

**AGRICULTURAL RESEARCH SERVICE
UNITED STATES DEPARTMENT OF AGRICULTURE**

Approved Request For Record Disposition Authority

On January 24, 1978, as a result of a USDA reorganization, the former Agricultural Research Service (ARS), Cooperative State Research Service (CSRS), Extension Service (ES), and the National Agricultural Library (NAL) were consolidated into one Agency--The Science and Education Administration (SEA). In addition, SEA was assigned new program responsibilities contained in the National Agricultural Research, Extension, and Teaching Act of 1977. SEA's basic mission is to improve the nationwide effectiveness of research, extension, and teaching in the food and agricultural sciences.

Further USDA organization changes were made in 1979, which transferred those functions, responsibilities and delegations of authority related to science and education from the Assistant Secretary for Conservation, Research, and Education, to the Director of Science and Education. Effective July 20, 1979, the Director of the Science and Education Administration reports directly to the Secretary of Agriculture. (See the attached Secretary's memorandum No. 1993, dated July 23, 1979.)

This schedule covers administrative and certain program records of SEA. Disposal authority for records series not covered in this schedule will be requested from NARS on supplemental requests.

All previously approved schedules for the former ARS, CSRS, ES, and NAL are superseded. Several machine-readable records systems are presently being developed. These will include information described in items 204, 208, 209, 210, 211, 212, 213, and 216. Once the systems become fully operational, each will be scheduled using SF-115, Request for Records Disposition.

1. Director's Central Correspondence File.

- a. Correspondence, reports, and related material signed or originated by the SEA Management Team which document the functions and activities of SEA. Files include material pertaining to program planning, and other activities of a precedent-setting, policy-forming nature that apply specifically to SEA in connection with Federal, State, and industrial institutions; trade associations, universities; public and private laboratories; private companies; other nonresearch groups, and foreign countries. Files are arranged alphabetically by subject-numeric filing scheme. Excludes housekeeping files covered in Item 1b.

Creating Office or to FARC Office of Director's Central File, whichever is applicable:
PERMANENT. Transfer when 3 years old. Offer to NARA when 15 years old in 3-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 14 cubic feet.
Volume on hand: 94 cubic feet.

b. Administrative Files.

Correspondence, reports, and related material pertaining to housekeeping activities of SEA, such as personnel, budget, accounting, property, travel, and procurement.

Creating Office or Office of Director's Central File, whichever is applicable: Destroy when 15 years old.

c. Pink Alphabetical Name File.

Used as finding media for the Director's correspondence. File is arranged alphabetically by name of addressee.

Creating Office or Office of Director's Central File, whichever is applicable: **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 15 years old in 3-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 3 cubic feet.
Volume on hand: 18 cubic feet.

2. Convenience Records.

Records containing condensed information on the specialties of the office or the individual, including aids such as extra copies of correspondence, bibliographies, card indexes, translations, and related material.

All Offices: Destroy when obsolete or superseded. (NN-173-18, Item 13)

ACCOUNTABLE OFFICERS' FILES

3. Site Audit Records.

a. Original or ribbon copy of accountable officers' accounts maintained for site audit by GAO auditors.

Consisting of statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, disbursement vouchers, and all other schedules and vouchers, exclusive of freight records or payroll records. Site audit records include, but are not limited to, the Standard Forms listed below, as well as equivalent SEA or USDA forms used to document the basic financial transactions described above.

SF 224, Statement of Transactions

SF 1034, Public Voucher for Purchases and Services Other Than Personal

SF 1036, Statement of Certificate and Award

SF 1047, Public Voucher for Refunds

SF 1069, Voucher for Allowance at Foreign Posts of Duty

SF 1080, Voucher for Transfer Between Appropriations and/or Funds
SF 1081, Voucher and Schedule of Withdrawals and Credits
SF 1096, Schedule of Voucher Deductions
SF 1097, Voucher and Schedule to Effect Correction of Errors
SF 1098, Schedule of Canceled Checks
SF 1113, Public Voucher for Transportation Charges
SF 1114, Bill of Collection
SF 1114A, Official Receipt
SF 1114B, Collection Voucher
SF 1129, Reimbursement Voucher
SF 1143, Advertising Order
SF 1145, Voucher for Payment Under Federal Tort Claims Act
SF 1154, Public Voucher for Unpaid Compensation Due a Deceased Civilian Employee
SF 1156, Public Voucher for Fees and Mileage of Witness
SF 1166, Voucher and Schedule of Payments
SF 1185, Schedule of Undeliverable Checks for Credit to Government Agencies
SF 1218, Statement of Accountability (Foreign Service Account)
SF 1219, Statement of Accountability
SF 1220, Statement of Transactions According to Appropriation, Funds, & Receipt Accounts
SF 1221, Statement of Transactions According to Appropriation, Funds, and Receipt Accounts
(Foreign Service Account)

Financial-Management Division: Destroy 6 years and 3 months after the period of the account.
(GRS-6, Item 1a)

- b. Memorandum or extra copies of accountable officers' returns.

Including statements of transactions and accountability, all supporting vouchers, schedules, and related papers not covered elsewhere in this Schedule. Excludes freight records and payroll records.

Financial Management Division: Destroy 3 years after the Period of the account. (GRS-6, Item 1b)

4. General Fund Files.

Records relating to availability, collection, custody, and deposit of funds including correspondence, appropriation warrants and certificates of deposit (SF 201, 209, and 219), other than those records covered by Item 3 of this Schedule.

Financial Management Division: Destroy when 3 years old. (GRS-6, Item 4)

5. Accounting Administrative Files.

- a. Correspondence, reports, and other data relating to the development and implementation of policies, plans, standards, and procedures for accounting and financial management in SEA, not covered elsewhere in this Schedule.

(1) Financial Management Division: Destroy when 7 years old.

(2) Other Offices: Destroy when 3 years old or when superseded or obsolete, whichever is later.

- b. Correspondence, reports, and other data relating to voucher preparation, administrative audit, and other accounting and disbursing operations, not covered elsewhere in this Schedule.

All Offices: Destroy when 3 years old. (GRS-6, Item 5b)

- c. Correspondence, reports, and other data relating to accounting and disbursing operations, which is used for workload and personnel management purposes.

All Offices: Destroy when 2 years old. (GRS-6, Item 5a)

6. Federal Personnel Surety Bond Files.

- a. Official copies of the bond and attached powers of attorney, with related correspondence.

(1) Bonds purchased prior to January 1, 1956.

Financial Management Division: Destroy 15 years after bond becomes inactive. (GRS-6, Item 6a(1))

(2) Bonds purchased after December 31, 1955.

Financial Management Division: Destroy 15 years after the end of the bond premium period. (GRS-6, Item 6a(2))

- b. Other bond files, including other copies and related papers, with related correspondence.

Financial Management Division: Destroy when bond becomes inactive or after end of the bond premium period. (GRS-6, Item 6b)

7. GAO Exception Files.

General Accounting Office notices of exceptions, such as Standard Form 1100, formal or informal, and related correspondence.

Financial Management Division: Destroy 1 year after exception has been reported as cleared by GAO. (GRS-6, Item 2)

8. Certificates of Settlement Files.

Copies of certificates of settlement of accounts of accountable officers, statements of differences, and related records, including correspondence.

- a. Certificates covering closed account settlements, supplemental settlements, and final balance settlements.

Financial Management Division: Destroy 2 years after date of settlement. (GRS-6, Item 3a)

- b. Certificates covering periodic settlements.

Financial Management Division: Destroy when subsequent certificate of settlement is received. (GRS-6, Item 3b)

9. Gasoline Sales Tickets.

Hard copies of sales tickets filed in support of paid invoices for credit card purchases of gasoline.

Financial Management Division: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-6, Item 7)

10. Telephone Toll Tickets.

Originals and copies of toll tickets filed in support of telephone toll call payments.

Financial Management Division: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-6, Item 8)

11. Telegrams.

Originals and copies of telegrams filed in support of telegraph bills.

Financial Management Division: Destroy after GAO audit or when 3 years old, whichever is sooner. (GRS-6, Item 9)

12. Imprest Fund.

Records maintained by Imprest Fund Cashiers, verifiers, and auditors pertaining to payments from imprest funds. Includes: SF-211, Request for and Designation of Cashier; SF-1129, Reimbursement Voucher; SF-1164, Claim for Reimbursement for Expenditures on Official Business; SF-1165, Receipt for Cash--Subvoucher; SF-1191, Request for Change in imprest Fund; AD-358, Verification of Imprest Cash; AD-359, Cashier Account Audit; AD-615, Application for Advance of Fund; AD-661, Cashier Subvoucher Register; Unnumbered form--Application for Advance of Fund Log.

Imprest Fund Cashiers, SEA auditors and verifiers: Destroy when 3 years old.

AUDIOVISUAL RECORDS

13. Audiovisual records and related files created by or for SEA, and predecessor agencies, as well as those acquired during the course of business. Audiovisual records over 30 years old must be offered to the National Archives and Records Administration before applying the disposition instructions contained in this Schedule.

[**NOTE:** All audiovisual records not covered in this Schedule which are considered to have potential research, legal, or historical value should be brought to the attention of the AOD or Regional Records Management Officers who will initiate a request for an appropriate disposition authority from NARA.]

- a. Still photography, including slide sets, filmstrips glass negatives, and lantern slides.

Black and White Photography: The original negative and a captioned print.

Color photography: The original color transparency or color negative, a captioned print, and an internegative if one is available.

Other still pictorial records: The original and a reference print of each.

- (1) Still photography shot for inclusion in SEA publications at headquarters and field levels, such as Agricultural Research, Newsmakers, Extension Review, Special Reports, and similar publications.

Information Staffs: **PERMANENT**. Submit to USDA Photo Library for appropriate disposition, in accordance with 3 AR, Chapter 9.

- (2) Still photography relating to significant research activities, progress of studies, surveys, new technology, and not covered elsewhere in this Schedule.

Office of Primary Responsibility: **PERMANENT**. Offer to NARA when no longer needed for administrative use or when 5 years old.

- (3) Still photographs of SEA, officials used for meetings and special occasions.

All Offices: Destroy when no longer needed for administrative use.

- (4) Photographs of routine award ceremonies, social events, and activities not related to the mission of SEA or predecessor agencies.

All Offices: Destroy when no longer needed.

- (5) Line copies of charts and graphs.

All Offices: Destroy when no longer needed.

- (6) Line and halftone negatives, screened paper prints, and offset lithographic plates used for photomechanical reproduction.

All Offices: Destroy when no longer needed for reprinting the publication.

- (7) Personnel identification or passport photographic negatives.

All Offices: Destroy when no longer needed.

- (8) Duplicate items (in excess of those elements, required for preservation, duplication, and reference by 41 CFR 101-4. 11-4).

All Offices: Destroy when no longer needed.

- (9) Still photography which is faulty or of inferior technical quality.

All Offices: Destroy immediately.

- (10) Still photography which is included as part of a project file, case file, report, or a similar type of record.

All Offices: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

- b. Motion Picture Files, including negatives, masters, and prints of productions and unedited outtakes and trims.

- (1) Agency sponsored films: the original negative or color original plus separate sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print or a 3/4 inch videocassette copy.

Acquired films: two projection prints or one projection print and a 3/4 inch videocassette copy.

Unedited footage: the original negative or color original, work print, and an intermediate master positive or duplicate negative if one exists, appropriately arranged, labeled, and described.

PERMANENT. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (2) SEA-sponsored television news releases and information reports.

All Offices: **PERMANENT**. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (3) Films acquired from outside sources (not-covered elsewhere in this Schedule) that document or are used to carry out SEA programs.

All Offices: **PERMANENT**. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (4) SEA-sponsored films shot for scientific use.

Originating Office: **PERMANENT**. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (5) Stock footage, outtakes and trims created during the course of a SEA-sponsored production.

All Offices: Offer through Video and Film Center (USDA-OGPA) immediately upon completion of production for deposit in the Stock Film Library, Audiovisual Archives Division (NARA).

- (6) Films produced under program agreements that are submitted to SEA.

