

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

Foreign Agricultural Service, U.S. Dept. of Agriculture

2. MAJOR SUBDIVISION

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Blanche M. Lauck

5. TEL. EXT.

447-2339

LEAVE BLANK

JOB NO.

NC1-166-78-2

DATE RECEIVED

28 OCT 1977

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

11-11-77  
Date

James B. Rando  
Archivist of the United States

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 39 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 10/21/77	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Robert H. Smith</i>	E. TITLE Assistant Administrator, Agricultural Attaches and Management	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)  This comprehensive records disposition schedule supersedes all previously approved records schedules for FAS/F Overseas offices of the Foreign Agricultural Service. Our most recent authority was dated January 30, 1968 Job No. NN-168-70.  The major records of the overseas offices are of a temporary nature, permanent records would be found in FAS/W records schedule.		9. SAMPLE OR JOB NO.  10. ACTION TAKEN  158 items

Sent to agency & NNF-11/15/77

# Records Filing and Disposal Handbook

**Creation  
Storage  
Disposal**



HANDBOOK NO. 5

**Foreign Agricultural Service Field Offices  
U.S. Department of Agriculture  
Washington, D.C. • April 1977**

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#### KEEPING HANDBOOK CURRENT

It is extremely important that the Records Filing and Disposal Handbook be kept current. Amendments to the Handbook will be numbered in numerical sequence. Always check the last amendment you receive for this Handbook to see that the amendment number is in sequence. If not, order the missing amendment immediately, by Handbook title and amendment number. Do not record this amendment until the missing one(s) are received and recorded. After recorded, retain only the last amendment and place it at the front of the RFDH.

## I. INTRODUCTION

### A. PURPOSE

The goal of every filing system is the organization of information in such a manner that the user with a question knows where to find the answer. The Revised Records Filing and Disposal Handbook provides an official, unified system of record keeping and disposal within all field offices. It replaces the Records Filing Handbook issued in January 1957, and the Records Disposition Handbook issued in August 1964.

The increased responsibility of the Foreign Agricultural Affairs Officer (FAAO/F) to provide certain information regarding the various program operations of Foreign Agricultural Service requires a uniformity in the method by which records are kept in the field. This system will insure continuity of records by establishing uniform guidelines for filing and disposing of all administrative and program records. It will further enable all personnel to quickly familiarize themselves with the contents of the files in any FA AO/F office to which they are assigned. Its success depends on the cooperation of all field personnel.

### B. AUTHORITY

The Federal Records Act, Public Law 754, 81st Congress, requires the head of each Federal Agency to have an active, continuing program for the economic and efficient management of records. It provides that these records contain adequate and proper documentation of the organization, functions, policies, decisions, procedures, and essential transactions of the agency.

The records schedule contained in this manual is issued under authority of the Budget and Analysis Division in accordance with Section 101-11.406 of the Federal Property Management Regulations. It has been approved for FAS Field Office use by the National Archives and Records Service of the General Service Administration, the General Accounting Office, and by the Joint Committee on the Disposition of Executive Papers, U.S. Congress.

### C. RESPONSIBILITY

Management Analysis Branch, Budget and Analysis Division, Foreign Agricultural Service, is responsible for over-all coordination and direction of the FAS/Field record program. It designates the FAS/Field filing system, its record management policies and procedures, provides for records disposal authorizations, and maintains a records inventory. Any questions from the field regarding this Handbook should be referred to this Division.

The Senior Foreign Agricultural Affairs Officer is responsible for maintaining the records in his office and for seeing that they meet the objectives of the Records Management Program as outlined in this Handbook. He shall designate one person, normally the American secretary, to be in charge of the filing operation.

## D. DEFINITIONS

1. Record material consists of all books, papers, maps, photographs or other documentary materials, regardless of physical form or characteristics, made or received by an agency of the United States Government pursuant of Federal law or in the transaction of public business and preserved as evidence of the organization, functions, policies, decisions, procedures, operations, or other activities of the agency, or because of the informational value of data contained therein.

Federal law requires the head of each Federal agency to establish safeguards against the removal or loss of Federal records. Such safeguards include notifying agency officials that (1) the alienation and destruction of records in agency custody is governed by specific provisions of Chapter 33, Title 44, United States Code, and (2) criminal penalties are provided for the unlawful removal or destruction of Federal records (18 U.S.C. 2071) and for the unlawful disclosure of certain information pertaining to the national security (18 U.S.C. 793, 794, and 798).

2. Nonrecord material is library and museum material made or acquired and preserved solely for reference or exhibition purposes, extra copies of documents preserved only for reference, and stocks of publications and of processed documents.

3. Personal Papers are papers of a private or nonofficial character which pertain only to an individual's personal affairs that are kept in the office of a Federal official. These must be clearly designated by the employee as nonofficial and will at all times be filed separately from the official records. In cases where matters requiring the transaction of official business are received in private personal correspondence, the portion of such correspondence that pertains to official business will be extracted and made a part of the official files. Official records are public records and belong to the office rather than to the officer.

## E. SCOPE OF FILES

The fact that records are the result of functions and are used in relation to them, establishes the principle that they should be grouped and maintained according to the functions to which they relate. The subject categories chosen as filing classification guides reflect FAAO/F activities in relation to administrative and program functions and constitute the major divisions of this Handbook. It is recognized that many field offices will not have responsibilities for every function described. The subjects as outlined should be used on a selective basis to fulfill individual office requirements. No secondary folder should be established unless there are ten documents on that subject. It would be most unfortunate and exceedingly wasteful for any one office to provide and prepare folders, guides, cabinets, etc., for the entire file classification when only select subjects are required.

The individual sections of this Handbook dealing with the subject matters of the files have been set up to show: (1) the File Classification, which identifies the file folder labels and subject files and serves as a subject finding guide to locate disposal authorization for

all files; (2) the Description of Records, which shows the various types of documents that might be found in that particular folder. In some instances, this information has been separated by paragraphs because of disposal authorizations; and (3) the Disposal Authorization, which shows the required period of time the record must be kept before disposal is authorized. Disposal of case files is usually keyed to the date of termination or active use of the file when it is completed, closed, cancelled, etc., rather than the end of the calendar year or fiscal year--the cutoff period used for subject files. The disposal will be on a calendar year basis unless otherwise specified in the Disposal Authorization.

#### F. TYPE OF FILES

1. Case files consist of material relating to a specific program, survey, activity, transaction, organization, person or thing. They may cover one or many subjects pertaining to the specific case. For example, a case file(s) established for Public Law 480 Agreement would contain all papers relating to the agreement, such as the agreement amendments, application to purchase agricultural commodities, correspondence, reports, and all other related material. The case file may consist of one or many file folders depending on the volume of material created. See Exhibit A.
2. Subject files consist of incoming and outgoing communications filed according to subject matter following the suggested guides given in this Handbook. See Exhibit B.
3. Chron files consist of extra copies of all outgoing communications, such as airgrams, letters, cables, AGR reports, etc. These communications are assembled by date and filed in folders.
4. Geographic files consist of all subject material relating to a specific geographic location, keeping documents relating to a specific subject together in a chronological sequence in one folder. If volume warrants, a separate folder would be set up by subject under the overall geographic heading. It is recommended that this system of filing be used for the section on FAS Scheduled Reporting by multi-country posts where volume does not warrant a breakdown by subject and where the geographic location is the prime interest. See Exhibit C.
5. Publications files consist of nonrecord publications issued on a daily, weekly, monthly or other basis. When it has been determined by the FAAO/F that the publications are of value to the office, they should be retained on a revolving basis, keeping the latest issues only, following the disposal schedule set up in the section of this Handbook on Publications. It is recommended that duplicate and back issues of these publications be given to an agricultural school or library as reference material.
6. Working files consist of collections of nonrecord material such as extra copies of papers, printed issuances, newspaper clippings, and publications and other items which are filed and used only for background reference within an office and whose retention is not required to document the official functions and responsibilities of an office.

