

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-354-83-01

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

## Explanation / Description:

The following items were superseded by N1-355-91-01.

NC1-354-83-01/1/B  
NC1-354-83-01/5/B  
NC1-354-83-01/5/C  
NC1-354-83-01/6/A  
NC1-354-83-01/6/B  
NC1-354-83-01/6/C  
NC1-354-83-01/7/A  
NC1-354-83-01/7/B  
NC1-354-83-01/8/A  
NC1-354-83-01/8/B  
NC1-354-83-01/16/A  
NC1-354-83-01/16/B  
NC1-354-83-01/19/B  
NC1-354-83-01/19/C  
NC1-354-83-01/20  
NC1-354-83-01/22

All items in this schedule not superseded by N1-355-91-01 were confirmed to be inactive per email from agency records officer Teresa McDuffie-Frye dated October 28, 2020.

Date Reported: 12/28/2020

# INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**  
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Agriculture

2. MAJOR SUBDIVISION  
Economics, Statistics, and Cooperatives Service (ESCS)

3. MINOR SUBDIVISION  
Statistics

4. NAME OF PERSON WITH WHOM TO CONFER

DONA M. VOLZ

5. TEL EXT

447-5671

LEAVE BLANK

JOB NO

NC1 350 78 1

DATE RECEIVED  
15 MAY 1978

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

10-24-78 *James B. Rhoads*  
Date 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 42 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 4/9/78	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Henry O. Altenberg</i> HENRY O. ALTENBERG	E. TITLE Chief Records, Systems, and Analysis Branch, ASD
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>ECONOMICS, STATISTICS, AND COOPERATIVES SERVICE (ESCS) STATISTICS ADMINISTRATIVE RECORDS</p> <p>ASSOCIATIONS, BOARDS, COMMITTEES, COUNCILS, AND CONFERENCES</p> <p>Internal Agency Board, Committee, Council, and Conference. Records received, processed, and created by internal agency activities and maintained by the sponsor or Secretariat. Records may include but are not limited to: Agency administrative-management projects and improvement recommendations, research project proposals, program operation and procedure improvement recommendations, agendas, minutes, final reports, decisions, and related records documenting accomplishments. <i>Sorted alphabetically by name.</i> Permanent. Break files annually. Transfer to FARC 5 years after final decision or action is completed. Offer to NARS, 10 years thereafter. <i>15 old.</i></p> <p>NOTE: All other committee-conference records and copies - GRS 16, Item 12.</p>	None	14/yr.

*Agency copy sent 12-28-78 to NNS, NMF, NNA, & AU FRC's*

*MD 10-27-78*

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
	<u>DIRECTIVES</u>		
2.	<p><u>Statistics Directives.</u> (Arrange by file code, then alphabetically by title in assigned number order.)</p> <p>a. Single copy record files of each new and revised internal directive issuance detailing policy and procedure. Includes: Crop, Livestock and Prices Estimates Manuals, Crop Estimating and Operations Memoranda, and Operating Procedures Handbooks with incorporated forms.</p> <p>Permanent. Transfer to FARC 5 years after directive issuance is cancelled, superseded, or becomes obsolete. Offer to NARS 15 years after issuance is cancelled, superseded, or obsolete.</p> <p>b. All other copies.</p> <p>Destroy when cancelled, superseded, obsolete, or no longer needed for reference.</p> <p>NOTE: Background review, recommendation, and other working papers: GRS 16, Item 1b and GRS 16, Item 10.</p>	<p>NN162-31 Item 5</p> <p>None</p>	<p>1 cu. ft./yr.</p>
	<u>STATISTICS FORMS</u>		
	<p>(Arrange master form record files by file code, then alphabetically by title or sequentially by form number, separated into current and obsolete groups.)</p> <p>One master record copy of each form created and issued for use by Statistics (and formerly SRS) Headquarters and Field Offices will be kept. Related instructions and documentation showing inception, purpose, and scope will be kept with the form record copy.</p>		
3.	<p><u>Federal Surveys.</u> Survey forms created and issued to Headquarters and Field Offices for the purpose of collecting, tabulating, and editing statistical and inferential data relating to the national agricultural economy. Federal surveys are conducted on subjects of wide national interest and concern.</p> <p>a. One master copy of each Federal survey form approved by OMB, work sheets and summary sheets will be kept by the Headquarters as the record copy.</p>		<p>1 1/4/yr.</p>

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
	<p><u>Permanent</u>. Break files when a form is superseded, cancelled, or discontinued. Transfer to FARC 2 years after file break and offer to NARS 12 years after form is superseded or cancelled.</p> <p>b. One copy of each Federal survey form kept by using Field Offices. This includes those adapted using alternative entries from the Statistics Form approved by OMB.</p> <p><u>Dispose</u> with Field Office survey summary files for the applicable survey when 7 years old, or when final census review is satisfactorily completed, or when no longer needed for reference.</p> <p>c. All other copies.</p> <p><u>Destroy</u> as instructed when form is superseded, cancelled or discontinued, or when no longer needed for reference correlation with collected survey data.</p>	<p>NN162-31 Item 9a</p> <p>NN162-31 Item 9a(2)</p> <p>None</p>	
4.	<p><u>State Government Surveys</u>. Survey forms created and used by Field Offices for the purpose of collecting, tabulating, and editing statistical and inferential data relating to the agricultural economy of a State. State surveys are conducted by and for the Government of that State.</p> <p>a. One master record file copy of each State survey form including work sheets and summary sheets will be kept by the surveying Field Office.</p> <p><u>Dispose</u> according to the governing regulations of the State. If no State regulations exist, forms files may be disposed with the summary records of the applicable survey when 7 years old, or when final census review is satisfactorily completed, or when no longer needed for reference.</p> <p>b. All other copies.</p> <p><u>Destroy</u> as instructed when form is superseded, cancelled or discontinued, or when no longer needed for reference correlation with collected survey data.</p>	<p>NN168-97 Item 1</p> <p>None</p>	
5.	<p><u>Other Statistics Forms</u>. Administrative and other management forms created by Statistics and issued to Headquarters and Field Offices for internal preparation and use.</p>		2 <sup>4</sup> / yr.

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
	<p>a. Single master record copy files kept by Statistics Headquarters.</p> <p>Permanent. Break file when a form is cancelled or superseded. Transfer to FARC 2 years after file break and offer to NARS 12 years after form is superseded or cancelled.</p>	None	2"/yr.
	<p>b. All other copies.</p> <p>Destroy as instructed by Statistics when form is cancelled or superseded, or when no longer needed for reference.</p>	None	
	<u>ORGANIZATION-MANAGEMENT</u>		
6.	<p><u>Authority Delegations.</u> (Arrange by file code.)</p> <p>a. Copies of Departmental documents delegating authority to the agency and/or specific officials to perform assigned functions and/or specific actions. Original copies of authority delegations issued by agency officials to identified positions.</p> <p>Destroy 3 years after delegation is superseded or obsolete.</p>	NN162-31 Item 2	
	<p>b. Original copies of temporary or limited authority delegations issued by agency officials to individuals by name.</p> <p>Destroy when superseded or obsolete.</p>	NN162-31 Item 2	
7.	<p><u>Policy.</u> (Arrange by file code.) Record documents which establish management and/or program policy, or describe or recommend major deviations from established policy issued as other than official directives. Includes correspondence, special studies and analyses, reports, and supporting documents.</p> <p>Permanent. Break file at end of year in which established policy is superseded, becomes obsolete, or a major deviation is established. Forward to FARC when 5 years old and offer to NARS when 15 years old.</p>	NN162-31 Item 2	WITHDRAWN

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
8.	<p>Legal Decisions/Opinions. (Arrange by file code.) Agency copies of USDA Office of the General Counsel (OGC) opinions and comments on GAO and Comptroller General decisions or instructions, legislation, and court decisions affecting Statistics.</p> <p><u>Destroy</u> when no longer needed for reference.</p>	<p>NN162-31 Item 2</p>	
9.	<p>Consultant Opinions. (Arrange by file code.) <i>by other agencies</i> copies of correspondence, reports, and supporting analysis originated by Statistics experts consulted on proposed statistical research projects, data surveys, or methodology.</p> <p><del>a. Internal agency requests concerning proposed agency actions.</del></p> <p><del>Break file annually. Destroy when 4 years old. sc</del></p> <p><del>b. Requests originating outside Statistics.</del></p> <p>Break file annually. <u>Destroy</u> when 2 years old.</p>	<p>NN162-31 Items 1(a) and 2</p> <p>None</p>	
10.	<p>Management Programs. (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. Records of internal Statistics management improvement of administrative and program systems and procedures. Includes study and survey reports and recommendations. Also includes, proposed statistical data collection, processing or reporting systems research project statements, final reports, analyses of test performance, and related pertinent correspondence.</p> <p>Permanent. Break files at end of year in which recommended actions are superseded or become obsolete. Transfer to FARC when 5 years old and offer to NARS when 15 years old.</p> <p>b. All other organization copies of approved management improvement records, and cancelled or disapproved recommendations and projects. Also includes interim project progress reports, correspondence concerning status or minor changes in established objectives, or other routine documents of limited retrieval value.</p>	<p>NN162-31 Items 1(a) and 2</p>	<p>&lt; 1/2 cu. ft. / yr.</p>