Office of Primary Responsibility: Offer to NARA with related program agreement records covered in Items 102 and 103 of this Schedule.

- (7) Films that are faulty or of inferior technical quality.

All Offices: Destroy immediately.

- (8) Noncurrent original script material with related correspondence and background material.

Office of Primary Responsibility: **PERMANENT**. Transfer to NARA immediately.

Volume on Hand (HQ) is approximately 5 cubic feet.

- (9) Films acquired from outside sources for personnel and management training.

All Offices: Destroy when no longer needed.

- (10) Films acquired from outside sources for personnel entertainment and recreation.

All offices: Destroy when no longer needed.

- (11) SEA-sponsored films shot for personnel and management training.

Personnel offices: Destroy when obsolete or no longer needed for administrative use.

- (12) Footage documenting routine surveillance operations that is not used in official administrative or judicial proceedings.

All offices: Destroy when no longer needed.

- (13) Footage that documents routine medical procedures.

All Offices: Destroy when no longer needed.

- (14) Duplicate prints (in excess of those elements required for preservation, duplication, and reference by 41 CFR 101.411-4).

All Offices: Destroy when no longer needed.

- (15) Films that are included as part of a project file, case file, report, or a similar type of record.

All Offices: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

c. Video Recordings.

- (1) SEA-sponsored video productions intended for public distribution, including information and educational productions. Consisting of the original or earliest generation of the recording and a dubbing, if one exists.

All Offices: **PERMANENT**. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (2) SEA-sponsored television news releases or information reports.

All Offices: **PERMANENT**. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (3) Programs produced under program agreements that are submitted to SEA.

All Offices: **PERMANENT**. Offer to NARA with related agreement records covered in Items 102 and 103 of this Schedule.

- (4) Programs acquired from outside sources (not covered elsewhere in this Schedule) that document or are used to carry out SEA programs.

All Offices: **PERMANENT**. Offer to NARA when no longer needed for administrative use or when 5 years old.

- (5) Media appearances by top SEA officials.

Office of Primary Responsibility: **PERMANENT**. Offer to NARA when no longer needed for administrative use or when 5 years old.

- (6) Documentary recordings shot for scientific use, not covered elsewhere in this Schedule.

Office of Primary Responsibility: **PERMANENT**. Offer to NARA when no longer needed for administrative use or when 5 years old.

- (7) Video recordings that have been transferred by visual or electronic processes to motion picture film.

All Offices: Dispose of after verifying the adequacy of the film copy.

- (8) Video recordings that are included as part of a project file, case file, report or a similar type of record.

All Offices: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

- (9) Programs acquired from outside sources for personnel and management training.

All Offices: Destroy when no longer needed.

- (10) Programs acquired from outside sources for personnel entertainment and recreation.

All Offices: Destroy when no longer needed.

- (11) Rehearsal or practice tapes.

All Offices: Destroy immediately.

- (12) Internal personnel and administrative training programs that do not reflect the mission of SEA. These include "role-play" sessions, management and supervisory instruction, etc.

All Offices: Destroy when no longer needed.

- (13) Recordings documenting routine surveillance operations that are not used in official administrative or judicial proceedings.

All Offices: Destroy when no longer needed.

- (14) Recordings that document routine medical procedures.

All Offices: Destroy when no longer needed.

- (15) Recordings that document recreational or social events.

All Offices: Destroy when no longer needed.

- (16) Recordings that document routine meetings and award presentations.

All Offices: Destroy when no longer needed.

- (17) Duplicate dubbings (in excess of those elements required for preservation, duplication and reference by 41 CFR 101.411-4).

All Offices: Destroy when no longer needed.

- (18) Recordings that are considered to be faulty or of inferior quality.

All Offices: Destroy immediately.

d. Sound Recordings.

- (1) SEA-sponsored radio programs intended for public broadcast.

Sound recordings consisting of Conventional mass-produced, multiple copy disc recordings; the master tape, matrix or stamper, and one disc pressing.

Magnetic audio tape recordings (reel-to-reel, cassette or cartridge); the original or earliest generation of each recording, and a dubbing, if one exists.

All Offices: **PERMANENT**. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (2) SEA-sponsored radio news releases and information programs.

All Offices: **PERMANENT**. Offer to NARA when 5 years old or when no longer needed for administrative use.

- (3) Sound recordings that are included as part of a project file, case file, report, or a similar type of record.

All Offices: Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

- (4) Sound recordings that are faulty or technically poor recordings.

All offices: Dispose of immediately.

- (5) Premix sound elements created during the course of a motion picture, television, or radio production.

All Offices: Destroy immediately after use.

- (6) Library sound recordings (e.g., effects, music).

All Offices: Destroy when no longer needed.

- (7) Daily or spot news recordings available to local radio stations on a call-in basis.

All Offices: Destroy when no longer needed.

- (8) Duplicate dubbings (in excess of those elements required for preservation, duplication, and reference by 41 CFR 101.411-4).

All Offices: Destroy when no longer needed.

- (9) Recordings of meetings that are made exclusively for notetaking or transcription.

All Offices: Destroy immediately after use.

- (10) Dictation belts or tapes.

All Offices: Destroy immediately after use.

- (11) Recordings of public meetings or speeches, agency sponsored conferences, guest speakers, testimony of agency officials before Congress and other hearings.

PERMANENT. Offer to NARA when 5 years old or when no longer needed for administrative use.

e. Graphic Arts.

- (1) Viewgraphs.

All Offices: Destroy when outdated or no longer needed.

- (2) Artwork for handbills, flyers, posters, other graphics locally distributed.

All Offices: Destroy when no longer needed.

- (3) Handbills, flyers, posters, and other graphics distributed locally.

All Offices: Destroy when no longer needed.

- (4) Artwork for nationally distributed posters.

Originating Offices: Contact AOD or regional RMO who will initiate a request for appropriate disposition authority from NARA.

- (5) Posters distributed nationally.

Originating Office: Contact AOD or Regional RMO who will initiate a request for an appropriate disposition authority from NARA.

f. Related Documentation.

- (1) Production files or similar files that document origin, development, acquisition, use, and ownership. May include scripts, contracts, transcripts, releases, etc.

All Offices: Dispose of according to instructions covering the related audiovisual records. (GRS-21, Item 5b)

- (2) Finding aids for identification, retrieval, or use. May include related audiovisual indexes, catalogs, shelf lists, log books, caption sheets, shotlists, continuities, etc.

All Offices: Dispose of according to instructions covering the related audiovisual records. (GRS-21, Item 5a)

AUDITS, INVESTIGATIONS, AND REVIEWS

14. Audits, Investigations, and Reviews.

Case files consisting of formal reports, correspondence, exhibits, and related papers pertaining to the review and appraisal of SEA programs and procedures or of known or alleged irregularities and violations of laws and regulations relating to SEA programs and personnel.

- a. Audits conducted by agencies outside SEA, e.g., General Accounting Office, Office of Inspector General, etc.

- (1) Office of Director or other Designated official: Destroy 8 years after case is closed.

- (2) Other Offices: Destroy 3 years after case is closed.

- b. Investigations conducted by agencies outside SEA, e.g., Office of Inspector General, General Accounting Office, etc.

- (1) Office of Director or other Designated Official: Destroy 15 years after case is closed.

- (2) Other Offices: Destroy 3 years after case is closed.

- c. Audits of State Extension Service Offices, including Food and Nutrition Program and 1890 Land-Grant College Programs.

Office Conducting the Audit: Destroy 6 years after the audit is completed. (NN1-33-77-1, Item 21)
- d. Management Improvement Studies conducted by the Organization and Management Development Staff (OMDS), not covered elsewhere in this Schedule.
 - (1) OMDS: Destroy when 15 years old.
 - (2) Other Offices: Destroy when 3 years old.
- e. Assistance Reviews and Evaluations conducted by Administrative Management Divisions and Regional Administrative Offices, relating to housekeeping activities. (Does not include Personnel Management Evaluations covered elsewhere in this Schedule.)
 - (1) Office Conducting: Destroy 3 years after next review the Review is conducted.
 - (2) Other Offices: Destroy after next review is conducted.

BUDGET-APPROPRIATIONS

15. Budget Correspondence Files.

Letters, memoranda, tabulations, reports, and other correspondence relating to the preparation of the annual budget of the SEA and predecessor agencies. Records include input from subordinate units, preliminary estimates and justifications, record of changes and modifications, and other procedural correspondence documenting how the budget was developed.

- a. Budget Division: Destroy when 10 years old. (NC1-310-77-1, Item 1)
- b. Other Offices: Destroy when 5 years old.

16. Budget Estimate and Justification Files.

Files contain appropriation language sheets, narrative statements, project and geographic reports, and related schedules and supporting data.

- a. Budget Division: Destroy when 10 years old. (NC1-310-77-1, Item 2)
- b. Other Offices: Destroy when 5 years old. (NN-173-18, Item 7A)

17. Budget Apportionment Files.

Apportionment and reapportionment schedules, proposing quarterly obligations under each authorized appropriation.

All Offices: Destroy 2 years after the close of the fiscal year. (GRS-5, Item 6)

18. Justifications for and Selected Examples of Progress.

Used for budget presentation to Congress.

a. ARS National Program Staff and Budget Division: Destroy when 5 years old.

b. Other Offices: Destroy when 2 years old. (NN-173-18, Item 7B)

19. Budget Reports Files.

Periodic reports on the status of appropriation accounts and apportionment.

a. Annual Report

All Offices: Destroy when 5 years old. (GRS-5, Item 5)

b. All Other Reports

All Offices: Destroy 3 years after the end of the fiscal year. (GRS-5, Item 5)

20. Working papers.

Such as cost estimates and data accumulated in the preparation of the annual budget.

a. Budget Division: Destroy key working papers when 5 years old.

b. Other Offices: Destroy when 2 years old. (NN-173-18, Item 7C)

21. State Financial Budgets and Reports.

Submitted annually by the State Extension Service.

Office of Primary Responsibility: Destroy at the end of 7 fiscal years. (NC1-33-77-1, Item 9)

COMMITTEES

22. Committee Management and Control Records.

a. Correspondence; press releases; AD-241, Committee Control Record; and related records pertaining to the establishment, organization, membership, and policy, not covered elsewhere in this Schedule. Files are arranged alphabetically by name of committee.

- (1) Advisory, SEA-sponsored interagency, national interagency, Departmental, and liaison committees.
 - (a) Committee Management Officer: Destroy 3 years after termination of committee.

Annual accumulation: approximately 1 inch.
Volume on Hand: 6 cubic feet.
 - (b) Other Offices: Destroy 1 year after termination of committee.

(2) Internal Committees.

- (a) Committee Management Officer: Destroy 2 years after termination of committee.
- (b) Other Offices: Destroy 1 year after termination of committee.

b. Biographical Summaries and Related Membership Records.

- (1) Committee Management Officer: Destroy when membership is approved.
- (2) Executive Secretary: Destroy when committee is terminated, or when updated summary is received.

c. Financial records showing disposition of funds to SEA-sponsored advisory committees and interagency committees, and expenses incurred by the committee, which may be inspected or audited by the Department, the Comptroller General, or authorized representative.

- (1) Committee Management Officer and Executive Secretary: Destroy when 7 years old.
- (2) Other Offices: Destroy duplicate copies when 3 years old.

d. Reports: Annual Report of Federal Advisory Committees and other Committee Management and Control reports not covered elsewhere in this Schedule.

All Offices: Destroy when 3 years old.

23. Records Created by Committees.

a. Advisory, SEA-sponsored interagency, national interagency, SEA internal, and Departmental Committees and liaison.

Files consist of agendas, directives minutes, ports, and correspondence covering operations of the committee and the establishment, revision, or termination of committee, not covered elsewhere in this Schedule. Files are arranged alphabetically by name of committee.

Executive Secretary: **PERMANENT**. Transfer to FARC when no longer needed for current activities. Offer to NARA when 15 years old in 10 year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 cubic foot.
Volume on hand: 7 cubic feet.

b. Human Studies Review Committee.