7. Logs are a chronological listing in a notebook or similar binder of certain information. Each office should maintain a Visitors Log indicating name of visitor, date of visit and purpose of visit. See Exhibit D. Logs will also be maintained for assigning numbers to outgoing TOFAS cables and AGR Reports. See Exhibits F and G. All posts must maintain a log of incoming correspondence requiring action, indicating date received, name of individual or company initiating correspondence, subject of correspondence, person to whom correspondence is referred for action, and date action taken. See Exhibit H. A control should not be maintained of correspondence which does not require action.

8. Contact Cards. All posts shall maintain a master contact card file of all individuals, and organizations important to the functions of the FAAO/F. The file cards should be arranged alphabetically by subject (commodities, institutions, ministries, etc.). Posts with multi-country responsibilities should maintain their contact cards by name of country and alphabetically by subject (commodities, institutions, ministries, etc.). At the discretion of the FAAO/F an additional contact list can be maintained alphabetically without a subject breakdown. It is recommended that Revised Form FAS-8 be used for this purpose. See Exhibit I. These cards should be kept up to date and should list all dates of contacts so that single-time contacts are not retained indefinitely in the file. They should be checked at least once a year by the FAAO/F for accuracy and usefulness. These cards should periodically be checked against the Economic Defense List maintained in the Commercial Attache's Office, to ensure that contacts are not made with persons or firms against whom exist sanctions denying them U.S. export privileges.

#### G. CLASSIFIED MATERIAL

Since security regulations require special handling and storage of all security classified material, provisions should be made for the segregation of classified records from unclassified records. The extent of physical protection and equipment available at the post will govern the location of the classified records. All security classified material should be filed by subject as outlined in this Handbook. Where volume of classified material is small, it may be filed chronologically instead of by subject matter. The disposal authorizations shown in this Handbook apply to classified material also. However, reading copies of telegrams need not be retained beyond the time needed for reference value since they will be available in the Embassy Central Records. A distinct colored tab is suggested to readily distinguish this material from a similar folder in the unclassified section of the files.

#### H. CROSS-REFERENCE

A cross-reference is necessary when (1) a document can logically be requested by more than one subject; (2) more than one subject is contained in any one document; and (3) documents are transferred from one file to another. Careful selection of the subject classification under which the



document is filed will minimize the need for cross-references. Unnecessary cross-references only add to the papers which must be handled when using a file. Avoid excessive use of cross-reference filing. Much time can be wasted making a cross-reference that will not be used or is not needed. No more than 5 percent of all papers filed should be cross-referenced. GSA Cross-Reference (Optional Form-21) is recommended for FAAO/F use and supply of these forms can be secured through Embassy supply facilities. See Exhibit J.

#### I. FILING THE MATERIAL

The real test of any file system is how quickly the material can be found when it is needed. Therefore, the utmost care should be taken in classifying, processing and filing material. The physical task of filing is considered by most people as a "necessary evil" and consequently is given lowest priority in day-to-day operations.

Care should be taken to bring together in the same file, or under the same subject, papers pertaining to the same transaction. If there has been previous correspondence on a specific transaction or subject, the earlier papers should be taken from the file and consolidated with the later ones.

If papers are marked for filing as soon as they are received, or the copies as soon as they are written, the actual work of filing can be greatly reduced. The following points should be observed in marking material: (1) read the material to determine its major subject; (2) consult the Records Filing and Disposal Handbook to determine the appropriate file classification; (3) mark the file designation on the incoming communication or on the chron and subject copies of the outgoing correspondence.

#### J. HELPFUL SUGGESTIONS

Keep papers straight. Do not overload folders. Keep classification guide and relative index up to date. Establish a filing period by calendar year except for fiscal records which are kept by fiscal year. Label file drawers adequately. Keep the filing current. Dispose of noncurrent records. Keep only one copy of record material in official file. Keep extra copies in a separate folder.

#### K. FILE DISPOSITION

The term "disposition" applied to records means that older, inactive or obsolete files are removed from office space. Regular disposition of files frees file space for new files and reduces the need for acquisition of file cabinets and expansion of office space.

It is mandatory for each FAAO/F office to apply the disposal authorizations in this Handbook to all pertinent files. No records are to be destroyed by FAAO/F offices except in accordance with authorizations issued by FAS/W or under emergency conditions. A listing should be maintained of those subjects and case files that are disposed of indicating date records are destroyed. No listing is necessary of the destruction of chron files, extra copies, or nonrecord material.

If an FAAO/F office finds it necessary to retain records for a longer period than prescribed in this Handbook, permission must be requested in writing from Management Services Division, FAS/W.

#### L. METHOD OF DESTRUCTION

All classified and administratively controlled records authorized for destruction shall be destroyed in accordance with provisions of 5 FAM 970, Department of State Security Regulations. Contact the Embassy Post Security Officer for instructions. Unclassified material authorized for destruction may be destroyed as wastepaper or disposed of in such other manner as is consistent with local practices and security requirements.

#### M. FILE MAINTENANCE

1. Labels. File drawers, guides and folders should be labeled to facilitate filing, searching and disposition. The gummed labels prescribed in M.5 will be used for labeling folders and guides when they are available from Embassy facilities. Labels should be typewritten.

2. Use of Guides and Folders. The standard guides and folders recommended in M.5 will be used when available through Embassy facilities. To the maximum extent practicable, letter size folders and guides will be used for letter size material, whether letter or legal size filing cabinets are used.

a. Guides are used to divide files and identify each division so that filing and finding of particular folders, papers, or other filed material is facilitated. In addition, guides provide support for material in the file. Use only enough guides to assist in locating subject in the file.

b. Folders are used to keep papers relating to the same function or subject together; to provide a guide to those papers by the label identification; and to protect the papers. When the material in any folder reaches the normal capacity (one inch thick) prepare a new folder and indicate the date covered on both the old and new folders. The second folder should begin at a logical point, such as at the beginning of a month, calendar quarter, etc.

3. Position of Guides. Guides will normally be placed in the file at the beginning of each major division. Under the functional file system, records are separated into eight major functional divisions. Therefore, the information on these guides identifying these divisions will be associated with the functional program.

4. Position of Folder Labels. The file code and subject file title appear on the label of each subject file folder as they appear in the subject outline showing (1) the primary subject--fixed to the left position of folder; (2) the secondary subject fixed to the center position of the folder; and (3) the tertiary subject fixed to the right position of the folder.

5. File Folders, File Folder Labels, and Guide Cards. The following GSA stock numbers identify the standardized file folders, file folder labels and guides. These supplies should be used if available through Embassy facilities.

<u>Kraft Folder</u>	<u>Stock Number</u>
Letter size	7530-663-0031
Legal size	7530-200-4308

<u>File Guide Card</u>	
Letter size, 1/3 cut left position	7530-988-6541
Letter size, 1/3 cut center position	7530-988-6542
Letter size, 1/3 cut right position	7530-988-6543

<u>File Folder Labels (248 labels to box)</u>	
Light blue	7530-577-4368
Green	7530-577-4369
Dark red	7530-577-4371
Yellow	7530-577-4372
White	7530-577-4376

## II - FILE CLASSIFICATION GUIDE

ADMINISTRATION - This section contains suggested subject files and disposal authorization covering record and nonrecord material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) pertaining to administrative or housekeeping functions.