**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
	<p>Break files at end of year in which project or other recommended action is completed, cancelled, or disapproved. <u>Destroy</u> when 5 years old or no longer needed for reference, whichever is sooner.</p> <p>c. Documentation of Statistics participation in Departmental management programs including management by objectives and cost reduction. Includes initial reports and project proposal statements, amendments, final reports, and related non-routine correspondence.</p> <p>Break file at end of year in which proposed action is completed. Transfer to FARC when 2 years old. <u>Destroy</u> when 5 years old.</p> <p>11. <u>Management Controls.</u> (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. Records of externally performed comprehensive inspections, audits, and surveys of Statistics operations by NARS, GAO, or other Federal agencies. Includes initial reports, agency final reports of needed corrective actions taken, and related pertinent correspondence.</p> <p><del>Permanent. Break files at end of year in which final necessary action is completed. Transfer to FARC when 4 years old and offer to NARS when 14 years old.</del></p> <p><i>Destroy when 10 years old. SC 5-26-78</i></p> <p>b. Records of internal and/or limited audits, inspections, and special reviews of agency operations by Statistics or other USDA agency. Includes initial report, final report of final corrective actions taken, and related pertinent correspondence.</p> <p>Break files at end of year in which final necessary corrective action is completed. Transfer to FARC when 2 years old. <u>Destroy</u> when 5 years old.</p> <p>c. Routine correspondence, feeder reports, and similar documents of a related but routine nature.</p> <p>Break files annually. <u>Destroy</u> when 2 years old.</p>	<p>NN162-31 Items 1(a) and 2</p> <p>None</p> <p>None</p> <p>None</p> <p>None</p>	
12.	<p><u>External Relations.</u> (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. Records copies of interagency cooperative agreements</p>		

**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
	<p>and Memoranda of Understanding with State Government agencies and formal approval of extension that significantly affect agency program functions. Also includes non-routine related correspondence.</p> <p>Permanent. Break files at end of year in which agreement or understanding is superseded or becomes obsolete. Transfer to FARC when 3 years old and offer to NARS when 13 years old.</p> <p>b. Records of agency response to Congress concerning legislation and requests for information. Records of routine interaction and cooperation with other Federal, state and local government agencies, educational institutions, and private organizations. Also agency requests for Federal Register publication of regulatory, functional, or policy information. Includes correspondence and reports.</p> <p>Break files annually. <u>Destroy</u> when 3 years old.</p>	<p>es</p> <p>NN162-31 Item 3</p> <p>NN162-31 Item 2</p>	<p>3"/yr.</p>
13.	<p><u>Emergency Preparedness.</u> (Arrange by file code.) Records of Statistics participation in 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>None</p>	
	<u>INFORMATION/PUBLICITY</u>		
14.	<p><u>Official Speeches.</u> (Arrange by file code, then alphabetically by subject.)</p> <p>a. Single records copies of prepared scripts of official speeches presented to a public audience by the Deputy Administrator for Statistics or his Assistant concerning agency policies and programs. Includes speech scripts, indexes, a clear copy of charts, and other visual aids which the agency or USDA has not published.</p> <p>Permanent. Break files annually. Offer to NARS when 10 years old.</p>	<p>None</p>	<p>1"/yr.</p>



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
	<p>b. Single record copies of prepared scripts of official speeches and lectures presented by Division Directors and other Statistics officials, to the public, or to Federal, state or local government groups. These speeches and lectures are presented to inform the audience on 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> when 3 years old.</p>	None	
15.	<p><u>Published Article Manuscripts.</u> (Arrange by file code, then alphabetically by subject or title.) Camera or final draft copies of articles written by agency officials and officially approved for publication by another agency, USDA, or public media.</p> <p>Break files at end of year in which publication is issued. <u>Destroy</u> when published text is verified, when no longer needed for reference or 3 years old, whichever is sooner.</p>	None	
16.	<p><u>Survey Data Reporter Awards.</u> (Arrange by file code.) Field office records of recognition awards presented to private citizens who voluntarily contribute statistical survey data regularly for a number of years. Includes correspondence, award notices, and copies of newspaper articles if award is presented publically.</p> <p>Break file annually at end of year award is issued. <u>Destroy</u> when 1 year old or when no longer needed for reference, whichever is sooner.</p>	None	
17.	<p><u>Headquarters Publications and Periodical Releases.</u> (Arrange by file code, then alphabetically by title in issue date order.)</p> <p>a. Single record copies of Statistics prepared and issued brochures, booklets, bulletins, circulars, periodicals, research project, summary statistical survey data, and special study reports. <i>Excludes publications printed by GPO. SC 8-14-79</i></p> <p>(NOTE: Record copies of publications issued through the USDA, Office of Government and Public Affairs (OGPA) are maintained by OGPA.)</p> <p>Permanent: Break files annually at end of year of issue. Transfer to FARC in annual segments when 3 years old or when volume warrants. Offer to NARS when 13 years old.</p>	<p>NN162-31 Items 6 and 15 NN168-97 Item 6</p>	3" / yr.

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
	<p>b. Single record copies of Headquarters prepared and issued interim statistical survey data reports. Interim reports contain statistical data for a specific and limited survey period which is later summarized and published for an extended time period such as annually. Interim reports are issued on cold storage, fertilizers, various crop estimates, and other commodities and subjects such as prices and labor. <i>Include publisher - printed by GPO. SC 8-14-78</i> Break files annually at end of year of issue. Transfer to FARC in annual segments when 3 years old or when volume warrants. <u>Destroy</u> when 7 years old or when final census review is satisfactorily completed, whichever is sooner.</p>	<p>NN162-31 Item 6</p>	
18.	<p><u>Field Office Publications and Procedure Releases</u></p> <p>a. Single record copies of Field Office prepared and published data summary reports of federally sponsored statistical surveys. These reports reflect national data when available as well as comparative data for the region or state the Field Office serves. Summary reports are issued at the end of a survey period or upon completion of surveys annually, or less frequently, and one-time surveys. Includes special Field Office studies and reports requiring considerable time and effort to prepare. <i>Arrange alphabetically by title.</i> (NOTE: In most offices these accumulate at a rate of an inch or less per year.)</p> <p>Permanent. Break files at end of year of issue. Transfer to FARC in annual segments when 3 years old or when volume warrants. Offer to NARS when 13 years old.</p> <p>b. Single record copies of Field Office prepared and published interim statistical data reports of statistical surveys. These reports are issued periodically throughout a survey period and reflect data for a week, month, quarter, or 6-month period. They reflect data for the region or state the Field Office serves and may contain comparative national statistics. Reports may also contain comments on significant local factors such as weather affecting forecasts.</p> <p>Break files annually at end of year of issue. Transfer to FARC when 3 years old or when volume warrants. <u>Destroy</u> when 7 years old.</p> <p>c. Single record copies of Field Office prepared and</p>	<p>NN168-97 Items 6 and 10</p> <p>NN168-97 Item 10</p>	<p><i>6" / yr.</i></p>

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
	published data summary reports of State Government sponsored statistical surveys. <i>Also field office releases containing general information such as newsletters. SC 7-14-78.</i> (NOTE: Record copies of information releases prepared by a Field Office and issued by another State Government agency are not covered by this schedule.)  Dispose according to State Government regulations. If no such regulations exist, dispose according to the schedule for summary data reports for Federally sponsored surveys.	NN168-97 Item 10	
19.	Publication Editorial Policy. (Arrange by file code, then alphabetically by title.) Records documenting officially approved purpose, policy, format, and production standards of each agency or Field Office publication issued. Also includes approved changes and reasons for, and approval of, merging or cancelling.  a. <u>Statistics Official Issuances</u>  <del>Permanent. Break files at end of year the publication covered is cancelled or superseded. Transfer to FARC along with record copies of final issues released. Offer to NARS when 13 years old along with final issuances.</del> <i>Destroy 5 years after publication is obsolete or superseded. SC 5-36-78</i>  b. <u>State Government Issuances</u>  Dispose according to State Government regulations. If no regulation exists, Federal schedule for agency issuances applies. <i>(item 19a)</i>	None	
20.	Publication Development. (Arrange by file code, alphabetically by title and issue date.) Records of development for an individual issue. Includes correspondence, reports, agency approval for publication, printing instructions, and subsequent comments or suggestions received.  Break files at end of year of issue. <u>Destroy</u> when 1 year old.	None	
21.	Historical Narrative. (Arrange by file code, then alphabetically by subject and year(s).) Narrative historical accounts describing the agency, its structure, policy, and/or programs. May also cover some aspects of these, or the manner in which functions were performed.		