Files consist of correspondence, decisions and other documentation relating to the use of human subjects for research. Arranged by project number.

- (1) Chairperson: **PERMANENT**. Transfer to FARC upon completion of project. Offer to NARA when 20 years old in 10 year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately .2 cubic foot.
Volume on hand: 1-1/2 cubic feet (1973-80).

- (2) Other Offices: Destroy when no longer needed for current activities.

c. Animal Care Committee.

Files consist of correspondence minutes of meetings, Annual Report (VS Form 18-23), Inspection of Animal Facilities, Sites, or Premises (VS Form 18-8), and related records.

All Offices: Destroy when 3 years old.

d. Extension Committee on Organization and Policy of the Association of Land-Grant Colleges and Universities (ECOP).

ECOP is an official body to which matters of policy of general concern to Extension are referred. These matters are considered and recommendations made to the States. Files consist of proceedings relating to substantive Extension functions, and are arranged in date order in bound volumes.

- (1) Deputy Director: **PERMANENT**. Offer to NARA immediately upon binding. (NC1-33-77-1, Item 12)
- (2) Other Offices: Destroy when no longer needed for current activities, or when 3 years old, whichever is sooner.

e. Extension Management Team Committee (formerly Executive Committee).

Meetings began in 1970. Membership consists of Deputy Director, Associate Directors, and Assistant Deputy Director. Files are arranged in chronological order.

- (1) Deputy Director: **PERMANENT**. Offer to NARA at the end of 5 calendar years, in 10-year blocks. Destroy records NARA does not wish to accession. (NC1-33-77-1, Item 13)
 - (2) Other Offices: Destroy when 3 years old, or sooner if no longer needed for current activities.
- f. SEA Safety Council and Other SEA Safety Committees.
- Files include minutes and related correspondence.
- All Offices: Destroy when 5 years old.
- g. ADP Application Review Board, set up to review and evaluate both existing and planned ADP applications, and to assure that planned resource allocation is consistent with SEA mission and program requirements. Files consist of correspondence, applications, action taken, and related documentation.
- (1) Executive Secretary: Destroy when 6 years old.
 - (2) Members: Destroy when 3 years old, or sooner, if no longer needed for current activities.
- h. Boards of Survey, Personal and Real Property. Correspondence; AD Forms 112, Report of Unserviceable, Lost, or Damaged Property; and related records pertaining to the Board's review of apparent employee negligence in accounting for and protecting and disposing of real and personal property. (Does not include financial liability or disciplinary actions maintained by Servicing Personnel Officers.)
- (1) Chairperson: Destroy when 5 years old.
 - (2) Members: Destroy when 3 years old.
- i. Other Committees formed to assist in the handling of minor internal administrative and program operations, not covered elsewhere in this Schedule.
- All Offices: Destroy when 3 years old.

COMMUNICATIONS

24. Communications.

Reports, correspondence, authorizations, techniques, and related records concerning the development and improvement of telecommunications and mail management programs, not covered elsewhere in this Schedule.

- a. Office of Primary Responsibility (CDSO, ASD, RRMO'S): Destroy when 6 years old. (GRS-16, Item 11)
- b. Other Offices: Destroy when 3 years old, or when superseded or obsolete, whichever is sooner.

25. Postal Records.

- a. Receipts and records for incoming and outgoing registered, insured, special delivery, etc., mailings, including those items handled by private delivery companies, such as United Parcel Service (UPS). Does not include Express Mail Service Receipts, which are filed with Mail Volume Survey Reports.

All Offices: Destroy when 1 year old. (NN-173-18, Item 10B)

- b. Reports of loss, rifling, delay, or wrong delivery, or other improper treatment of mail.

All Offices: Destroy when 1 year old. (GRS-12, Item 5c)

26. Postal Irregularities File.

Correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or destruction of mail.

All Offices: Destroy 3 years after completion of investigation. (GRS-12, Item 8)

27. Mail and Messenger Service Files.

- a. General files, including correspondence, memorandums, directives, and guidelines relating to the operation of the mailroom, not covered elsewhere in this Schedule.

All Offices: Destroy when 1 year old, or when superseded or obsolete, whichever is applicable. (GRS-12, Item 6g)

- b. Statistical reports and data relating to handling of mail and volume of work performed.

All Offices: Destroy when 1 year old. (GRS-12, Item 6d)

28. Postage and Fees Paid Mail Surveys.

- a. Mail Volume Survey Reports: (SEA Form 291) for all SEA offices, including Express Mail Service Receipts.

(1) Records Management Officers (ASD, AOD, and Regions) and AR Area Directors: Destroy when 6 years old. (GRS-12, Item 7)

(2) Other offices: Destroy when 3 years old.

- b. Penalty Mail Reports and related records for State Cooperative Extension Offices and State Experiment Stations.
 - (1) Survey reports, magnetic tape, and source documents (SEA Form 291A, ES Form 261, CSRS Form 7, or equivalent forms).
 - (a) All SEA Offices: Destroy when 6 years old. (GRS-12, Item 7)
 - (b) State offices: Destroy when 3 years old.
 - (2) Computer printouts (except Summary of Monthly Report which is used as the Survey Report) for State Cooperative Extension Offices.

Administrative Services Division: Destroy when 3 months old.

29. Telecommunications Files.

- a. Correspondence, plans, and reports pertaining to telecommunications, including equipment requests, telephone service, and related matters.
 - (1) Office of Primary Responsibility: Destroy when 3 years old. (GRS-12, Item 2b)
 - (2) Other Offices: Destroy when 1 year old.
- b. Telecommunications Reference Voucher Files.

Records relating to installation, change, removal, and servicing of equipment.

 - (1) Office of Primary Responsibility: Destroy 1 year after audit, or when 3 years old, whichever is sooner. (GRS-12, Item 2d(2))
 - (2) Other Offices: Destroy when 1 year old.
- c. Telephone Statements and Supporting Material: Files include Statement, Voucher, and Schedule of Withdrawals and Credits (GSA-789); Certification of Billing; Telephone Long-distance Call Record (AD-102 or equivalent form); and related papers.
 - (1) Office of Primary Responsibility: Destroy 3 years after period covered by account. (GRS-3, Item 11)
 - (2) Other Offices: Destroy when 1 year old.
- d. Agreements, with background data and other records relating to agreements for telecommunications services.

All Offices: Destroy 2 years after expiration or cancellation of agreement. (GRS-12, Item 2e)

30. Directories.

Correspondence and forms used to update telephone directories and organizational listings.

All Offices: Destroy 2 months after listing appears in directory. (GRS-11, Item 3)

DELEGATIONS OF AUTHORITY

31. Delegations of Authority.

a. All substantive authorizations and interagency agreements issued by or for SEA offices.

(1) Issuing Office: **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession. (NC1-33-77-1, Item 26)

(2) Other Offices: Destroy when canceled or superseded.

b. Delegations of authority during absences from duty station.

All Offices: Destroy when delegation expires.

[**NOTE:** Authorizations relating to travel and meeting attendance are covered under Item 180 of this Schedule.]

DIRECTIVES, INSTRUCTIONS, POLICIES, & PROCEDURES

32. Directives, Circulars, Technical Manuals, Supplements to Department or SEA Directives.

a. Official issuances, changes, checklists, etc., with supporting papers documenting the important aspects of the issuance, such as those requiring OGC clearances.

(1) Directives Management Section, ASD: **PERMANENT**. Transfer canceled directives to FARC when 2 years old. Offer to NARA when 15 years old. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 cubic foot.
Volume on hand: 12 cubic feet.

(2) Other Offices: Destroy when canceled or superseded.

b. Directives Case Files.

Working papers and background material, including reviewers' comments and clearances.

- (1) Directives Management Section, ASD: Destroy when 15 years old.
- (2) Other Offices: Destroy 6 months after issued.

33. Newsletters to State Extension Services.

- a. Weekly Newsletter from Deputy Director, Extension, to State Cooperative Extension Directors involving decisions, developments, and events that will be of benefit in the administrative conduct of state Extension programs.

Deputy Director: Destroy when 7 years old. (NC1-33-77-1, Item 5(a))

- b. Yellow Letter from the Deputy Director regarding administrative and/or legislative actions that demand or strongly suggest action by State Extension Directors.

Deputy Director: Destroy when 7 years old. (NC1-33-77-1, Item 5(b))

- c. Pink Letter from the Deputy Director concerning significant developments and administrative and program actions that require a response by State Extension Director or his designated representative.

Deputy Director: Destroy when 3 years old. (NC1-33-77-1, Item 5(c))

- d. White Letter from Deputy Director concerning administrative and/or program actions and developments.

Deputy Director: Destroy when 1 year old. (NC1-33-77-1, Item 5(d))

- e. Newsletter from Assistant Deputy Directors, Staff Directors, and Specialists to State Counterparts.

All Offices: Destroy when 2 years old. (NC1-33-77-1, Item 5(e))

EXPENDITURE ACCOUNTING RECORDS

34. Expenditure Accounting General Correspondence and Subject Files.

Correspondence or subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration, and not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-7, Item 1)

35. General Accounting Ledgers.

General account ledgers, showing debit and credit entries, and reflecting expenditures in summary.

Financial Management Division: Destroy 10 years after the close of the fiscal year involved. (GRS-7, Item 2)

36. Appropriation Allotment Files.

Allotment records showing status of obligations and allotments under each authorized appropriation. Includes Monthly Operating Reports (A&B), Earned Revenue Reports, and Project Progress Reports ("E" Reports).

Financial Management Division: Destroy 10 years after the close of the fiscal year involved. (GRS-7 Item 3)

Other Offices: Destroy when 3 years old.

37. Expenditures Accounting Posting and Control Files.

- a. Original records used as posting and control media, subsidiary to the general and allotment ledgers, and not covered elsewhere in this Schedule. These records include listings on Construction Work-in-Progress, Advances to Employees, Advances to the Public, Deposit Fund Liabilities, Liabilities for Advances Received, Biweekly Payroll Summaries, Cumulative Area Payroll Reports, Project Gross Cost Reports (F Series), Report of Gross Obligations and Man-hours by CRIS Accession Number and by 4-Digit Object Class (M & N Series), and Gross Cost Composition Reports.

Financial Management Division: Destroy when 3 years old. (GRS-7, Item 4a)

- b. Duplicate copies of records used as posting and control media to control the receipt and disbursement of allotted funds of SEA. These files include Monthly Operating Reports (A and B Series), Monthly Earned Revenue Reports, Transaction Ledger, Biweekly Salary Payment Report, local forms, vouchers, invoices, purchase orders, and other equivalent expenditure accounting records not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-7, Item 4b)

38. Requisitions on the Public Printer.

Accounting Office Copy: Destroy 3 years after period covered by related account. (GRS-3, Item 7b)

INFORMATION - PUBLIC RELATIONS

39. General Correspondence Files concerning general informational activities, not otherwise covered in this Schedule considered to have only temporary value.

- a. Information Staffs: Destroy when 5 years old.
- b. Other Offices: Destroy when 3 years old.

40. Requests for General Information, involving no administrative action, no policy decision, no special compilation, nor research. Includes requests for publications.

All Offices: Destroy when 3 months old. (GRS-14, Item 3, & NN-173-18, Item 18H)

41. Requests for Technical Research Information, with replies involving compilations or research, or containing scientific or technical information regarding SEA programs (not specifically covered elsewhere) with States, Federal agencies, groups, individuals, and organizations.

All Offices: Destroy when 15 years old.

42. Press Releases concerning SEA programs, including clearances.

a. Approved and Issued by SEA.

- (1) Information Staff (Headquarters): **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 20 years old, in 5-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 4 cubic feet.
Volume on hand: 8 cubic feet.

- (2) Information Staffs, AR Regions: **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 cubic foot.
Volume on hand: 8 cubic feet.

- (3) Other Offices: Destroy when 2 years old.

b. Approved and Issued by the Department.

All Offices: Destroy when no longer needed for current activities.

c. Disapproved or Not Issued.

All Offices: Destroy when 3 years old.

43. Correspondence Referrals.

Acknowledgment and transmittals of inquiries and requests that have been referred elsewhere for reply.

