

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 Items are either obsolete or have been superseded by newer NARA approved records schedules.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The following items were superseded by N1-355-91-01.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All items in this schedule not superseded by N1-355-91-01 were confirmed to be inactive per email from agency records officer Teresa McDuffie-Frye dated October 28, 2020.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INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE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 DISPOSITION 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

WORLD AGRICULTURE OUTLOOK BOARD

~~ECONOMICS MANAGEMENT STAFF~~

3. MINOR SUBDIVISION

~~ADMINISTRATIVE SERVICES DIVISION~~

4. NAME OF PERSON WITH WHOM TO CONFER

PAULETTA R. SHELTON

5. TEL EXT.

447-4612

LEAVE BLANK

JOB NO

NCI-354-83-1

DATE RECEIVED

12/79/83

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

3-27-84

Date

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

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE LAURA B. SNOW, Chief

Records, Systems, and Analysis Branch.

10/13/83

Laura B. Snow

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

WORLD AGRICULTURAL OUTLOOK BOARD (WAOB)

FILES

A. ~~CHAIRMAN'S GENERAL CORRESPONDENCE FILE~~

1. Chairman's General Correspondence *see Subj* File (Arr: alpha, by subject or file)
a. Subj: Incoming and outgoing correspondence and related supporting papers received and created in the Chairman's office. Records may include, but are not limited to *information* about WAOB's

Organization: Records documenting the establishment, activities and accomplishments of intra-agency boards, committees, councils and conferences (excluding the Agricultural Outlook Conference, item 4) sponsored by World Agricultural Outlook Board (WAOB), including national and regional organizations.

40 items

115-107 Copy to agency, RTB, 3/30/84

to NNB, NNF, NNS, & NCW - 4/11/84 - sent 4-13-84 by DMW.

NO MDC Sheet Needed

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>Functions:</u> Records of legislation and proposals with potential substantive effects on existing functions and programs; high-level delegations of authority; WAOB policy, programs, research plans and related results, decisions and opinions; organization structure, charts and functional assignments. Records of WAOB participation in Departmental or internal WAOB management improvement programs, including reports, recommendations and proposed program revisions.</p> <p><u>External Relations:</u> Records of communications with foreign, state or local governments, other Federal agencies, educational institutions, professional groups, and private business organizations; formal agreements and other cooperative arrangements and memoranda of understanding.</p> <p><u>Permanent.</u> Break correspondence files annually. Break other files at end of year in which superseded or obsolete or when final action is complete. Transfer to Federal Archives and Records Center (FARC) when five years old. Offer to National Archives and Records Service (NARS) ^{in 10-year blocks} when 15 years old, in 10-year blocks. Approx. 1 cu. ft./yr.</p> <p>^{Non-substantive or} b. 1 Preliminary or subsequent correspondence, reports, background and working papers related to the above materials filed at or below the Chairman level. Also includes extra copies of records in 6a and 6b below and all other organizational copies of records covered above.</p> <p>Break files annually. <u>Destroy</u> when five years old or when no longer needed for reference, whichever is sooner.</p>		
2.	<p><u>Authority Delegations and Management Controls</u></p> <p>a. Records of open-end WAOB delegations issued by the Chairman to identified positions. Also includes record copies of temporary or limited authority delegations issued by WAOB officials by name.</p> <p>(1) <u>Destroy</u> open-end delegations three years after authority is cancelled, superseded or obsolete. (2) <u>Destroy</u> temporary or limited delegations at the time the authority is superseded or becomes obsolete.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>b. Management control records of audits, surveys, inspections, and reviews of WAOB operations externally performed by NARS, the General Accounting Office or other Federal agencies or similar reviews conducted internally by WAOB or another USDA agency. Includes initial and final reports and related nonroutine correspondence and supporting papers.</p> <p>Break files at end of year in which final action is completed. (1) Transfer external review records to FARC when five years old. <u>Destroy</u> when 10 years old. (2) Transfer internal review records to FARC when two years old. <u>Destroy</u> when five years old.</p> <p>3. <u>Chairman's Chronological Reading File</u></p> <p>Information copies of outgoing correspondence and related supporting papers created below the Chairman level. Materials are received by the Chairman and filed chronologically in six-month's intervals by date, month, and year of origin. These materials are filed by subject below the Chairman level by the originating office.</p> <p><i>in 5-yr blocks</i></p> <p><u>Permanent.</u> Break files annually. Transfer to FARC within five years. Offer to NARS within 10 years or when no longer needed for agency use. <i>3"/yr.</i></p> <p>●. <u>WAOB OUTLOOK CONFERENCE AND STAFF MEETINGS</u></p> <p>4. <u>Agricultural Outlook Conference</u></p> <p>The Annual Outlook Conference is USDA's single most important forum for the release and exchange of outlook information. Conference discussions involve key agricultural issues affecting economic prospects for the U.S. and world agriculture. The earliest conferences were held strictly to provide producers with new information on seed varieties and crop development. Currently, the conference includes such features as the outlook for the economy, agriculture and trade, agribusiness conditions and adjustments, marketing and risk and overall trade policy prospects, home economics and human nutrition.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>Outlook Conference materials include single record copies of steering committee records, final conference agendas, annual reports and publications, publicity records and reactions to conference, speech scripts, charts and other visual aids, published articles, and historical narratives. Arr. chronologically. Less than 1 cu. ft./yr. <i>the 5-year block</i></p> <p><u>Permanent.</u> Break files every five years. Transfer to FARC when 10 <i>15</i> years old. Offer to NARS when 15 <i>15</i> years old in 10 year blocks. <i>in 5-yr blocks when most recent record in block is 10 years old.</i></p> <p>5. <u>World Agricultural Outlook Board Staff Meetings</u> (Arrange alphabetically by subject or title.) <i>ca. 2"/yr.</i></p> <p>a. Agendas, minutes, and supporting papers of meetings held at the Chairman level relating to substantive matters of WAOB policy, procedures, program operations, organization structure, overall performance, and similar internal operating matters. Also, includes significant briefings presented to high echelon WAOB officials and other USDA and Federal Government officials.</p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when five years old. Offer to NARS when 15 <i>15</i> years old in 10 year blocks, <i>when 15 yrs. old.</i></p> <p>b. All records of staff meetings held below the Chairman level, or records of meetings relating to routine operating matters held at the Chairman level. Includes agendas, minutes, supporting papers, and routine reports and other materials resulting from or contributing to such meetings, such as materials relating to continuing project work assignments.</p> <p>Break files annually. ³ Destroy when two <i>3</i> years old. <i>or when no longer needed for reference.</i></p> <p>c. All other copies of records filed under either paragraph 2a or 2b above, meeting schedules and records of informal or routine content of limited reference value not covered above.</p> <p>Break files annually. <u>Destroy</u> when one year old, or when no longer needed for reference, whichever is sooner.</p>		

