correspondance with senior IRM officials (agencies and USDA); LR IRM plans from external agencies, etc.

FILE by agency and in chronological sequence.

PD-OIRM
Destroy when no longer needed for reference.

N/A N/A "1/3100/2/1

<p>3111-1 <i>was</i> <i>3100-2-2</i> <i>chg in</i> <i>verbage</i> <i>- col 6</i></p>	<p><u>ADP Budgets (A-11)</u> Use for annual submission of agency exhibits and narratives for ADP, obligations and expenditures. FILE in chronological sequence.</p>	<p>PD-OIRM Destroy 1 yr. after the close of FY covered by the budget.</p>	<p>N/A</p>	<p>Destroy 1 yr. after the close of FY covered by the budget.</p>	<p>GRS-5-2a <i>"/3100/2/2</i></p>
<p>3112</p>	<p><u>Capacity Planning</u> Use for material pertaining to projected future workload and service requirements, estimated needed capacity changes and plans for timely delivery of additional capacity when required. FILE by agency and in chronological sequence.</p>	<p>PD-OIRM Destroy when no longer needed for reference.</p>	<p>N/A</p>	<p>N/A</p>	<p><i>new</i></p>
<p>3120</p>	<p><u>Standards</u> Use for general information on standards, procedures, guidelines, DIPS Program management requirements, and waiver requirements. FILE by subject in chronological sequence.</p>	<p>RED Destroy after 3 yrs.</p>	<p>N/A</p>	<p>Destroy after 1 yr.</p>	<p><i>new</i></p>
<p>3120-1</p>	<p><u>Specifications</u> Use for material which pertains to information processing standards, procedures, guidelines and information which describe performance requirements, practices, designs, sizes, or other factors or characteristics for hardware, software, or services. Includes announcements of proposed standards, requests for review and comment, ordering and implementation instructions, and qualifications to specifications such as exclusion and verification lists. Also includes responses to external agencies proposing the standards as well as subsequent agency communication. FILE by subject.</p>	<p>Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	<p><i>new</i></p>

3120-2	<u>Request for Waivers</u> Use for material which pertains to requests for waivers to DIPS Standards. FILE by type of waiver.	Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>
<i>was 3100-4-3</i>	 <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. FILE by agency. 	 ATSD Destroy 5 yrs. after receipt. 	N/A	 Destroy when 2 yrs. old. 	<i>"/3100/4/3</i>
<i>was 3100-8 1 hq in title 2 cof 6</i>	 <u>Security</u> Use for material which pertains to security administration. Includes reviews, studies, and plans. FILE by subject, agency and in chronological sequence. 	 ATSD Destroy when 2 yrs. old. 	N/A	 Destroy when 1 yr. old. 	 GRS-18-2 <i>"/3100/8</i>
3150	<u>Review and Evaluation</u> Use for material pertaining to reviews and evaluations of USDA IRM programs conducted by internal or external agencies. FILE by agency in chronological sequence.	RED Destroy when S/O.	N/A	Destroy when S/O.	<i>new</i>

3200
was
3100
chg in
title &
verbage.

ADP MANAGEMENT
Use for material of a general nature which pertains to the study, selection, use, and management control of ADP and word processing equipment, operations, software and systems. Also includes files relating to machine room operations and to information and data produced through ADP operations which are not described elsewhere in this category.

~~OIRM
Destroy
when 3
yrs. old.~~

N/A

Destroy
when 1
yr. old.

"/3100

FILE In chronological sequence by project.

3200-1
was
3100-1

Policy and Procedure
Use for background material which documents the important aspects of the development of Departmental policy and procedure.

~~Destroy
when no
longer
needed.~~

N/A

Destroy
after the
directive
is issued
or im-
me-
diately
when it
is known
that no
action
will be
taken.

GRS-16-1d

"/3100/1

NOTE: See 3010-1 for disposition of record copy of Departmental directives.

FILE by origin, series number or in chronological sequence.

3200-1-1
was
3100-1-1

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.

"/3100/1/1

FILE by origin, series number or in chronological sequence.