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
	<p><del>a. Single Record Copy</del></p> <p><del>Permanent. Break file at end of year in which account was published or otherwise issued. Transfer to FARC when 3 years old along with permanent record publications. Offer to NARS when 13 years old. OGPA has the record copy for all Departmental publications.</del></p> <p><del>b. All other copies.</del></p> <p><del>Destroy when no longer needed for reference.</del></p>	<p>None</p> <p>None</p>	
22.	<p>Historical Collections. (Arrange by file code, alphabetically by subject, then by year of origin or accumulation.) Special collections of information in printed, microfiche, or machine-readable form. Includes manual and machine-readable records of survey estimates and indications, statisticians collections of non-record published survey data on specific commodities by locale for extended time periods. Also, may include unique collections of correspondence, charts, instructions, photos, maps, and unique collections of documents relating to agency functional performance.</p> <p>a. Statistics Headquarters and Field Office collections relating to Headquarters directed programs.</p> <p><del>Permanent. Of continuous value for agency retrieval. Offer to NARS in cubic foot increments when material has served agency purpose.</del></p> <p><i>Destroy when no longer needed for reference. Transfer to FARC is not authorized. SC 5-26-78</i></p> <p>b. Field Offices collections relating to State Government directed programs.</p> <p><del>Permanent. Of continuous value for filing office retrieval. Dispose according to State Government regulations when filing office purpose is served. If no state regulation exists, offer to NARS in cubic foot increments when filing office purpose is served.</del></p> <p><i>Destroy when no longer needed for reference. Transfer to FARC is not authorized. SC 5-26-78</i></p>	<p>None</p> <p>NN162-31 Item 2 and Item 8(b)</p> <p>NN168-97 Item 8(b)</p>	
23.	<p>Library Management. (Arrange by file code, then alphabetically by subject.) Records of the establishment, collection, and maintenance of centrally located collections of technical</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	reference books, articles, and reports pertinent to specific functional needs. Includes correspondence, reports, and instructions.  Break files annually. <u>Destroy</u> when 3 years old or when library is discontinued and collection is broken up and transferred or destroyed.	None	
24.	<p><u>SYSTEMS AND PROGRAM OPERATIONS, PLANNING/DEVELOPMENT</u></p> <p><u>ADP Systems Planning/Development.</u> (Arrange by file code, then alphabetically by subject.)</p> <p>a. Records of reports and recommendations made concerning conversion from manual to automated systems and revising or expanding existing automated systems for Statistics and/or State Field Offices. Includes documents on systems scope, projected costs, equipment needs and recommendations, methods of collecting, processing and issuing, storing, and retrieving data. Also includes records relating to systems design, evaluation, implementation, and agency approval of new or revised systems.</p> <p>Permanent. Break files at end of year in which recommended system is disapproved, installed and operating, replaced, or discontinued. Transfer to FARC when 3 years old and offer to NARS when 13 years old.</p> <p>b. Routine reports, correspondence, background material, and miscellaneous documents accumulated relating to recommendations on new or revised automated systems. Routine record materials described accumulated relating to implementation and day-to-day systems operations.</p> <p>Break file annually. <u>Destroy</u> when 3 years old.</p>	<p>None</p> <p>NN162-31 Items 2 and 15</p> <p>NN162-31 Items 2 and 15</p>	<p>3"/yr.</p>
25.	<p><u>Statistical Research Project-Planning/Development/Performance.</u> (Arrange by file code, then alphabetically by project title and/or by cooperative group, institution, or agency.)</p> <p>a. Records of proposed project statements, approval clearances, design, development progress reports, and final project reports. Relates to research projects conducted to find</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>new or better ways of collecting, processing, and reporting statistical data. Records of cooperative projects also include copies of signed cooperative agreement.</p> <p>Break files at end of year in which project is officially completed or discontinued. Transfer to FARC when 3 years old and <u>destroy</u> when 10 years old.</p> <p>b. Records of routine project progress including correspondence, reports, documents, and machine-readable media collected and produced for tests and analysis. Also includes copies of periodic payment authorization to cooperators and/or receipt notices.</p> <p>Break files annually. <u>Destroy</u> 1 year after project is closed or when of no further retrieval value.</p> <p>c. Records of disapproved proposed projects including background material, correspondence, reports, proposed project statement, disapproval.</p> <p><u>Destroy</u> 5 years after disapproval or when no longer needed for reference, whichever is sooner.</p>	<p>NN162-31 Items 2 and 15</p> <p>None</p> <p>None</p>	
26.	<p><u>Proposed Statistical Survey Program Development.</u> (Arrange case files by file code, then alphabetically by subject.) Collections of background material on proposed, new, or major modifications of existing agricultural commodity or economy statistical survey programs. Requests for new statistics gathering or changes to existing surveys come from sundry public and private sources including Congress, private interest groups, and communications media. New surveys or additions and modifications must be cost justified and be important to a significant proportion of the population before submission of formal application for agency approval. Formal program proposal applications include public reporting requirements and estimated costs; data collection processing and reporting procedures, estimated costs, justification, agency approval/disapproval.</p> <p>a. <u>Approved New Surveys or Survey Modifications</u></p> <p><u>Permanent.</u> Break files at end of year approval for implementation is granted. Transfer to FARC when 5 years old. Offer to NARS when approved survey is discontinued.</p> <p>b. <u>Disapproved New Surveys or Survey Modifications.</u></p>	<p>None</p> <p>NN162-31 Items 2 and 15</p> <p>NN162-31</p>	<p>2' 1/4.</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	Break file at the end of the year proposal is disapproved. Transfer to FARC when 5 years old or no longer needed for reference or resubmission, whichever is sooner. <u>Destroy</u> when 15 years old.	Items 2 and 15	
	c. New Surveys or Survey Modifications Not Acceptable for Submission.		
	Break files at end of year decision of unacceptability is reached. Transfer to FARC when 5 years old. <u>Destroy</u> when 15 years old.	NN162-31 items 2 and 15	
27.	<u>Approved Survey Design.</u> (Arrange by file code, then alphabetically by survey title and/or commodity.) Survey specifications, guidance for data collection, editing and processing, glossary of terms, sample forms, and information collected into handbooks for major surveys. These handbooks are based on directives procedures and are used to train survey and other Field personnel.		
	a. <u>Master File Record Copy</u>		
	Break file annually. <u>Destroy</u> 5 years after satisfactory survey completion. Forms and other component record items are filed and disposed separately. (See Schedule Items 2 and 3.)	None	
	b. All other handbooks copies.		
	<u>Destroy</u> following survey completion when no longer needed for reference.	None	
28.	<u>Random Selection Area, Sample Frame.</u> (Arrange by file code, then alphabetically by geographical area and year data was applied or collected.) Correspondence, manual or machine listings, and frame operating documents relating sample selection with a specific survey. Used to identify land area by usage for agriculture or other purposes. Also used for stratification, apportionment, and selection and rotation of land areas used for probability sample surveys to estimate agriculture production. The selected sample survey frame is rotated and replaced at a rate of 20% of the sample land area per year.		
	<u>Destroy</u> 1 year after area frame is restructured. NOTE: <u>Destroy</u> replaced sample frame materials following rotation per GRS 13, Item 5.	None	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>OMB CLEARANCE</u></p> <p>29. <u>Requests.</u> (Arrange case files by file code, the alphabetically by requesting USDA agency.) Records of requests for OMB clearance approval and OMB decision for issuance of regulations, instructions, and forms placing a record keeping/reporting burden on the public. OMB clearances are also needed for new or revised statistical survey programs, research projects, and studies which require data to be obtained from the public. Records include the request transmittal form; supporting documents detailing purpose, justification, estimated costs, public record keeping, and reporting required; and attached regulations, forms, etc.</p> <p>Break file at end of year in which OMB clearance expires, is cancelled, discontinued, or becomes obsolete. <u>Destroy</u> when 7 years old.</p> <p>30. <u>Index.</u> (Arrange by file code, alphabetically by requesting agency, then by clearance number.) Index card records of case file requests for clearance request retrieval.</p> <p><u>Destroy</u> along with case file.</p> <p>31. <u>Correspondence.</u> (Arrange by file code, then alphabetically by agency.) Routine correspondence records concerning OMB clearance processing, approval requirements, and status of clearance requests.</p> <p>Break files annually. <u>Destroy</u> when 2 years old.</p> <p style="text-align: center;"><u>APPROVED STATISTICAL SURVEY PROGRAMS</u> <u>OPERATING RECORDS NATIONAL SURVEYS</u></p> <p>Statistical surveys provide primary sample source data about specific areas of the nations agricultural economy. Sample survey data is edited, comparatively analyzed, processed, and summarized. The individuals and businesses surveyed voluntarily provide information about their operations. Processed primary data plus observation, comments, and other factors such as weather are statistically manipulated to produce estimates and forecasts. These relate to land use, production volume, production cost versus price received, commodity stocks, distribution, losses, price received, farm labor, and other economic factors. Surveys are conducted by:</p>	<p>NN162-31 Item 16a</p> <p>NN162-31 Item 16b</p>	



