

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-354-89-01

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

DATE RECEIVED

7-24-89

1 FROM (Agency or establishment)

U. S. Department of Agriculture

2 MAJOR SUBDIVISION

Assistant Sec of Economics/Economic Analysis Staff

3 MINOR SUBDIVISION

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

4 NAME OF PERSON WITH WHOM TO CONFER

Sharon M. Flynn

5 TELEPHONE EXT

447-4612

DATE

2/12/90

ARCHIVIST OF THE UNITED STATES

Claudia J. Miller

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 8 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE	C SIGNATURE OF AGENCY REPRESENTATIVE	D TITLE
12/22/89	KEITH W. ANDERSON <i>Keith W. Anderson</i>	Chief, Management Analysis Branch

7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1	<p>OFFICE OF THE ASSISTANT SECRETARY OF ECONOMICS (ASE) AND ECONOMIC ANALYSIS STAFF (EAS) ADMINISTRATIVE RECORDS</p> <p><u>Associations, Boards, Committees, Councils, and Conferences.</u> (Arrange by file code, then alphabetically by name or title.)</p> <p>a. <u>Internal Agency Board, Committee, Council, and Conference Records</u> received, processed, and created by Economic agencies' activities and maintained by the sponsor. Records may include but are not limited to: administrative management projects and improvement recommendations, advisory committees, project proposals, program operation and procedure improvement recommendations, agendas, minutes, final reports, decisions, and related records documenting accomplishments.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p>		

Copy sent to NCF, NNT, NFW 2/15/90

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
2.	<p>b. <u>All other committee-conference records and copies.</u></p> <p>Break files annually. <u>Destroy</u> 3 years after file break, or when no longer needed for reference, whichever is sooner.</p> <p style="text-align: center;"><u>POLICY AND PRECEDENT</u></p> <p><u>Policy and guidelines</u> covering administrative management and program functions not included in official directives and handbooks.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p style="text-align: center;"><u>ORGANIZATION MANAGEMENT</u></p>		
3	<p><u>Authority Delegations.</u> (Arrange by file code.)</p> <p>a. <u>Copies of Departmental documents</u> delegating authority to the agency and/or specific positions to perform assigned functions and/or specific actions. Includes original copies of authority delegations issued by agency officials to identified positions.</p> <p><u>Destroy</u> 3 years after delegation is superseded or obsolete.</p> <p>b. <u>Original copies of temporary or limited authority delegations</u> issued by agency officials to individuals by name.</p> <p><u>Destroy</u> when superseded or obsolete.</p>		
4.	<p>a. <u>Legislation.</u> (Arrange by file code, then alphabetically by subject or title.) Records pertaining to the formulation and review of legislation affecting the Economics agencies programs including significant case files, consultants' opinions, or other documents of a precedential nature.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p>		

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	<p>b. <u>Legal Decisions/Opinions.</u> (Arrange by file code) Agency copies of USDA Office of the General Counsel (OGC) opinions and comments on General Accounting Office (GAO) and Comptroller General decisions or instructions, legislation, and court decisions affecting ASE/EAS.</p> <p><u>Destroy</u> when no longer needed for reference.</p> <p>5. <u>Organization Management.</u> (Arrange by file code, then alphabetically by agency.) Official organization charts, narrative histories, mission statements, and related records which document the organizations and function of the Economics agencies.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p>6. <u>Management Programs.</u> (Arrange by file code, then alphabetically by agency.)</p> <p>a. <u>Records of internal Economics agencies management improvement of program systems and procedures.</u> Includes study and analysis reports and recommendations, project statements, final reports, analyses of test performance, and correspondence pertaining to statistical data collection, economic research projects and studies, and economic analyses.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p>b. <u>Records of internal ASE/EAS management improvement of administrative systems and procedures.</u> Includes study reports and recommendations, project statements, final reports, analyses of test performance, and correspondence.</p> <p>Break files at end of year in which project or other recommended action is completed. <u>Destroy</u> 5 years after file break, or when no longer needed for reference, whichever is sooner.</p> <p>c. <u>All other ASE/EAS copies of approved management improvement records, and cancelled or disapproved</u></p>		

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	<p><u>recommendations and projects.</u> Includes interim project progress reports, correspondence concerning status of (or minor changes in) established objectives, or other routine documents.</p> <p>Break files at end of year in which project or other recommended action is completed, canceled, or disapproved. <u>Destroy</u> 5 years after file break, or when no longer needed for reference, whichever is sooner.</p> <p>d. <u>Documentation of ASE/EAS participation in Departmental management programs.</u> Includes initial reports and project proposal statements, amendments, final reports, and related non-routine correspondence.</p> <p>Break files at end of year in which proposed action is completed. Transfer to a FRC 2 years after file break. <u>Destroy</u> when 5 years old.</p> <p>7. <u>Management Controls.</u> (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. <u>Records of externally performed comprehensive inspections,</u> audits, and surveys of EAS operations by NARA, GAO, or other Federal agencies. Includes initial reports, agency final reports of corrective actions taken, and related pertinent correspondence.</p> <p>Break files at end of year in which final action is completed. <u>Destroy</u> 10 years after file break.</p> <p>b. <u>Records of internal and/or limited audits, inspections, and special reviews</u> of agency operations by EAS or other USDA agencies. Includes initial report, final report of corrective actions taken, and related pertinent correspondence.</p> <p>Break files at end of year in which final action is completed. Transfer to a FRC 2 years after file break. <u>Destroy</u> when 5 years old.</p> <p>c. <u>Routine correspondence, feeder reports, and similar documents</u> of a related but routine nature.</p> <p>Break files annually. <u>Destroy</u> 2 years after file break.</p>		

