

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB #

NI-355-86-1

DATE RECEIVED

7-21-86

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  
National Agricultural Statistics Service

3 MINOR SUBDIVISION

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

4 NAME OF PERSON WITH WHOM TO CONFER

Sharon Flynn

5 TELEPHONE EXT

447-4612

DATE

4-28-87

ARCHIVIST OF THE UNITED STATES

*Frank A. Bandy*

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

A GAO concurrence  is attached, or  is unnecessary

B DATE 3-23-87	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Laura B. Snow</i> Laura B. Snow	D TITLE Chief, Management Analysis Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
1.	<p><b>NATIONAL AGRICULTURAL STATISTICS SERVICE (NASS)</b></p> <p><b>ADMINISTRATIVE RECORDS</b></p> <p><u>ASSOCIATIONS, BOARDS, COMMITTEES, COUNCILS, AND CONFERENCES</u> (Arranged alphabetically by name and title.)</p> <p>a. <u>Internal Agency Board, Committee, Council, and Conference Records</u> received, processed, and created by internal agency activities and maintained by the sponsor. Records may include but are not limited to: Agency administrative-management projects and improvement recommendations, advisory committees, research project proposals, program operation and procedure improvement recommendations, agendas, minutes, final reports, decisions, and related records documenting accomplishments.</p> <p><u>Permanent.</u> Break files annually. Transfer to FRC 5 years after final decision or action is completed. Transfer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., transfer 1980-84 records in 1999).</p> <p>b. <u>All other committee-conference records and copies.</u></p> <p>Break files annually. <u>Destroy</u> when 3 years old or no longer needed for reference, whichever is sooner.</p>	NC1-354-78-1 Item 1	132 items

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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
2.	<p style="text-align: center;"><u>DIRECTIVES</u></p> <p><u>NASS Directives.</u> (Arrange by file code, then alphabetically by title in assigned number order.)</p> <p>a. <u>Single copy record files</u> of each new and revised internal directive detailing NASS policy and procedure. Includes: Crop, Livestock, and Prices Estimates Manuals, Crop Estimating and Operations Memoranda, and Operating Procedures Handbooks with incorporated forms.</p> <p><u>Permanent.</u> Offer to NARA in 5-year blocks when 20 years old (e.g., offer 1980-84 block in 2005).</p> <p>b. <u>Related case files</u> which document important aspects of the development of the document.</p> <p><u>Destroy 5 years</u> after directive is canceled, superseded, or becomes obsolete.</p> <p>c. <u>All other copies.</u></p> <p><u>Destroy</u> when canceled, superseded, obsolete, or no longer needed for reference.</p> <p style="text-align: center;"><u>NASS FORMS</u></p> <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 NASS Headquarters and the State Statistical Offices (SSO's) will be kept. Related instructions and documentation showing inception, purpose, and scope will be kept with the form record copy.</p>	NC1-354-78-1 Item 2	
3.	<p><u>Federal Surveys.</u> Survey questionnaires created and issued by NASS Headquarters and SSO's for the purpose of collecting, tabulating, and editing data relating to the national agricultural economy. Federal surveys are conducted on subjects of wide national interest and concern.</p>	NC1-354-78-1 Item 3	

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	<p>a. <u>One master copy of each Federal survey questionnaire approved by OMB, work sheets, and summary sheets will be kept by the Headquarters as the record copy.</u></p> <p>Break files when a form is superseded, canceled, or discontinued. <u>Destroy</u> when no longer needed for administrative use.</p> <p>b. <u>One copy of each Federal survey questionnaire kept by the surveying SSO's. This includes those adapted using alternative entries to the NASS Form approved by OMB.</u></p> <p><u>Destroy</u> with SSO survey summary files for the applicable survey when 7 years old. The survey comments and recommendations must be destroyed along with the survey data summaries to which they apply.</p> <p>c. <u>All other copies.</u></p> <p><u>Destroy</u> as instructed by the Statistician-in-Charge or Branch Chief when form is superseded, canceled, or discontinued, or when no longer needed for reference correlation with collected survey data.</p>		
4.	<p><u>State Government Surveys.</u> Survey questionnaires created and used by SSO's 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. <u>One master record file copy of each State survey questionnaire including work sheets and summary sheets will be kept by the surveying SSO.</u></p> <p><u>Dispose</u> according to the governing regulations of the State. If no State regulations exist, forms files may be destroyed with the summary records of the applicable survey when 7 years old. The survey comments and recommendations must be destroyed along with the survey data summaries to which they apply.</p> <p>b. <u>All other copies.</u></p>	NC1-354- 78-1 Item 4	

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5.	<p><u>Destroy</u> as instructed by the Statistician-in-Charge or Branch Chief when form is superseded, canceled, or discontinued, or when no longer needed for reference correlation with collected survey data.</p> <p><u>Other NASS Forms.</u> Administrative and other management forms created by NASS and issued to Headquarters and SSO's for internal preparation and use.</p> <p>a. <u>Single master record copy files</u> kept by NASS Headquarters.</p> <p><u>Destroy</u> 5 years after related form is discontinued, superseded, or cancelled.</p> <p>b. <u>All other copies.</u></p> <p><u>Destroy</u> as instructed by NASS when form is canceled or superseded, or when no longer needed for reference.</p> <p style="text-align: center;"><u>ORGANIZATION-MANAGEMENT</u></p>	NC1-354-78-1 Item 5	
6.	<p><u>Authority Delegations.</u> (Arrange by file code.)</p> <p>a. <u>Copies of Departmental documents</u> delegating authority to the agency and/or specific positions to perform assigned functions and/or specific actions. Includes original copies of authority delegations issued by agency officials to identified positions.</p> <p><u>Destroy</u> 3 years after delegation is superseded or obsolete.</p> <p>b. <u>Original copies of temporary or limited authority delegations</u> issued by agency officials to individuals by name.</p> <p><u>Destroy</u> when superseded or obsolete.</p>	NC1-354-78-1 Item 6	
7.	<p><u>Legal Decisions/Opinions.</u> (Arrange by file code.)  <u>Agency copies of USDA Office of the General Counsel</u></p>	NC1-354-78-1 Item 8	

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	<p>(OGC) opinions and comments on General Accounting Office (GAO) and Comptroller General decisions or instructions, legislation, and court decisions affecting NASS.</p> <p><u>Destroy</u> as instructed by the Statistician-in-Charge or Branch Chief when no longer needed for reference.</p>		
8.	<p><u>Consultant Opinions.</u> (Arrange by file code.) Copies of correspondence, reports, and supporting analysis originated by NASS experts consulted by other agencies or proposed statistical research projects, data surveys, or methodology.</p> <p>Break files annually. <u>Destroy</u> when 2 years old.</p>	NC1-354-78-1 Item 9	
9.	<p><u>Management Programs.</u> (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. <u>Records of internal NASS management improvement of program systems and procedures.</u> Includes study and survey reports and recommendations. Also includes project statements, final reports, analyses of test performance, and correspondence pertaining to research in statistical data collection, processing, or reporting systems.</p> <p><u>Permanent.</u> Break files at end of year in which recommended actions are superseded or become obsolete. Transfer to FRC when 5 years old. Transfer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., transfer 1980-84 block in 1999).</p> <p>b. <u>Records of internal NASS management improvement of administrative systems and procedures.</u> Includes study reports and recommendations. Also includes project statements, final reports, analyses of test performance, and correspondence.</p> <p>Break files at end of year in which project or other</p>	NC1-354-78-1 Item 10	