All Offices: Destroy 3 months after acknowledgment and referral. (GRS-14, Item 4)

44. Lectures, Speeches, Statements, and Talks before the general public, including presentations on radio and television.
- a. Policy-making speeches of the Director or other representatives designated by the Director.
 - (1) Information Staff (Headquarters): **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 3 inches.
Volume on hand: 1 cubic foot.
 - (2) Other Offices: Destroy when 5 years old or when obsolete, whichever is sooner.
 - b. Other speeches, lectures, statements, and talks.

Office of Primary Responsibility: Destroy when 5 years old or when obsolete, whichever is later.
 - c. Information copies of all speeches.

All Offices: Destroy after reading unless needed for reference purposes.
45. Newsletters.
- a. Letters from the Director.
 - (1) Information Staff (Headquarters): **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 inch.
Volume on hand: 1 cubic foot.
 - (2) Other Offices: Destroy after reading unless needed for reference purposes.
 - b. Newsletters from AR Regional Deputy Administrators.
 - (1) Issuing Office: **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 2 inches.
Volume on hand: 8 inches.

- (2) Other Offices: Destroy when 1 year old, or sooner if not needed for year-end summaries. (NN-173-18, Item 30B)

46. Manuscripts and Abstracts.

Technical publications and presentations of SEA personnel (including those arising from contracts, grants, and cooperative arrangements) prepared and approved for publication in any medium.

- a. Art Work of Transient Value.

All Offices: Destroy when obsolete. (NN-173-18, Item 20B2)

- b. Clearances.

All Offices: Destroy 1 year after publication is issued.

- c. Review of Outside Manuscripts and Abstracts, including comments on manuscripts prepared by authors outside immediate research area.

All Offices: Destroy when 1 year old. (NN-173-18, Item 20C)

- d. Working copies, rough drafts, final drafts, Manuscript Peer Review (ARS-533), and related material.

All Offices: Destroy 1 year after reprint is received. (NN-173-18, Item 20D1)

- e. Request for Editing and Approval of Manuscripts for Non-USDA Media (ARS Form 115).

National Technical Editing Staff: Destroy 5 years after reprint is received.

- f. Reprint Master File.

Full copies, tear sheets, photocopies, or reprints from professional, scientific, and trade journals, Department series, ARS- or SEA numbered publications, local unnumbered publications; and books or separates from books, authored by SEA personnel.

- (1) Reprints from Department-series and publications published by Government Printing Office.

All Offices: Destroy when no longer needed for current activities.

- (2) Other reprints from publications authored by SEA personnel.

- (a) National Technical Editing Staff or Information Staff, as applicable: Offer to NARA when no longer needed for current activities. Destroy records NARA does not wish to accession.

- (b) Other Offices: Destroy when no longer needed if copy is on file in National Technical Editing Staff or the information Staff.

g. Unpublished manuscripts abandoned or rejected, with illustrative material.

Arranged alphabetically by subject.

All Offices: **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Volume: Unknown.

47. Publications.

- a. Publications issued by SEA or predecessor agencies at the Headquarters of field levels, relating to program activities, such as Special Reports, Newsmakers, Agricultural Research, Extension Review, etc. Excludes publications published by the Government Printing Office or USDA.

Information Staffs: **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 10 years old. Destroy records NARA does not wish to accession.

Annual accumulation (HQ): approximately ½ cubic feet.

Volume on Hand (HQ): approximately 5 cubic feet.

Annual Accumulation (field): approximately 2 cubic feet.

Volume on Hand (field): approximately 4 cubic feet.

- b. Publications relating to routine operational procedures, procedures, public information handouts, and similar publications.

All Offices: Destroy when no longer needed for reference. (NC1-1-33-77-1, Item 23(b), and NN-173-18, Item C)

48. Magazine articles and newspaper clippings, concerning program activities showing public reaction need of the activity, and result of the work.

All Offices: Destroy when no longer needed for reference.

[NOTE: Publications authored by SEA employees, including clearances and copy of final publication, are covered in Item 46.]

49. Workpapers, preliminary drafts and similar papers used in developing formal information releases.

All Offices: Destroy 1 year after release is published.

50. Commendations, Citations, and Criticisms of Programs.

- a. Correspondence and supporting documents regarding commendations, citations, and criticisms of SEA program activities, such as those used in budget justifications.
 - (1) Office of Primary Responsibility: Destroy when 10 years old or when no longer needed for reference.
 - (2) Other Offices: Destroy when 5 years old.
- b. Anonymous letters, letters of commendation, complaint, criticism, and suggestions, and replies thereto (excluding those on the basis of which investigations were made or administrative action taken, those incorporated into individual personnel records, which should be disposed of with the files to which they apply).

All Offices: Destroy when 3 months old. (GRS-14, Item 7)

51. Visitor Records.

Records accumulated in making arrangements for foreign and domestic visitors, including visitor reports.

All Offices: Destroy when 3 years old.

52. Publications Committees, established to review and approve prospectuses for new popular, semi-technical, and miscellaneous publications in the USDA series and for major revisions of these publications; to consider and develop SEA policy for publishing in Department series, SEA series, and unnumbered publications. Files include committee minutes, reports, prospectuses, and related material.

- a. Executive Secretary, National Committee; and Chairperson of Regional Committees: Destroy when 3 years old.
- b. Members: Destroy when 1 year old or when no longer needed for administrative purposes, whichever is sooner.

53. Privacy Act.

- a. Correspondence and supporting papers created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under the Privacy Act. Records include the original request, reply, and related material, and may include the official file copy of records requested or a copy thereof.

- (1) Replies granting access to all requested records.

All Offices: Destroy 2 years after date of reply. (GRS-14, Item 25a(1))

[**NOTE:** Official file copy of requested record will be disposed of in accordance with the applicable disposition instructions contained in this Schedule for the related records or with the related Privacy Act request, whichever is later.]

- (2) Replies to requests for nonexistent records, to requestors who provide inadequate descriptions, and those who fail to pay reproduction fees. (Does not include requests which are appealed.)

All Offices: Destroy 2 years after date of reply. (GRS-14, Item 25a(2)(a))

- (3) Replies denying access to all or part of the requested records. (Does not include requests which are appealed.)

All Offices: Destroy 5 years after date of reply. (GRS-14 Item 25a(3)(a))

b. Amendment Case Files.

Records created as a result of an individual's request to amend records pertaining to that individual; to the individual's request for a review of SEA's refusal to amend a record, and to any civil action brought by the individual against SEA, as provided for under the Privacy Act.

- (1) Requests to amend records agreed to by SEA. Includes the individual's request to amend and/or review refusal to amend, replies to requests, and related material.

All Offices: Dispose of in accordance with applicable disposition instructions contained in this Schedule for the related subject individual's record, or 4 years after the agreement to amend, whichever is later. (GRS-14, Item 26a)

- (2) Request to amend refused. Includes individual's request to amend and to review refusal to amend, replies to requests, statement of disagreement, justification for refusal to amend, and related materials.

All Offices: Dispose of in accordance with the disposition instructions contained in this Schedule for the related record; 4 years after final determination by SEA; or 3 years after final adjudication by the courts, whichever is later. (GRS-14, Item 26b)

- (3) Appeals files created as a result of appeals under the Privacy Act for refusal to amend a record, or to grant access to a record.

All Offices: Dispose of in accordance with file disposition instructions contained in this Schedule for the related subject record or 3 years after final adjudication by the courts, whichever is later. (GRS-14, Item 26c)

c. Accounting of Disclosure Files maintained for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms or

showing the subject individual's name, requestor's name and address, purpose and date of disclosure, and proof of subject individual's consent when applicable.

All Offices: Dispose of in accordance with approved disposition instructions for the related subject individual's records, or 5 years after disclosure for which the accountability was made, whichever is later. (GRS-14, Item 27)

d. Reports. (GRS-14, Item 29)

- (1) Annual reports relating to the implementation of the Privacy Act such as Annual Report to the Congress, Annual Report to the Office of Management and Budget, and the Annual Report on New Systems.

Privacy Act Officer: Destroy when 5 years old. (GRS-14, Item 29a)

Annual accumulation is approximately 3 inches.
Volume on hand: ½ cubic foot.

- (2) Other reports concerning the Privacy Act.

All Offices: Destroy when 2 years old. (GRS-14, Item 29b)

e. Other records relating to the general implementation of the Privacy Act, including notices, memorandums, routine correspondence, and related records, not otherwise covered in this Schedule.

All Offices: Destroy when 2 years old. (GRS-14, Item 30)

54. Freedom of Information Act (FOIA).

a. Correspondence and supporting papers relating to for information under the FOIA.

- (1) Replies granting access to all requested records.

All Offices: Destroy 2 years after date of reply. (GRS-14, Item 16(a)1)

[**NOTE:** Official file copy of the requested record will be disposed of in accordance with the applicable disposition instructions for the related records, or with the related FOIA request, whichever is later.]

- (2) Replies to requests for nonexistent records, to requestors who provide inadequate descriptions, and who fail to pay reproduction fees. (Does not include requests which are appealed.)

All Offices: Destroy 2 years after date of reply. (GRS-14, Item 16a(2)(a))

- (3) Replies denying access to all or part of the requested records. (Does not include appealed requests.)

All Offices: Destroy 5 years after date of reply. (GRS-14, Item 16a(3)(a))

- b. Appeals Files created as a result of administrative appeals under the FOIA for release of information denied by SEA. Files include the appellant's letter, the reply, and related supporting documents.

All Offices: Destroy 4 years after final determination by SEA or 3 years after final adjudication by courts, whichever is later. (GRS-14, Item 17a)

[NOTE: The official file copy of the records under appeal will be disposed of in accordance with the disposition instructions contained in this Schedule for the related records or with the related FOIA appeal file, whichever is later.]

- c. Annual reports relating to the implementation of the Freedom of Information Act.

FOIA Officer: Destroy when 5 years old. (GRS-14, Item 19a)

Annual accumulation is approximately 5 inches.

Volume on hand: 1 cubic foot.

- d. Other records relating to the general implementation of the FOIA, including notices, routine correspondence, and related records, not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-14, Item 20)

LEGISLATION AND OPINIONS

55. Legislation and Opinions.

- a. Correspondence and supporting documents used in the development of proposed laws and regulations pertaining to SEA programs. Includes copies of appropriation bills, House and Senate Reports, Conference Reports, and similar material relating specifically to the historical background of SEA and predecessor agencies and records of a precedent-setting nature relating to the administration of the SEA programs.

- (1) Office of Primary Responsibility: Destroy when no longer needed for administrative purposes.

Annual accumulation is approximately 2 inches.

Volume on hand: 10 inches.

- (2) Other Offices: Destroy when no longer needed for reference.

- b. Federal Register Dockets, including correspondence, clearances, and supporting data.
 - (1) Dockets establishing policy or procedure.
 - (a) Directives Section, ASD: Transfer to FARC when 5 years old. Destroy when 20 years old.
 - (b) Other Offices: Destroy when 5 years old.
 - (2) Other dockets.
 - (a) Directives Section, ASD: Destroy when 6 years old.
 - (b) Other Offices: Destroy when 3 years old.

- c. Comments received from interested parties.

Office Concerned: Destroy when 5 years old.

- d. Congressional Inquiries.

Files include congressional correspondence and Report of Telephone Call (ARS-213 or equivalent form).

All Offices: File according to subject matter. Dispose of in accordance with the approved disposition instructions applicable to the records of which they are a part.

MEETINGS

56. Meetings.

- a. Authorizations to Attend Meetings and Travel Authorizations (AD-Form 179), used for meetings called by an organization or agency other than USDA for the purpose of exchanging information and discussing problems.
 - (1) Issuing Office: Destroy when 3 years old.
 - (2) Other Offices: Destroy when 2 years old.
- b. Minutes, Reports, and Proceedings.
 - (1) Technical Meetings.

Significant meetings attended by SEA staff members (National, International, etc.). Files are arranged alphabetically by subject-numeric filing scheme.