**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
	<p>a. Mailing out questionnaires,</p> <p>b. Personal and telephone interview, and</p> <p>c. Sample counts.</p> <p>Special surveys may be made only once or periodically every so many years. Most surveys are periodic. The following describe briefly a few of the major types of surveys made.</p> <p>a. <u>The Objective Yield Survey</u> involves personal interview of farm operators, plus monthly observations and sample counts through the harvest of randomly selected crop fields. This survey primarily includes corn, cotton, soybeans, and wheat although other crops are covered in certain individual states, such as: Michigan - tart cherries; California - grapes, peaches, almonds, lemons, and walnuts; Florida - citrus fruits; Kentucky - tobacco; Maine - cranberries; New York - onions; and Oregon - filberts. The purpose of the survey is to provide:</p> <p>(1) Crop counts and measurements which are used to forecast or estimate crop yields per acre (May 1 through January 1).</p> <p>(2) Counts and weights of the crop left in the field or orchard after harvest to estimate harvesting losses per acre.</p> <p>(3) Changes in acreage intended for harvest based on sample fields being plowed up or destroyed before harvest.</p> <p>b. <u>The June Enumerative Survey</u> is a probability survey in that each surveyed person or land tract is randomly selected. The survey is conducted by personal interview with enumerator observation comments or quotes from the operator to supplement. This survey is the foundation for estimating and forecasting much of each seasons agricultural production. It includes land use, crop acreage, livestock, numbers of farms and farm labor. This survey provides basic data for published major crop acreage estimates, hog, and cattle inventories, and meat production.</p> <p>c. <u>The December Enumerative Survey</u> is also a probability survey and each surveyed person or land tract is randomly selected. Random selection is used to be representative of all farmers and all land. This survey provides basic data for setting year-end cattle, hog, and chicken inventory numbers. It also provides initial information on intentions for planting acreages for wheat and rye.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
32.	<p>d. The <u>Agricultural Labor Survey</u> is conducted quarterly by mail and personal interview with farm operators or agricultural service firms. It provides timely data on wage rates and estimates agricultural laborers employed. State, regional, and national estimates are published from the results of this survey.</p> <p><u>PRIMARY STATISTICAL SURVEY SOURCE DATA</u></p> <p>(Arrange by file code, then alphabetically by survey title, date and/or assigned processing program code as applicable.)</p> <p><u>Survey Data Source Documents.</u> Questionnaires prepared by interviewers, landowners, farm/ranch operators, growers, producers, processors, or agribusiness operators, also sample count reporting forms and comments.</p> <p>a. <u>Crops Price Support Payment Source Documents.</u> Documents with OMB approval number 40R4008 reflecting data or information on prices received. Crops for which documents are required are Feed Grains, Wheat, Rice, Upland Cotton, or others subject to deficiency or other federal price support payments.</p> <p><u>Destroy 3 years after complete primary source data is verified as satisfactory and complete. (NOTE: These documents are subject to GAO audit.)</u></p> <p>b. <u>All Other Source Documents.</u></p> <p><u>Destroy 30 days after primary data summary is verified complete and satisfactory.</u> The Statistician-in-Charge of the surveying office may selectively authorize delayed destruction of primary source documents for a particular survey if the quality of the next similar survey may be jeopardized. However, each such decision must be weighed individually and the retained documents destroyed as soon as the need is met.</p> <p>(NOTE: All other input and intermediate machine processing records are covered by GRS 20, Part II, Items 3 - 12.)</p>	<p>NN162-31 Item 9(b) &amp; (c) NN168-97 Item 2</p> <p>NN162-31 Item 9(b) &amp; (c) NN168-97 Item 2</p>	