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10.	<p>recommended action is completed. <u>Destroy</u> when 5 years old or no longer need for reference, whichever is sooner.</p> <p>c. <u>All other NASS copies of approved management improvement records, and canceled or disapproved recommendations and projects.</u> Also includes interim project progress reports, correspondence concerning status of (or minor changes in) established objectives, or other routine documents of limited retrieval value.</p> <p>Break files at end of year in which project or other recommended action is completed, canceled, or disapproved. <u>Destroy</u> when 5 years old or no longer need for reference, whichever is sooner.</p> <p>c. <u>Documentation of NASS participation in Departmental management programs.</u> Includes initial reports and project proposal statements, amendments, final reports, and related non-routine correspondence.</p> <p>Break files at end of year in which proposed action is completed. Transfer to FRC when 2 years old. <u>Destroy</u> when 5 years old.</p> <p><u>Management Controls.</u> (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. <u>Records of externally performed comprehensive inspections, audits, and surveys of NASS operations by NARA, GAO, or other Federal agencies.</u> Includes initial reports, agency final reports of corrective actions taken, and related pertinent correspondence.</p> <p>Break files at end of year in which final necessary action is completed. <u>Destroy</u> when 10 years old.</p> <p>b. <u>Records of internal and/or limited audits, inspections, and special reviews of agency operations by NASS or other USDA agencies.</u> Includes</p>	NC1-354-78-1 Item 11	

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11.	<p>initial report, final report of 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 FRC when 2 years old. <u>Destroy</u> when 5 years old.</p> <p>c. <u>Routine correspondence, feeder reports, and similar documents</u> of a related but routine nature.</p> <p>Break files annually. <u>Destroy</u> when 2 years old.</p> <p><u>External Relations.</u> (Arrange by file code, then alphabetically by title or subject.)</p> <p>a. <u>Record copies</u> of National Association of State Departments of Agriculture (NASDA) cooperative agreements, interagency cooperative agreements, research agreements, Memoranda of Understanding with State Government agencies or university systems, and formal approval of extension(s)/amendments that significantly affect agency program functions. Also includes non-routine related correspondence.</p> <p><u>Permanent.</u> Break files at end of year in which agreement or understanding is superseded or becomes obsolete. Transfer to FRC when 3 years old. Transfer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., transfer 1980-84 block in 1999).</p> <p>b. <u>Records of agency response to Congress concerning legislation and requests for information.</u> Records of routine interaction and cooperation with other Federal, State and local government agencies, educational institutions, and private organizations. Also includes 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>	NC1-354-78-1 Item 12	

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12.	<p><u>Emergency Preparedness.</u> (Arrange by file code.)                      Records of NASS participation in the Departmental program. Includes Departmental instructions, correspondence, and reports relating to compliance and related actions.</p> <p><u>Destroy</u> when superseded, obsolete, or no longer needed for reference.</p> <p style="text-align: center;"><u>INFORMATION/PUBLICITY</u></p>	NC1-354-78-1 Item 13	
13.	<p><u>Official Speeches.</u> (Arrange by file code, then alphabetically by subject.)</p> <p>a. <u>Single record copies of prepared scripts</u> of official speeches presented to a public audience by the NASS Administrator or his Deputies concerning agency policies and programs. Includes speech scripts, indexes, and a clear copy of charts and other visual aids which the agency or USDA has not published.</p> <p><u>Permanent.</u> Break files annually. Transfer to FRC when 5 years old. Transfer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., transfer 1980-84 block in 1999).</p> <p>b. <u>Single record copies of prepared scripts</u> of official speeches and lectures presented by Division Directors and other NASS officials, such as section heads, assistant Statisticians-in-Charge, and research personnel, to the public, or to Federal, State, or local government groups. These speeches and lectures are presented to inform the audience of established agency policies and programs. Includes scripts, charts, and other visual aids which may or may not have been published by NASS or USDA.</p> <p>Break files annually. <u>Destroy</u> when 3 years old.</p>	NC1-354-78-1 Item 14	
14.	<p><u>Published Article Manuscripts.</u> (Arrange by file</p>	NC1-354-78-1 Item 15	

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15.	<p>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 when 3 years old, whichever is sooner.</p> <p><u>Survey Data Reporter Awards.</u> (Arrange by file code.) SSO 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 publicly.</p> <p>Break files annually at end of year award is issued. <u>Destroy</u> when 3 years old or when no longer needed for reference, whichever is sooner.</p>	<p>NC1-354-78-1                      Item 16</p>	
16.	<p><u>Headquarters Publications and Periodical Releases.</u> (Arrange by file code, then alphabetically by title in issue date order.)</p> <p>a. <u>Single record copies of NASS-prepared and -issued brochures, booklets, bulletins, circulars, periodicals, research projects, summary statistical survey data, and special study reports.</u></p> <p>NOTE: Record copies of publications issued through the USDA, Office of Governmental and Public Affairs (OGPA), are maintained by OGPA.</p> <p><u>Permanent.</u> Break files annually at end of year of issue. Transfer to FRC in annual segments when 3 years old or when volume warrants. Transfer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., transfer 1980-84 block in 1999).</p>	<p>NC1-354-78-1                      Item 17</p>	

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17.	<p>b. <u>Single record copies of NASS Headquarters-prepared and -issued interim statistical survey data reports.</u> Interim reports contain statistical data for a specific and limited survey period which are later summarized and published for an extended time period such as annually. Interim reports are issued on cold storage, fertilizers, various crop estimates, livestock reports, and other commodities and subjects such as prices and labor. <del>*Includes publications printed by GPO.</del> <i>*per telcom w. Sharon Flynn, EMS, 4/10/87 jymmg, NARA</i></p> <p>Break files annually at end of year of issue. Transfer to FRC 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, as determined by the Statistician-in-Charge or Branch Chief.</p> <p><u>SSO Publications and Procedure Releases.</u></p> <p>a. <u>Single record copies of SSO-prepared and -published data summary reports of Federally-sponsored statistical surveys.</u> These reports reflect national data when available, as well as comparative data for the region or State the SSO serves. Summary reports are issued at the end of a survey period or upon completion of surveys (annually or less frequently, including one-time surveys). Includes special SSO studies and reports requiring considerable time and effort to prepare.</p> <p><u>Permanent.</u> Break files at end of year of issue. Transfer to FRC in annual segments when 3 years old or when volume warrants. Transfer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., transfer 1980-84 block in 1999).</p> <p>b. <u>Single record copies of SSO-prepared and -published interim statistical data reports of statistical surveys.</u> These reports are issued periodically throughout a survey period and reflect</p>	<p>NC1-354-78-1 Item 18</p>	