- (a) Office Concerned (when staff member is included in the proceedings or attendance list): **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.
 - (b) Other Offices: Destroy when 1 year old or when no longer needed for reference, whichever is sooner.
- (2) Professional Societies, of which SEA personnel are members and are permitted to attend meetings on official time, such as American Chemical Society (ACS), American Oil Chemist's Society (AOCS), American Society for Testing Material (ASTM), American Institute of Nutrition (AIN), Federation Societies of Experimental Biology (FASEB), etc. Files include correspondence, reports, agendas, minutes of meetings and related records.
- (a) Members: Destroy when 15 years old.
 - (b) Other Offices: Destroy when 3 years old, or sooner, if no longer needed for current activities.
- (3) Staff Meetings of the SEA Management Team and the AR Regional Deputy Administrators.

Staff meetings of a substantive nature, concerned with broad aspects of SEA. Files are arranged chronologically by the subject-numeric filing scheme.

- (a) Creating Office: **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 10 years old. Destroy records NARA does not wish to accession.

Annual accumulation (HQ) is approximately 1 inch.
Volume on hand (HQ): 1 inch.

Annual accumulation (Regions) is approximately 2 inches.
Volume on hand (Regions): 8 inches.

- (b) Other Offices: Destroy when 2 years old or when no longer needed for reference.
- (4) Staff Meetings relating to administrative or program activities having short-term significance.
- All Offices: Destroy when 3 years old.
- (5) Other Meeting records of temporary value, such as meeting arrangements, accommodations, workpapers, etc.
- All Offices: Destroy when 6 months old.

MOTOR VEHICLE RECORDS

57. Accountability Documents for Motor Vehicles, including GSA Form 1781, Motor Vehicle Requisition--Delivery Order Invoice; GSA Waivers; receipt records; unsatisfactory reports; AD-107, Report of Transfer or Other Disposition or Construction of Property; and related records.

All Offices: Destroy 1 year after disposal of vehicle.

58. Correspondence in the operating unit responsible for maintenance and operation of motor vehicles not otherwise covered in this Schedule.

All Offices: Destroy when 2 years old. (GRS-10, Item 1)

59. Maintenance, Repair, and Operation Records.

- a. Monthly Operation Record (AD-187A).

All Offices: Destroy when 2 years old or upon verification that information has been correctly entered into the Motor Vehicle Management System, whichever is sooner.

- b. Maintenance and Inspection Record (ADD-187C); Inspection Checklist (ARS-45); Repair Record (AD-187D); and Summary Operation Record (AD-187B).

All Offices: Destroy 1 year after vehicle leaves SEA custody. If vehicle is transferred within USDA, transfer repair and maintenance records with the vehicle. (NN-173-18, Item 22 B,D,E)

- c. Motor Vehicle Reservation and Dispatch Ticket (SEA-224).

All Offices: Destroy when 1 year old.

- d. Petroleum Products Requisitions (NER Form 10 or equivalent form) for gasoline from SEA pumps.

Office of Primary Responsibility: Destroy when 3 years old.

- e. Utilization of Motor Vehicles.

Correspondence, agreements, reports, logs, etc., relating to the rental of vehicles from Interagency Motor Pool, and to the loan of vehicles to the U.S. Postal Service. Includes GSA Form 1313, Interagency Motor Pool Service Authorization; PS Form 4577, Hire and Borrowed Vehicle Condition Report; and related records.

Property Management offices: Destroy when 2 years old.

60. Vehicle Condition Questionnaire (ARS-239), used to determine whether to upgrade or to dispose of a vehicle.

All Offices: Destroy 1 year after action is taken.

61. Motor Vehicle Release Files.

Records relating to the transfer, sale, or exchange of vehicles, including AD-107, Report of Transfer or Other Disposition or Construction of Property; AD-109, Excess Serviceable Property; AD-112, Report of Unserviceable, Lost, or Damaged Property; SF-123, Application for Donation of Surplus Personal Property; SF-126, Report of Personal Property for Sale; SF-97, Certificate of Release of a Motor Vehicle, and related documents. (NN173-1, Item 22G)

Property Management Officers: Destroy 1 year after disposal of vehicle.

62. Motor Vehicle Accidents.

Correspondence, reports, and related material concerning motor vehicle accidents, including SF-91, Operator's Report of Accident; SF-94, Statement of Witness; AD-112, Report of Unserviceable, Lost, or Damaged Property; copy of police report; and other supporting material.

- a. Property Management Officer: Destroy 6 years after case is closed. (NN-173-18, Item 22F and GRS-10, Item 5)
- b. Other Offices: Destroy 2 years after case is closed. (NN-173-18, Item 22F and GRS-10, Item 5)

[NOTE: See **PERSONNEL** for Accident Reporting to Safety Officer.]

63. Motor Vehicle Operation.

Records relating to individual employee operation of Government-owned vehicles such as driver tests; AD-184, Application for Motor Vehicle Operator's ID Card; SF-47, Physical Fitness Inquiry for Motor Vehicle Operators; ARS-134, Receipt - Transmittal and Certificate of Receipt of Motor Vehicle Identification Card; and related correspondence.

All Offices: Destroy 3 years after separation of employee or 3 years after rescission of authorization to operate Government-owned vehicle, whichever is sooner. (GRS-10, Item 7)

64. U.S. Government Motor Vehicle Operator's Identification Card (SF-46).

- a. All Offices: Return to issuing office upon request or when no longer needed and/or upon expiration. (NN-173-18, Item 22H)
- b. Issuing Office: Destroy 3 months after necessary entries are made on control card or register. (GRS-11, Item 4a)

65. Driving Record (ARS Form 133).

Control used for issuance of Motor Vehicle Operator's Identification Card.

Issuing Office: Destroy 3 months after ID card is canceled.

66. Authorization to Store Government Vehicles at private residence (AD-728 or equivalent form), related documents, and correspondence.

All Offices: Destroy when canceled. (NN-173-18, Item 22A)

67. Reports on Motor Vehicles (other than accident, operating, and maintenance reports), including Report to Budget on Vehicle Replacement; Agency Report of Motor Vehicle Data (SF-82); Agency Report of Sedan Data (SF-82D); Annual Motor Vehicle Age and Mileage Analysis (AD-309); Motor Vehicle and Aircraft Acquisition and Disposal Planning (ARS-465); Energy Conservation Report (EC-2), and similar reports.

All Offices: Destroy when 3 years old. (GRS-10)

ORGANIZATION AND MANAGEMENT

68. a. Functional Staff Project and Organizational Charts.

With related records. Arranged alphabetically by subject.

- (1) Record Copy in Headquarters or Regional Administrative Offices: **PERMANENT**.
Offer to NARA when no longer needed for current activities.

Annual accumulation is approximately 2 inches.
Volume on hand: 1 cu. foot/50 years.

- (2) Other Copies: Destroy when obsolete or superseded.

- b. Reorganization.

Records showing background chronology of major agency reorganization.

- (1) Record Copies in Headquarters or Regional Administrative Offices: **PERMANENT**.
Offer to NARA when no longer needed for current activities.

Annual accumulation is approximately 2 inches.
Volume on hand: 2 ½ cubic feet.

- (2) Other Copies: Destroy when obsolete or superseded.

- c. Correspondence Files of the Organization and Management Development Staff (OMDS).

The OMDS participates with the Deputy Director, Administrative Management, and other key officials of SEA in the formulation of policies and programs to increase the management effectiveness throughout SEA.

(1) Organizational Structure Files.

Files consist of correspondence, reports, analyses, and related material pertaining to review and analyses of organizational proposals and the design and development of overall Agency organizational structures. Includes similar files for predecessor agencies. Files are arranged alphabetically by subject-numeric filing scheme.

OMDS: **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Other Offices: Destroy when 3 years old or when superseded or obsolete, whichever is later.

Annual accumulation is approximately 1/4 cubic foot.

Volume on Hand: 4 cubic feet.

(2) Pink Alphabetical Name File used as finding media for the OMDS correspondence file. File is arranged alphabetically by name of addressee.

OMDS: **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 inch.

Volume on hand: approximately 4 inches.

(3) Organizational Effectiveness and Human System Development Files.

Correspondence, reports, and related material pertaining to group and intergroup dynamics, team building activities, intergroup activities and conflict resolution activities.

OMDS: Destroy when 6 years old.

Other Offices: Destroy when 3 years old.

(4) Management Systems, Work Technologies and Processes.

Correspondence, reports, and related material on design and development of effective management systems, work technologies and processes, work measurement, work simplification, simulation, cost/benefit analyses, and management improvement program in SEA.

OMDS: Destroy when 6 years old, or when superseded or obsolete, whichever is later.

Other Offices: Destroy when 3 years old, or when superseded or obsolete, whichever is later.

PAYROLLING AND PAY ADMINISTRATION

69. Payrolling and Pay Administration Records.

- a. Time and Attendance Reports (AD-321 or equivalent form), applications for leave, and supporting documents. Includes final Time and Attendance Reports.

Timekeepers: Destroy when 3 years old. (NC1-16-78-1(1))

- b. Payroll Correspondence.

Correspondence and related documents pertaining to payrolling, wage surveys, etc.

All Offices: Destroy when 2 years old.

- c. Transmittal Sheets for Time and Attendance Reports.

Timekeepers: Destroy after 6 pay periods.

- d. Pay and Retirement Records for Foreign Nationals.

Records maintained for foreign nationals abroad who are covered by the Civil Service Retirement System. Files include SF-1127, Individual Pay Cards; SF-2806, Individual Retirement Card; SF-2812, Report of Withholdings and contributions for Health Benefits, Group Life Insurance, and Civil Service Retirement; SF 2807-1, Register of Adjustments, Civil Service Retirement System; SF-2807-2, Annual Summary, Retirement Fund Transactions, Civil Service Retirement System; and SF-1221, Statement of Transactions According to Appropriations, Funds, and Receipt Account (Foreign Service Account).

Accounting Services Branch, FMD: Transfer to National Personnel Records Center, St. Louis, after GAO audit, or when 3 years old, whichever is earlier.

PERSONNEL RECORDS

70. Personnel Correspondence Files.

- a. Correspondence files, relating to the general administration and operation of personnel functions, including college programs; selective placement (handicapped, veterans, and ex-offenders) programs; special careers (Summer Aid, Intergovernmental Affairs Fellowship, Stay-in-School, etc.) programs; examinations, paid recruitment advertising, executive development program, merit promotion, employee safety program and others not specifically described elsewhere in this Schedule.

All Offices: Destroy when 3 years old. (GRS-1, Item 3a)

- b. Correspondence, memoranda, and other records relating to employment programs and functions, and manpower management and evaluations, including experts and consultants, overseas employment, reemployment rights, employee transfers and details, and excepted appointments.

- (1) Personnel Offices: Destroy when 5 years old. (GRS-1, Item 3b)

- (2) Other Offices: Destroy when 3 years old.

- c. Correspondence and forms created in operating personnel offices on individual employees, not covered elsewhere in this Schedule and excluding files maintained in Official Personnel Folders.

- (1) Correspondence and forms relating to pending personnel actions.

- All Offices: Destroy when action is completed. (GRS-1, Item 17a)

- (2) Retention Registers.

- (a) Registers from which reduction-in-force actions have been taken.

- Servicing Personnel Office: Destroy when 2 years old. (GRS-1, Item 17b(1))

- (b) Registers from which no reduction-in-force actions have been taken.

- Servicing Personnel Office: Destroy when superseded or obsolete. (GRS-1, Item 17b(2))

- (3) All other correspondence and forms of a temporary nature.

- Servicing Personnel Office: Destroy when 6 months old. (GRS-1, Item 17c)

- d. Supervisor's Personnel Files.

Correspondence, memoranda, forms, and other records authorized by Administrative Memorandum 408.1.

All Offices: Review annually and destroy superseded or obsolete documents; or destroy all documents relating to an individual employee 1 year after separation or transfer. (GRS-1, Item 18a)

[NOTE: Personal notes which serve as memory aids or reminders, are maintained solely for use by the author, are not circulated to anyone else, including the supervisor's secretary, and are not required by SEA, may be retained or destroyed at the discretion of the author.]