3200-2	<u>Reports</u> Use for printed final reports containing the statistical, tabulation and an analysis of the findings of a study or survey including a narrative description of methodology employed. FILE by subject in chronological sequence.	Destroy when no longer needed for reference.	N/A	N/A	GRS-20-Part III, Item 10
<i>was 3200-5</i>	 <u>Project Control</u> Use for memoranda, reports and other records documenting assignments, progress and completion of projects. FILE. Case file alphabetically by title or project. 	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 <i>"/3200/5</i>
3210	<u>Design and Development</u> Use for material of a general nature related to applications design and development. FILE by system name.	OIRM Destroy when 3 yrs. old	N/A	Destroy when S/O.	<i>new</i>
<i>was 3100-3 chg in title, verbage, ols 3 & 5 added col 6</i>	<u>Information Requirements Studies</u> Use for material pertaining to information requirements studies and system development projects. Included are user requests, analytical reports, design requirements, feasibility studies, and cost/benefit analyses. FILE by agency and project name.	OIRM Dispose of when no longer needed.	N/A	Dispose of when no longer needed.	GRS-20, Part II, 3 <i>"/3100/3</i>

3210-2 System Implementation Files
was
 3100-3
this was broken up to 3210-1 - 3210-2

Use for material pertaining to design, development, and operation of an application system including 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 simialr or related files.

OIRM
 Dispose of when no longer needed.

N/A

Dispose when no longer needed.

GRS-20, Part II, 3
 "/3100/3

FILE by agency and project name.

3210-3 ADP Test Files
was
 3100-3-1

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.

OIRM
 Dispose of when no longer needed.

N/A

Dispose of when no longer needed.

GRS-20, Part II, 2
 "/3100/3/1

FILE by system name.

3220 Resource Acquisition
was
 3100-4

Use for material pertaining to planning and preparing for initial acquisition (including selection, evaluation, procurement, and installation) of ADPE, office automation 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

OIRM
 Destroy after 10 yrs.

N/A

Destroy after 5 yrs. or discontinuance, whichever is first.

"/3100/4

installation of equipment or systems, reports of readiness reviews and performance evaluations, benchmark computation information outputs, benchmark accounting information outputs, and related papers.

FILE by system or product name.

3220-1
was
3100-4-1

~~Benchmark Demonstration
Use for computation information outputs from winning vendors and vendors declared nonresponsive due to benchmark performance.~~

~~FILE by vendor.~~

OIRM
Destroy
1 yr.
after
completion
of per-
formance
evaluation.

N/A

Destroy
1 yr.
after
com-
pletion
of per-
formance
evalua-
tion.

"/3100/4/1

3220-1-1
was
3100-4-2

~~Benchmark Computation
Use for information outputs from losing vendors.~~

~~FILE by vendor.~~

OIRM
Destroy
1 yr.
after
accept-
ance of
system.

N/A

Destroy
1 yr.
after
accept-
ance of
system.

"/3100/4/2

3230
was
3100-5

~~Resource Utilization
Documents containing management data on costs, equipment, staffing, workload capacities, and overall effectiveness of ADP and word processing operations. Includes documents used to evaluate rental, purchase, operation and maintenance costs. Includes reports, briefs, and similar or related documents.~~

~~FILE by category (equipment, staff, etc.).~~

OIRM
Destroy
when 15
yrs. old.

When
5
yrs.
old.

Destroy
when 2
yrs. old.

"/3100/5

3230-1 Information System Capabilities OIRM
was Use for material pertaining to Destroy 1 yr. after discontinuance. Destroy 1 yr. after discontinuance. "/3100/5/2
 3100-5-2 specific information system capabilities, including graphics display, data management systems, and other specialized software or hardware.

FILE by system or product name.

3230-2 Resource Inventory Files OIRM
was Use for documents related to 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. "/3100/5/1
 3100-5-1 information resource inventories including ADPE, office automation equipment, computer software and related forms and supplies.

FILE by category (equipment, software, forms, etc.)

3240 Operations
was 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.
 3100-6
 3hq in title a
 vols 3,5
 a b

a. Magnetic media, cards, reports and print-outs, designated as record copy material.

OIRM & NFC
Dispose of when no longer needed for reference.

N/A N/A

"/3100/6a
GRS-20,
Part I, 23

b. Magnetic media and cards which become obsolete as a result of updating, dumping, and transferred data.

OIRM & NFC
Dispose of when no longer needed for reference.

N/A N/A

"/3100/6b
GRS-20,
Part I, 23

c. Transaction cards and listings.

OIRM & NFC
Dispose of when no longer needed for reference.