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18.	<p>data as of a certain date for a specified period of time. They reflect data for the region or State the SSO 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 FRC when 3 years old or when volume warrants. <u>Destroy</u> when 7 years old.</p> <p>c. <u>Single record copies of SSO-prepared and published data summary reports of State Government sponsored statistical surveys.</u> Also, SSO releases containing general information, such as newsletters. NOTE: Record copies of information releases prepared by an SSO and issued by another State Government agency are not covered by this schedule.</p> <p>Break files annually at end of year of issue. <u>Dispose</u> according to State Government regulations. If no such regulations exist, dispose according to the schedule for summary data reports for Federally sponsored surveys. (Item 17.a. above.)</p> <p><u>Publication Editorial Policy.</u> (Arrange by file code, then alphabetically by title.) Records documenting officially approved purpose, policy, format, and production standards of each agency or SSO publication issued. Also includes approved changes and reasons for, and approval of, merging or canceling.</p> <p>a. <u>NASS Official Issuances.</u></p> <p>Break files at end of year publication is canceled or superseded. <u>Destroy</u> 5 years after publication is obsolete or superseded.</p> <p>b. <u>State Government Issuances.</u></p>	NC1-354-78-1 Item 19	

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	<p>Break files at end of year publication is canceled or superseded. <u>Dispose</u> according to State Government regulations. If no regulation exists, the Federal schedule for agency issuances applies. (Item 18.a. above.)</p>		
19.	<p><u>Publication Development.</u> (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.</p> <p>Break files at end of year of issue. <u>Destroy</u> when 1 year old.</p>	<p>NC1-354-78-1 Item 20</p>	
20.	<p><u>Historical Narrative.</u> (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.</p> <p>Break files at end of year in which account was published or otherwise issued. OGPA has the record copy for all Departmental publications. <u>Destroy</u> when no longer needed for reference.</p>	<p>NC1-354-78-1 Item 21</p>	
21.	<p><u>Historical Collections.</u> (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, as well as statisticians' collections of nonrecord published survey data on specific commodities by locale for extended time periods. Also, may include correspondence, charts, instructions, photos, maps, and unique collections of documents relating to agency functional performance.</p> <p>a. <u>NASS Headquarters and SSO collections</u> relating to headquarters-directed programs.</p>	<p>NC1-354-78-1 Item 22</p>	

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	<p><u>Destroy</u> when no longer needed for reference.                      Transfer to FRC is not authorized.</p> <p>b. <u>SSO collections</u> relating to State Government-directed programs.</p> <p><u>Destroy</u> when no longer needed for reference.                      Transfer to FRC is not authorized.</p> <p>22. <u>Library Management.</u> (Arrange by file code, then alphabetically by subject.) Records of the establishment, collection, and maintenance of centrally located collections of technical reference books, articles, and reports pertinent to specific functional needs. Includes correspondence, reports, and instructions.</p> <p>Break files annually. <u>Destroy</u> when 3 years old or when library is discontinued and collection is broken up and transferred or destroyed.</p> <p><u>SYSTEMS AND PROGRAM OPERATIONS, PLANNING, AND DEVELOPMENT</u></p> <p>23. <u>ADP Systems Planning/Development.</u> (Arrange by file code, then alphabetically by subject.)</p> <p>a. <u>Records of reports and recommendations</u> made concerning conversion from manual to automated systems and revising or expanding existing automated systems for NASS headquarters and/or SSO's. Includes documents on system scope, projected costs, equipments needs and recommendations, and methods of collecting, processing, issuing, storing, and retrieving data. Also includes records relating to system design, evaluation, implementation, and agency approval of new or revised systems.</p> <p><u>Permanent.</u> Break files at end of year in which recommended system is approved, installed and operating, replaced, or discontinued. Transfer to</p>	<p>NC1-354-78-1                      Item 23</p> <p>NC1-354-78-1                      Item 24</p>	

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24.	<p>FRC when 3 years old. Transfer to the National Archives in 5-year blocks when the most recent records are 15 years old (e.g., transfer 1980-84 block in 1999).</p> <p>b. <u>Routine reports, correspondence, background material, and miscellaneous documents relating to recommendations on new or revised automated systems.</u> Includes routine record materials relating to implementation and day-to-day systems operations.</p> <p>Break files annually. <u>Destroy</u> when 3 years old.</p> <p><u>NASS 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. <u>Records of proposed project statements, approval clearances, design, development progress reports, and final project reports.</u> Relates to research projects conducted to find 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 FRC when 3 years old and <u>destroy</u> when 10 years old.</p> <p>b. <u>Records of routine project progress including correspondence, reports, documents, and machine-readable media collected and produced for tests and analysis.</u> 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. <u>Records of disapproved proposed projects including background material, correspondence, reports, proposed project statement, and disapproval.</u></p>	NC1-354-78-1 Item 25	

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25.	<p>Break files annually. <u>Destroy</u> 5 years after disapproval or when no longer needed for reference, whichever is sooner.</p> <p><u>Proposed NASS 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 statistical survey programs pertaining to the agricultural economy or commodities. Requests for new or modified 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 applications which include public reporting requirements and estimated costs, data collection processing and reporting procedures, estimated costs, justification, and 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 FRC when 5 years old. Offer to the National Archives when approved survey is discontinued.</p> <p>b. <u>Disapproved New Surveys or Survey Modifications.</u></p> <p>Break files at the end of the year proposal is disapproved. Transfer to FRC when 5 years old or no longer needed for reference or resubmission, whichever is sooner. <u>Destroy</u> when 15 years old.</p> <p>c. <u>New Surveys or Survey Modifications Not Acceptable for Submission.</u></p> <p>Break files at end of year decision of unacceptability is reached. Transfer to FRC when 5 years old. <u>Destroy</u> when 15 years old.</p>	NC1-354-78-1 Item 26	

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26.	<p style="text-align: center;"><b>PRE-SURVEY RECORDS</b></p> <p><u>List Frame.</u> Records consist of lists of individuals, businesses, or other entities which are used to provide a sampling frame for NASS surveys.</p> <p>a. <u>Master List for each SS0.</u> Records consist of a listing of individuals, businesses, or other entities that are constantly updated by the SS0 in charge of the list. Records are maintained on magnetic tape or disk at a centralized location.</p> <p>Primarily a working file; however, a back-up file is maintained and should be <u>destroyed</u> when superseded or obsolete.</p> <p>b. <u>Changes and deletions to the Master List.</u> Records consist of all changes and deletions to the Master List. Records are maintained on magnetic tape or disk at a centralized location.</p> <p>Break files annually. <u>Destroy</u> when 1 year old.</p> <p>c. <u>Microfiche, computer printouts, or other machine-readable records of the Master List.</u></p> <p><u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p>		
27.	<p><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 SS0 personnel.</p> <p>a. <u>Master File Record Copy.</u></p> <p>Break files annually. <u>Destroy</u> 5 years after satisfactory survey completion. Forms and other</p>	NC1-354-78-1 Item 27	