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
33.	<p><u>Compiled Primary Survey Source Data.</u> The single preferred record (manual or machine listings or microfiche or magnetic media machine readable) of compiled primary statistical source data which includes ability to match identicals. (NOTE: Each surveying office may select the record media it prefers for its record files. All other media documenting the same data are to be disposed as soon as immediate performance actions for which they were needed are satisfactorily complete.)</p> <p>a. <u>Price Support Payments Data.</u> Compiled primary data which includes prices received for crops subject to federal deficiency or other price support payments.</p> <p><u>Dispose</u> of the (single preferred) record media 3 years after satisfactory completion of survey data summary for crops subject to deficiency or other federal payments. (NOTE: This data is subject to GAO audit.)</p> <p>b. <u>Other Compiled Primary Source Data.</u> <u>Dispose</u> of the (single preferred) record media 14 months after satisfactory completion of the survey data summary. The Statistician-in-Charge of the surveying office may selectively authorize delayed destruction of the records for a particular survey if the quality of a future similar survey may be jeopardized. However, each such decision must be weighed individually and the retained records destroyed as soon as the need is met.</p>	<p>NN162-31 Item 10 NN163-125 Item 1 b</p> <p>NN162-31 Item 10 NN163-125 Item 1 b</p>	
34.	<p><u>Survey Working Papers.</u> Tabulations, forms, and lists used to edit, correlate and otherwise process, compile, and transmit primary source data of an individual survey. Also, includes routine correspondence and reports relating to survey data collection and may supply or request more information than is included on survey forms.</p> <p>a. <u>Price Support Payments Related Surveys.</u> Papers for surveys including prices received data for crops subject to federal deficiency or other price support payments.</p> <p><u>Destroy</u> 3 years after satisfactory verification of survey data summary. (NOTE: These records may be subject to GAO audit.).</p>	<p>NN162-31 Item 1(c) &amp; (d) 9(c) &amp; 10; 11(b) &amp; (c), (d) &amp; (e), (f), and (g); and 17</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. <u>All Other Survey Working Papers.</u></p> <p>Destroy upon satisfactory verification of survey data summary, or when no longer needed for reference for a future survey. Not eligible for transfer to FARCM</p> <p><u>SURVEY DATA SUMMARY RECORDS</u></p> <p>Summaries. The data summary for each survey reflects summarized raw survey data by geographical area or strata (county, district, sample strata, state) that are not the official record of survey indications. These generally serve as the basis to aggregate survey indications. Includes for example: Survey summaries; state, geographic or national computation sheets and listings; change slips; and intermediate computation sheets.</p>	<p>NN162-31 Item 1(c) &amp; (d); 9(c); 10; 11(b); (c), (d), (e), (f), &amp; (g); 17</p>	
35.	<p><u>Statistics Headquarters Survey Summary Records.</u> (Arrange by file code, then alphabetically by survey title, commodity, and/or geographical area.) Manual, printed, microfiche, or magnetic media machine-readable records of summarized survey data.</p>		
	<p>a. <u>Annual Surveys.</u> Break files annually. Destroy the selected record media when 7 years old or when final census review is satisfactorily completed, whichever is sooner.</p>	<p>NN162-31 Items 7, 10, 11(a) - (d)(1); and 12(f)</p>	
	<p>b. <u>Periodic Surveys Conducted Biannually or Less Often.</u> Break files annually. Destroy 2 years after satisfactory updating of data on the next survey.</p>	<p>NN162-31 Items 7, 10, 11(a) - (d)(1); and 12(f)</p>	
	<p>c. <u>One-time Surveys and Special Studies.</u></p>		
	<p>1) <u>Paper copy:</u> Permanent. Offer to Archives when data is of no further value for reference.</p>	<p>NN162-31 Items 7, 10, 11(a) - (d)(1); and 12(f)</p>	
	<p>2) <u>Machine-readable record</u> Dispose of after subsequent data files that contain detail data have been created and proven satisfactory.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
36.	Field Office Survey Summary Records. (Arrange by file code.) The single selected record media: Manual, printed, microfiche, or magnetic media machine-readable records of summarized survey data.		
	a. Annual Cooperative Surveys. Break files annually. <u>Destroy</u> the single selected record media records when 7 years old or when final census review is satisfactorily completed, whichever is sooner.	NN162-31 Item 11(d) (2) - (g) NN168-97 Item 3	
	b. Periodic Cooperative Surveys Conducted Biannually or Less Often. Break files annually. <u>Destroy</u> 2 years after satisfactory completion of the next survey that updates the data.	NN162-31 Item 11(d) (2) - (g) NN168-97 Item 3	
	c. Periodic State Sponsored Surveys Conducted Biannually or Less Often. Break files annually. <u>Dispose</u> according to state regulations or requirements. If no state regulations exist, destroy as for periodic cooperative survey summaries.	NN162-31 Item 11(d) (2) - (g) NN168-97 Item 3.	
	d. One-time Cooperative Surveys and Special Studies. <u>Destroy</u> when of no further reference value to filing office or when 15 years old, whichever is sooner.	NN162-31 Item 11(d) (2) - (g) NN168-97 Item 3	
	e. One-time State Sponsored Surveys. Offer to State Archives when no longer of further value for reference.	NN162-31 Item 11(d) (2) - (g) NN168-97 Item 3	WITHDRAWN
	(NOTE: Statistics Headquarters and State Field Offices dispose of all other media documenting this survey summary data after satisfactory verification of the selected media summary record.)		
37.	Survey Comments and Recommendations. (Arrange by file code, then alphabetically by survey title and/or geographical area.) Manual, printed, typed, microfiche, or magnetic		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>media machine-readable records of the Headquarters and/or Field Office. These are comments, observations, or recommendations which explain and/or affect statistical review and adjustment of survey indications or summarized data and related correspondence.</p> <p>Break files annually. <u>Destroy</u> along with survey data summaries to which they apply when 7 years old or when final census review is satisfactorily complete, whichever is sooner and is applicable.</p>		
	<p style="text-align: center;"><u>SURVEY ESTIMATES RECORDS</u></p>		
38.	<p><u>Statistics Headquarters Official Crop Estimates Data Base.</u> (Arrange by file code, then alphabetically by crop and/or geographical area, and crop year.)</p> <p>a. <u>Magnetic Media Machine-Readable Record Collection of Official Crop Estimates Based on Data Provided by State Field Offices.</u> The major data elements record: Commodity (Crop); acres planted, harvested, and yield per acre; stocks (on hand); monthly sales; total and utilized production; disposition. The data base provides a reliable source of official crop estimates for the agency and other information users. It supports network collection of data for agency use and publication of monthly Crop Production and Annual Crop Summary releases by the Crop Reporting Board.</p> <p>Permanent. Break files at end of each crop year. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files printed or in microfiche or duplicate magnetic media form may be retained indefinitely in the agency to meet continuous agency needs.</p> <p>b. <u>Manual and Machine Printed Records of Official Crops Estimates and Indications not Available in Magnetic Machine-Readable Form.</u> Includes all types of crops such as grains, seeds, other field crops, nuts, peanuts, fibers, fruits, naval stores, vegetables, flowers, and foliage plants. Records include Crop Reporting Board statistical forecasts and estimates based on summarized survey indications and analysis, comments, and recommendations. May also be based on computations for certain commodities, products or other economic elements. The published and unpublished official</p>	<p>NN162-31 Items 1(b), 11, and 12 NN168-97 Item 5</p> <p>NN162-31 Item 8(a) and (c)</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>estimates are for small geographical area size groups, individual States or the whole U.S.</p> <p><del>Permanent. Break files annually at end of crop year. Records are retained indefinitely for day-to-day statistics use and to supply data to requestors. The records may not be retired until all data has been incorporated in comprehensive machine-readable magnetic media data base.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 5-30-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p>	
39.	<p>Statistics Headquarters Official Peanut Stocks and Processing Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. Magnetic media machine-readable record collection of official peanut stocks and processing estimates for the U.S. Major data elements include:</p> <p>(1) Items: c Farmer Stock Peanut volume, shelled peanuts, crude peanut oil; peanut cake and meal.</p> <p>(2) Classifications: On hand at end of month, crushings, uses by products.</p> <p>These records support the information network for the agency, other information users, and publication of a monthly estimates release. Official estimates are based on primary statistical survey data collected from millers, warehouses, and processors.</p> <p><del>Permanent. Break file annually. Transfer to NARS Machine-Readable Archives when 2 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 10-20-78</i></p> <p>b. Manual and Machine Printed Records of Official Peanut Stocks and Processing Estimates Not Available in Machine-Readable Form. Includes Crop Reporting Board statistical estimates and comments for the U.S., based on summarized survey indications and analysis. May also be based on computations for certain products. Primary data is collected by the Washington, DC, Headquarters from millers, warehouses, and processors. These records support the information network for the agency, other information users, and publication of a monthly estimates release.</p>	<p>NN162-31 Item 8(a) and (c)</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><del>Permanent. Break file annually. Retain records indefinitely for day-to-day statistics use and to supply data to requestors. The records may not be retired until all data has been incorporated in comprehensive machine-readable media data base records.</del>  <i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 5-30-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p>	
40.	<p>Statistics Headquarters Official Maple Sirup Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.) Manual and machine printed records of official maple sirup production and distribution estimates not available in machine-readable form. Includes statistical estimates, forecasts based on summarized survey indications and analysis, and comments and recommendations. May also be based on computations for certain products and agribusiness economic elements. Primary survey data collected from growers and processors by State Field Offices or the Headquarters for the nation is edited, processed, and summarized. These records support the information network and the published annual summary.</p> <p><i>a. Paper records:</i>  <del>Permanent. Break file annually. Retain records indefinitely for day-to-day statistics use to meet agency needs. The records may not be retired unless all data has been incorporated in comprehensive machine-readable media data base records.</del>  <i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 10-25-78</i></p> <p><i>b. Machine Readable records:</i>  <i>Submit SF 115.</i></p>	<p>NN162-31 Item 8(a) and (c)</p>	<p><i>DISPOSAL NOT APPROVED</i></p>
41.	<p>Statistics Headquarters Official Crop Estimates by County. (Arrange by file code, then alphabetically by crop and/or geographical location and crop year.)</p> <p><i>a. Magnetic media machine-readable record collection of official crop estimates at the County level supporting network Agricultural Statistical Program data provided by State Field Offices. The major data elements include Commodity (crop); acres planted, harvested, and yield per acre; and total production for a specific county. The records provide a reliable source of official crop estimates and indications at the county level for statistics and other information users.</i></p> <p><del>Permanent. Break files at the end of each crop year. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</del></p>	<p>NN162-31 Item 8(a) and (c)</p>	



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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. Manual and machine printed records of official County estimates of crops and other agricultural elements not available in machine-readable form. Includes statistical forecasts and estimates based on survey indications and analysis, comments and recommendations. Data consists of processed aggregates of primary statistical survey data summarized from State Field Office surveys of farmers.</p> <p><del>Permanent. Break files annually at end of crop year. Retained indefinitely by Statistics for day to day reference use by the agency and other information users. Records may not be retired until all data has been incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 5-30-78</i></p>	NN162-31 Item 8(a) and (c)	
42.	<p>Statistical Headquarters Official Board Estimates of Fertilizer, Crops. (Arrange by file code, then alphabetically by title and/or geographical location and year.)</p> <p>a. Magnetic media machine-readable record collection of official Board estimates of commercial fertilizer consumed. Sources of primary statistical survey data are manufacturers and State Control Officials. State Field Offices collect and summarize this data which is input to Headquarters records to support monthly and annual summary releases. Headquarters consolidated estimates data provides a reliable source of fertilizer statistics by State.</p> <p><del>Permanent. Break file annually. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 10-20-78</i></p> <p>b. Manual and machine printed records of Commercial Fertilizer Official Board estimates not available in machine-readable form. Includes summarized aggregates of primary survey data, statistical estimates from State Field Offices.</p> <p><del>Permanent. Break files annually. Retain records indefinitely for day to day reference use by Statistics for the agency and other information users. Records may not be retired until all data has been incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 5-30-78</i></p>	NN162-31 Item 8(a) and (c)	NN162-31 Item 8(a) and (c)

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
43.	<p>Statistics Headquarters Official Dairy Estimates. (Arrange by file code, then abphabetically by title and/or geographical area and survey year.)</p> <p>a. <u>Magnetic machine-readable media record of official dairy statistical survey estimates provided by State Field Office farmer surveys. The major data elements include the number of milk cows, milk production, disposition, and income at State and U.S. levels. Serves as the source for monthly, quarterly, and annual releases, agency review, and comparative data for Statistics and other information users.</u></p> <p>Permanent. Break file at the end of each survey year. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</p> <p>b. <u>Manual or machine printed records of official dairy estimates not available in machine-readable form. Includes official statistical estimates based on survey indications and analysis, comments and recommendations. May also be based in part on manufacturer and processor surveys or computations for certain commodities, products, or other agricultural elements. Data consists of processed aggregates of primary statistical survey data summarized from State Field Office or Headquarters conducted surveys of farmers/producers.</u></p> <p><del>Permanent. Break files at end of each survey year. Retained indefinitely by Statistics for day-to-day reference use for agency and other information users. May not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to NARS &amp; NIA authorities. SC 5-30-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p> <p>NN162-31 Item 8(a) and (c)</p>	
44.	<p>Statistical Headquarters Official Estimates of Manufactured Dairy Products. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. <u>Magnetic machine-readable media records of official estimates of production, utilization, and prices of manufactured dairy products. Major products include: cheeses, butter, dry milk, canned milk, cream, and frozen products. Major data elements recorded are: commodity and State,</u></p>		