N/A N/A

"/3100/6c
GRS-20,
Part I, 23

d. Remaining files

OIRM & NFC
Dispose of when no longer needed for reference.

N/A N/A

"/3100/6d
GRS-20,
Part I, 23

FILE by agency/area serviced and subject if applicable.

*3240-1
was
3100-6-1*

Data Processing Register and Schedule Files
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.

OIRM & NFC
Destroy 1 yr. which after completion of related job or on discontinuance, ever is first.

N/A N/A

"/3100/6/1

FILE by system and/or job name.

3240-2
was
3100-6-2

Machine-Readable Housekeeping Records
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).
~~FILE in chronological sequence.~~

~~NFC & OIRM~~
~~Dispose of as reference material.~~

N/A

Dispose of as reference material.

GRS-20, Part 1, 29

"/3100/6/2

3300
was
1600-2
chg in
title,
verbiage
& col 5

TELECOMMUNICATIONS MANAGEMENT

Use for material of a general nature pertaining to the transmission, emission, or reception of signals, signs, writing, images, sounds, or intelligence of any nature by wire, cable, satellite, fiber optics, laser, radio, visual, or other electronic, electric, electro-magnetic, or acoustically coupled means.

OTD
Destroy
when 3
yrs. old.

N/A

Destroy
when 1
yrs. old.

"1600/2

FILE in chronological sequence by project.

3300-1

Policy and Procedure

Use for background material which documents the important aspects of the development of Departmental policy and procedure.

OTD
Destroy
when
no
longer
needed.

N/A

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

GRS-16-1d

new

NOTE: See 3010-1 for disposition of record copy of Departmental directive.

FILE by origin, series number or in chronological sequence.

3300-1-1

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.

new

FILE by origin, series number or in chronological sequence.

3300-2
was
3100-7
chg in
verbiage

Telcommunications Equipment and Services

Use for material of a general nature which pertains to requests for tele-communication equipment and telephone service.

OTD, FMD
Destroy
when 3
yrs. old.

N/A

Destroy
when 1
yr. old.

GRS-12-
2b

"1310d7

FILE by agency and subject.

<p>3300-2-1 <i>was</i> 3100-7-1 <i>and</i> 600-2-1</p>	<p><u>Request</u> Use for records which pertain to installation, change, removal and servicing of equipment. FILE by agency and subject.</p>	<p>OTD, FMD Destroy 1 yr. after audit or when 3 yrs. old, whichever is sooner.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>GRS-12-2d(2) "/3100/7/1 "/1600/2/1</p>
<p>3300-2-2 <i>was</i> 3100-7-2</p>	<p><u>Agreements</u> Use for records of agreements with background data and other records relating to agreements for telecommunications services. FILE by agency and subject.</p>	<p>OTD Destroy 2 yrs. after expiration or cancellation of agreement.</p>	<p>N/A</p>	<p>Destroy 2 yrs. after expiration or cancellation of agreement.</p>	<p>GRS-12-2e "/3100/7/2</p>
<p>3300-2-3</p>	<p><u>Telephone Statistical Reports</u> Use for telecommunications statistical reports including cost and volume data. FILE by agency in chronological sequence.</p>	<p>OTD Destroy when 1 yr. old.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-12-2c</p>
<p>3300-2-4</p>	<p><u>Telecommunication Vouchers</u> Use for telecommunications reference voucher files. Includes reference copies of vouchers, bills, invoices, and related records. FILE by agency and control number.</p>	<p>OTD Destroy when 1 fiscal yr. old.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-12-2d(1)</p>
<p>3300-2-5 <i>was</i> 1600-2-2</p>	<p><u>Operational Files</u> Use for material pertaining to message registers, logs, performance reports, daily load reports, related similar records. FILE in chronological sequence.</p>	<p>FMD Destroy when 6 months old.</p>	<p>N/A</p>	<p>N/A</p>	<p>GRS-12-3a "/1600/2/2</p>