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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>component record items are filed and disposed separately. (See Items 2 and 3 of this schedule.)</p> <p>b. <u>All other handbook copies.</u></p> <p><u>Destroy</u> following survey completion or when no longer needed for reference.</p>		
28.	<p><u>Area Frame Sample Selection.</u> (Arrange by file code, then alphabetically by geographical area and year data were 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 agricultural production. The selected sample survey frame is rotated and replaced at a rate of 20% of the sample land area per year.</p> <p><u>Destroy</u> when no longer needed for administrative use.</p>	NC1-354-78-1 Item 28	
	<p><u>OMB CLEARANCE REQUESTS</u></p>		
29.	<p><u>Requests.</u> (Arrange case files by docket number in sequence.) Records of requests for OMB clearance approval and OMB decision for issuance of regulations, instructions, and forms placing a recordkeeping/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 recordkeeping 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>	NC1-354-78-1 Item 29	

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
30.	<p><u>Index.</u> (Arrange by docket number in sequence.)                      Index card records of case file requests for clearance request retrieval.</p> <p><u>Destroy</u> along with case file.</p>	<p>NC1-354-78-1                      Item 30</p>	
31.	<p><u>Correspondence.</u> (Arrange by file code, then numerically by docket number.) 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;"><b>APPROVED NASS SURVEY PROGRAMS                      OPERATING RECORDS FOR NATIONAL SURVEYS</b></p> <p>NASS surveys provide primary sample source data about specific areas of the nation's agricultural economy. Sample survey data are 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 improved to produce estimates and forecasts. These relate to land use, production volume, production cost versus price received, commodity stocks, distribution, losses, prices received, farm labor, and other economic factors. Surveys are conducted by:</p> <ul style="list-style-type: none"> <li>a. Mailing out questionnaires,</li> <li>b. Personal and telephone interviews, and</li> <li>c. Computer-assisted telephone interviews.</li> </ul> <p>Special surveys may be made only once but most surveys are periodic. The following describe briefly a few of the major types of surveys made.</p>	<p>NC1-354-78-1                      Item 31</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. <u>The Objective Yield Survey</u> involves personal interviews of farm operators, plus monthly observations, plant and related measurements of randomly selected sample plots. This survey primarily includes corn, cotton, grain, sorghum, potatoes, rice, soybeans, sunflowers, and wheat. Other crops covered in individual States include: 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> <ol style="list-style-type: none"> <li>1. Counts and measurements which are used to forecast or estimate crop yield per acre.</li> <li>2. Counts and weights of the crop left in the field or orchard after harvest to estimate harvesting losses per acre.</li> <li>3. Changes in acreage intended for harvest based on sample fields being plowed up or destroyed before harvest.</li> </ol> <p>b. <u>The June Enumerative Survey</u> is a probability survey in that each surveyed land tract is randomly selected. The survey is conducted by personal interview with enumerator observation, comments, or quotes from the operator to supplement. It includes land use, crop acreage, livestock, numbers of farms, and farm labor. This survey provides basic data for published major crop acreage estimates, as well as hog and cattle inventories.</p> <p>c. <u>The December Enumerative Survey</u> is a probability subsample from the June Enumerative Survey land tracts. 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>		

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
32.	<p>d. The <u>Agricultural Labor Survey</u> is conducted quarterly by mail and personal interviews with farm operators or agricultural service firms. It provides timely data on wage rates and estimates agricultural laborers employed at the State, regional, and national level.</p> <p>e. <u>Integrated Survey Program (ISP)</u> combines several probability survey questionnaires into one survey. These surveys may be conducted as frequently as once a month and are designed to reduce the reporting burden on respondents and still collect the data needed in a timely manner. The type of survey data collected is dependent on the state and the survey date.</p> <p>f. The <u>Farms Costs and Returns Survey</u> is conducted annually to estimate production expenditures of farmers by major expenditure categories. The survey also collects cost-of-production data for specific types of farming enterprises on a rotating basis. The survey is a probability interview survey with samples drawn from lists of large farms or farms with the enterprises chosen for that year. An area sample unit is selected to account for operations not on the list.</p> <p style="text-align: center;"><b>PRIMARY NASS SURVEY SOURCE DATA</b></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> This includes questionnaires completed by interviewers, landowners, farm/ranch operators, producers, processors, or agribusiness operators. Also included are sample count reporting forms and comments, and recordings for computer-assisted telephone interviews (CATI).</p> <p>a. <u>Crops Price Support Payment Source Documents.</u> Documents with OMB approval number 0535-0003. Crops</p>	NC1-354-78-1 Item 32	

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>subject to deficiency or other Federal price support payments and program administration include: feed grains, wheat, rice, and cotton, or others.</p> <p>Break files at end of each survey year. <u>Destroy</u> 3 years after complete primary source data are verified as satisfactory and complete. <b>NOTE:</b> These documents are subject to GAO audit.</p> <p>b. <u>All Other Source Documents.</u></p> <p><u>Destroy</u> 30 days after primary data summary is verified as complete and satisfactory. The Statistician-in-Charge or Branch Chief has the option of retaining source documents longer than the minimum designated if needed for editing the next succeeding survey or for other anticipated future needs. However, each such decision must be weighed individually and the retained documents destroyed as soon as the need is met.</p> <p><b>NOTE:</b> All other input and intermediate machine-processing records are covered by GRS 20, Part II, Items 3-12. (See the NASS Files Maintenance/Disposition Manual and the SSO Files Maintenance/Disposition Manual for complete disposition instructions.)</p> <p><u>Compiled Primary Survey Source Data.</u> These data are the final, edited data ready for summary. For most of the automated systems, the final, edited data file is referred to as the "edited raw data input" for summary programs.</p> <p><b>NOTE:</b> Each surveying office may select the record media it prefers for its records files. All other media documenting the same data are to be disposed as soon as immediate program requirements are satisfactorily complete.</p> <p>a. <u>Price Support Payments Data.</u> Compiled primary data which include prices received for crops subject</p>	NC1-354-78-1 Item 33	