71. Official Personnel Folders (OPF) maintained by Servicing Personnel Offices (SPO) in accordance with the Federal Personnel Manual (FPM).

a. Records filed on the right side of the OPF.

(1) Transferred employees.

SPO: Follow instructions in FPM. (GRS-1 Item 1b(1))

(2) Separated employees.

SPO: Transfer to National Personnel Records Center, St. Louis, Missouri, 30 days after separation, in accordance with FPM instructions. (GRS-1, Item 1b(2))

b. Records filed on the left side (temporary side) of the OPF.

SPO: Destroy upon separation or transfer of the employee or when 1 year old, whichever is sooner. (GRS-1, Item 10)

72. Service Record Cards.

a. Service Record Card (SF-7 or its equivalent).

(1) Cards for employees separated or transferred on or before December 31, 1947.

SPO: Transfer to NPRC (CPR), St. Louis, Missouri. (GRS-1, Item 2a)

(2) Cards for employees separated or transferred on or before January 1, 1948.

SPO: Destroy 3 years after separation or transfer of employee. (GRS-1, Item 2b)

b. Employee Record Card (SF-7B).

Offices authorized to maintain cards: Transfer to gaining office if employee stays with SEA. Destroy after 3 months if employee leaves SEA. (NN-173-18, Item 26B)

c. Position Identification Strips (SF-7D) used to provide summary data on each position occupied.

SPO: Destroy when position is canceled or new strip is prepared. (GRS- 1, Item 11)

73. Classification Files.

a. Position Classification Standards.

SPO: Destroy 5 years after position is abolished or standard is superseded. (GRS-1, Item 7a(1))

- b. Correspondence and other records relating to the development of classification standards for SEA positions.

Personnel Division (PD): Destroy 10 years after position is abolished or standard is superseded.

- c. Position Descriptions describing established positions including information on title, series, grade, duties and responsibilities.

- (1) SPO: Destroy 5 years after position is abolished or description superseded. (GRS-1, Item 7b(1))

- (2) Other Offices: Destroy when position is abolished or description superseded. (GRS-1, Item 7b(2))

- d. Survey Reports on positions classified by classification specialists, including periodic reports, such as the Annual Whitten Amendment Report and the Annual Super-grade Position Report.

PD and SPO: Destroy when 3 years old. (GRS-1, Item 7c(1)(a))

- e. Other material relating to inspections, surveys, desk audits and evaluations of a temporary nature.

All Offices: Destroy when obsolete or superseded. (GRS-1, Item 7c(1)(b))

- f. Position Resource Management Summary Documents, including Implementation Plan and ARS 437, Financial Plan.

All Offices: Destroy when 5 years old.

- g. Appeals.

Case files on classification appeals.

- (1) PD and SPO: Destroy 5 years after case is settled.

- (2) Other Offices: Destroy 3 years after case is settled.

- h. Research Grade Evaluation Files.

Case writeup from employee, score sheets, panel meeting results, and related records required by the SEA Evaluation Plan for Research Positions and Incumbents.

Executive Secretary: Destroy 3 months after employee leaves SEA. If employee transfers within SEA, transfer case file to gaining personnel office.

Personnel Division: Destroy copies after post review by USDA Office of Personnel.

Supervisors and AR Regional Administrators: Destroy upon receipt of revised evaluation.

74. Employment.

- a. Application for Employment, SF-171, and related papers which result in appointment, excluding those applications submitted for vacancies to be filled under the Merit Promotion Program.

SPO: File in OPF in accordance with the Federal Personnel Manual.

- b. Application for Employment, SF-171, and related papers which do not result in appointment, excluding those applications submitted for vacancies to be filled under the Merit Promotion Program.

SPO: Destroy in accordance with instructions in Federal Personnel Manual, Chapter 333, Section A-4. (GRS-1-15)

- c. Applications for Employment, SF-171, and related papers for vacancies to be filled under the Merit Promotion Program.

- (1) Applications from individuals who have not held a position under a competitive appointment in a Federal Government agency.

SPO: Return to applicant OR forward to OPM with request for issuance of Certificate of Eligibles, whichever is appropriate.

- (2) Applications from individuals who have had previous employment under a competitive appointment in a Federal Government agency and which do not result in appointment/promotion action.

SPO: Retain in Merit Promotion Program case file for 2 years after effective date of promotion/appointment action.

- (3) Applications for selected individual.

SPO: File in Official Personnel Folder in accordance with the Federal Personnel Manual.

[NOTE: Applications for Employment, SF-171, will be maintained only by the Servicing Personnel Offices.]

- d. Certificates of Eligibles Files.

Certificates of eligibles with related requests, forms, correspondence, and statement of reasons for passing over a preference eligible and selecting a nonpreference eligible.

SPO: Destroy when 2 years old. (GRS-1, Item 5)

- e. Suitability for Employment (OF 49, 50, 51 or equivalent forms) and related papers.
 - (1) Favorable preemployment checks.

SPO: Destroy when the National Agency Check and Inquiry has been processed and the employee has complete the probationary period.
 - (2) Unfavorable preemployment checks.

SPO: Must be retained at least 3 years. Disposition after this period shall be determined by the SPO.

- f. Offers of Employment Files.

Correspondence and related material offering appointments to potential employees.

 - (1) Accepted offers.

SPO: Destroy immediately. (GRS-1, Item 4a)
 - (2) Declined offers.
 - (a) When name is received from certificate of eligibles.

SPO: Return to OPM with reply and application. (GRS-1, Item 4b(1))
 - (b) Temporary or excepted appointment.

SPO: File inside application. (GRS-1, Item 4b(2))
 - (c) All others.

SPO: Destroy immediately. (GRS-1, Item 4b(3))

- g. Merit Promotion Case Files, consisting of vacancy announcement, applications, committee evaluation, promotion certificate, and related papers.

SPO: Destroy 2 years after effective date of appointment, reassignment/promotion action.

- h. Notification of Personnel Action (AD-350 or equivalent form) documenting initial employment, promotions, transfers in or out, separation, and all other individual personnel actions, exclusive of those in Official Personnel Folders.
 - (1) Chronological file copies, including fact sheets.

SPO: Destroy when 2 years old. (GRS-1, Item 14a)

- (2) All other copies.

SPO: Destroy after posting to pertinent records such as SF-7-B or position organizational listings.

- i. Transmittal-Personnel and Payroll Forms (AD-337).

SPO: Destroy when 1 year old.

- j. Term Employment--Request for Approval.

- (1) Approved proposal, with supporting papers.

(a) Personnel Division: Destroy 2 years after expiration of authority.

(b) Servicing Personnel Office: File on temporary side of Official Personnel Folder. Destroy upon expiration of authority.

- (2) Disapproved proposals.

Personnel Division: Destroy 1 year after disapproval.

- k. Intergovernmental Personnel Act (IPA).

Records relating to the temporary assignments of employees under the Intergovernmental Personnel Act (P.L. 91-648), as amended by the Civil Service Reform Act of 1978 (P.L. 95-454).

- (1) Assignment Agreement, OF-69; Assignee Evaluation of Mobility Assignments Under Title IV of the Intergovernmental Personnel Act of 1970, AD-490; and Service Agreements, SEA-183.

SEA employees.

(a) Personnel Division: Destroy when 4 years old.

(b) Servicing Personnel Office: File on permanent side of OPF.

Non-SEA employees.

(c) Personnel Division And Servicing Personnel Office: Destroy 5 years after final termination of assignment.

- (2) General correspondence, forms, and other records relating to the IPA assignments, not covered elsewhere in this Schedule.

All Offices: Destroy when 4 years old.

l. Student Volunteer Work Experience Program.

This program allows students to use SEA facilities and equipment to do research projects of their own choice.

- (1) SEA Form 201, Student Volunteer Work Experience Program Orientation; and SEA Form 202, Student Volunteer, Work Experience Agreement, and related documents.

Personnel Offices: File in Official Personnel Folder, in accordance with OPM instructions.

- (2) Research notebooks, publications, and other research records created during the training period.

All Offices: Dispose of according to the applicable disposition instructions contained elsewhere in this Schedule.

- (3) Correspondence, memoranda, forms, reports, and other records relating to administration of the program.

Personnel Offices: Destroy when 5 years old.

Other Offices: Destroy after termination of training.

m. Preemployment Interview Expenses.

Records concerning payment of preemployment interview expenses of outside candidates for certain positions in the competitive service. Files include requests to OPM for authorization to pay expenses; post audit material required when the authority is used; records documenting the use of the authority; and related correspondence and reports.

Personnel Offices: Destroy when 2 years old.

n. Research Associate Program.

This program is intended to provide scientists and engineers of unusual ability an opportunity for research on priority research problems and to contribute to the overall research effort of the SEA-AR research laboratory.

Files include correspondence, evaluations of research proposals, decisions, reports, and related records necessary to document the selection decision and assess usefulness of the program. (Does not include material required to be filed in the Official Personnel Folder.)

All Offices: Destroy when 5 years old.

- o. Host Enrollee Program, such as Work Incentive Program, Comprehensive Employee and Training Program, College Work-Study Program, and the Vocational Work-Study Program. Files include agreements, waivers, reports, and related correspondence.

Personnel Offices: Destroy when 5 years old.

75. Employee Awards.

- a. Employee Suggestions.

Case files including suggestion, comments, and related papers documenting approval or disapproval.

(1) Personnel Division: Destroy 5 years after approval or disapproval.

(2) Other Offices: Destroy 2 years after approval or disapproval.

- b. Departmental Level Awards.

Records relating to awards made at the Department level or higher, including list of awardees, pictures, publicity, etc., of the awards ceremony. Does not include copy of Award filed in OPF.

(1) Personnel Division: Destroy when 10 years old.

(2) Other Offices: Destroy after 5 years.

- c. Length of Service and Sick Leave Awards.

Correspondence, reports, list of awardees, and computations of service and sick leave.

All Offices: Destroy when 1 year old. (GRS-1, Item 12b)

- d. Letters of Commendation and Appreciation, recognizing length, of service retirement, and performance. Does not include the copy filed in the Official Personnel Folder.

All Offices: Destroy when 2 years old. (GRS-1, Item 12c)

- e. Other Awards.

Case files, including recommendations, approved nominations, and correspondence pertaining to cash and non-cash awards. Includes SEA-sponsored awards and awards from outside organizations. Does not include Copy of Award filed in Official Personnel Folder.

(1) Personnel Division: Destroy when 10 years old.

(2) Other Offices: Destroy when 2 years old.

f. Awards Reports.

(1) Personnel Division: Destroy when 10 years old.

(2) Other Offices: Destroy when 3 years old.

76. Training.

a. Correspondence agreements, reports, plans, and objectives relating to the establishment and operation of SEA-sponsored training courses and conferences.

(1) Personnel Offices: Destroy when 5 years old or 5 years after completion of a specific training program. (GRS-1, Item 30b(1))

(2) Other Offices: Destroy when 3 years old.

b. Background and working papers.

All Offices: Destroy when 3 years old. (GRS-1, Item 30b(2))

c. Correspondence, reports, authorizations, evaluations; and other records relating to the availability of training and employee participation in training programs. (Does not include OPF copy of AD Form 281, Request, Authorization, and Record of Training.)

(1) Personnel Offices: Destroy when 5 years old. (GRS-1, Item 30c)

(2) Other Offices: Destroy when 2 years old, or when superseded or obsolete, whichever is sooner.

d. Orientation Records, such as Orientation Checklist (ARS-177) and Orientation Training Certificates (ARS-178). Does not include the copies filed in the OPF.

Supervisors: Destroy when 2 years old.

e. Training Aids.

(1) Training Aids, such as manuals, textbooks, and other training aids developed by SEA.

- (a) Personnel Division: Destroy 5 years after superseded or obsolete.
- (b) Other Offices: Destroy when superseded or obsolete.
- (2) Training Aids and related material from other Government agencies or private institutions.