File Classification	Description of Records	Disposal Authorization
ADM-1 Chronological File	Copies of all unclassified outgoing communications filed chronologically. If quantity is large, make separate folders by type of communication, i.e., Aircomm, Airgram, Letter, AGR Reports (Form FAS-154), Telegram, etc. Should these also become bulky, a further division could be made for each month, each quarter of the year, or for a six-month period.	Destroy when two years old
ADM-2 <u>Administrative References</u>		
2-1 <u>Embassy Notices</u>	Copies of all Embassy notices, instructions, bulletins and circulars, filed chronologically.	Destroy when superseded or of no further reference.
2-2 <u>FAS/W Notices</u>	Numbered copies of FAS Notices filed numerically.	Destroy upon expiration date.
2-3 <u>FAS Bulletins</u>	Numbered copies of weekly blue sheets, filed numerically.	Keep no longer than one year.
2-4 <u>Reserved</u>		

File Classification	Description of Records	Disposal Authorization
ADM-3 Budget and Fiscal	Copies of correspondence or other communications and material of a general nature which do not fall under a specific subheading shown below.	Destroy when two years old unless of policy nature. If latter, destroy when policy is superseded.
3-1 <u>Administrative Support (CORE/DAS)</u>	Embassy working papers on composition and distribution of Administrative Support Charges, correspondence with Embassy Budget and Fiscal Section and FAS/W pertaining to analysis of workload and cost distribution.	Destroy when two years old, keeping all working papers for current year and previous year.
3-2 <u>Allowances</u>	Communications and instructions regarding allowances, such as cost of living, living quarters, educational (excluding copies maintained by Embassy Budget and Fiscal Section). For copies of particular individual allowances, see ADM 9-4.	Destroy when three years old, or when superseded by new allowance.
3-3 <u>Authorizations</u>	<p>a. General Letter of Authorization (GA) and related communications. (Original submitted to Embassy Budget and Fiscal Section). For filing vouchers against these authorizations, See ADM. 3-5, 10-1, 10-5, and 11-1.</p> <p>b. Request from FAS/W and reply dealing with status of funds under above authorizations.</p>	<p>Destroy three years after close of fiscal year involved.</p> <p>Destroy three years after close of fiscal year involved.</p>
3-4 <u>Reports</u>	Budget Reports and related correspondence. If volume warrants, separate by name of report.	Destroy three years after close of fiscal year involved.

File Classification	Description of Records	Disposal Authorization
	Fiscal Reports - Funds Status Report, Statement of Transaction, etc. and related correspondence. If volume warrants, separate by name of report.	Destroy three years after close of fiscal year involved.
3-5 <u>Representation</u>	Copies of paid vouchers with guest lists attached and related communications.	Destroy three years after expiration of the GA under which voucher paid.
3-6 <u>Time and Attendance</u>	Copies of Time and Attendance reports (Forms SF-1135 and 1136); Applications for leave and supporting documents. (Original submitted to Embassy Budget and Fiscal Section).	Destroy when one year old.
ADM-4 <u>Communications</u>	Material regarding internal mail, international mail, pouch schedules and telegraphic facilities at post, including policies, procedures and operations of such facilities.	Destroy when superseded.
ADM-5 <u>Information and Public Relations</u>		
5-1 Contribution of Articles	Copies of contributions by FAAO/F and staff to various USDA and other publications and related communications.	Destroy two years after publication of article.
5-2 <u>Mailing Lists</u>	a. Mailing lists showing distribution of FAS publications, USDA Year Books, etc.	Destroy when list becomes obsolete or is superseded.
	b. Communications regarding changes in mailing lists or changes of address.	Destroy when changes made in appropriate list.

File Classification	Description of Records	Disposal Authorization
5-3 <u>Exhibits, Fairs and Expositions</u>	Notice of local exhibits, fairs, expositions, etc., and related communications FASP-2.	Destroy one year after completion of event.
5-4 <u>Films</u>	Communications relating to procurement of films, transmission, distribution, record of showings, etc.	Destroy two years after last showing of film.
5-5 <u>Photographs</u>	Copies of photographs (identified as to who, what, when, where) which cannot be filed in any other category.	Destroy three years after event at which photograph taken.
5-6 <u>Routine Inquiries</u>	Communications relating to requests for general information or publications and replies thereto when not involving a policy decision, special compilation or research for reply.	Destroy when six months old.
5-7 <u>Speeches</u>	Copies of speeches by USDA officials that contain background reference material.	Destroy when one year old.
	Copies of FAAO/F and staff speeches.	Destroy when two years old.

ADM-6 Reserved

File Classification	Description of Records	Disposal Authorization
ADM-7 <u>Meetings</u>		
7-1 <u>Attache Conferences</u>	<p>a. Communications between FAS/W and FAAO/F pertaining to an Attache Conference.</p> <p>b. In addition, host country would have memoranda relating to lists of participants, travel arrangements, hotel accommodations, entertainment arrangements, conference procedure, and financial arrangements (not including vouchers or other fiscal documents).</p>	<p>Destroy after opening of next such conference.</p> <p>Destroy after opening of next such conference.</p>
7-2 <u>Local, Regional, or International Meetings</u>	Communications, agenda, reports, etc., of agricultural meetings which FAAO/F is invited to attend.	Destroy one year after closing date of event.
ADM-8 <u>Organization and Management</u>		
8-1 <u>Audit and Inspection</u>	Copies of reports prepared by Office of Audit, State Department Post Inspectors, FAS Area Officers and related communications. If volume warrants, separate by name of preparing office.	Destroy when succeeding inspection report is received.
8-2 <u>Delegation of Authority</u>	Copies of correspondence, memoranda, etc. from FAAO/F to FAS/W or to Embassy Officers delegating authority for certain functions in his absence.	Destroy when two years old.



File Classification	Description of Records	Disposal Authorization
8-3 <u>Reports</u>		
8-3-1 <u>Records Holding Report</u>	Copies of annual Records Holding Report, guidelines and related correspondence.	Destroy when next year's report is submitted.
8-3-2 <u>Work Distribution and Accomplishment Report</u>	Copies of annual Work Distribution and Accomplishment Report guidelines and related correspondence.	Destroy when two years old, retaining current and previous year.
ADM-9 <u>Personnel</u>		
	Communications and material relating to awards and incentives program; insurance, health benefits, Civil Service benefits, and welfare; employee training. (Material relating to an individual employee would be maintained in his folder).	Destroy when two years old.
9-1 <u>Employment</u>	Applications and related material from potential employees.	Destroy when two years old.
9-2 <u>Position Classification</u>	<p>a. Communications regarding classification and grade level of jobs at post.</p> <p>b. Local salary scales.</p> <p>c. Copies of FAS/F and Embassy Staffing Patterns.</p>	<p>Destroy when two years old.</p> <p>Destroy when superseded.</p> <p>Destroy when superseded.</p>
9-3 <u>Security</u>	<p>a. Directives issued by FAS/W and those prepared or issued by Post or Regional Security Officer.</p> <p>b. Register or logs for recording receipt and disposition of classified material.</p>	<p>Destroy when superseded.</p> <p>Destroy when two years old.</p>

File Classification	Description of Records	Disposal Authorization
9-4 <u>Individual Folder</u>	<p>a. For American personnel--notice of arrival, departure, leave in States (annual), personnel actions, awards, performance ratings, training, allowances, etc. (The official personnel folder of American employees is maintained in FAS/W).</p> <p>b. For Foreign National personnel--copies of application for employment, job description, promotions, awards, performance ratings, training, etc. (The official personnel folder of Foreign National Employees is maintained in Embassy Personnel office).</p>	<p>Destroy when employee leaves post, retaining in one overall folder only information on dates of tour of duty at post.</p> <p>Destroy when employee leaves position, retaining in one overall folder only information on dates of employment and reason for leaving.</p>
ADM-10- <u>Procurement and Property</u>		
10-1 <u>Housing</u>	<p>a. Establish case file for each residence by property address. File would contain any or all of the following:</p> <p>b. Communications, floor plans, specifications regarding construction, maintenance and/or repair, sale of U.S. Government-owned housing excluding record copies of contracts maintained by Regional Foreign Building Office (FBO) and/or Embassy.</p> <p>c. Copies of leases, extensions, communications relating to the lease of Attache, Assistant Attache or Secretary residence, excluding record copies maintained by Regional Foreign Building Office (FBO) and/or Embassy.</p>	<p>Destroy after Government disposes of property. In case of litigation, retain pertinent records until local statute of limitation expires.</p> <p>Destroy three years after expiration, termination or cancellation of lease. In case of litigation, retain pertinent records until local statute of limitations expires.</p>

File Classification	Description of Records	Disposal Authorization
	d. Copies of vouchers, pertaining to rent, utilities and maintenance charges.	Destroy when three years old.
	e. Communications, copies of Purchase Orders and vouchers relating to FAS furnishings of Government-owned or leased residence.	Destroy after property is disposed of or furnishings is replaced.
10-2 <u>Inventories</u>	a. Copies of annual property inventory (AD-113) submitted to FAS/W. (9 FASR 609.2).	Destroy three years after close of fiscal year which inventory is superseded.
	b. Copies of annual reports on disposition of foreign excess equipment, including property acquired through closing of a cooperator office or residence.	Destroy three years after close of fiscal year in which property was disposed.
	c. Communications relating to inventory and control of property.	Destroy when two years old.
10-3 <u>Motor Vehicles</u>	a. Correspondence with Foreign Office, Prefecture of Police, or automobile organizations regarding registration vehicle.	Destroy five years after disposal of vehicle.
	b. Correspondence, memoranda and forms regarding operating, servicing and repair costs of vehicle.	Destroy when one year old.
	c. Correspondence, memoranda and forms regarding accidents involving Government-owned vehicles, operator's report, statement of witnesses and investigating officers, claims, etc.	Destroy three years after accident, or if claim presented, six years after settlement of claim.