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>to Federal deficiency or other price support payments, and records pertaining to program administration.</p> <p>Break files at end of each survey year. <u>Dispose</u> of the preferred record media 3 years after satisfactory completion of survey data summary for crops subject to deficiency or other Federal payments. NOTE: These records maybe subject to GAO audit.</p> <p>b. <u>Other Compiled Primary Source Data.</u> Dispose of the 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>		
34.	<p><u>Survey Working Papers.</u> Records include tabulations, forms, and lists used to edit, correlate, process, compile, and transmit primary source data. Also, includes routine correspondence and reports which relate to survey data collection and which may supply or request more information than is included on survey forms.</p> <p>a. <u>Surveys Related to Price Support Payments.</u> Papers for surveys including prices-received data for crops subject to Federal deficiency or other price support payments, and records pertaining to program administration.</p> <p>Break files at end of each survey year. <u>Destroy</u> 3 years after satisfactory verification of survey data summary. NOTE: These records may be subject to GAO audit.</p> <p>b. <u>All Other Survey Working Papers.</u></p>	<p>NC1-354-78-1 Item 34</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
35.	<p><u>Destroy</u> upon satisfactory verification of survey data summaries. Transfer to FRC is not authorized.</p> <p style="text-align: center;"><b>SURVEY DATA SUMMARY RECORDS</b></p> <p>Survey data summaries reflect summarized raw survey data by geographical area or strata. Although summaries generally serve as the basis to aggregate survey indications, they are <u>not</u> the official record of the survey indications. Survey summaries, include State, geographic, or national computation sheets and listings, change slips, and intermediate computation sheets.</p> <p><u>NASS 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. <u>Destroy</u> the preferred record media when 7 years old or when final Agriculture Census review is satisfactorily completed, whichever is sooner.</p> <p>b. <u>Periodic Surveys Conducted Biannually or Less Often.</u></p> <p>Break files annually. <u>Destroy</u> 2 years after satisfactory updating of data on the next survey.</p> <p>c. <u>One-Time Surveys and Special Studies.</u></p> <p>1. Paper copy.</p> <p><u>Permanent.</u> Offer to the National Archives when data are of no further value for reference.</p> <p>2. Machine-readable records.</p> <p><u>Destroy</u> after subsequent data files that contain detail data have been created and proven satisfactory.</p>	NC1-354-78-1 Item 35	

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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.	<p>SSO Survey Summary Records. (Arrange by file code.) Manual, printed, microfiche, or magnetic media machine-readable records of summarized survey data.</p> <p>a. <u>Annual Cooperative Surveys.</u></p> <p>Break files annually. <u>Destroy</u> the preferred record media when 7 years old or when final Agriculture Census review is satisfactorily completed, whichever is sooner.</p> <p>b. <u>Periodic Cooperative Surveys Conducted Biannually or Less Often.</u></p> <p>Break files annually. <u>Destroy</u> 2 years after satisfactory completion of the next survey that updates the data.</p> <p>c. <u>Periodic State-Sponsored Surveys Conducted Biannually or Less Often.</u></p> <p>Break files annually. <u>Dispose</u> according to State regulations or requirements. If no State regulations exist, destroy as for periodic cooperative survey summaries. (Item 36. b.)</p> <p>d. <u>One-Time State Cooperative Surveys and Special Studies.</u></p> <p><u>Destroy</u> when of no further reference value to filing office or when 15 years old, whichever is sooner.</p> <p>e. <u>One-Time State-Sponsored Surveys.</u></p> <p>Offer to State Archives when no longer of further value for reference. Transfer to FRC is not authorized.</p> <p>NOTE: NASS Headquarters and SSO's <u>dispose</u> of all other media documenting these survey summary data after satisfactory verification of the preferred media summary record.</p>	NC1-354-78-1 Item 36	

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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
37.	<p><u>Survey Comments and Recommendations.</u> (Arrange by file code, then alphabetically by survey title and/or geographical area.) Manual, printed, typed, microfiche, or magnetic media machine-readable records of Headquarters and/or the SSO's. These are comments, observations, or recommendations which explain and/or affect statistical review and adjustment of survey indications or summarized data.</p> <p>Break files annually. <u>Destroy</u> along with the survey data summaries to which they apply when 7 years old or when final Agriculture Census review is satisfactorily complete, whichever is sooner.</p> <p style="text-align: center;"><b>SURVEY ESTIMATES RECORDS</b></p> <p>Electronic records will be transferred in accordance with the provisions of 36 CFR 1228.188. Documentation pertaining to electronic records scheduled for transfer to the National Archives is permanent and transferred with related electronic records.</p>	NC1-354-78-1 Item 37	
38.	<p><u>NASS Headquarters Official Crop Estimates Data Base.</u> The survey estimates records are published official estimates of commodities adopted by the Agricultural Statistics Board. The data base provides a reliable source of official crop estimates for the agency and other information users. It supports publication of monthly Crop Production and Annual Crop Summary releases by the Agricultural Statistics Board.</p> <p>a. <u>Magnetic media machine-readable records</u> of official crop estimates based on data provided by SSO's. The major data elements by crop include: Acres planted, harvested, and yield per acre, production, and stocks (on hand). Monthly sales and disposition are estimated for selected crops.</p> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to</p>	NC1-354-78-1 Item 38	

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
39.	<p>NARA Machine-Readable Archives after final census review is completed.</p> <p>b. <u>Manual and machine-printed records of official crop estimates and indications, which are not available in machine-readable form. Includes all types of crops such as grains, other field crops, nuts, peanuts, fibers, fruits, vegetables, flowers, and foliage plants. Records include Agricultural Statistics Board statistical forecasts and estimates based on summarized survey indications and analysis, comments, and recommendations.</u></p> <p>Break files annually at end of each crop year. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Peanut Stocks and Processing Estimates. Includes Agricultural Statistics Board statistical estimates and comments for the U.S., based on primary statistical survey data collected from millers, warehouses, and processors. May also be based on computations for certain products. Primary data are collected monthly by NASS Headquarters. These records support the information network for the agency, other information users, and publication of a monthly estimates release.</u></p> <p>a. <u>Magnetic media machine-readable records of official peanut stock and processing estimates for the U.S.</u></p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p>b. <u>Manual and machine-printed records of official peanut stocks and processing estimates, which are not available in machine-readable form. Records include forecasts and estimates based on summarized survey indications and analysis, comments, and recommendations.</u></p>	NC1-354-78-1 Item 39	

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
40.	<p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Crop Estimates by County.</u> (Arrange by file code, then alphabetically by crop and/or geographical location and crop year.) These records provide a reliable source of official crop estimates and indications at the county level for statisticians and other information users.</p> <p>a. <u>Magnetic media machine-readable records</u> of official crop estimates at the county level. The major data elements include commodity (crop), acres planted, acres harvested, yield per acre, and total production for a specific county.</p> <p><u>Permanent.</u> Break files at 5-year intervals to coincide with the Agricultural Census. Transfer to the National Archives after the final census review is completed.</p> <p>b. <u>Manual and machine-printed records</u> of official county estimates of crops and other agricultural elements, which are not available in machine-readable form. Includes statistical forecasts and estimates based on survey indications and analysis, comments, and recommendations. Data consist of processed aggregates of primary statistical survey data summarized from SSO surveys of farmers.</p> <p><b>NOTE:</b> These files are maintained by the SSO's.</p> <p>Break files annually at end of crop year. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p>	NC1-354-78-1 Item 41	
41.	<p><u>NASS Headquarters Official Estimates of Fertilizer.</u> (Arrange by file code, then alphabetically by title and/or geographical location and year.) Sources of</p>	NC1-354-78-1 Item 42	

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
42.	<p>primary statistical survey data are manufacturers and State Control Officials. SSO's collect and summarize data which are input to Headquarters' records to support monthly and annual summary releases. Headquarters' consolidated estimates data provide a reliable source of fertilizer statistics by State.</p> <p>a. <u>Magnetic media machine-readable records of official estimates of commercial fertilizer consumed.</u></p> <p>Break file annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p>b. <u>Manual and machine-printed records of commercial fertilizer official estimates, which are not available in machine-readable form. Includes summarized primary survey data, and statistical estimates from SSO's.</u></p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Dairy Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area and survey year.) These records serve as the source for monthly, quarterly, and annual releases; agency review; and comparative data for NASS and other information users.</p> <p>a. <u>Annual Release of Dairy Estimates.</u></p> <p>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p> <p>b. <u>Magnetic media machine-readable records of official dairy statistical survey estimates provided by SSO surveys. The major data elements include the</u></p>	NCl-354-78-1 Item 43	