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
	<p>monthly and annual totals, number of plants, and confidential code. The official estimates file provides historic master record and ability to create camera copy listings of U.S. totals by month and total production of dairy products by months by States. Primary statistical survey data is collected from dairy manufacturing plants, processed and summarized by State Field Offices. Input to Statistics Headquarters is reviewed, edited, and processed for published monthly release and annual summary release.</p> <p>Permanent. Break file annually. Transfer to NARS Machine-Readable Archives when 10 years old restricting access due to confidentiality. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</p> <p>b. <u>Manual or machine printed records of official estimates of, manufactured dairy products production, utilization, and prices of milk used for manufacturing, not available in machine-readable form. Data includes official statistical estimates based on survey indications and analysis, comments and recommendations. May also be based in part on computations for certain related commodities, products, or agribusiness economic elements.</u></p> <p><del>Permanent. Break files annually. Retain records indefinitely for day-to-day reference use by Statistics for agency and other information users. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Distortion when no longer needed for administrative use. Transfer to FHRC is not authorized. SC 5-30-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p> <p>NN162-31 Item 8(a) and (c)</p>	
45.	<p><u>Statistics Headquarters Official Dairy Production Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. <u>Magnetic machine-readable media records of official estimates of milk production and price per CWT by States and for the U.S. Major data elements recorded are:</u></p> <p>(1) Monthly number of milk cows.</p> <p>(2) Milk production per cow.</p> <p>(3) Total milk production for States.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(4) Milk-feed price ratios.</p> <p>The U.S. primary statistical survey data is collected from producers by State Field Offices, processed, summarized, and input to Headquarters via network. Summary data is reviewed, edited, processed, and summarized for the U.S. These records support the information network and published monthly releases.</p> <p>Permanent. Break file annually. Transfer to NARS Machine-Readable Archives when 3 years old. Data reference file in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</p> <p>b. Manual or machine printed records of official milk production and price estimates by States and for the U.S., not available in machine-readable form. Data includes official statistical estimates based on survey indications and analysis, comments and recommendations. May also be based in part on computations for certain related products or agribusiness economic elements.</p> <p><del>Permanent.</del> Break file annually. Retain records indefinitely for day-to-day reference use by Statistics to meet agency needs. <del>Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARE Unit authorized. SC 5-30-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p> <p>NN162-31 Item 8(a) and (c)</p>	
46.	<p>Statistical Headquarters Official Estimates of Meat Animals Production, Disposition and Income. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. Magnetic machine-readable media record of official estimates of cattle, hogs, and sheep production, supply, disposition, and income. Major data elements include:</p> <p>(1) Cattle, hog, or sheep beginning inventory, inshipments, marketings, farm slaughter, and deaths.</p> <p>(2) Production volume in pounds, marketings, annual average price, value of production, cash receipts, value of home consumption, and gross income.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>Primary survey data collected from farmers and producers is edited, analyzed, processed, and summarized by State Field Offices. Network input summaries and other computations for certain commodities, products, or agribusiness economic elements are the basis for official estimates published annually.</p> <p>Permanent. Break file annually. Transfer records to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</p> <p>b. Manual or machine printed records of official estimates cattle, hog, and sheep production, supply, disposition, and income not available in machine-readable form. Includesm</p> <p>(1) Meat animal inventory, inshipments, marketings, farm slaughter, and deaths.</p> <p>(2) Production in pounds, marketings, annual average price, value of production, cash receipts, value of home consumption, and gross income.</p> <p>Official estimates are based on farmer/producer surveys processed and summarized by State Field Offices or by Headquarters for the U.S. May also be based in part on computation for certain commodities, products, or agribusiness economic elements. These records support the information network, published monthly and annual summary releases, and day-to-day reference by Statistics for the agency and other information users.</p> <p><del>Permanent.</del> Break files annually. Retain records indefinitely for day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARL is not authorized. SC 5-30 78</i></p>	<p>NN162-31 Item 8(a) and (c)</p> <p>NN162-31 Item 8(a) and (c)</p>	
47.	<p>Statistics Headquarters Cattle and Calves Data Base System. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. Magnetic media machine-readable record of official cattle inventory estimates. Major data elements include:</p>		

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48.	<p>(1) All cattle: all cows, beef cows, milk cows, bulls 500+.</p> <p>(2) All heifers 500+: beef, milk, and other replacement heifers.</p> <p>(3) Steers 500+, calves - 500.</p> <p>(4) Calf crop and operations with cattle.</p> <p>State Field Offices collect primary survey data from farmers/producers, process, summarized, and input to Headquarters via network. File produces official estimates supporting published semiannual releases.</p> <p>Permanent. Break file annually. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</p> <p>b. Manual or machine printed, records of official cattle inventory estimates not available in machine-readable form. Data includes inventories of all cattle on hand: cows, bulls, heifers, replacement heifers, steers, and calves. Record data includes official statistical estimates and forecasts based on survey indications and analysis, comments and recommendations.</p> <p><del>Permanent. Break files annually. Retain records indefinitely for day-to-day Statistics use for agency and other information users. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARL is not authorized. SC 5-30-78</i></p> <p>Statistics Headquarters Cattle on Feed Data Base System. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. Magnetic media machine-readable record of official cattle on feed estimates by States. Major data elements include:</p> <p>(1) Cattle on feed by date, placements, marketings, and other disappearance.</p>	<p>NN162-31 Item 8(a) and (c)</p> <p>NN162-31 Item 8(a) and (c)</p>	

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	<p>(2) Steers by five weight groups, heifers by four weight groups, cows, and others.</p> <p>State Field Offices collect primary survey data from farmers and feeders; process, summarize, and input to Headquarters via network. Data may also be based in part on computation for certain commodities, products, or agribusiness economic elements. These records support the information network and published monthly and quarterly estimates releases.</p> <p>Permanent. Break files annually. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</p> <p>b. <u>Manual or machine printed records of official cattle on feed estimates not available in machine-readable form.</u> Data includes:</p> <p>(1) State.</p> <p>(2) Number of cattle on feed by date; Steer and heifers by weight group, cows, and others.</p> <p>(3) Number of placements, marketing, and other disappearance.</p> <p>Official estimates are based on farmer/feeder surveys processed by State Field Offices and summarized. May also be based in part on computations for certain commodities, products, or agribusiness economic elements.</p> <p><del>Permanent.</del> Break file annually. Retain records indefinitely for day-to-day reference to meet agency needs. <del>Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for Administrative use. Transfer to FARC is not authorized. SC 5-30-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p>	
49.	<p>Statistics Headquarters Hog and Pig Data Base System. (Arrange by file code, then alphabetically by title and/or geographical area and survey year.)</p> <p>a. <u>Magnetic media machine-readable record of official hog and pig statistical survey estimates based on State Field Office producer survey summaries.</u> The major data</p>	<p>NN162-31 Item 8(a) and (c)</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>collected directly from slaughter plants through the combined cooperation of Agricultural Marketing Service, Food Safety and Quality Service, and the Crop Reporting Board, ESCS. These records support the information network, and information releases published weekly, monthly, and annually.</p> <p>Permanent. Break files annually. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media form may be retained indefinitely to meet continuous agency needs.</p> <p>b. Manual or machine printed records of official livestock slaughter estimates not available in machine-readable form. Includes official statistical forecasts and estimates based on survey indications and analysis, comments and recommendations. May also be based in part on computations for certain commodities, products, or agribusiness economic elements. Data consists of processed aggregate of primary statistical survey data summarized by State Field Offices or from Headquarters conducted national surveys of slaughter plants or other agency reports.</p> <p><del>Permanent. Break files annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p>	<p>NN162-31 Item 8(a) and (c)</p> <p>NN162-31 Item 8(a) and (c)</p>	
52	<p>Statistics Headquarters Official Livestock Products Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>Manual, machine printed or microfiche records of official livestock products estimates not available in machine-readable media form. Data includes the official statistical estimates and forecasts based on survey indications and analysis, comments and recommendations. May also be based in part on data obtained and reported by other agencies, or computations for certain commodities, products, or agribusiness economic elements. Primary survey data is collected from farmers, other producers, processors, and others by State Field Offices or by Headquarters on a national basis. Primary data from surveys (Items 51-56) is analyzed, edited, processed, and summarized then reviewed to determine the</p>		