File Classification	Description of Records	Disposal Authorization
	d. Annual Motor Vehicle Operation Report due end of fiscal year.	Destroy when two years old.
10-4 <u>Office Furniture, Equipment and Supplies</u>	a. Requests for office furniture and equipment made to General Services Officer (GSO), and when unavailable from GSO, requests made to Management Services Division, FAS/W.	Destroy when two years old.
	b. Routine requests for office supplies from Embassy facilities.	Destroy when six months old.
10-5 <u>Subscriptions</u>	Communications relating to subscriptions for publications; copies of Purchase Orders.	Destroy two years after expiration or renewal of subscription.
ADM-11 <u>Travel</u>		
11-1 <u>Attache Travel</u>	Official travel records, including requests, authorizations, orders, obligating documents, trip reports, vouchers and related papers; local transportation requests and authorizations issued at post, excluding those copies maintained by Embassy Budget and Fiscal Section. If necessary, establish separate folders by traveler's name.	Destroy when three years old.
11-2 <u>Visitors to Post</u>	a. Routine communications regarding travel arrangements, plans, itineraries, hotel reservations, etc., for visitors to post from U.S. or other countries.	Destroy when two years old.
	b. List of persons arriving and departing from post, prepared by Embassy or FAAO/F office.	Destroy when six months old.

File Classification	Description of Records	Disposal Authorization
11-3 VIP Visitors	Establish file by visitor's name and position, or by CODEL in case of congressional visitor. In addition to material mentioned in 11-2, file would contain list of appointments made and guest lists for official functions.	Destroy when two years old.
11- 4 Visitors to U.S.	Routine communications relating to visits by individuals or groups from host country to U.S. not requiring program planning on part of FAS or FAAO/F other than notification to individuals concerned of travel.	Destroy when two years old.

FAS SCHEDULED REPORTING - This section contains suggested subject files and disposal authorization covering record and nonrecord material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) pertaining to general agriculture and specific commodities, such as trade information, trade complaints, documents needed to meet reporting schedules (shuttle sheets, press clippings, etc.) and copies of reports (Form FAS-154) mailed to FAS/W.

File Classification	Description of Records	Disposal Authorization
REP-1 <u>Agriculture - General</u>	Correspondence and related documents pertaining to agriculture in general, such as plant and animal diseases, quarantine regulations, food additives, food and health regulations, forestry, soil, farm machinery, cooperatives, agrarian reform, commodities not covered by established FAS Reporting Schedule, etc. If more than 10 pieces of paper for any subject, make a folder for that subject and expand as required.	Destroy when two years old. If policy matter, retain until policy has been superseded.
REP-2 <u>Commodity Information</u>	<p>d. Correspondence and related documents requesting general or specific information trade complaints (not including P.L. 480 transactions) trade contacts in U.S. and host country, etc. As required by volume, establish a file for each commodity listed in the FAS Reporting Schedule, assigning to it as secondary number the code number assigned in the FAS Reporting Schedule.</p>	Destroy when two years old. If policy matter, retain until policy has been superseded.
	v. Lists of trade contacts or distributors in U.S. and host country.	Destroy when list is superseded.

File Classification	Description of Records	Disposal Authorization
REP-3 <u>Reporting Schedule</u>	<p>2 Correspondence indicating changes to be made in required reporting schedule or additions to same.</p> <p>6 General information on over-all reporting instructions.</p>	<p>Destroy six months after notation made in permanent copy of reporting schedule.</p> <p>Destroy when superseded.</p>
REP-4 <u>Reports</u>	<p>2 Copies of scheduled, alert list, and single-time reports and related correspondence. Establish a file for each commodity (as required) listed in the FAS Reporting Schedule assigning to it as secondary number the code number assigned in the Schedule.</p> <p>6 Report Appraisals (Form FAS-81).</p>	<p>Close file every three years. Destroy when determined by FAAO/F that information is no longer needed for reference.</p> <p>Destroy after submission of next similar report.</p>
REP-5 <u>Shuttle Sheets</u>	<p>Copies of floating and FAAO/F data cards. Maintain by commodities, assigning as secondary number the code number assigned in the FAS Reporting Schedule. When volume warrants, they may be further subdivided by functions, i.e., Area and Production, Trade-Imports, Trade-Exports, Supply and Distribution, Prices, Consumption, etc.</p>	<p>Maintain current annual Shuttle Sheet and historical data for ten years.</p>

File Classification	Description of Records	Disposal Authorization
REP-6 <u>Working Files</u>	Extra copies of reproducible communications, decrees, press releases, newspaper clippings, background studies, analyses, rough drafts, interim reports, questionnaires, etc., received by FAAO/F for information purposes. As required, establish a separate folder by commodities, assigning as secondary number the code number assigned in the FAS Reporting Schedule.	Destroy when information has been transmitted to FAS/W by AGR Report (Form FAS-154) or other means.
REP-7 <u>Economic Reports</u>	Contribution to Embassy reporting schedule (Economic or Political); copies of Embassy and/or Consulate reports.	Destroy when six months old or when information is no longer of value.



Market Development Projects - This section contains subject file classifications and disposal authorizations covering record and nonrecord material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) pertaining to Cooperator Project Agreements and Export Incentive Program.

File Classification	Description of Records	Disposal Authorization
MDP-1 <u>Reserved</u> (Formerly General)		
MDP-2 <u>Regulations and Procedures</u>	General regulations, policies and procedures pertaining to all market development projects.	Destroy when superseded
MDP-3 <u>Reserved</u> (Formerly Workshop)		
MDP-4 <u>Cooperator Projects</u>	Establish a case file for each Commodity Project by project number, commodity and/or cooperator. Following is a suggested breakdown of folders that will constitute each case file. They should be used only if volume warrants and other should be added as required.	
4-1 <u>Agreements and Amendments</u>	Project agreements and amendments and related correspondence. (Copy of Agreement and amendments also filed with Embassy Budget and Fiscal Office).	Destroy three years after calendar year in which project is terminated.
4-2 <u>Correspondence</u>	Correspondence between FAAO/F and local cooperator, FAS/W, or cooperator U.S. office, and copies of correspondence from cooperator office that do not fall into specific sub-category listed elsewhere in this section.	Destroy when two years old unless of a policy nature, in which case retain until policy is changed

File Classification	Description of Records	Disposal Authorization
4-3 <u>Financial</u>	Copies of authorization of funds under cooperator projects. (Copy also to Embassy Budget and Fiscal Office).	Destroy three years after calendar year in which project is terminated.
4-4 <u>Personnel</u>	Correspondence pertaining to cooperator personnel salaries, position description, promotions and compensations, personnel action, etc. If volume warrants, establish a case file by name of cooperator employee.	Destroy one year after individual leaves employment of Cooperator.
4-5 <u>Property</u> (includes residence, offices, furnishings and motor vehicles)		
4-5 -1 <u>Housing</u>	<p>a. Establish a case file for each residence by property address. Files will contain the following: Copies of leases, extensions, rent receipts, and correspondence documenting the lease of U.S. citizen cooperator residence. (11 FASR 407)</p> <p>b. Copies of vouchers pertaining to utilities and maintenance charges.</p> <p>c. Request to Attache with list of all required household furnishings and estimated cost for purchase or repairs. (11 FASR 401.3)</p> <p>d. Annually updated inventory property accumulated. (11 FASR 402.2)</p>	<p>Destroy three years after expiration, termination, or cancellation of lease. In case of litigation, retain pertinent records until local statute of limitations expire.</p> <p>Destroy when three years old.</p> <p>Destroy three years after disposal of furniture.</p> <p>Retain current year inventory and previous year inventory. Destroy final inventory when office is closed after final audit.</p>