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>number of milk cows, milk production, disposition, and income at State and U.S. levels.</p> <p><u>Permanent.</u> Break file in 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after the final census review is completed.</p> <p>c. <u>Manual or machine-printed records</u> of official dairy estimates, which are 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 consist of processed, aggregated primary data summarized from SSO- or Headquarters-conducted surveys of farmers/producers.</p> <p>Break files at end of each survey year. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p>		
43.	<p><u>NASS Headquarters Official Estimates of Manufactured Dairy Products.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) The official estimates file provides the historic master record and ability to create camera-copy listings of U.S. totals by month and total production of dairy products by month and by State. Primary statistical survey data are collected from dairy manufacturing plants, then processed and summarized by SSO's. Input to Headquarters is reviewed, edited, and processed for published monthly releases and annual summary release.</p> <p>a. <u>Annual Summary Release of Manufactured Dairy Products.</u></p> <p>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p>	NC1-354-78-1 Item 44	

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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
44.	<p>b. <u>Magnetic media machine-readable records</u> 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, monthly and annual totals, number of plants, and confidential code.</p> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after the final census review is completed.</p> <p>c. <u>Manual or machine-printed records</u> of official estimates of manufactured dairy products production, utilization, and prices of milk used for manufacturing, which are not available in machine-readable form. Data include 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.</p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Dairy Production Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) The U.S. primary statistical survey data are collected from producers by SSO's, then processed, summarized, and input to Headquarters. Summary data are reviewed, edited, processed, and summarized for the U.S. These records support the information network and published monthly releases.</p> <p>a. <u>Monthly Releases of Official Dairy Production Estimates.</u></p>	NC1-354-78-1 Item 45	

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
45.	<p>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p> <p>b. <u>Magnetic media machine-readable records</u> of official estimates of milk production and price per hundred weight by States and for the U.S. Major data elements include:</p> <ol style="list-style-type: none"> <li>1. Monthly number of milk cows.</li> <li>2. Milk production per cow.</li> <li>3. Total milk production for States.</li> </ol> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>c. <u>Manual or machine printed-records</u> of official milk production and price estimates by States and for the U.S., which are not available in machine-readable form. Data include 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>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Estimates of Meat Animals Production, Disposition, and Income.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) Official estimates are based on farmer/producer surveys which are processed and summarized by SSO's or by Headquarters for the U.S. May also be based in part on computations for certain commodities, products, or agribusiness economic elements. These records support the</p>	NC1-354-78-1 Item 46	

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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>information network, published monthly and annual summary releases, and day-to-day reference by NASS and other information users.</p> <p>a. <u>Magnetic media machine-readable records of official estimates of cattle, hogs, and sheep production, supply, disposition, and income (1970 to date).</u> Major data elements include:</p> <ol style="list-style-type: none"><li>1. Cattle, hog, or sheep beginning inventory, births, inshipments, marketings, farm slaughter, and deaths.</li><li>2. Production and marketings in pounds, annual average price, value of production, cash receipts, value of home consumption, and gross income.</li></ol> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>b. <u>Manual or machine-printed records of official estimates of cattle, hog, and sheep production, supply, disposition, and income, which are not available in machine-readable form.</u> Major data elements include:</p> <ol style="list-style-type: none"><li>1. Meat animal inventory, births, inshipments, marketings, farm slaughter, and deaths.</li><li>2. Production and marketings in pounds, annual average price, value of production, cash receipts, value of home consumption, and gross income.</li></ol> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</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
46.	<p><u>NASS Headquarters Cattle and Calves Data Base System.</u> (Arrange by file code, then alphabetically by title and/or geographical area and survey year.) SSO's collect primary survey data from farmers/producers; then process, summarize, and input to Headquarters via network. File contains official estimates supporting published semi-annual releases.</p> <p>a. <u>Magnetic media machine-readable records of official cattle inventory estimates (1970 to date).</u> Major data elements include:</p> <ol style="list-style-type: none"> <li>1. All cattle, all cows, beef cows, milk cows, bulls over 500 pounds, all heifers over 500 pounds, and calves under 500 pounds.</li> <li>2. Calf crop and operations with cattle.</li> </ol> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>b. <u>Manual or machine-printed records of official cattle inventory estimates, which are not available in machine-readable form.</u> Data include inventories of all cattle, cows, bulls, heifers, steers, and calves. Also includes the official statistical estimates and forecasts based on survey indications and analysis, comments, and recommendations.</p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p>	NC1-354-78-1 Item 47	
47.	<p><u>NASS Headquarters Cattle-on-Feed Data Base System.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) Official estimates are based on farmer/feeder surveys processed by SSO's and summarized. These records support the information network and published monthly and quarterly estimates releases.</p>	NC1-354-78-1 Item 48	

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
48.	<p>a. <u>Magnetic media machine-readable records of official cattle-on-feed estimates by States (1968 to date)</u>. Major data elements include:</p> <ol style="list-style-type: none"> <li>1. Cattle on feed by date, placements, marketings, and other disappearance.</li> <li>2. Steers by five weight groups, heifers by four weight groups, cows and others.</li> </ol> <p><u>Permanent</u>. Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>b. <u>Manual or machine printed records of official cattle on feed estimates by States not available in machine-readable form</u>, include:</p> <ol style="list-style-type: none"> <li>1. Cattle on feed by date, placements, marketings, and other disappearance.</li> <li>2. Steers by five weight groups, heifers by four weight groups, cows and others.</li> </ol> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Hog and Pig Data Base System</u>. (Arrange by file code, then alphabetically by title and/or geographical area and survey year.) SSO's collect primary survey data from farmers/producers; then process, summarize and input to Headquarters via network.</p> <p>a. <u>Magnetic media machine-readable records of official hog and pig estimates</u>. File contains official estimates supporting published reports (1969 to date). Major data elements include:</p>	NC1-354-78-1 Item 49	

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
49.	<p>1. Inventory of all hogs, breeding hogs, and market hogs.</p> <p>2. Estimates for quarterly sow farrowings, pig crops, and intentions to farrow.</p> <p>3. The number of hog operations (1970 to date).</p> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>b. <u>Manual or machine-printed records</u> of official hog and pig inventory and production estimates, which are not available on magnetic media.</p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Livestock Products Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area and survey year.) Major data are collected directly from slaughter plants through the combined cooperation of the Agricultural Marketing Service, Food Safety and Inspection Service, and the Agricultural Statistics Board, NASS.</p> <p>a. <u>Magnetic media machine-readable records</u> of official livestock slaughter estimates (1976 to date). Major data elements include head kill, live weight, dressed weight, and red meat production by species and class for hogs (pork), cattle (beef and veal), and sheep (mutton and lamb).</p> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p>	NC1-354-78-1 Item 50	

