

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC-174-000165

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Superseded by NC1-114-78-02. Introduction to NC1-114-78-02 states: "This comprehensive records schedule supersedes all previously approved records schedules of the Soil Conservation Service or its predecessor agencies."

Date Reported: January 2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

RG 114

342

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

1. FROM (AGENCY OR ESTABLISHMENT)

USDA, Soil Conservation Service

2. MAJOR SUBDIVISION

Administrative Services Division

3. MINOR SUBDIVISION

Records and Communications Management Branch

4. NAME OF PERSON WITH WHOM TO CONFER

James S. Bonar

5. TEL. EXT.

44-73907

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED MAR 18 1974	JOB NO. NC 174-165
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
5-9-74 Date	James B. Rhoads Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

MAR 18 1974

[Signature]

Chief, Records & Comm. Management Br.

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Management Records of the Soil Conservation Service (RG-114) described herewith are classed as Policy and Administration Records on pages 6 and 7 of the "Retention Plan for the Records of the Soil Conservation Service," NARS Job No. NN-471-1.</p> <p>The attachment covers the records created under the primary series MANAGEMENT. Records designated "Permanent" will be transferred ^{offered} to the Archives. State offices (S) listed on page 2 of the attachment and Technical Service Center (T) located in Upper Darby, PA; Ft. Worth, TX; Lincoln, NB; and Portland, OR will transfer ^{offer} archival records to the nearest FARC. Washington office (W) records listed as permanent (P) will be transferred ^{offered} to the National Archives, Washington, DC.</p>		
Attachment	<p>Management Records Guide</p> <p>Retention periods are shown on the attachment</p>		

Definition: The records in this category cover the overall management activities of the Service. Included are overall records concerning authorizations, committees, reports, meetings, travel, trips and itineraries, inspections, etc. Included are records pertaining to the State Conservationists and Administrator's narrative reports, Annual Meeting of State Conservationists, authorizations that are Servicewide in character and inspections that are Servicewide in character. Included also are plans of operations, work organizations and productivity.

Filing: Set up a first position folder identified as follows:

MANAGEMENT

MGT-0

Folder Label Position	Retention Period (Yrs.)				
	W	T	S	A	F
Left	5	5	5	3	3

Classify and file overall (0) or general records pertaining to management in this folder.

In addition to the above folder, most offices will need to use at least a few of the following recurring and secondary subjects. For example, most offices will need a folder for travel (including trips and itineraries).

Recurring subjects: Following are recurring subjects that may be used as needed, with the primary or with any secondary subjects.

Authorizations and Directives

MGT-1

Left, Center 2, (P) 5 5 3 3

Include information concerning overall authorizations. Those pertaining to a specific activity are filed under the applicable primary, i.e. B&F, Personnel, Administrative Services, etc. At Washington office regain important delegations of authority on a national level that are not published in numbered memorandums.

Committees and Panels

MGT-2

Left, Center 3, 5 3 5 3 3

Include information concerning overall committees or organization of committees. Specific committees are filed under applicable primary.

Meetings

MGT-3

Left, Center 4, 5 5 5 3 3

The general records cover the policies and procedures pertaining to meetings, their development and use as a medium of program attainment, objectives desired and anticipated, the Services' obligations and responsibilities in connection with meetings.

W - Washington office
T - Technical Service Center
S - State office
A - Area office
F - Field office, project, subfield, etc.
P - Permanent records

RECORDS GUIDE
MANAGEMENT

Page 2

Folder Label Position	Retention Period (Yrs.)				
	W	T	S	A	F

The case files under this subject cover meetings of an overall nature or those that cover two or more activities of the Service. File records pertaining to a specific activity under the applicable primary subject.

These records, which include Form SCS-72, Request for in-Service meeting, notice and purpose of meetings, proposed agenda, program, attendance at meetings, time and place of meeting and changes therein, etc., are of temporary value only.

Retain record copies of reports or minutes of meetings for those offices marked (P-permanent). The record copy is located in the office in which the attendant or participant is headquartered.

MGT-3-5	Left, Center 5,	3	3	(P-10) 1-Others	3	3
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In-Service meetings of area and field office personnel within the area. Case files of area meetings, set up by location, fiscal year, date, etc., as needed.

International

MGT-3-5	Left, Center 6, P	1	1	1	1
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Attendance and participation of SCS personnel at international and foreign meetings. Case files of international and foreign meetings.