3300-2-6	<u>Telephone Statements</u> Use for statements and toll slips; FILE by agency and/or in chronological sequence.	NFC Destroy 3 yrs. after period covered by related account.	N/A	Destroy when 1 yr. old.	GRS-3-11 "/1600/2/3
<i>was</i> 1600-2-3					
3300-3	<u>Reports</u> Use for telecommunication reports, e.g., transmission, emission, etc. file by agency and subject in chronological sequence.	OTD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>new</i>
3300-4	<u>Project Control</u> Use for memoranda, reports and other records documenting assignments progress and completion of project. FILE: Case file alphabetically by the title of the project.	OTD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-7 "/3300/4
3310	<u>Voice Telecommunications</u> Use for material pertaining to voice telecommunication policy, management, and operations. This would include DIPS Circulars, requests for technical approval, general information letters, and inventory data sent for verification purposes. FILE by subject.	OTD Dispose of when 3 yrs. old.	N/A	N/A	<i>new</i>
3310-1	<u>Telecommunication Technical Approvals</u> Use for requests and all follow-up information gathered in consideration for approval. FILE by agency.	OTD Dispose when no longer needed for reference.	N/A	N/A	<i>new</i>

3310-2 Telephone Orders
Information copies of telephone orders submitted.

FMD
Dispose of when 1 yr. old.

N/A N/A

FILE by agency and requisition number.

3320 Data Telecommunications
Use for material pertaining to policy, management and operation of data communications facilities and services. This includes requests for technical approval for circuits and equipment.

OTD
Dispose of when 3 yrs. old.

N/A N/A

FILE by subject.

3320-1 Data Telecommunications Technical Approvals
Use for requests and all follow-up information gathered in consideration for approval.

OTD
Dispose when no longer needed for reference.

N/A N/A

FILE by agency.

3330 Radio Telecommunications
Use for material pertaining to radio transmissions, assignment of radio frequencies, and microwave transmissions.

Dispose of when 3 yrs. old.

N/A N/A

FILE by subject.

3340 Employee Locator Services
Use for correspondence, forms and other records pertaining to the compilation of directory service listings.

FMD
Destroy 2 months after issuance of listing.

N/A N/A

FILE alphabetically by name and/or agency.

new

*was
1600-2-4*

GRS-11-3
4/1600/2/4

3400 <i>was</i> 3200	<u>INFORMATION MANAGEMENT</u> Use for material of a general nature which pertains to the dissemination of information and is not described below. FILE by subject and in chronological sequence.	<u>OIRM</u> Destroy when 2 yrs. old. or sooner if no longer needed.	N/A	Destroy when 1 yr. old. or sooner if no longer needed.	<i>"/3200</i>
3400-1 <i>was</i> 3200-1	<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.	<u>OGPA</u> 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>"/3200/1</i>
3400-1-1 <i>was</i> 3200-1-1	<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.	<i>"/3200/1/1</i>
3400-2	<u>Reports</u> Use for access to information reports. FILE by agency in chronological sequence.	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	<i>new</i>

<p>3400-3 <i>was</i> 3200-5</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 "1/3200/5</p>
<p>3400-4 <i>was</i> 3100-2-3</p>	<p><u>Agency Projects</u> Use for material pertaining to special agency projects, such as information requirements studies and system development projects. FILE by agency and project name.</p>	<p>OIRM Destroy when 5 yrs. old.</p>	<p>N/A</p>	<p>Destroy when no no needed.</p>	<p>"1/3100/2/3</p>
<p>3410</p>	<p><u>Information Collection</u> Use for material pertaining to information collection activities of the Department. FILE by agency in chronological sequence.</p>	<p>OIRM Destroy when no longer needed for reference.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>} <i>new</i></p>
<p>3420</p>	<p><u>Information Dissemination</u> Use for material pertaining to dissemination activities of the Department. FILE by agency in chronological sequence.</p>	<p>RED Destroy when no longer for reference.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	
<p>3430 <i>was</i> 3100-2-4</p>	<p><u>Information Sharing</u> Use for material pertaining to projects and studies supporting data sharing, information data bases, and systems. FILE by agency and subject.</p>	<p>OIRM Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>"1/3100/2/4</p>

3440 Classified and Sensitive Information OP
Use for material pertaining to the Destroy when 2 N/A Destroy when 2 GRS-18-2
administration of security classification of documents. yrs. old. yrs. old.

FILE by agency and subject.

was
3200-4 3440-1 Access to Classified Documents
Use for material pertaining to requests and authorization for individuals to have access to classified files. Destroy 2 yrs. after authorization expires. Destroy 1 yr. after date of reply. GRS-18-7
"/3200/4

FILE by subject.