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
50.	<p>b. <u>Manual or machine-printed records of official livestock slaughter estimates, which are not available in machine-readable form. Data include official statistical 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 consist of processed, aggregate primary data summarized by SSO's or from Headquarters-conducted national surveys of slaughter plants or other agency reports. The major data elements include head kill, live weight, dressed weight, and red meat production by species and class for hogs (pork), cattle (beef and veal), and sheep (mutton and lamb).</u></p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Wool and Mohair Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area and survey year.) Primary survey data collected from farmers, ranchers, and producers are edited, processed, and summarized by SSO's and input to Headquarters via network. These records support the information network and a published annual summary.</p> <p>a. <u>Annual Summary of Wool and Mohair Estimates.</u>                      Major data elements include:</p> <ol style="list-style-type: none"> <li>1. Number of sheep and goats shorn.</li> <li>2. Volume of wool and mohair production.</li> <li>3. Price received by sheep growers and mohair prices received by growers in Texas.</li> </ol> <p>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p>	<p>NC1-354-78-1                      Item 51                      Item 54</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>b. <u>Background or working papers.</u> Data include statistical estimates and forecasts for wool and mohair estimates based on survey indications and analysis, comments, and recommendations.</p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Sheep and Goats Inventory Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area and survey year.) Primary survey data collected from farmers, ranchers, and producers are edited, processed, and summarized by SSO's and input to Headquarters via network. These records support the information network and a published annual report.</p> <p>a. <u>Annual Summary of Sheep and Goats Inventory.</u> Major data elements include:</p> <ol style="list-style-type: none"> <li>1. All sheep and lamb inventory, value per head, and stock sheep inventory by class.</li> <li>2. Sheep and lambs on feed inventory.</li> <li>3. Annual lamb births, and new crop lambs.</li> <li>4. Operations with sheep.</li> <li>5. Goat inventory and value for Texas.</li> </ol> <p>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p> <p>b. <u>Background or working papers.</u> Data include statistical estimates and forecasts for sheep and goat inventories based on survey indications and analysis, comments, and recommendations.</p>	NC1-354-78-1 Item 52 Item 53 Item 54	

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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
52.	<p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Mink Production Estimates.</u> Data include the number of pelts produced, price and value, number of pelts produced by major color classes by State for major states and the U.S., and the number of females bred for the next season. Records support the annual publication.</p> <p>a. <u>Annual Mink Production Estimate.</u></p> <p>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p> <p>b. <u>Background or working papers.</u> Data include statistical estimates and forecasts for official mink production estimates based on survey indications and analysis, comments, and recommendations.</p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p>	NC1-354-78-1 Item 55	
53.	<p><u>NASS Headquarters Official Honey Production Estimates.</u> These records support the information network and a published annual summary.</p> <p>a. <u>Annual Summary of Honey Production.</u> Data include:</p> <ol style="list-style-type: none"> <li>1. Number of bee colonies.</li> <li>2. Volume of beeswax produced.</li> <li>3. Honey production volume, stocks, and prices.</li> </ol>	NC1-354-78-1 Item 56	

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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>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p> <p>b. <u>Magnetic media machine-readable records.</u></p> <p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>c. <u>Background or working papers.</u> Data include statistical estimates and forecasts for official honey production estimates based on survey indications and analysis, comments, and recommendations.</p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Poultry Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) Official estimates are based on primary survey data collected by SSO's from producers and hatcheries and summarized for input to Headquarters via network. These records support the information network and published monthly and annual summary releases.</p> <p>a. <u>Magnetic media machine-readable records</u> of official poultry production, disposition, and income estimates by States and the U.S. Major data elements include:</p> <ol style="list-style-type: none"> <li>1. Inventories of poultry by class and value, chickens sold, value of production of broilers, eggs, and hatchings.</li> <li>2. Monthly production of eggs and number of hens and pullets of laying age. Monthly hatchings by hatcheries.</li> </ol>	NC1-354-78-1 Item 57	

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 file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>b. <u>Manual or machine-printed records</u> of official poultry production, disposition, and income estimates by States and the U.S., which are 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. Official estimates are based on primary survey data collected by SSO's, or nationally by Headquarters, and summarized. Data include:</p> <ol style="list-style-type: none"> <li>1. Inventories of poultry by class and value, disposition, income, value of broilers, chickens, eggs, and hatchings.</li> <li>2. Eggs, broilers, and turkeys.</li> </ol> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p>		
55.	<p><u>NASS Headquarters Official Federally Inspected Poultry Slaughter Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) Official estimates are based on the Food Safety and Inspection Service (FSIS) Federal Inspection reports. May also be based in part on other agency reports, computations of certain products, or agribusiness economics elements. These records support the information network and published monthly releases and annual summaries and releases.</p>	NC1-354-78-1 Item 58	

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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
56.	<p>a. <u>Annual Summary of Federally Inspected Poultry Slaughter Estimates.</u></p> <p><u>Permanent.</u> Break files at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA when the final census review is completed.</p> <p>b. <u>Manual or machine-printed records of official Federally inspected poultry slaughter estimates for selected States and the U.S., which are not available in machine-readable form. Includes official statistical estimates of number of head and live weight pounds of poultry slaughtered and number of pounds used in processing, cut-up, and packaged under Federal inspection. Data are based on FSIS Federal Inspectors' reports. May also be based in part on other agency reports, computations for certain products, or agribusiness economic elements.</u></p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Egg Products Production Under Federal Inspection Estimates.</u> (Arrange by file code, then alphabetically by title/or geographical area.) Official estimates are based on FSIS Federal Inspection reports. May also be based in part on other agency reports, computations of certain commodities, products, or agribusiness economic elements. These records support the information network, published monthly releases, and annual summary releases.</p> <p>a. <u>Magnetic media machine-readable records of official estimates of egg products produced under Federal inspection. Major data elements include:</u></p> <ol style="list-style-type: none"> <li>1. Number of eggs broken at processing plants.</li> </ol>	NC1-354-78-1 Item 59	

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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>2. Volume of liquid, frozen, and dried egg products produced under Federal inspection.</p> <p>Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p> <p>b. <u>Manual or machine printed records</u> of official estimates of egg products produced under Federal inspection, which are not available in machine-readable form. Data are based on FSIS Federal Inspectors' reports. May also be based in part on other agency reports, computations for certain products, or agribusiness economic elements. Includes official statistical estimates of:</p> <ol style="list-style-type: none"> <li>1. Number of eggs broken.</li> <li>2. Volume of liquid, frozen, and dried products produced under Federal inspection.</li> </ol> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p>		
57.	<p><u>NASS Headquarters Official Cold Storage Commodities Volume Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) Data consist of official estimates and forecasts based on survey data collected from refrigerated warehouses by SSO's or Headquarters. Primary data are edited, processed, and summarized for regions and the U.S. These records support the information network and published monthly releases and annual summaries.</p> <p>a. <u>Magnetic media machine-readable records</u> of official estimates of commodity volumes in cold storage by region and for the U.S. Major data elements record the total pounds of meats, dairy products, poultry, egg products, fruit and fruit products, and vegetables in refrigerated storage.</p>	NC1-354-78-1 Item 60	