GRS 16/12b(2)

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 align="center">ORGANIZATION - MANAGEMENT</p> <p>6. <u>World Agricultural Outlook Board Directives</u> (Arrange in assigned number order and/or alphabetically by title as applicable.) (ca. 1"/yr)</p> <p>a. Single copy record files of each new and revised administrative directive issuance detailing policy and procedure. Directive record materials include formally issued instructions such as handbooks, WAOB supplements to the USDA Manual and the Economics Administrative Agencies Directives Manual, and significant internal procedures.</p> <p><u>Permanent</u>. Break files every five years and transfer to FARC in complete sets. Offer to NARS in five year blocks when 20 years old.</p> <p>b. All other copies of (a) above, including temporary internal procedures and administrative notices.</p> <p><u>Destroy</u> when obsolete or no longer needed for reference.</p> <p>c. Supporting case files, background materials and other working papers which document important aspects of the development of an issuance.</p> <p><u>Destroy</u> six months after related issuance becomes obsolete or is no longer needed for reference, whichever is sooner.</p> <p>7. <u>ADP Systems - Planning, Development and Implementation</u> (Arrange alphabetically by title of system or project, then by subject if volume warrants.)</p> <p>Records of significant correspondence, proposal statements, supporting papers, reports and recommendations made concerning conversion from manual to automated systems, and revision or expansion of existing automated systems. Includes records documenting systems' scope, projected costs/savings, equipment needs and recommendations, as well as methods of collecting, processing and issuing, storing and retrieving data. May further include WAOB</p>	<p>GRS 16/1a (same)</p> <p>GRS 16/1b (submit 115)</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>approval/disapproval of recommendations; systems design, test evaluations, implementation standards, guides and modifications introduced to meet standards or added processing or retrieval needs; and descriptions of machine-readable data files/data bases.</p> <p>Break files at end of year in which system is approved or disapproved, discontinued, replaced or completely redesigned. Transfer to FARC when three years old. Destroy when 15 years old. <u>15</u></p> <p>b. Routine correspondence, reports and supporting papers relating to the system, processing, output and storage of data files, and to the normal usage of machine-readable data on system files.</p> <p>Break files annually. <u>Destroy</u> when five years old or when no longer needed for reference, whichever is sooner.</p> <p>NOTE: See General Records Schedule (GRS) 20, Part I, for the records of fully operational ADP systems. See items 18 through 22 of this schedule for WAOB program data records in machine-readable form.</p> <p><u>INFORMATION/PUBLIC RELATIONS</u></p>		
8.	<p><u>Historical Narrative</u> (Arrange alphabetically by subject and year(s) encompassed.)</p> <p>a. Single copies of narrative historical accounts describing the World Agricultural Outlook Board organization; its structure, policy and programs; its purpose, accomplishments or other aspects such as services provided to the public. May describe the effects of certain historical events on the agricultural, national or world economy. <u>2" / yr.</u></p> <p><u>Permanent.</u> Break file at end of year in which account is published or otherwise issued. Transfer to FARC when five years old. Offer to NARS in five year blocks when 20 years old.</p> <p>b. All other copies of the above. Also includes routine administrative correspondence or work files relating to WAOB information on historical matters.</p>	GRS 16/13c (same)	