File Classification	Description of Records	Disposal Authorization
4-5 -2 <u>Office</u>	<p>a. Establish a case file for each cooperator office. File will contain the following:</p> <p>b. Documentation on the establishment of the office.</p> <p>c. Copies of leases, extension, rent receipts and related correspondence.</p> <p>d. Copies of vouchers pertaining to utilities, maintenance and related correspondence.</p> <p>e. Request to Attache with list of all required equipment, furniture and estimated cost for purchase or repairs.</p> <p>f. Annually updated inventory property accumulated. (11 FASR 402.2)</p>	<p>Keep for two years after office is closed.</p> <p>Destroy three years after expiration, termination or cancellation of lease. In case of litigation retain pertinent records until local statute of limitations expires.</p> <p>Destroy when three years old.</p> <p>Destroy three years after disposal of equipment or furniture.</p> <p>Retain current year inventory and previous year inventory. Destroy final inventory when office closed after final audit.</p>
4-5 -3 <u>Motor Vehicle</u>	Records documenting the request to purchase, written attache approval and supporting documentation as required. (11 FASR 401.4)	Destroy three years after disposal of vehicle.
4-6 <u>Reports</u>		
4-6 -1 <u>Reserved</u> (Formerly ADP Printouts)		
4-6 -2 <u>Reserved</u> (Formerly Fiscal Reports)		

File Classification	Description of Records	Disposal Authorization
4-6 -3 <u>Marketing Plans</u>	Marketing Plans, amendments, or copy of approval letter of cooperator's letter request to carry out activities, and related correspondence pertaining to review and approval. (11 FASR X202)	Destroy when two years old retaining current and previous year.
4-6 -4 <u>Progress Reports</u>	Copies of Annual Progress Reports (11 FASR 301.2) and FAAO/F evaluation and related correspondence. Also copy of terminal report. (11 FASR 301.2)	Destroy two years after submission.
4-6 -5 <u>Special Reports</u>	Copies of special reports as requested and schedule reports. (11 FASR 301.2e)	Destroy two years after submission.
	Copies of Office of Audit inspection reports.	Destroy when five years old.
4-6 -6 <u>Contribution Reports</u>	Copies of Contribution Reports and FAAO/F evaluation, showing contributions made by U.S. Cooperators and third party cooperator. (11 FASR 301.2b and 301.2h)	Destroy two years after submission.
4-6 -7 <u>Travel Reports</u>	Copies of travel reports when project funds are used in any amount for transportation (excluding local travel).	Destroy two years after submission.
4-7 <u>Contracts</u>	3. Copies of proposed contracts and final signed contracts with advertising or public relations agencies, individuals or firms for personal services, etc., and copies of related correspondence. (Copies filed in Embassy Budget and Fiscal Office)	Destroy two years after completion or termination of contract.

File Classification	Description of Records	Disposal Authorization
	<p>b. Copies of contracts between cooperator and individual to perform technical services work. (Copies filed in Embassy Budget and Fiscal Office).</p>	<p>Destroy two years after completion or termination of contract.</p>
	<p>c. Copies of contracts between cooperator and third party cooperator to carry out foreign market development activities. Copies of correspondence and reports as required. (Copies filed in Embassy Budget and Fiscal Office).</p>	<p>Destroy two years after completion or termination of contract.</p>
<p>4-8 <u>Travel</u></p>	<p>Prior notice of travel by Cooperator personnel not located at post and FAAO/F approval of same; itineraries and trip reports of travel by Cooperator personnel. (11 FASR X-5 and 11 FASR 8)</p>	<p>Destroy when two years old.</p>
<p>MDP-5 <u>Export Incentive Program</u></p>	<p>Establish a case file for each Export Incentive Program - maintain the EIP file by Program Agreement Number and FY. The case file shall contain all or part of the following folders: (11 FASR X-9)</p>	
<p>5-1 <u>Agreement and Amendments</u></p>	<p>Attache's comments, copies of program agreement and amendments and related communications.</p>	<p>Destroy three years after calendar year in which program is terminated.</p>
<p>5-2 <u>Financial</u></p>	<p>Fiscal instructions from Budget and Analysis FAS/W, and communications pertaining to the review, approval or disapproval of claims.</p>	<p>Destroy three years after calendar year in which program is terminated.</p>

FAS Country Projects - This section contains subject files classifications and disposal authorization covering record and nonrecord material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F). These files pertain to FAS sponsored market development activities in foreign countries conducted by FAS representatives from Washington, D.C., or by the Agricultural Attache in the host country.

File Classification	Description of Records	Disposal Authorization
FASP - 1 <u>General CPS</u>	Correspondence between FAAO/F - FAS/W and FAS/W and FAAO/F regarding the development of the Country Project Statement (CPS), drafts and revision of the proposed CPS, signed final CPS and amendments.	Destroy 3 years after completion of activities in CPS.
FASP - 2 <u>Exhibits - Fairs</u>	Establish a case file for each exhibit, show and seminar by name, activity number (assigned to it in the CPS budget summary sheet) and FY. When volume warrants, the following breakdown should be used:	
2-1 <u>Reserved</u> (Formerly Agreements)		
2-2 <u>Contracts</u>	Copies of contracts, purchase orders, letters of agreement, participation agreements, work orders, etc., and related correspondence.	Destroy three years after completion of exhibit - fair, etc.
2-3 <u>Financial</u>	Copy of budget, copies of vouchers, copies of obligation of funds, copies of travel authorizations for official travelers and related communications.	Destroy three years after completion of specific exhibit - fair, etc.
2-4 <u>Public Relations</u>	Special receptions (including guest lists), press releases, trade catalogs, photographs and related communications.	Destroy three years after completion of specific exhibit - fair, etc.
2-5 <u>Procurement, Shipping, Disposition</u>	Documents relating to receiving, clearance and transport of products, and disposition of exhibit-fair stands, etc., miscellaneous property, and related correspondence.	Destroy three years after completion of specific exhibit - fair, etc.

File Classification	Description of Records	Disposal Authorization
2-6 <u>Reports</u>	Copies of participants reports and FAAO/F activity reports and related correspondence.	Destroy three years after completion of specific exhibit-fair, etc.
2-7 <u>Travel</u>	Copies of itineraries, arrangements made, etc., for official travelers in connection with exhibit - fair, etc. (If volume warrants, establish a file by name of traveler).	Destroy three years after completion of specific exhibit-fair, etc.
<u>Trade Services</u>		
FASP - 3 <u>New Product Testing</u> <u>Label Clearance -</u> <u>Taste Testing</u>	<p>a. Establish a case file by name of U.S. exporter containing communications from FAS/W, application for clearance of labels on Export Food Products (Form FAS-633), copy of clearance report and related correspondence. If taste testing is done, file the results of the test.</p> <p>b. Contracts related to label clearances and taste testing.</p>	<p>Destroy five years after label clearance or test completion.</p> <p>Destroy two years after completion or termination of contract.</p>
FASP - 4 <u>Trade Opportunity</u> <u>Referral System</u>		
4-1 <u>TORS Inquiry</u>	<p>a. Trade Inquiry Form (FAS-532) follow-up and related correspondence.</p> <p>b. Trade Opportunity Referral Questionnaire (Form FAS-534) and related correspondence.</p> <p>c. List of U.S. supplies by product categories.</p> <p>d. List of foreign buyers for agricultural products.</p> <p>e. Export Briefs</p>	<p>Destroy when two years old.</p> <p>Destroy when two years old.</p> <p>Destroy when superseded.</p> <p>Destroy when superseded,</p> <p>Destroy when one year old.</p>

File Classification	Description of Records	Disposal Authorization
4-2 <u>Contracts</u> <u>Marketing Survey</u>	Copies of contracts used to comprise list of foreign buyers for agricultural products.	Destroy two years after completion or termination of contract.
FASP - 5 <u>Sales Teams</u>	Establish a case file by name of sales team, activity number (assigned to it in the Country Project Statement (CPS)) and related correspondence pertaining to the sales team, travel arrangements, and concurrences, itinerary, contacts, etc.	Destroy three years after completion of activity.
FASP - 6 <u>Buying Team</u>	Establish a case file by name of buying team, activity number (assigned to it in the Country Project Statement (CPS)) and related correspondence pertaining to the buying team; travel arrangements, and concurrences, itinerary, contacts, etc.	Destroy three years after completion of activity.