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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
58.	<p><u>Permanent.</u> Break file at 5-year intervals to coincide with the Agriculture Census. Transfer to NARA Machine-Readable Archives after final census review is completed.</p> <p>b. <u>Manual or machine-printed records of official estimates of commodity volumes in cold storage by region and for the U.S., which are not available in machine-readable form. Data include 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 and analysis, comments, and recommendations collected from refrigerated warehouses by SSO's or Headquarters. Primary data are edited, processed, and summarized for each region and the U.S.</u></p> <p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>NASS Headquarters Official Agricultural Prices Paid and Farm Labor Estimates.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) Official estimates are based on primary survey data collected by SSO's from farms and agribusinesses, which are then summarized and submitted to Headquarters. These records support the information network of the agricultural statistics program which includes indices. Data are published in monthly or quarterly releases and an annual summary by States, regions, and the U. S.</p> <p><u>Manual or machine-printed records which are not available in machine-readable form. Data summaries and supporting documents for official estimates are based on surveys and supporting data provided by the SSO's. Primary source data are edited, processed, and summaries are input to Headquarters for further processing. Estimates may also be based in part on other agency reports and/or private data sources.</u></p>	NC1-354-78-1 Item 61	

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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
59.	<p>Major data elements include:</p> <ol style="list-style-type: none"> <li>1. Prices paid by farmers for farm production goods and services and associated price indexes.</li> <li>2. Number of farm workers and wage rates.</li> </ol> <p>Break files annually. Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</p> <p><u>NASS Headquarters Official Farm Costs and Returns Data.</u> (Arrange by file code, then alphabetically by title and by major classifiers.) Official estimates are based on primary survey data collected by SSO's from agricultural enterprises, which are then summarized and submitted to Headquarters. These records support the information network of the agricultural statistics program. Data are published annually by geographic regions and economic class of farm.</p> <p><u>Manual or machine-printed records</u> of official farm costs and returns data, which are not available in machine-readable form. Data summaries and supporting documents for official estimates are based on surveys and supporting data provided by the SSO's. Primary survey data are edited, processed, and summaries are input to Headquarters for further processing. Major data elements include:</p> <ol style="list-style-type: none"> <li>1. Detailed expenditures for farm production goods and services.</li> <li>2. Selected data on types or quantities of items purchased.</li> </ol> <p>Break file at the end of the calendar year. Record copies of the printed version are scheduled in items 16 and 17 of this schedule. <u>Destroy</u> when no longer needed for administrative use.</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
60.	<p><u>NASS Headquarters Official Estimates of Prices Received by Farmers.</u> (Arrange by file code, then alphabetically by title and/or geographical area.) Survey data are supplemented by data from other government agencies and/or private data sources. These records support the information network and the published monthly releases and annual summary releases. Official estimates are based on SSO-conducted surveys of:</p> <ol style="list-style-type: none"> <li>1. Buyers and processors of agricultural commodities.</li> <li>2. Farmers, ranchers, and producers of agricultural commodities.</li> </ol> <p>a. <u>Magnetic media machine-readable records</u> of official estimates of prices received by farmers for States and the U.S. Major data elements include:</p> <ol style="list-style-type: none"> <li>1. Monthly and season average prices received by farmers for agricultural commodities by States and for U.S.</li> <li>2. Indexes of agricultural commodity prices.</li> </ol> <p><u>Permanent</u> Break file at the end of the calendar year. Transfer to NARA Machine-Readable Archives after publication of annual summary. Data reference files in manual, printed, microfiche, or duplicate magnetic media may be retained to meet continuing agency needs.</p> <p>b. <u>Manual and machine-printed records</u> which are not available in machine-readable form.. Data summaries and supporting documents for official estimates are based on surveys conducted by SSO's. Primary survey data are edited, processed, and summaries are input to Headquarters for further processing. Estimates may also be based in part on other agency reports and/or other data sources.</p>	NC1-354-78-1 Item 62	

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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
61.	<p>Break files annually. <u>Destroy</u> when no longer needed for administrative use. Transfer to FRC is not authorized.</p> <p><u>SSO Estimates Records.</u> (Arrange by file code, then alphabetically by survey title and/or commodity.)</p> <p><u>Manual, printed, microfiche, or magnetic media machine-readable records</u> 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 SSO.</p> <p>a. <u>Cooperative Federal-State Surveys.</u></p> <p>Break files annually at end of year in which survey cycle is completed, whether annually, biannually, or less frequently performed. <u>Dispose</u> after third cycle.</p> <p>b. <u>State-Sponsored Surveys.</u></p> <p>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><b>SURVEY INDICATION RECORDS</b></p> <p>(Arrange by file code, then alphabetically by survey title and/or commodity and geographical area.)</p> <p>Indication records are aggregates of summarized sample survey data (sometimes adjusted by inclusion of various weighting factors) upon which official estimates are based. 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</p>	NC1-354-78-1 Item 63	

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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>reflects survey indications relating to production, yield, price, inventory, disposition, and other statistics for individual States and/or the nation. May include documents used to record official survey indications, Agricultural Statistics Board action, State input summaries to Headquarters, 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.</p> <p><u>NASS Headquarters Indications Records.</u></p> <p>a. <u>Cooperative Periodic Surveys.</u></p> <p>Break files at end of year in which a survey cycle is completed, whether annually, biannually, or less frequently performed. <u>Destroy</u> after subsequent data files that contain detail data have been created and proven satisfactory.</p> <p>b. <u>Federal and Cooperative One-Time Surveys.</u></p> <p>Break file at end of year in which survey is completed. <u>Destroy</u> after subsequent data files that contain detail data have been created and proven satisfactory.</p>	<p>NC1-354-78-1 Item 64</p>	
63.	<p><u>SSO Indications Records.</u></p> <p>a. <u>Cooperative Federal-State Periodic Surveys.</u></p> <p>Break files at end of year in which a survey cycle is completed, whether annually, biannually, or less frequently performed. <u>Destroy</u> after subsequent data files that contain detail data have been created and proved satisfactory.</p> <p>b. <u>Cooperative Federal-State One-Time Surveys.</u></p> <p>Break files at end of year in which survey is completed. <u>Destroy</u> after subsequent data files that</p>	<p>NC1-354-78-1 Item 65</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>contain detail data have been created and proven satisfactory.</p> <p>c. <u>State-Sponsored Periodic Surveys.</u></p> <p>Break files at end of year in which survey cycle is completed, whether annually, biannually, or less frequently performed. <u>Destroy</u> according to State Government regulations. If no such regulation exists, <u>destroy</u> when 2 years old.</p> <p>d. <u>State-Sponsored One-Time Surveys.</u></p> <p>Break files at end of year in which survey is completed. Summaries for one-time State-sponsored surveys should be offered to State Archives when no longer of further value for reference. If offered records are refused, they may be destroyed.</p>		