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	<p><u>Destroy</u> when no longer needed for reference.</p> <p>9. <u>WAOB Publications and Periodical Releases</u> (Arrange alphabetically by title in issue date sequence.)</p> <p>WAOB prepared periodicals, outlook and situation reports, booklets and handbooks announcements, and bulletins. These publications and issuances are published by GPO. EXCLUDES Departmental publications and issuances.</p> <p><u>Destroy</u> in agency when superseded, obsolete, or when no longer needed for reference.</p> <p>10. <u>Daily Highlights of Agricultural Development</u> (Arrange chronologically by date of issue.) <i>Ca. 2"/yr.</i></p> <p>Daily news memoranda highlighting significant occurrences and conditions in the domestic commodities market. Included are any important worldwide weather conditions and agricultural and economic indicators, such as the consumer price index, gross national product, inflation, and crop conditions that impact on the U.S. commodities market. Also reported are any major U.S. and international policy decisions that substantively affect the outlook and situation for crops and livestock. The Daily Highlight is circulated internally as a daily briefing document to WAOB personnel and upper echelon USDA officials.</p> <p>Permanent. Break files every five years. Transfer to FARC when 10 years old. Offer to NARS when 15 years old. old in 10 year blocks. <i>in 5-year blocks when most recent records in block are 10</i></p> <p>11. <u>Manuscripts</u> (Arrange alphabetically by title or subject as applicable.)</p> <p>Manuscripts originated by WAOB personnel relating to the agricultural economic picture, which are approved at the Chairman level for publication or presentation.</p> <p>a. <u>Published Manuscripts</u></p> <p>(1) Camera or final draft copies of articles, reports, and other manuscript documents written by WAOB officials and officially approved for publication.</p>		

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	<p>Break files at end of year in which publication containing the manuscript is issued. <u>Destroy</u> when published text is verified, when no longer needed for reference, or when three years old, whichever is sooner.</p> <p>(2) All other copies including page and galley proofs, and related correspondence, memoranda, and related materials.</p> <p>Break files at end of year in which verified publication is issued. <u>Destroy</u> when one year old, or when no longer needed for reference, whichever is sooner.</p> <p>b. <u>Unpublished Manuscripts</u></p> <p>All copies of unpublished manuscripts, together with comments, related correspondence, background material and other related documentation.</p> <p>Break files at end of year following notice of disapproval or notice that material will not be published. <u>Destroy</u> when three years old or when no longer needed for reference, whichever is sooner.</p> <p>NOTE: See GRS 13 for records pertaining to printing, distribution, binding, and administrative operations relating to publications.</p>		
12.	<p><u>Official Speeches and Lectures</u></p> <p>a. Single record copies of official speeches and lectures presented to a public audience by the Chairman or the Chairman's designee. These speeches and lectures concern established WAOB policies and programs, and matters affecting the national or world economy. Includes press conference transcripts, speech/lecture scripts, indexes, and clear copies of unpublished charts or other visual aids. (See item A(2) for speeches given at Agricultural Outlook Conferences.) <i>Ans. by speech. 10 yrs.</i></p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when five years old. Offer to NARS in five year blocks when 20 years old.</p> <p>b. Single record copies of official speeches and lectures made by top level WAOB officials below the</p>	GRS 14/1a (same)	