AGRICULTURAL RESEARCH SERVICE - This section contains suggested subject files and disposal authorization covering record and nonrecord material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) pertaining to the grant program operated by the Agricultural Research Service in certain countries and financed from proceeds of P.L. 480 sales programs.

File Classification	Description of Records	Disposal Authorization
ARS-1 <u>Financial</u>	Annual statement of allocations of funds to cover ARS administrative obligations and related communications. Quarterly report of obligations and expenditures as submitted by Embassy Budget and Fiscal Office.	Destroy two years after fiscal year involved.
ARS-2 <u>General</u>	Communications, documents, etc., relating to the operation of the overall ARS program.	Destroy when two years old.
ARS-3 <u>Travel</u>	Itineraries, travel authorizations and vouchers, arrangements, etc., made for USDA personnel in connection with the ARS programs.	Destroy two years after fiscal year involved.
ARS-4 <u>Grants</u>	Establish a case file for each grant by Grant and Project Number and name of institution doing research under grant. This folder should contain copy of document establishing grant, copies of correspondence forwarding documents to ARS/W or Regional ARS Office, copies of payment authorizations from ARS/W or Regional ARS Office, and copies of vouchers reflecting payment.	Destroy two years after completion or termination of Grant.

ANIMAL AND PLANT HEALTH INSPECTION SERVICE - This section contains suggested subject files and disposal authorization covering record and nonrecord material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) pertaining to Meat and Poultry Inspection, Veterinary Services, and Plant Protection and Quarantine. APHIS employees are assigned to some overseas posts.

File Classification	Description of Records	Disposal Authorization
APHIS	Establish a case file for each of the following activities as need develops: (1) Meat and Poultry Inspection, (2) Veterinary Services and (3) Plant Protection and Quarantine. If volume warrants, all or part of the following breakdowns can be used.	
APHIS - 1 Regulations	APHIS Instruction Manual and amendments.	Destroy when amended or obsolete.
APHIS - 2 Handout	Copies of handout material pertaining to the Animal and Plant Health Inspection Service.	Destroy when obsolete.
APHIS - 3 Correspondence	Correspondence pertaining to specific APHIS activity.	Destroy when no longer needed for reference purposes.

P.L. 480 - This section contains suggested subject files and disposal authorization covering record and non-record material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) resulting from the promulgation and operation of the Agricultural Trade Development and Assistance Act of 1954, as amended (Public Law 480, Food for Peace Act, or Food for Freedom Program).

File Classification	Description of Records	Disposal Authorization
PL 480-1 <u>General</u>	Policies, regulations, instructions, procedures, and the coordination of special programs under P.L. 480 and Agricultural Trade Development and Assistance Act of 1954, and related communications.	Destroy when superseded
PL 480-2 <u>Sales Program</u> <u>Agreements and</u> <u>Amendments</u>	<p>Establish a case file for each Agreement and Amendment by date of signing.</p> <p>This file consists of request, <u>supporting statistical data</u>, negotiating instructions on Agreement and Amendments, including minutes and notes on negotiations, correspondence, telegrams, airgrams and AGR Reports leading up to the approval and signing of an individual Agreement and/or Amendment and copy of signed Agreement and Amendment.</p>	<p>Retain copy of signed individual Agreement and Amendment, copies of minutes and notes on negotiations</p> <p>Destroy all other material two years after close of Agreement or two years after reconciliation of any differences.</p>
2-1 <u>Application</u>	Communications and documents pertaining to the application to purchase agricultural commodities and procure ocean transportation and related documents including tenders, bids, etc. Maintain by date of Agreement.	Destroy one year after expiration of Purchase Authorization.

File Classification	Description of Records	Disposal Authorization
2-2 <u>Purchase Authorizations</u>	Copies of all Purchase Authorizations pertaining to particular Agreement and/or Amendment and communications between FAS/W and FAAO/F and with government of importing country pertaining to the termination, extension of delivery period, etc. Record copy of Purchase Authorization maintained by OGSM/W, Maintain by date of agreement.	<u>Destroy one year after expiration of Purchase Authorization.</u>
2-3 <u>Currency</u>	Records of deposits and repayments due and made including Form CC-331, schedule of payments, and related communications and documents dealing with end uses of currency. Subdivide as volume warrants following above breakdown. Maintain by date of Agreement.	<u>Destroy two years after close of Agreement, or two years after reconciliation of any differences.</u>
PL 480-3 <u>Compliance</u>	Communications and related documents pertaining to compliance requirements, i.e., information on arrivals, usual marketing, assurances on resale, transshipment, export restrictions and limitation, self-help programs, publicity and marketing, etc. Subdivide as volume warrants following above breakdowns. Maintain by date of Agreement.	<u>Destroy two years after close of Agreement or two years after reconciliation of any differences.</u>
3-1 <u>ADP Printouts</u>	ADP printouts used in connection with a reconciliation of shipments and arrivals. Maintain printouts by page number.	Destroy one year after all PAs listed on printout have been completed.

File Classification	Description of Records	Disposal Authorization
3-2 <u>Reports</u>	<p>b. Maintain a pending file for those printouts requiring further check for reconciliation of shipments.</p> <p>Quarterly Progress Reports submitted as required on Form FAS-154.</p>	<p><u>Destroy two years after close of Agreement or two years after reconciliation of any differences.</u></p>
PL 480-4 <u>Reserved</u>		
PL 480-5 <u>Foreign Donations</u>	<p>Communications and related documents on Famine Relief, Title II, P.L. 480, and Charity uses, previously Title III of P.L. 480.</p>	<p>Destroy when one year old.</p>

COMMODITY CREDIT CORPORATION PROGRAMS - This section contains suggested subject files and disposal authorization covering record and nonrecord material accumulated and maintained by Foreign Agricultural Affairs Officer (FAAO/F) resulting from promulgation and operation of Commodity Credit Programs under the CCC Charter and Public Law 89-08.

File Classification	Description of Records	Disposal Authorization
<u>EXPORT CREDIT SALES PROGRAM</u>		
CCC/ECS-1 General	Regulations, instructions, procedures, etc. documenting the overall CCC Export Credit Sales Program.	Destroy when superseded.
CCC/ECS-2 <u>Credit Sales</u>	Establish a case file including financing agreement, and related documentation which may be used to verify actual imports of commodities into a country. Special requests and replies thereto to investigate discrepancies between commodities shipped and those received are also transmitted.	Destroy three years after final date of export as shown on financial agreement.
CCC/ECS-3 Reports to FAS/W	<u>Special Reports on market information and other data relating to CCC financing.</u>	<u>Destroy three years after the establishing of CCC Credit.</u>
CCC/ECS-4 Reports from OGSM	<u>Reports received from OGSM on CCC Program</u>	<u>Destroy when one year old.</u>
CCC/ECS-5 <u>Lists</u>		
5-1 <u>Export Sales List</u>	Copies of CCC Monthly Sales List.	Destroy when three months old.
5-2 <u>CCC Price List</u>	Weekly list of CCC Support Prices by commodities.	Destroy when three months old.