The following states listed below are designated as the (sample) archival records copy office for the identified MGT records marked P-10. They will identify records (case files) and transfer to the archival section of the FRC in which they are located when files become inactive for administrative purposes (see ASH 833).

GSA Region

N.H.	1
N.J.	2
PA	3
TN	4
IL	5
KS	6
OK	7
WY	8
NV	9
ID	10

1-Others; All state offices other than the ten listed above will destroy these files 1 year after cut off date.

GUIDE SUBJECT FOR CONFRA COPY WITH

**RECORDS GUIDE
MANAGEMENT**

25%

Page 3

20%

10%

		Folder Label Position	Retention Period (Yrs.)				
			W	T	S	A	F
National	MGT-3-5 7,	Left, Center	P 1	1	1	1	1
In-Service meetings of national scope, such as the State Conservationists' annual meetings. Case files of national meetings.							
Outside	MGT-3-5 8,	Left, Center	P	1	1	1	1
Meetings called by agency or organization other than SCS in which the Administrator or member of his immediate staff participated or attended. Case files of outside meetings set up by name, location, alphabetically, etc. As needed.							
Regional	MGT-3-5 9,	Left, Center	1	P	1	1	1
In-Service regional meetings, such as within states served by a Field Representative, etc. Case files of regional meetings, set up by date, location, etc., as needed.							
State	MGT-3-5 16, --	Left, Center	1	1	P-10 1-Others	1	1
In-Service state, state office or statewide meetings of SCS personnel called by the state office. Case files of state meetings set up by dates, location, etc., as needed.							
Opinions and Decisions	MGT-4 11,	Left, Center	10	5	5	1	1
Overall opinions and decisions applicable to more than one of the other primary subjects, e.g., OGC, etc.							
(Code for case files)							
Outside Relations	MGT-6 12,	Left, Center	10	5	5	1	1
Reports	MGT-7 13,	Left, Center	10	5	5	3	1
The records in this category cover reports for which there is no other applicable primary subject or those that encompass two or more primary subjects. Case file reports as needed.							

1-Others; all states offices other than the ten state listed on page 2 of 11 destroy these files 1 year after cut off date.

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MANAGEMENT

		Folder Label Position	Retention Period (Yrs.)				
			W	T	S	A	F
Administrator's	MGT-7-5	14. Left, Center	P	3	3	1	1
Case file of Administrator's annual reports.							
Divisional	MGT-7-5	15. Left, Center	P	1	1	1	1
Case file of divisional annual reports, portions of which are included in the Administrator's annual report.							
State Conservationist's	MGT-7-5	16. Left, Center	P	3	3	1	1
Case file of State Conservationist's Monthly Narrative Reports.							
Inspections and Reviews	MGT-8	17. Left, Center	5	5	5	5	5
Correspondence pertaining to program inspections, reviews and evaluations in general. File correspondence relating to a specific inspection, review or evaluation with the appropriate case file. File functional inspection reports and pertinent correspondence under the applicable primary subject.							
Note: The record copy of Service conducted inspections is located in the office making the inspection. The record copy of reports of inspections made by personnel of other agencies is located in the office that is inspected.							
Area Program Inspections	MGT-8-5	18. Left, Center	1	1	P-10 5-Others	5	1
General correspondence pertaining to area program inspections. Case files of area program inspection reports and followup correspondence.							
Departmental Reviews	MGT-8-5	19. Left, Center	10	-	-	-	-
General correspondence pertaining to departmental reviews. Case files of departmental review reports and followup correspondence. Identify by type of review, e.g., OIG, etc.							

5-Others; All state office other than the ten listed on page 2 will destroy these files 5 years after cut off date.

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MANAGEMENT

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			Folder Label Position	Retention Period (Yrs.)				
				W	T	S	A	F
External Reviews	MGT-8-5	20.	Left, Center	10 (P*) J.I.W. Bonar 30 Apr 74	5	5	3	5
General correspondence pertaining to external reviews. Case files of external review reports and followup correspondence. Identify by type of review, e.g., GAO, etc.								
Field Office Program Inspections	MGT-8-5	21.	Left, Center	-	-	5	5	5
General correspondence pertaining to field office program inspections. Case files of field office program inspection reports and followup correspondence. Set up a separate folder for each field office where needed.								
Program Evaluations	MGT-8-5	22.	Left, Center	(P)	5	5	5	-
General correspondence pertaining to program evaluations. Case files of program evaluations and followup correspondence. Set up a separate folder for each program evaluated. Program evaluations are initiated at the national level and are generally national or regional in scope.								
State Program Appraisals	MGT-8-5	23.	Left, Center	P	5	5	3	-
General correspondence pertaining to state program appraisals. Case files of state program appraisals and followup correspondence. Set up a separate folder for each state.								
<u>Secondary subjects:</u> Following are approved secondary subjects that may be used as needed.								
Automatic Data Processing	MGT-12	24.	Center	3	3	3	-	-
Review, consolidation and coordination of ADP activities.								
ADP Authorizations and Planning & Program Management Records	MGT-12-1-5	25.	Center	(P)	5	5	-	-
General correspondence and authorizations relating to the operations, use and management of ADP equipment and facilities.								