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EXTERNAL RELATIONS

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8.	<p><u>Congressional and Executive Office Communications.</u> (Arrange by file code, then alphabetically by subject or title.)</p> <p>a. <u>Correspondence, reports, and supporting papers</u> relating to legislation, Economics Agencies' programs, and proposals with potential substantive effects on organization functions or existing programs.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p>b. <u>Routine, non-substantive inquiry and response to inquiry correspondence and reports</u> relating to established programs, non-substantive functions, on-going operations, and routine administrative matters. Includes extra copies of records described in paragraph 7a above, and related internal correspondence and reports.</p> <p>Break files annually. <u>Destroy</u> 2 years after file break.</p>		
9.	<p><u>External Relations.</u> (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. <u>Record copies</u> of cooperative agreements, interagency cooperative agreements, research agreements, Memoranda of Understanding with State Government agencies or university systems, and formal approval of extension(s)/amendments that significantly affect agency program functions. Also includes non-routine, related correspondence.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p>b. <u>Records of agency response to Congress concerning legislation and requests for information.</u> Includes correspondence and reports in response to Congressional inquiries; records of routine interaction and cooperation with other Federal, State and local government agencies, educational institutions, and private organizations; and agency requests for <u>Federal Register</u> publication of regulatory, functional, or policy information.</p>		

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	<p>Break files annually. <u>Destroy</u> 3 years after file break.</p> <p>10. <u>Emergency Preparedness</u>. (Arrange by file code.) Records of ASE/EAS participation in the Departmental program. Includes Departmental instructions, correspondence, and reports relating to compliance and related actions.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p style="text-align: center;"><u>INFORMATION/PUBLICITY</u></p> <p>11. <u>Official Speeches</u>. (Arrange by file code, then alphabetically by subject.)</p> <p>a. <u>Single record copies of prepared scripts of official speeches</u> presented to a public audience by the Assistant Secretary for Economics or the Director, EAS concerning Economic agencies' policies and programs. Includes speech scripts, indexes, and a clear copy of charts and other visual aids which the agency or USDA has not published. Annual accumulation is approximately 1 cubic foot.</p> <p><u>Permanent</u>. Break files annually Transfer to a FRC, with appropriate file code or subject index, 5 years after file break. Offer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., offer 1984-1988 block in 2003).</p> <p>b. <u>Single record copies of prepared scripts of official speeches and lectures</u> presented by other ASE/EAS officials. These speeches and lectures are presented to inform the audience of established agency policies and programs. Includes scripts, charts, and other visual aids which may or may not have been published by the agency or USDA.</p> <p>Break files annually. <u>Destroy</u> 3 years after file break.</p>		

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	<p style="text-align: center;">PROGRAM RECORDS</p> <p>Economic Analysis Staff program operations are designed to perform the following assigned functions:</p> <ol style="list-style-type: none"> 1. Assist the Assistant Secretary for Economics in developing, organizing, coordinating, and synthesizing economic and statistical analyses to be used as a basis for planning and evaluating short and intermediate range agricultural policy. 2. Develop economic and statistical analyses in order to evaluate complex domestic and foreign agricultural problems and issues crossing agency lines. 3. Review and evaluate recommendations submitted by other USDA agencies, task forces, and study groups for their policy implication and impact upon the agricultural economy. 4. Analyze legislative proposals concerning domestic and foreign agricultural issues and advise the Assistant Secretary for Economics of policy implications. <p>12. <u>Records relating to Issue Papers.</u> (Arrange by file code, then alphabetically by subject or title.)</p> <p>a. <u>Record sets of issue papers</u> researched and written in response to emergency situations, to external requirements or requests, or to meet internal functional requirements. The papers are brief studies ranging from two to four pages in length covering topics such as price insurance options for agricultural procedures, dairy policy, the dairy situation, and the 1990 wheat program option. Records arranged chronologically. Annual accumulation is less than one cubic foot.</p> <p><u>Permanent.</u> Break files at end of year study or analysis is completed and final action is taken. Transfer to a FRC 5 years after file break. Offer to the National Archives when the most recent records are 15 years old in 5-year blocks (e.g, offer 1984-1988 block in 2003).</p>		

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13	<p>NOTE: <u>Destroy</u> records of incomplete, canceled, or discontinued issue papers for which no final report is approved or issued 3 years after final action.</p> <p>b. <u>Background files</u> including drafts, memoranda, correspondence, copies of studies being conducted elsewhere, requests for information related to an Issue Paper, and materials generated by other agencies used as background material.</p> <p>Break files annually, or at end of year study or analysis is completed, canceled or otherwise discontinued. <u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p><u>Records related to published and unpublished reports produced by EAS.</u></p> <p>a. Record sets of reports prepared to address a subject of significant impact on the U.S. agricultural economy. The reports reveal USDA monitoring of the problem and the coordination of Federal government response. An example is <u>The Drought of 1988: Final Report of the President's Interagency Drought Policy Committee.</u></p> <p><u>Permanent.</u> Break files at the end of the year in which the report is issued. Retire to FRC 3 years after file break or in accumulations of one cubic foot. Transfer to the National Archives when the most recent reports are 15 years old (e.g., transfer the 1984-88 block in 2003).</p> <p>b. Background files including drafts of the report, memoranda, correspondence, copies of similar studies, requests for information related to the report, and materials generated by other agencies used as background material.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p>		