File Classification	Description of Records	Disposal Authorization
<u>NEGOTIATED SALES CONTRACTS</u>		
CCC/NSC-1 General	Policies, regulations, instructions, and procedures documenting the overall exports, importation and use of commodities purchased under the Negotiated Sales Contracts.	Destroy when superseded.
CCC/NSC-2 <u>Case File</u>	Establish a case file by GSM Contract Number of copies of sales contract; communications with foreign government or agency concerning the distribution plans for the commodities and related documents, i.e., copies of bill(s) of lading and quarterly report received from the importing country or agency showing the use made of the commodities.	Destroy three years after expiration of contract.

INTERNATIONAL TRADE AND ORGANIZATIONS - This section contains suggested subject files and disposal authorization covering record and nonrecord material accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F) relating to various regional and international agreements and organizations.

File Classification	Description of Records	Disposal Authorization
ITO-1 <u>General</u>	Communications, reports and documents dealing with U.S. agricultural interests in government or nongovernment agreements or organizations which do not fall under a specific heading listed below.	Destroy when superseded or when no longer of reference value.
ITO-2 <u>Commodity Agreements</u>	<p>a. Communications, reports and documents dealing with U.S. agricultural interests in commodity agreements, such as International Coffee Agreement, International Wheat Agreement, etc.</p> <p>b. Where country is depository for a particular international agreement, expand file as needed to handle copies of documents issued by headquarters and transmitted to FAS/W.</p>	Destroy when superseded or when no longer of reference value.
ITO-3 <u>Bilateral Country Relationships</u>	Communications, reports and documents dealing with U.S. agricultural interests in bilateral country relationships between host country and another country, such as Philippines-U.S. (Laurel-Langley Act), Brazil-Argentina, etc.	Destroy when superseded or when no longer of reference value.
ITO-4 <u>Regional Groupings</u>	Communications, reports and documents dealing with U.S. agricultural interests in regional groupings, such as EEC, LAFTA, CACM, EFTA, etc.	Destroy when superseded or when no longer of reference value.



File Classification	Description of Records	Disposal Authorization
ITO-5 Organizations	Communications, reports and documents dealing with U.S. agricultural interests in organizations such as UN (also ECLA, ECE, ECA, ECAFE); FAO; GATT; OECD; IMF; IBRD, etc., or private organizations such as International Chamber of Commerce, etc.	Destroy when superseded or when no longer of reference value.

## PUBLICATIONS

This section contains filing instructions and disposal authorization covering nonrecord publications accumulated and maintained by the Foreign Agricultural Affairs Officer (FAAO/F). The disposal dates are given as guidance, but earlier disposition is authorized at the discretion of the FAAO/F. The publication file should be maintained alphabetically by the title of the publication.\* Publications are received at regular intervals, such as Foreign Agriculture, should be kept together in a folder. The staff should note on the cover during their review any article which deserves more than the time allotted for retention accorded periodicals. Before destroying publications thus marked, refer the publication back to the individual so that a further review of the article can be made. If it is determined the article still has value, it may be removed from the publication and retained until it has no further value.

Bulk Publications. Upon receipt, determine immediately the disposition to be made of bulk supply of publications and pamphlets. A limited number, if needed, should be kept for handout purposes, and the remaining supply sent to schools or libraries, or thrown away. Do not allow this type of material to accumulate and occupy important reading room, or office space.

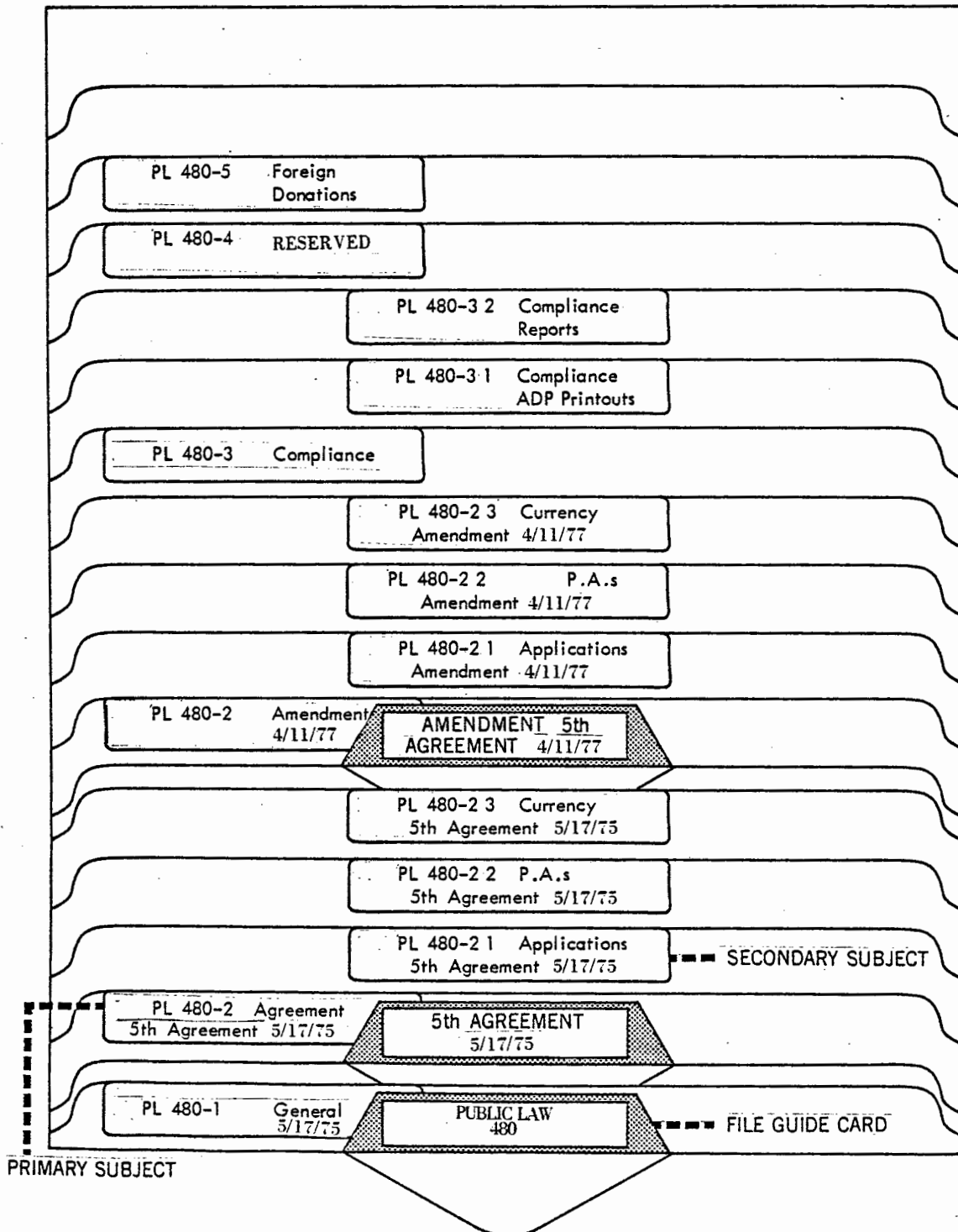
Description	Disposal Authorization
1. <u>Annual Publications</u> receive from U.S. or foreign governments or other sources, such as "World Agricultural Situation."	Retain only current issue and previous year.
2. <u>Quarterly Publications</u> receive from U.S. or foreign governments or other sources, such as "Poultry and Egg Situation."	Retain last four issues. Destroy the oldest issue when the most recent issue is placed in the folder.
3. <u>Monthly Publications</u> received from U.S. or foreign governments or other sources, such as "Foreign Agricultural Trade of the United States."	Retain one year. Destroy the oldest issue when the most recent issue is placed in the folder.
4. <u>Weekly Publications</u> received from U.S. or foreign governments or other sources, such as "Foreign Agriculture," "The Kiplinger Letter."	Read and destroy or retain no longer than six months.
5. <u>Daily Publications</u> received from U.S. or foreign governments or other sources, such as "Market News."	Read and destroy or retain no longer than three months.