All Offices: Destroy when obsolete or superseded. (GRS-1, Item 30a(2))

- g. Course Announcement Files, consisting of reference files of pamphlets, notices, catalogs, and similar material which provide information on courses or programs available.

All Offices: Destroy when superseded or obsolete. (GRS-1, Item 30d)

77. Safety and Health.

- a. Occupational Health Maintenance Program.

Medical history and related records pertaining to the health maintenance of employees potentially exposed to highly toxic substances.

- (1) Medical History Records.

Servicing Personnel Office: Retain in locked cabinet for the duration of employment. Upon termination of employment, records will be filed in the Official Personnel Folder.

- (2) SF-182, Authorized Employee Potentially Exposed to Highly Toxic Substances

- (a) Servicing Personnel Officer: Record copy will be maintained with Medical History Records identified in Item (1) above.

- (b) Designee: Destroy suspense copy of SF-182 when 2 years old.

[NOTE: Medical history records will be maintained only by the Servicing Personnel Officer.]

- b. Safety and Health Inspections.

Records include SEA Safety Inspection Checklists, reports, related correspondence, Inspection Program plans, notices of hazardous or unsafe conditions, including reports by employees concerning unsafe conditions.

All Offices: Destroy 5 years following end of calendar year.

- c. Accident and Illness Reporting, Investigating, and Analysis Records. (GRS-1, Item 32)

- (1) CA-1, Federal Employee's Notice of Traumatic Injury, and CA-2, Federal Employee's Notice of Occupational Disease and Claim for Compensation
 - (a) SPO: File one copy on right side of Official Personnel Folder.
 - (b) Other Offices: Destroy 5 years following the end of calendar year to which they apply.
- (2) Other records pertaining to accident and illness reporting, including reports of accidents, investigations, regular, periodic and follow-up reports, not covered elsewhere in this Schedule.

All Offices: Destroy 5 years following the end of calendar year to which they apply.

d. Safety Committees.

Files consist of minutes of meetings, and related correspondence.

All Offices: Destroy when 5 years old.

e. Annual Report on Occupational Safety and Health, summarizing training and promotional activities, employee involvement, reporting procedures, goals, etc. Includes Inspection Monitoring Record.

All Offices: Destroy when 5 years old.

[NOTE: Also see Radiological Safety and Motor Vehicles.]

f. Safety and Health Correspondence Files.

Correspondence, reports, and related material pertaining to the Safety and Health Program, not covered elsewhere in this Schedule.

All Offices: Destroy when 5 years old.

78. Medical Records.

Health records maintained in health units or servicing personnel offices (SPO) in accordance with the Federal Personnel Manual and Department Personnel Manual.

a. Individual Health Records containing information such as date of employee's visit, diagnosis, and treatment.

Health Unit or SPO: Destroy 6 years after date of last entry. (GRS-1, Item 19)

- b. Individual Employee Health Case File consisting of forms, correspondence, and other records relating to an employee's medical history, occupational injuries or diseases, physical examinations, and all treatment received in the Health Unit. (Does not include preemployment physical examinations and disability retirement and fitness for duty examinations which are filed in the Official Personnel Folder.)

Health Unit or SPO: Destroy 6 years after date of last entry. (GRS-1, Item 21)

[NOTE: The records listed above, if not required for filing in the Official Personnel Folder, may be transferred to the local Federal Records Center. Under no circumstances should these files be sent to the National Personnel Records Center.]

- c. Health Unit Control Files.

Logs or registers reflecting daily number of visits to dispensaries, first aid rooms, and health units.

- (1) If information is summarized on statistical reports.

Health Unit or SPO: Destroy 3 months after last entry. (GRS-1, Item 20a)

- (2) If information is not summarized.

Health Unit or SPO: Destroy 2 years after last entry. (GRS-1, Item 20b)

- d. Statistical Summaries and reports with related papers pertaining to an employee's health.

Reporting Unit: Destroy 2 years after date of summary or report. (GRS-1, Item 22)

79. Performance Rating Records.

- a. Certificates of Performance Rating, excluding the outstanding and unsatisfactory ratings filed in the Official Personnel Folder in accordance with the Federal Personnel Manual.

All Offices: Destroy when 2 years old. (GRS-1, Item 23a)

- b. General or case files of forms, memoranda, and correspondence relating to performance ratings.

All Offices: Destroy when 3 years old. (GRS-1, Item 23b)

- c. Appeals Files.

Memoranda, correspondence, and other records relating to employee appeals of performance ratings.

All Offices: Destroy 3 years after final settlement of case. (GRS-1, Item 23c)

d. Performance Rating Board Case Files.

Information copies of case files forwarded to Office of Personnel Management relating to performance rating board reviews.

All Offices: Destroy 1 year after case is closed. (GRS-1, Item 9)

80. Conflict of Interest.

Statements of employment and financial interests and related records (AD-392 or equivalent form).

Servicing Personnel Offices: Destroy 2 years after separation of employee or 2 years after employee leaves the position for which the statement is required. (GRS-1, Item 25)

81. Equal Employment Opportunity (EEO) Records.

a. Discrimination Complaint Case Files, with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records described in 5 CFR 713.22.

(1) Case resolved within SEA.

SPO: Destroy 4 years after case is resolved. (GRS-1, Item 26a(1))

Other Copies: Destroy 1 year after case is resolved. (GRS-1, Item 26b)

(2) Cases resolved by the Office of Personnel Management (OPM) or U.S. Court. (Official files are controlled by the OPM.)

All Offices: Destroy when 4 years old.

(3) Background files not included in the official complaint files.

All Offices: Destroy 2 years after final resolution of case. (GRS-1, Item 26c)

b. Counseling Files.

EEO Counselors: Destroy 3 years after termination of counseling. (GRS-1, Item 27)

c. General Correspondence, and related records of a temporary nature, not otherwise covered in this Schedule.

All Offices: Destroy when 4 years old.

d. SEA EEO Advisory Committee Meetings and related reports and minutes.

- (1) EEO Coordinator: Destroy when 5 years old.
- (2) Other Offices: Destroy when 3 years old.
- e. EEO Affirmative Action Plans, including feeder reports and narrative progress reports.
 - (1) EEO Coordinator: Destroy 5 years from date of plan. (GRS-1, Item 26h)
 - (2) Other Offices: Destroy after 3 years.
- f. Employment Statistical Reports related to race and sex.
 - (1) Annual Report of Gains and Losses and Semi-Annual Minority Report.
EEO Coordinator: Destroy when 10 years old.
Other Offices: Destroy when 5 years old.
 - (2) Other statistical reports pertaining to EEO.
All Offices: Destroy when 5 years old. (GRS-1, Item 26f)
- g. Requests for SEA Assistance in Rental or Purchase of Housing.
All Offices: Destroy when 1 year old. (GRS-1, Item 26e)
- h. Equal Employment Opportunity Files in State Extension Services. Files created by the Equal Opportunity Staff (EO) to carry out the provisions of the Civil Service Rights Act of 1964 and the Equal Employment Opportunity Act of 1972 in the State Extension Services.
 - (1) State Extension Services Affirmative Action Plans; State Extension Services Equal Employment Opportunity (signed by Secretary of Agriculture); Civil Rights Annual Compliance Reports, with related correspondence.
EO Staff: Destroy 1 year after rescinded. (NC1-33-77-1, Items 22 (a)(b)(c))
 - (2) Civil Rights and EEO complaints with related correspondence
EO Staff: Destroy 10 years after case is closed. (NC1-33-77-1, Item 22(d))
 - (3) Civil Rights and EO Audits and Investigations, with related correspondence
EO Staff: Destroy 10 years after audit is completed. (NC1-33-77-1, Item 22(e))

82. Complaints, Grievances, and Appeals.

a. Grievances and Appeals Files (5 CFR 771).

Records originating in the review of grievances and appeals raised by SEA employees. Does not include Equal Opportunity complaints and debt cases. Case files include statements of witnesses, reports of interviews and hearings, examiner's findings and recommendations, a copy of the original decision, related correspondence and exhibits and records relating to a reconsideration request.

All Offices: Destroy 3 years after case is closed. (GRS-1, Item 31a)

b. Debt Cases.

Records pertaining to debt complaints, including correspondence, findings and recommendations, letters of caution, formal grievances, & related records.

Personnel Offices: Destroy 4 years after case is settled.

c. Adverse Action Files (5 CFR 752).

Case files and records created related in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports and decisions; reversal of action; and appeal records. (Does not include Letters of reprimand, which are filed on the temporary side of the OPF in accordance with FPM.)

Servicing Personnel Office: Destroy 4 years after case is settled. (GRS-1, Item 31b)

d. Other Restricted Records pertaining to disciplinary matters, such as arrest record not furnished as part of a national agency check, congressional inquiries, performance, conduct, inquiries and reports of personnel investigations and related correspondence, forms, and other documents, not specifically covered elsewhere in this Schedule.

Servicing Personnel Office: Destroy when 3 years old unless SEA Personnel Officer or designee determines a longer retention period is necessary. (Department Personnel Manual Chapter 293, Sub- chapter 1)

83. Labor Management Relations Files.

a. Labor Management Relations General and Case Files, including correspondence, memoranda, reports, and other records relating to the relationship between management and employee unions or other groups.

All Offices: Destroy when 5 years old. (GRS-1, Item 29a(1))

- b. Labor Arbitration General and Case Files. Correspondence, forms, and background papers relating to labor arbitration cases.

All Offices: Destroy 5 years after final resolution of case. (GRS-1, Item 29b)

84. Personnel Reports.

- a. Reports relating to personnel programs and functions, such as Postdoctoral Research Associateship Program, Manpower Report, Vietnam Era Veterans, Selective Placement of the Handicapped, and similar reports.

(1) Personnel Division: Destroy when 5 years old. (GRS-1, Item 3b)

(2) Other Offices: Destroy when 3 years old.

- b. Statistical reports in the operating personnel office and subordinate units relating to personnel.

All Offices: Destroy when 2 years old. (GRS-1, Item 16)

- c. Personnel Management Evaluations (PME).

Includes correspondence, reports, followups, corrective action, and related records.

(1) Personnel Division: Destroy 5 years after corrective action has been taken.

(2) Other Offices: Destroy after next evaluation or when 3 years old whichever is later.

85. Personnel Counseling Records.

- a. Counseling Files.

Reports of interviews, analyses, and related records.

All Offices: Destroy 3 years after termination of counseling. (GRS-1, Item 27a)

- b. Alcohol and Drug Abuse Program.

Records created in planning, coordinating, and directing an alcohol and drug abuse program.

All Offices: Destroy when 3 years old. (GRS-1, Item 27b)

- c. Employee Assistance Program developed to find solutions to personal problems that affect work performance and behavior, and to assist supervisors in dealing with troubled employees. Under this program, advisory and referral service is provided to help with problems, such as

alcoholism, drug abuse, emotional or financial difficulties, legal entanglements, family or other personal problems. Files consist of:

- (1) Records relating to documentation of visits, including Release of Client Information (NER Form 503); Initial Interview (NER Form 504); Treatment Plan (NER Form 505); Case Notes (NER Form 506); and Progress Report (NER Form 507), and similar records.

Counselors: Destroy case file 3 years after case is closed. Files should be shredded or torn into small pieces.

[NOTE: These files are maintained in confidential files separate from the Official Personnel Folder and Medical History Files.]

- (2) Annual and Semi-annual Reports, with related statistical data, pertaining to participation in the Program, such as Case Numbers; date of entry into the Program; category of problem; age, sex, race, occupational category of client; outcome, and date case is closed.

Program Coordinators and Counselors: Destroy when 10 years old.

86. Temporary Records Relating to Promotions.

Records relating to the promotion of an individual that document qualification standards, evaluation methods, selection procedures, and evaluations of candidates, excluding any records that duplicate information in the promotion plan, in the Official Personnel Folders, or in other personnel records.

Personnel Offices: Destroy 2 years after the personnel action or after the action has been audited by OPM, whichever is sooner. (GRS-1, Item 33)

87. Employee Identification Card.

Files relating to control and issuance of USDA Identification Cards.