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	<p>Chairman level concerning the above subject matter and materials.</p> <p>Break files annually. <u>Destroy</u> when 10 years old.</p> <p>13. <u>Contracts, Research and Cooperative Arrangements</u> (Arrange alphabetically by subject and/or assigned document or transaction number.)</p> <p>Correspondence, memoranda, background and supporting papers, and WAOB copies of approved agreements and memoranda of understanding filed below the Chairman level. These include research and cooperative arrangements (other than service and support) and memoranda of understanding with local, state and foreign governments, other federal agencies, educational institutions, professional groups, and private business organizations and individuals. Also includes fund authorizations, fiscal accounting documents, progress reports, etc.</p> <p>Break files at the end of the year in which the agreement, arrangement or memorandum of understanding becomes obsolete or final action is taken or final payment is made. Transfer to FARC when two years old. <u>Destroy</u> six years and three months after final payment.</p> <p><i>Destroy in agency upon termination or completion.</i></p> <p>NOTE: Official record copies of contracts are kept by the Procurement Section, Procurement and Property Management Branch, Administrative Services Division, Economics Management Staff, and are disposed according to a separate schedule.</p>		
	<p>14. <u>Publications Correspondence/Work Files</u> (Arrange alphabetically by subject or title if applicable and volume warrants.)</p> <p>Routine correspondence, reports and background materials relating to the development, preparation and distribution of WAOB publications and periodical releases. Includes report manuscripts, articles, peer review comments, written responses to releases, complaints, commendations, etc.</p> <p>Break files annually. <u>Destroy</u> when two years old or when no longer needed for reference, whichever is sooner.</p>		<p>GRS 3/4b (same)</p>

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	<p style="text-align: center;"><u>PROGRAM OPERATIONS</u></p> <p>The WAOB has four major areas of responsibility:</p> <ul style="list-style-type: none"> o <u>Agricultural Outlook and Situation.</u> Coordinate and review all crop and commodity data used to develop outlook and situation material within USDA; oversee all estimates and analyses which significantly relate to international and domestic commodity supply and demand; participate in planning and developing research programs relating to improving the Department's forecasting and estimating capabilities; provide liaison between the Department and Commodity Futures Trading Commission; and plan and participate in outlook conferences and briefings to maintain an awareness of current and upcoming economic issues significant to the food and agricultural system. o <u>Interagency Commodity Estimates.</u> Establish Interagency Commodity Estimates Committees (ICEC) to bring together estimates and analyses from supporting agencies and to develop official estimates of supply, utilization, and prices for commodities. (See item 15 below for minutes of ICEC meetings.) o <u>Weather and Climate.</u> Serve as a focal point within the Department for coordination of weather, climate, and related crop monitoring activities. o <u>Remote Sensing.</u> Provide technical assistance, coordination and guidance to Department agencies in planning, developing and carrying out satellite remote sensing activities to assure full consideration and evaluation of advanced technology. <p>15. <u>Interagency Commodity Estimates Committee Meetings</u> (Arrange alphabetically by commodity, then chronologically chronologically by date of issue.)</p> <p>Minutes and supporting tables and charts of monthly ICEC meetings filed at the Chairman level. The minutes contain ^{include} official Departmental estimates and projections of supply, utilization, and prices for U.S. and world commodities. Data for the minutes are assembled and analyzed by commodity analysts from WAOB and other USDA agencies. Included are the</p>		