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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
51.	<p>official estimates.</p> <p>Official Wool and Mohair Estimates. Data includes:</p> <p><del>a.</del> Number of sheep and goats shorn.</p> <p><del>b.</del> Volume of wool and mohair production by weight and class.</p> <p><del>c.</del> Price received by sheep growers and mohair prices received by growers in Texas.</p> <p>These records support the information network and the published annual summary.</p> <p><del>a. Paper copy:</del> <del>Permanent.</del> Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records. <i>Destroy when no longer needed for administrative use. Transfer to FARCC is not authorized.</i></p> <p><del>b. Machine-readable records:</del></p>	<p>NN162-31 Item 8(a) and (c)</p>	
52.	<p><i>c. Submit SF 115c SC 10-20-78</i></p> <p>Official Sheep and Goats Inventory Estimates. Data includes the official estimate of the total number of sheep and goats available and estimated production volume. These records support the information network and the published annual summary.</p> <p><del>a. Paper copy:</del> <del>Permanent.</del> Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records. <i>Destroy when no longer needed for administrative use. Transfer to FARCC is not authorized.</i></p> <p><del>b. Machine-readable records:</del></p>	<p>NN162-31 Item 8(a) and (c)</p>	<p><del>b.</del> DISPOSAL NOT APPROVED</p>
53.	<p><i>c. Submit SF 115. SC 10-20-78</i></p> <p>Official Sheep and Lambs on Feed Estimates. Data includes the official estimates forecasts of the number of sheep and lambs on feed by date, placements, marketings, and other disappearance. These records support the information network and published estimates released bimonthly, November through March each year.</p> <p><del>Permanent.</del> Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records. <i>Same as # 52</i></p>	<p>NN162-31 Item 8(a) and (c)</p>	<p><del>b.</del> DISPOSAL NOT APPROVED</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
54.	<p><u>Official Lamb Crop and Wool Production Estimates.</u> Data includes:</p> <p>A. Number of lambs produced, marketings, and other disappearances.</p> <p>B. Pounds of wool produced by weight and class.</p> <p>These records support the information network and the published annual summary.</p> <p><i>a. Paper copy:</i> <del>Permanent.</del> Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records. <i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized.</i></p> <p><i>b. Machine readable records:</i> <i>Submit SF 115.</i></p>	<p>NN162-31 Item 8(a and (c)</p>	<p><i>A.</i> DISPOSAL NOT APPROVED</p>
55.	<p><u>Official Mink Production Estimates.</u> Data includes:</p> <p>A. Number of mink bred, production, and distribution.</p> <p>B. Number of mink pelts.</p> <p>These records support the information network and the published annual summary.</p> <p><i>a. Paper copy:</i> <del>Permanent.</del> Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records. <i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized.</i></p> <p><i>b. Machine readable records:</i> <i>Submit SF 115.</i></p>	<p>NN162-31 Item 8(a and (c)</p>	<p><i>B.</i> DISPOSAL NOT APPROVED</p>
56.	<p><u>Official Honey Production Estimates.</u> Data includes:</p> <p>a. Bee colony numbers.</p> <p>a. Viable bee colony numbers.</p> <p>b. Volume of bees wax produced.</p> <p>c. Honey production volume, stocks, and prices.</p> <p>These records support the information network and the published annual summary.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
57.	<p><i>2. Paper copy:</i>  <del>Permanent. Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records. Destruction when no longer needed for administrative use. Transfer to FARC is not authorized!</del>  <i>6. Machine-readable records:</i>  <i>Submit SF 115</i>            Statistics Headquarters Official Poultry Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. Magnetic media machine-readable record of official poultry production, disposition, and income estimates by States and the U.S. Major data elements includes:</p> <p>(1) Inventories of poultry by class and value, disposition, income, value of broilers, chickens, eggs, and hatchings.</p> <p>(2) Poultry production and turkeys.</p> <p>Official estimates are based on primary survey data collected by State Field Offices from producers and hatcheries summarize input to Headquarters via network. These records support the information network and published monthly releases and annual summary releases.</p> <p>Permanent. Break file annually. Transfer to NARS Machine-Readable Archives when 10 years old. Data reference files in printed, microfiche, or duplicate magnetic media may be retained indefinitely to meet continuous agency needs.</p> <p>b. Manual or machine printed records of official poultry production, disposition, and income estimates by States and the US, not available in machine-readable form. Includes official statistical forecasts and estimates based on survey indications and analysis, comments and recommendations. May also be based on data reported by other agencies and in part on computations for certain commodities, products, or agribusiness economic elements. Data consists of:</p> <p>(1) Inventories of poultry by class and value; disposition; income; value of broilers, chickens, eggs, and hatchings.</p>	<p>NN162-31 Item 8(a) and (c)</p> <p>NN162-31 Item 8(a) and (c)</p>	<p>DISPOSAL NOT APPROVED</p>

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(2) Poultry production and turkeys.</p> <p>Official estimates are based on primary survey data collected by State Field Offices or nationally by Headquarters and summarized. These records support the information network and published monthly releases and annual summary releases.</p> <p><del>Permanent.</del> Break file annually. Retain records <del>indefinitely</del> for Statistics day-to-day reference to meet agency needs. <del>Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 5-38-78</i></p>	NN162-31 Item 8(a) and (c)	
58.	<p>Statistics Headquarters Official Federal Inspected Poultry Slaughter Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. <u>Magnetic media machine-readable record of official Federally inspected poultry slaughter estimates for selected States and the US.</u> Major data elements include:</p> <p>(1) Number of head and pounds of poultry inspected.</p> <p>(2) Average pounds live weight slaughtered.</p> <p>(3) Number of pounds cut-up certified ready-to-cook.</p> <p>Official estimates are based on the Food Safety and Quality Service (FSQS) Federal Inspection reports. May also be based in part on other agency reports, or computations of certain products, or agribusiness economic elements. These records support the information network and published monthly releases and annual summaries and releases.</p> <p>Permanent. Break file annually. Retire to NARS Machine-Readable Archives when 3 years old. Data reference files in manual, printed, microfiche, or duplicate magnetic media may be retained <del>indefinitely</del> to meet continuous agency needs.</p> <p>b. <u>Manual or machine printed records of official Federally inspected poultry slaughter estimates for selected States and the US, not available in machine-readable form.</u> Includes official statistical estimates of number of head</p>	NN162-31 Item 8(a) and (c)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>and live weight pounds of poultry slaughtered and number of pounds used in processing, cut-up, and packaged under Federal inspection. Data is based on FSQS Federal Inspectors reports. May also be based in part on other agency reports, or computations for certain products or agribusiness economic elements. These records support the information network and published monthly releases and annual summary releases.</p> <p><del>Permanent.</del> Break file annually. Retain records indefinitely for Statistical day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</p> <p><i>Destroy when no longer needed for administrative use. Transfer to PARC is not authorized. SC 5-30-78</i></p>	NN162-31 Item 8(a) and (c)	
59.	<p><u>Statistical Headquarters Official Egg Products Production Under Federal Inspection Estimates.</u> (Arrange by file code, then alphabetically by title/or geographical area.)</p> <p>a. Magnetic media machine-readable records of official estimates of egg products produced under Federal inspection. Major data elements includes:</p> <p>(1) Number of eggs broken at processing plants.</p> <p>(2) Volume of liquid, frozen, and dried egg products produced under Federal inspection.</p> <p>Official estimates are based on FSQS Federal Inspection reports. May also be based in part on other agency reports, or computations of certain commodities, products, or agribusiness economic elements. These records support the information network and published monthly releases and annual summary releases.</p> <p><del>Permanent.</del> Break file annually. <del>Transfer to NARS Machine-Readable Archives when 3 years old.</del> Data reference files in manual, printed, microfiche, or duplicate magnetic media may be retained indefinitely to meet continuous agency needs.</p> <p><i>Destroy when no longer needed for administrative use. Transfer to PARC is not authorized. SC 5-10-20-78</i></p> <p>b. Manual or machine printed records of official estimates of egg products produced under Federal inspection not available in machine-readable form. Includes of official statistical estimates of:</p>	NN162-31 Item 8(a) and (c)	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>(1) Number of eggs broken.</p> <p>(2) Volume of liquid, frozen, and dried products produced under Federal inspection.</p> <p>Data is based on FSQS Federal Inspectors reports. May also be based in part on other agency reports, or computation for certain products, or agribusiness economic elements. These records support the information network and published monthly releases and annual summary of releases.</p> <p><del>Permanent.</del> Break file annually. Retain records <del>indefinitely</del> for Statistical day-to-day reference to meet agency needs. <del>These records may not be retired unless all data are incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for Administrative use. Transfer to FARC is not authorized. SC 5-30-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p>	
60.	<p>Statistical Headquarters Official Cold Storage Commodities Volume Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. Magnetic media machine-readable master file record of official estimates of commodity volumes in cold storage by region and for US. Data consists of total pounds of meats, dairy products, poultry, egg products, fruit and fruit products, and vegetables in refrigerated storage. Official estimates and forecasts are based on survey data collected from refrigerated warehouses by State Field Offices or the Headquarters. Primary data is edited, processed, and summarized for regions and the US. These records support the information network and published monthly releases and annual summaries.</p> <p><del>Permanent.</del> Break file annually. <del>Transfer to NARS</del></p> <p><del>Machine-Readable Archives when 3 years old.</del> Data reference files in printed, microfiche, or duplicate magnetic media may be retained <del>indefinitely</del> to meet continuous agency needs</p> <p>b. Manual or machine printed records of official estimates of commodity volumes in cold storage by region and for US not available in machine-readable media form. Data includes the total pounds on hand of major commodities in refrigerated storage at the end of each month. Official estimates and forecasts are based on survey indications</p>	<p><i>Transfer to NARS when 3 yrs old. SC 10-20-78</i></p> <p>NN162-31 Item 8(a) and (c)</p>	