(P*) Save typical example each 5th year.

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MANAGEMENT

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**Systems, Programs,
Data File, & Documentation**

MGT-12-5 26, Center

Retention Period (Yrs.)

Folder Label
Position

W T S A F

Dispose according to GSA
Schedule 20

Includes program listings, cards, magnetic tapes, disc packs,
documentation and pertinent correspondence. Set up separate folder
for each program

**Management
Improvement**

MGT-13 27, Center

3 3 3 3 3

Includes information concerning overall management improvement operations.

**Operational
Problems**

MGT-13-11 28, Right

3 3 3 3 3

Includes correspondence reports and information related to management
operational problems not included under specific subject headings.

**Plans of
Operations**

MGT-13-12 29, Right

3 3 3 3 3

Includes multi-year program plans, annual plans of operations, work
load analyses and reports and correspondence pertinent to their
implementation.

Productivity

MGT-13-13 30, Right

5 5 5 5 5

Includes activity indicators, accomplishment analyses, cost
analyses and related reports and correspondence.

Schedules

MGT-13-14 31, Right

1 1 1 1 1

Includes as applicable; monthly, quarterly, or annual schedules and
related correspondence. (Schedules related to a specific trip or as
part of an itinerary are included as part of MGT-16)

**Work
Organization**

MGT-13-15 32, Right

3 3 3 3 3

General correspondence, reports, and information related to work
organization.

GUIDE
FOR
CANCELLATION
OF
RECORDS
IN
FEDERAL
AGENCIES
AND
FIELD
OFFICES
OF
THE
DEPARTMENT
OF
COMMERCE
AND
THE
BUREAU
OF
THE
CENSUS

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Travel, Trips and Itineraries

MGT-16 33,

Center

Includes all correspondence and information pertaining to travel, trips and itineraries. It may include records covering specific itineraries and planning of trips for personnel performing occasional or infrequent travel.

Care files for personnel performing more or less regular travel. Includes requests for assistance at site of operations, arrangements and itineraries for trips, adjusting dates and places to be visited, purpose of and reasons for travel, etc.

MGT-16-5 34,

Center

Cutoff files on June 30. Destroy all files not marked P (permanent) at the end of the number of successive years from cutoff date.

Folder Label Position	Retention Period (Yrs.)				
	W	T	S	A	F

1	1	1	1	1
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1	1	1	1	1
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GUIDE SHEET FOR RECORDS MANAGEMENT

APPRAISAL REPORT
Disposal Job No. NC-174-165

Approved for Disposal:

Washington Office:

Items 1, 3, 4, 5, 9, 10, 11, 12, 13, 17, 18, 19, 20, 24, 26, 27, 28, 29, 30, 31, 32, 33 and 34.

Technical Service Center:

Items 1, 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 34.

State Offices:

Items 1, 2, 3, 4, 5 - excluding sample, 6, 7, 8, 9, 10 - excluding sample, 11, 12, 13, 14, 15, 16, 17, 18 - excluding sample, 20, 21, 22, 23, 24, 25, 26, 27, 28, 29, 30, 31, 32, 33 and 34.

Area Offices:

Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 22, 23, 26, 27, 28, 29, 30, 31, 32, 33 and 34.

Field Offices:

Items 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, 20, 21, 26, 27, 28, 29, 30, 31, 32, 33 and 34.

These items for which disposal authority is requested are disposable because they do not have sufficient value for purposes of historical or other research, functional documentation, or the protection of individual rights to warrant permanent retention by the Federal Government.

Approved for Permanent Retention:

Washington Office:

Items 2, 6, 7, 8, 14, 15, 16, 22, 23 and 25.

Technical Service Centers:

Item 9.

Sample of 10 State Offices:

Items 5, 10 and 18.

These items are approved for permanent retention because they have been appraised