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16.	<p>analysts' assessments of proposed program changes for specific commodities. The minutes are used Departmentwide for developing budgets and evaluating and administering programs and operations. They are the basis of situation and outlook statements published monthly in World Agricultural Supply and Demand Estimates. The minutes are also issued to all committee members and upper echelon USDA officials. <i>Ca. 6 7/yr.</i></p> <p><u>Permanent.</u> Break files annually. Transfer to FARC when 10 years old. Offer to NARS when 15 years old in 10 year blocks.</p> <p><u>Special Projects/Programs</u> (Arrange alphabetically by brief subject, project or program title, or designated project identifier, as applicable.)</p> <p>a. <u>Agricultural and Resources Inventory Surveys Through Aerospace Remote Sensing (AgRISTARS)</u></p> <p>Initiated in Fiscal Year 1980, AgRISTARS is a long-term program of research, development, evaluation and application of aerospace remote sensing to meet the needs of USDA. The program is currently a cooperative effort of the USDA; the National Aeronautics and Space Administration; the U.S. Department of Commerce through its agency, the National Oceanic and Atmospheric Administration (NOAA) and the U.S. Department of Interior and the Agency for International Development. The program goal is to determine the usefulness, cost and extent to which aerospace remote sensing data can be integrated into existing or future USDA systems to improve the objectivity, reliability, timeliness and adequacy of information required to carry out USDA missions. <i>3 cu ft/yr.</i> <i>Transfer to FARC when 2 yrs. old. Offer to NARS in 1995.</i></p> <p>b. <u>Larger Area Crop Inventory Experiment (LACIE)</u></p> <p>Forerunner of AgRISTARS. The program ran from October 1974 through September 1978. It was a multi-agency research program designed to test application of aerospace remote sensing in monitoring the condition of the wheat crop in eight countries. Participating agencies included USDA and NOAA.</p>		

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	<p>These files for LACIE (and AgRISTARS as records become available) include single record copies of management proposals and actions establishing or changing program policies, goals, budget requirements, and the focus of research; annual summaries of performance progress, single record copies of published and approved unpublished final reports; special staff records documenting work or direction of program; records of the establishment, revision or termination of individual program projects. <i>Caa 27 cu ft. total for</i></p> <p><i>Transfer</i> Permanent. Hold in agency for two years. Retire to FARCA. Offer to NARS in 1995.</p> <p><i>when 2 years old,</i></p> <p>17a <u>Program Operations Correspondence/Work Files</u> (Arrange alphabetically by subject or title if applicable and volume warrants.)</p> <p>Routine materials which have no major impact on policy objectives or program operations and which require little time or research to prepare. Includes staff reports, trip reports, inquiry and acknowledgement letters and other material of limited retrieval value resulting from day-to-day program operations.</p> <p>Break files annually. <u>Destroy</u> when two years old or when no longer needed for reference, whichever is sooner.</p> <p>WAOB DATA FILES</p> <p>(Arrange by file code, then alphabetically by subject, title, geographical area, or computer program designator as applicable.)</p> <p>Machine-readable and manual collections of statistics and weather, crop and commodity data. These data are obtained for or by WAOB, or are compiled from aggregates of one or more WAOB data files, or outside sources for regular use by WAOB in the course of performing program operations, research, and preparing periodic and one-time reports and analyses.</p> <p>18. <u>Summary Research Data</u> (Arrange by file code, then by project identifier and subject or title or alphabetically by other subject as applicable.)</p>	<p><i>LACIE</i> Ca. 30 ft. / yr. for <i>AgRISTARS</i></p>	

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	<p>Manual or machine-printed, or machine-readable media records of summarized data resulting from research projects, studies or statistical analyses which are not part of a cumulative data file, periodically updated or formatted for routine retrieval, or in final form. May include statistical data, tables, charts, graphs or other documentation. May include secondary data extrapolated from other data files, primary data gathered during the course of the research, and primary and secondary data gathered by:</p> <p>(1) A source outside WAOB on a cooperative research or other arrangement, or contract.</p> <p>(2) Outside source data which may be extensively revised by internal weighting or manipulation, or through combination with other data files, or with data gathered by WAOB for other purposes.</p> <p>a. Single record copies of data records having continuing or recurring research or reference value.</p> <p>Break files at end of year in which final data summary, revision or update is complete and verified as satisfactory. Offer to NARS when of no active value to WAOB. If records are not accepted, destroy immediately or retain as nonrecord reference material.</p> <p>b. Collected or extrapolated data and summaries which cannot be correlated with other data files, which are quickly outdated and not updated, or which have no significance or reference value for the analysis for which they were gathered or prepared or for future research use.</p> <p><u>Destroy</u> when of no further reference value to the analyst or the filing office.</p> <p>c. All other copies.</p> <p><u>Destroy</u> when purpose has been served and of no further reference value to the filing office.</p>		
19.	<p><u>Weather Data Base</u></p> <p>A three-part data base containing meteorological and climatological data used primarily for monitoring and</p>		