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	<p>and analysis, comments and recommendations collected from refrigerated warehouses by State Field Offices or the Headquarters. Primary data is edited, processed, and summarized for each region and the US. These records support the information network and published monthly releases and annual summary releases.</p> <p><del>Permanent. Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. These records may not be retired unless all data are incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized. SC 5-30-78</i></p>	NN162-31 Item 8(a) and (c)	
61.	<p>Statistics Headquarters Official Agricultural Prices Paid and Farm Labor Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>Manual or machine printed records of official agricultural prices paid by farmers and farm labor estimates not available in machine-readable form. Data includes official statistical forecasts and estimates based on survey indications and analysis, comments and recommendations. May also be based in part on computations for certain products or agribusiness economic elements. Data consists of:</p> <p>(1) Farm numbers.</p> <p>(2) Prices paid by farmers for family living items, living expenses, and for farm equipment or other production items.</p> <p>(3) Farm labor volume and wage rates.</p> <p>Official estimates are based on primary survey data collected by State Field Offices from farmers and agribusinesses, summarized, and input to Headquarters. These records support the information network, the Agricultural Statistics Program, indexes of parity, farm real estate taxes, and interest on farm real estate indebtedness. Also, published monthly releases and annual summary by States and the US.</p> <p><del>2. Paper records: Permanent. Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. Records may not be retired unless all data is incorporated in comprehensive machine-readable media data base records.</del></p> <p><i>Destroy when no longer needed for administrative use. Transfer to FARC is not authorized.</i></p> <p><i>Machine-readable records: Submit SF 115.</i></p>	NN162-31 Item 8(a) and (c)	

4. DISPOSAL NOT  
APPROVED

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
62.	<p>Statistics Headquarters Official Prices Received by Farmers' Estimates. (Arrange by file code, then alphabetically by title and/or geographical area.)</p> <p>a. Magnetic media machine-readable record of official estimates of prices received by farmers for States and the US. Major data elements include:</p> <p>(1) Monthly prices received by farmers by commodity by States and for US.</p> <p>(2) Monthly weights by commodity by State.</p> <p>Official estimates are based on State Field Office conducted surveys of:</p> <p>(1) Buyers of farm grain crops.</p> <p>(2) Farmers, ranchers, livestock buyers, and processors of livestock products.</p> <p>May also be based in part on computations of certain commodities or agribusiness economic elements from outside source data. These records support the information network and the published monthly releases and annual summary releases.</p> <p>Permanent. Break file annually. Transfer to NARS Machine-Readable Archives when 1 year old. Data reference files in manual, printed, microfiche, or duplicate magnetic media may be retained indefinitely to meet continuous agency needs.</p> <p>b. Manual and machine printed records of official prices received by farmers estimates not available in machine-readable media form. Data includes average prices received by farmers for:</p> <p>(1) Crops by commodity and weight for State and the US per survey of buyers/processors.</p> <p>(2) Livestock and livestock products by commodity and weight by State and for the US by survey of farmers, ranchers, buyers, and processors.</p> <p>Official estimates and forecasts are based on surveys conducted by State Field Offices. Primary survey data is</p>	<p>NN162-31 Item 8(a) and (c)</p>	



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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>edited, processed, and summaries are input to Headquarters for further processing. Estimates may also be based in part on other agency reports, or agribusiness economic elements. These records support the information network and published monthly releases and annual summary releases.</p> <p><del>Permanent. Break file annually. Retain records indefinitely for Statistics day-to-day reference to meet agency needs. These records may not be retired unless all data are incorporated in comprehensive machine readable media data base records.</del></p> <p><i>Distroy when no longer needed for administration use. Transfer to FARC is not authorized. SC 530-78</i></p>	<p>NN162-31 Item 8(a) and (c)</p>	
63.	<p>Field Office Estimates Records. (Arrange by file code, then alphabetically by survey title and/or commodity.) Manual, printed, microfiche, or magnetic media machine-readable records of initial estimates and forecasts based on summarized survey data and initial computations and the officially issued figures. Records cover each survey conducted by the State Field Office.</p> <p>a. <u>Cooperative Federal-State Surveys.</u></p> <p><del>Permanent. Break files annually at end of year in which survey cycle is completed whether annual, biannual, or less frequently performed. Retain records of continuous surveys indefinitely to meet day to day operating reference needs. Transfer all estimates records of discontinued surveys to FARC when records of final survey are 5 years old or when no longer needed for reference, whichever is sooner.</del></p> <p><i>Dispose of after third cycle.</i></p> <p>b. <u>State Sponsored Surveys.</u> Retain records indefinitely for day-to-day reference needs. Offer all estimates records of a discontinued survey to State Archives when records of final survey are 5 years old or when no longer needed for reference. If offered records are refused, they may be destroyed.</p> <p style="text-align: center;"><u>SURVEY INDICATIONS RECORDS</u></p> <p>(Arrange by file code, then alphabetically by survey title and/or commodity and geographical area.)</p> <p>Indications are aggregates of summarized sample survey</p>	<p>NN168-97 Item 5</p> <p>GRS 20, II, 3</p> <p>NN162-31 Item 11(d) - (g)</p>	

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	data adjusted by inclusion of various weighting factors. The results are meaningful for a specific geographical area, crop growing region or other specifically identified size group. Official estimates are based on these indications. Includes computations for certain commodities and reflects survey indications relating to production, yield, price, inventory, disposition, and other statistics for individual states and/or the nation. May include for example: Documents used to record official survey indications, crop reporting board action, State input summaries to DC, shuttle sheets, etc. These records may be in manual, machine printout, microfiche, or magnetic media machine-readable form. These records are continuously referred to in day-to-day operations.		
64.	<p>Statistics Headquarters Indications Records</p> <p>a. <u>Cooperative Periodic Surveys</u></p> <p>Break files at end of year in which a survey cycle is completed whether annual, biannual, or less frequently performed. <del>Destroy the single selected record media records when 20 years old.</del>  <i>Dispose of after subsequent data file that contain detail data have been created and proven satisfactory.</i>  <i>SC 10-20-78</i></p> <p>b. <u>Federal and Cooperative One-Time Surveys</u></p> <p>Break file at end of year in which survey is completed. <del>Destroy the single selected record media records when 5 years old or when no longer needed for reference, whichever is sooner.</del>  <i>Dispose of after subsequent data file that contain detail data have been created and proven satisfactory.</i>  <i>SC 10-20-78</i></p>	<p>NN162-31 Items 8(c), 10(b) and (c), and 11(d) - (g)</p> <p>NN162-31 Items 8(c), 10(b) and (c), and 11(d) - (g)</p>	<p><i>GRS 20, II, 12</i></p> <p><i>GRS 20, II, 12</i></p>
65.	<p>Field Office Indications Records</p> <p>a. <u>Cooperative Federal-State Periodic Surveys</u></p> <p>Break files at end of year in which a survey cycle is complete whether annual, biannual, or less frequently performed. <del>Destroy the single selected record media records when 20 years old.</del>  <i>Dispose of after subsequent data file that contain detail data have been created and proven satisfactory.</i>  <i>SC 10-20-78</i></p> <p>b. <u>Cooperative Federal-State One-Time Surveys</u></p> <p>Break files at end of year in which survey is completed. <del>Destroy the single selected record media records when 5 years old or when no longer needed for reference,</del></p>	<p>NN168-97 Item 5</p> <p>NN168-97 Item 5</p>	<p><i>GRS 20, II, 12</i></p>

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
	<p>whichever is sooner <i>Dispose of after subsequent data file that contain detail data have been created and proven satisfactory. SC 10-20-78</i></p> <p>c. <u>State Sponsored Periodic Surveys</u></p> <p>Break files at end of year in which a survey cycle is completed whether annual, biannual, or less frequently performed. <i>Dispose of the single selected records media records according to State Government regulations. If no such regulation exists, destroy when 20 years old or when no longer needed for reference, whichever is sooner. Dispose of after subsequent data file that contain detail data have been created and proven satisfactory. SC 10-20-78</i></p> <p>d. <u>State Sponsored One-Time Surveys</u></p> <p>Break files at end of year in which survey is completed. <i>Dispose according to State regulations. If no such regulation exists, destroy when 5 years old or when no longer needed for reference, whichever is sooner. Dispose of after subsequent data file that contain detail data have been created and proven satisfactory. SC 10-20-78</i></p>	<p>None</p> <p>GRS 20, II, 12</p> <p>None</p> <p>GRS 20, II, 12</p>	