\* Keeping all U.S. publications separate from those received from other sources.

# CASE FILE

EXHIBIT A

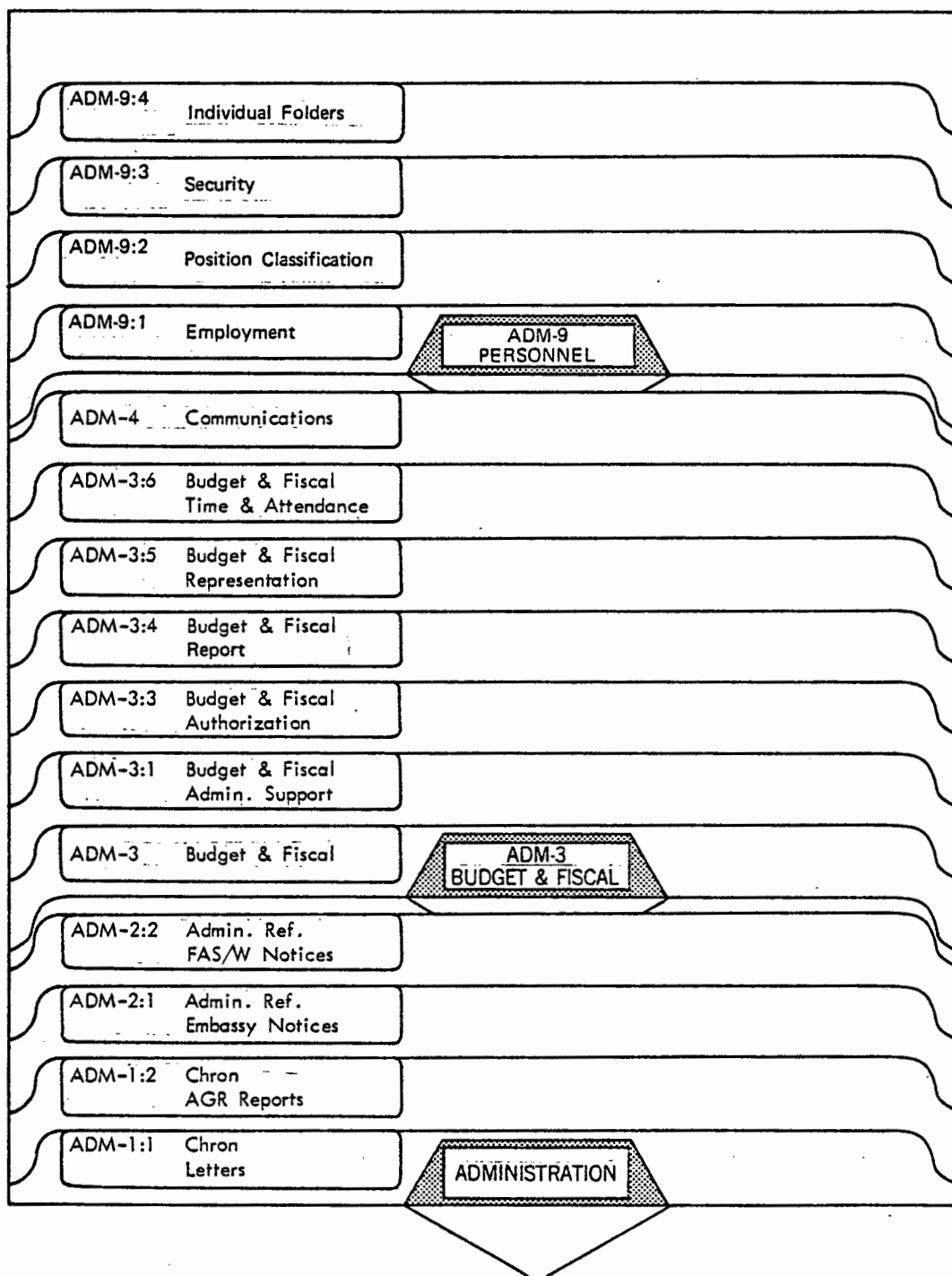
## GUIDES - LABELS - FOLDERS



# SUBJECT FILE

EXHIBIT B

## GUIDES - LABELS - FOLDERS



# GEOGRAPHIC FILE

EXHIBIT C

## GUIDES - LABELS - FOLDERS

REP-4 Zambia	Reports	
	REP-4:21 Uganda	Reports Tobacco
	REP-4:7 Uganda	Reports Fibers
	REP-4:6 Uganda	Reports Fats & Oils
	REP-4:5 Uganda	Reports Dairy
	REP-4:4 Uganda	Reports Cotton
REP-4 Kenya	Reports	REP - 4 REPORTS
REP-2:5 Zambia	Commodity Info. Dairy	
REP-2:4 Zambia	Commodity Info. Cotton	
	REP-2:21 Uganda	Commodity Info. Tobacco
	REP-2:7 Uganda	Commodity Info. Fibers
	REP-2:6 Uganda	Commodity Info. Fats & Oils
	REP-2:5 Uganda	Commodity Info. Dairy
	REP-2:4 Uganda	Commodity Info. Cotton
REP-2 Kenya	Commodity Info.	REP - 2 COMMODITY INFORMATION

SHUTTLE SHEETS FILE  
GUIDES - LABELS - FOLDERS

EXHIBIT D

REP-5-21 SHUTTLE SHEETS  
TOBACCO

REP-5-19 SHUTTLE SHEETS  
SUGAR

REP-5-18 SHUTTLE SHEETS  
CONDIMENTS

REP-5-15 SHUTTLE SHEETS  
POULTRY & EGGS

REP-5-14 SHUTTLE SHEETS  
NUTS

REP-5-12 SHUTTLE SHEETS  
HOPS

REP-5-9 SHUTTLE SHEETS  
FRUIT, DRIED

REP-5-8 SHUTTLE SHEETS  
FRUIT, CITRUS

REP-5-7 SHUTTLE SHEETS  
FIBERS

REP-5-6 SHUTTLE SHEETS  
FATS & OILS

REP-5-5 SHUTTLE SHEETS

REP-5-4 SHUTTLE SHEETS  
COTTON

REP-5-3 SHUTTLE SHEETS  
COFFEE

REP-5-2 SHUTTLE SHEETS  
CACAO

REP-5 SHUTTLE SHEETS



**OUTGOING CABLE LOG (TOFAS or State Cable)**

[illegible]





## CY \_\_\_\_\_

[illegible]

## CONTACT CARD, FORM FAS-8 (Rev. 6-75)

ORGANIZATION	SUBJECT
ADDRESS	PHONES
OTHER INFORMATION	

**FRONT**


FAS-8 (Rev. 6-75) CONTACT CARD

OTHER INFORMATION (CONTD.)

**REVERSE SIDE**

INITIAL CONTACT	DATES AND INITIALS OF PERSON UPDATING							
	DATE	INT.	DATE	INT.	DATE	INT.	DATE	INT.
DATE								
INITIALS								

Note: Use existing supplies of Contact Cards, FAS-8 (2-68) before ordering revised form.

<b>CROSS-REFERENCE</b> (Name, number, or subject under which this form is filed)		
		ADM-8 (Organization and Management)
<b>IDENTIFICATION OF RECORD</b>	DATE	4-20-77
	TO	Agricultural Attache AmEmbassy Santiago
	FROM	Latin American Area Officer
	BRIEF SUMMARY OF CONTENTS	Reply to letter dated 4-1-77 re new office quarters and personnel action regarding quality step increase.
<b>FILED</b> (Name, number, or subject under which the document itself is filed)	ADM-9-4 Individual Personnel Folder	

Prepare cross-reference sheets when (1) a document contains more than one name, number or subject under which it should be filed, and (2) sufficient copies of the record itself are not available for this purpose.

Single cross-references--select first sheet from pad, enter cross-reference caption in open space opposite.

Two cross-reference--select first two sheets from pad, enter first caption in open space opposite. Enter second caption in a shaded space that matches the open space on the second sheet.

Three cross-references--select first three sheets from pad, enter captions in all three spaces provided.

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