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	<p>assessing the probable impact of weather on food supplies. The data base sequentially provides operational and historical weather data by weather observation stations and countries or regions by crop type. The data source is the Climatic Analysis Center, National Meteorological Center. Descriptions of the three data files are listed below separately by title.</p> <p><u>a. Daily Weather File</u> File contains precipitation readings; maximum, minimum and average temperatures; and elevation levels as reported daily from nearly 8,000 global weather stations by country or region. May include code designations for each reporting station or hourly observations of present weather conditions. The file is updated daily on a running 31-day cycle. The data are used in conjunction with satellite imagery and current weather maps. The primary use of the file is to generate map plots and to provide information for daily weather briefings within WAOB. Weekly precipitation and temperature readings are compiled for publication in the Weekly Weather and Crop Bulletin. The data are retained for 31 days, then stored on tape to generate the 26-Week Weather Data File.</p> <p><u>Destroy</u> when updated and data are no longer needed for daily operation.</p> <p><u>b. 26-Week Historical Weather Data File</u> File contains weekly and monthly average temperature and total precipitation readings. Data are used to determine growing degree days, to obtain and graphically display time series analyses and weather conditions as they impact on crop development, to formulate statistical analyses leading to crop yield assessments and to conduct daily weather briefings within WAOB. Data are gathered from a subset of approximately 2,000 global weather stations. File is updated every 26 weeks. <i>Arr. by International Region and thereunder by reporting stations</i></p> <p><u>Permanent.</u> Break files every 10 years. Transfer to NARS <i>upon file break</i>. If desired, WAOB may retain a duplicate copy of files for reference purposes.</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>c. <u>Monthly Historical Weather Data File</u> (<i>Arranged by World Meteorological Organization country number & transmission by reporting station</i>)</p> <p>File contains 31-day operational data of average monthly temperature and precipitation values by region. It is used principally for developing statistical analyses, percentile rankings, probability assessments, and correlation factors between crop yields and weather conditions. Data are also used to generate map plots for publication in the Weekly Weather and Crop Bulletin and to provide information for weather briefings within the Department and press releases to the public.</p> <p><u>Permanent.</u> Break files at end of 10-year cycle. Transfer to NARS ^{upon file break} If desired, WAOB may retain a duplicate copy of files for reference purpose.</p>		
20.	<p><u>International Commodities Data Base</u> (<i>Arranged by year and then under by commodities</i>)</p> <p>File contains yearly acreage, yield, and production statistics for domestic and foreign commodities by major regions/countries. Each commodity is listed by country and by attributes, such as area harvested or planted, imports, exports, total consumption, yield production, and beginning and ending stocks. Data are updated monthly for each country and commodity combination. The data source is the Economic Research Service commodity data bases. Data are used to generate statistical correlations between weather variables and crop yields to determine increases and decreases in yields and for other statistical and regression analyses. Data base analyses and statistics are published monthly in the World Crop Production Report.</p> <p><u>Permanent.</u> Break files at end of 10-year update. Transfer to NARS one year later. <i>upon file break.</i></p>		
21.	<p><u>Livestock Data Base</u></p> <p>File is used to create statistical tables of supply and production of red meat and poultry for the U.S.; slaughter numbers, domestic shipments, imports and exports, and military and civilian per capita consumption; and egg production showing egg sets, chicks hatched and broilers slaughtered. The tables are used in briefings to top level USDA officials and</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>for publication in the World Agricultural Supply and Demand Estimates. Some monthly livestock and poultry estimate tables are published for interagency use only. The data sources are livestock market news releases, ERS, FAS, and WAOB commodity analysts' own projections. Updates are made weekly for briefings and quarterly for published estimates.</p> <p><u>Destroy</u> when no longer needed for reference or when tables are published.</p> <p>22. <u>National Business Economists Council (NBEC) Data Base</u></p> <p>File is used to generate quarterly tables of estimates of leading economic indicators of the general U.S. economy, such as the gross national product, net imports and exports, housing starts, government food surpluses, total auto sales, etc. The tables are compiled from actual levels for the indicators obtained from the Department of Commerce and from estimates provided by council members. The tables are used in quarterly council meetings as "talking papers" or reference tools. The final assessments of the council members are prepared in narrative form and sent to the Office of the Secretary where they are used to assess the impact of the economy on agriculture.</p> <p><u>Destroy</u> when no longer needed for reference.</p> <p>NOTE: WAOB currently uses files referenced in items 21 and 22 solely to create paper records. As such the machine-readable records are disposable, as they are not building cumulative time series. If WAOB does decide to change these files into a true data base, this disposition authority is no longer valid and NARS would need to reappraise.</p> <p>Approval: <u>James Donald</u> 11/23/83 James Donald, Chairman World Agricultural Outlook Board</p>		