3450 FOIA and Privacy OGPA/OGC
Use for material of a general nature Destroy when 2 N/A Destroy when S/O. GRS-14-20
which applies to FOIA or Privacy Act yrs. old or sooner if no longer needed for administrative use. GRS-14-30
matters which does not fit in the following categories.

FILE in chronological sequence.

was
3200-3
3200-3-1 3450-1 Freedom of Information Act (FOIA) Requests Files.
Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, and all related supporting files which may include official file copy of requested record or copy thereof. *"/3200/3*
"/3200/3/1
a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.	Destroy 2 yrs. after date of reply.	N/A	N/A	GRS-14-16 a(1) 4/3200/3
(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.				
(a) Request NOT appealed.	Destroy 2 yrs. after date of reply.	N/A	N/A	GRS-14-16 (2)(a)
(b) Request appealed.	Destroy as authorized under 3450-1-1.	N/A	N/A	GRS-14-16 (2)(b)
(3) Denying access to all or part of the records requested.				
(a) Request NOT appealed.	Destroy 5 yrs. after date of reply.	N/A	N/A	GRS-14-16 (3)(a) 4/3200/3/1
(b) Request appealed.	Destroy as authorized under 3450-1-1.	N/A	N/A	GRS-14-16 (3)(b)

b. Official file copy of requested records.

Dispose of in accordance with approved agency disposition instruction for the related records, or with the related FOIA request, whichever is later.

N/A N/A

GRS-14-16b

FILE in chronological sequence.

3450-1-1

FOIA Appeals Files

Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official file copy of records under appeal or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).	Destroy 4 yrs. after final determi- nation by agency or 3 yrs. after final adjudi- cation by courts, which- ever is later.	N/A	N/A	GRS-14-17a
b. Official file copy of records under appeal.	Dispose of in accord- ance with approved agency dis- position instruct- ion for the related record, or with the related FOIA request, which- ever is later.	N/A	N/A	GRS-14-17b
FILE in chronological sequence.				

3450-1-2 FOIA Control Files

Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.

a. Register or listing.	Destroy 5 yrs. after date of last entry.	N/A	N/A	GRS-14-18a
b. Other files.	Destroy 5 yrs. after final action by the agency or agency final adjudi- cation by courts, which- ever is later.	N/A	N/A	GRS-14-18b
File in chronological sequence.				

3450-1-3

FOIA Reports Files

Recurring reports and one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.

a. Annual reports at Departmental agency level.

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

N/A N/A

GRS-14-19a

b. Other reports.

Destroy
when
2 yrs.
old or
sooner
if no
longer
needed
for
admini-
strative
use.

N/A N/A

GRS-14-19b

File in chronological sequence.

3450-2

Privacy Act Requests Files

Files created in response to 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). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or copy thereof.

a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).

(1) Granting access to all the requested records.

Destroy
2 yrs.
after
date
of
reply.

N/A

Destroy
1 yr.
after
date
of
reply.

GRS-14-25
a(1)
11/3200/2

(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.

(a) Requests NOT appealed.

Destroy
2 yrs.
after
date of
reply.

N/A

Destroy
when 1
yr. old.

GRS-14-25
2(a)

(b) Requests appealed.

Destroy
as
authorized
under
3450-2-1.

N/A

N/A

GRS-14-25a
(2)(b)

*was
3200-2
3200-2-1
merbage
rewritten
to GRS*

(3) Denying access to all or part of the records requested.	(a) Request NOT appealed.	Destroy 5 yrs. after date of reply.	N/A	Destroy when 3 yrs. old.	" / 3200/2/1 GRS-14-25a (3)(a)
	(b) Requests appealed.	Destroy as authorized under 3450-2-1.	N/A	N/A	GRS-14-25a (3)(b)
b. Official file copy of requested records.		Dispose of in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later.	N/A	N/A	GRS-14-25b
File in chronological sequence.					

3450-2-1 Privacy Act Amendment Case Files

Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).

a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, and related materials.	Dispose of in accordance with the approved disposition instructions for the related subject individual's record or 4 yrs. after agency's agreement to amend, whichever is later.	N/A	N/A	GRS-14-26a
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b. Requests to amend refused by agency. Includes individual's requests to amend and to review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.

Dispose of in accordance with the approved disposition instructions for the related subject individual's record 4 yrs. after final determination by agency, or 3 yrs. after final adjudication by courts, whichever is later.

N/A N/A

GRS-14-26b