- a. All Employees: Return to issuing office upon request or when employee leaves SEA.
- b. Issuing Office: Destroy 3 months after ID Card is returned to the office. (GRS-11, Item 4 (a))

88. Retirement Assistance Files.

Correspondence, memoranda, annuity estimates, and other records used to assist retiring employees or survivors claim insurance or retirement benefits.

All Offices: Destroy when 1 year old.

POLLUTION ABATEMENT RECORDS

89. Pollution Abatement.

Records relating to pollution abatement at SEA facilities.

- a. Correspondence, Pollution Control Plans, reports such as Annual Compliance with Quality Standards Report, Semiannual Corrective Action Report, and related records.

All Offices: Destroy when 10 years old.

- b. Environmental Impact Statements.

All Offices: Destroy with related project or contract files.

PRINTING, BINDING, DUPLICATION, & DISTRIBUTION RECORDS

90. Correspondence and related papers pertaining to the planning, administration, and operation of the unit responsible for printing, binding, duplication, and distribution matters.

All Offices: Destroy when 3 years old.

91. Job or Project Records containing all papers and data pertaining to the planning and execution of printing, binding, duplication, and distribution jobs. Includes requisitions, bills, samples, and related papers. (Requisitions on the Public Printer and records relating to services obtained outside the agency are covered in Item 95.)

- a. Unit responsible for printing, binding, duplication, and distribution matters: Destroy when 3 years old.

- b. Other Offices: Destroy when job is completed.

92. Control Logs or Registers pertaining to requisitions and work orders for printing, binding, duplication, and distribution jobs.

All Offices: Destroy when 1 year old. (GRS-13, Item 4)

93. Reports to Joint Committee on Printing regarding operation of Class A and B Plants and inventories of printing, binding, and related equipment in Class A and B Plants or in storage.

- a. Office preparing report: Destroy when 3 years old. (GRS-13, Item 6a)

- b. Other copies: Destroy 1 year after date of report. (GRS-13, Item 6b)

94. Mailing Lists.

a. Addresses and Mailing Lists.

All Offices: Destroy when obsolete or revised. (NN-173-18, Item 10A)

b. Correspondence, request forms, and other records relating to changes in mailing lists.

All Offices: Destroy when appropriate action has been taken.

PROCUREMENT AND SUPPLY RECORDS

95. Requisitions, bids, purchase orders, contracts, leases, bond and surety records, including correspondence, blanket purchase orders, and related papers.

a. Transactions of more than \$10,000 and construction contracts exceeding \$2,000, dated after July 26, 1974.

(1) Offices with Delegated Procurement Authority: Destroy 6 years and 3 months after final pay. Transfer to FARC after 2 years. (GRS-3, Item 4a(1))

(2) Other Offices: Destroy when 1 year old. (NN-173-18, Items 27 B, C, & E)

b. Transactions of \$10,000 or less and construction contracts under \$2,000, dated after July 26, 1974.

(1) Offices with Delegated Procurement Authority: Destroy 3 years after final payment. (GRS-3, Item 4a(2))

(2) Other offices: Destroy when 1 year old. (NN-173 -18, Items 27 B(2), C, & E)

c. Transaction of more than \$2,500 dated prior to July 26, 1974.

(1) Offices with Delegated Procurement Authority: Destroy 6 years after final payment. (GRS-3, Item 4a(3))

(2) Other Offices: Destroy immediately.

d. Transactions of \$2,500 or less dated prior to July 26, 1974.

(1) Offices with Delegated Procurement Authority: Destroy 3 years after final payment. (See exception in b(1) above) (GRS-3, Item 4a(2))

(2) Other Offices: Destroy immediately.

- e. Local purchase orders (AD-744 or equivalent form).
 - (1) Procuring Office (green copy): Destroy after 3 years. (NN-173-18, Item 27D)
 - (2) Other Offices: Destroy after 1 year.
- f. Requisitions for printing and binding jobs performed by the U.S. Government Printing Office, with all supporting papers.
 - (1) Printing or Procurement Unit Copy: Destroy 3 years after completion or cancellation of requisition. (GRS-3, Item 7)
 - (2) Accounting Office: Destroy 3 years after period covered by related account.
 - (3) Other Copies: Destroy when 1 year old.
- g. Routine requisitions for Agency services, such as laundry and other nonpersonal services.
All Offices: Destroy when 1 year old. (NN-173-18, Item 27A)
- h. Requisitions for supplies and equipment from local stockrooms and warehouses.
 - (1) Stockroom/Ware-house: Destroy when 2 years old. (GRS-3, Item 9a)
 - (2) Other Offices: Destroy when item is received.

96. Lists of Acceptable Bidders.

All Offices: Destroy when superseded or obsolete. (GRS- 3, Item 6b)

97. Contractor's Payrolls (construction contracts), submitted in accordance with Labor Department regulations, with related certifications, anti-kickback affidavits, and other related papers.

Procurement Office: Destroy 3 years after date of completion of contract unless contract performance is subject of enforcement action on such date. (GRS-3, Item 12)

98. Procurement Correspondence Files.

- a. Correspondence files of operating procurement units concerning internal operation and administrative matters not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-3, Item 3)

- b. General correspondence, authorizations, plans, guidelines, and procedures relating to the management of the Procurement Program.

- (1) Administrative Services Division: Destroy when 6 years old.
- (2) Other Offices: Destroy when 2 years old or when superseded or obsolete, whichever is applicable.

99. Delegations of Procurement Authority.

- a. Delegation of Procurement Contracting Authority, ARS Form 499.

All Offices: Destroy 6 years after authority is withdrawn.

- b. Delegation of Procurement Authority for Small Purchases (ARS Form 499 or equivalent form).

All Offices: Destroy 3 years after authority is withdrawn.

100. Procurement Reports.

Reports on Supply requirements and procurement activities, such as the Semiannual Report on Procurement by Civilian Executive Agencies; Annual Supply Activity Report; Semiannual Report on Commercial Printing Annual Report of Printing Procured through Government Printing Office Regional Offices; Annual Cost Accounting Standards Board Report; Annual Estimate of Binding Requirements; Disadvantaged Business Report, and similar reports.

All Offices: Destroy when 3 years old.

PROGRAM AGREEMENTS AND PATENTS MANAGEMENT RECORDS

101. General Correspondence.

- a. Files including memoranda, studies, reports, forms, and other records relating to the legal establishment of the Agreements & Patents programs, the policies and basic procedures, and the management and evaluation of contracts, grants, and patents.

- (1) Administrative Services Division: Destroy when 3 years old.

Annual accumulation is approximately 1 inch.
Volume on hand: 2 cubic feet.

- (2) Other Offices: Destroy when obsolete or when no longer needed for current activities.

- b. Other correspondence files relating to the management and operation of the Agreements and Patents programs.

- (1) Administrative Services Division: Transfer to FARC when 6 years old. Destroy when 25 years old.

- (2) Other Offices: Destroy when 6 years old.

102. Contracts and Grants.

Domestic Contracts and Grants Files created or terminated prior to January 24, 1978. Arranged numerically by State.

- a. Signed copy of contract or grant, justification letters, amendments, change orders, and related papers, terminated after July 1, 1972, and prior to January 24, 1978.
- (1) Authorized Department Representative: **PERMANENT**. Transfer to FARC 1 year after final payment. Offer to NARA when 15 years old in 10-year blocks. Destroy records NARA does not wish to accession.

Annual Accumulation (HQ) is approximately ½ cubic foot.
Volume on hand (HQ): 1 cubic foot.

Annual Accumulation (Regions) is approximately 2 cu. ft.
Volume on hand (Regions): 8 cubic feet.

- b. Signed copy of Contract or grant, justification letters, amendments, change orders, and related papers for agreements terminated prior to July 1, 1972.
- (1) Administrative Services Division: **PERMANENT**. Offer to NARA when 15 years old in 10-year blocks. Destroy records NARA does not wish to accession.

Volume on hand (WNRC): 16

- (2) Other Offices: Destroy immediately.

- c. Annual and final reports and publications.

- (1) Area/Center Director, (after 1972); and cooperating scientist (prior to 1972): **PERMANENT**. Transfer to FARC 1 year after final payment. Offer to NARA when 15 years old. Destroy records NARA does not wish to accession.

Annual accumulation is unknown.
Volume on hand is unknown.

- (2) Other Offices: Destroy copies after final payment.

103. Domestic Contracts and Grants Files created or terminated after January 24, 1978, consisting of signed copy of contract or grant, justification letters, amendments, change orders, annual and final reports, publications, and related papers. Arranged numerically by State.

- a. Office of Responsibility, January 1978-October 1, 1980 (Assistant Directors, PM and HE; Deputy Directors, CR and EXT; AOD and RAO's for AR and HN; ASD for other SEA HQ offices): **PERMANENT**. Transfer to FARC 1 year after final payment. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation (HQ) is approximately ½ cubic feet.

Volume on hand (HQ): ½ cubic feet.

Annual accumulation (Field) is approximately 2 cubic feet.

Volume on hand (Field): 13 cubic feet.

- b. Other Offices: Destroy 1 year after final payment, or sooner if no longer needed for administrative purposes.

104. Foreign Grants File.

Research conducted in foreign countries under Special Foreign Currency Research Program (PL 480) or foreign countries under the Joint Board. Files include signed copy of the project, reports, and comments on reports, patents (Covered under Item 116), publications, correspondence, procedures fiscal records, etc. Arranged by Grant Number. OICD

- a. ~~International Programs Staff (HQ): PERMANENT: Transfer to FARC after final settlement and receipt of final report. Offer to NARS when 15 years old. Destroy records NARS does not wish to accession.~~

Annual accumulation is approximately 10 cubic feet.

Volume on hand: 61 cubic feet.

- b. Cooperating Scientist: Destroy copies 2 years after receipt of final technical report. (NN-173-18, Item 11B)
- c. Other Offices: Destroy copies upon completion of project, or sooner if no longer needed for current activities.

105. Pending, possible, and proposed contracts and grants, and review of outside contracts and grants.

All Offices: Destroy when 5 years old. (NN-173-18, Items 11A & 11B2)

106. Dropped and rejected proposals unacceptable for research.

All Offices: Destroy 5 years after completion of investigation. (GRS-19, Item 12B)

107. Correspondence Files.

- a. Correspondence regarding due dates, payments, procedures, monthly letter reports, transmittals, etc.

All Offices: Destroy 2 years after final payment and receipt of publications and final report. (NN-173-18, Item 11A4)

- b. Correspondence relating to routine operations and daily activities in the administration of the contracts and grants program.

All Offices: Destroy when 2 years old. (GRS-3, Item 17b)

108. Control Files.

Indexes, registers, logs, or other records relating to the control of assigning numbers or identifying projects, applications, contracts, and grants.

All Offices: Destroy when superseded or obsolete. (GRS-3, Item 16)

109. Research Contract and Grant Award Board.

Board set up to review proposed contracts and grants to determine if proposed research is correlated with or supplemental to research conducted within SEA; if proposed research can be performed more economically, or more efficiently outside SEA; adequacy of competition; and to weigh relative merits of all proposals received and to select prospective contractor or grantee. Files include correspondence and other records documenting Board action of contract proposals. Arranged chronologically in 3-ring binders.

- a. Executive Secretary: **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 inch.
Volume on hand: 16 inches.

- b. Members: Destroy when 3 years old, or when no longer needed for current activities, whichever is sooner.

PROGRAM AGREEMENTS AND PATENTS

110. Cooperative Agreements and Memorandums of Understanding entered into with States, Federal agencies, groups, individuals or organizations, created or terminated prior to the establishment of SEA on January 24, 1978. Arranged by Agreement Number and State.

- a. Signed copy of Cooperative Agreement and Memorandum of Understanding, with related correspondence and amendments.

(1) Agreements created prior to the establishment of Agricultural Research Service (ARS) in November 1953.

All Offices: Offer to NARA immediately. Destroy records NARA does not wish to accession.

(2) Records created on ARS Agreements terminated after November 1953 and prior to July 1972:

- (a) Administrative Services Division: **PERMANENT**. Transfer to FARC 2 years after final settlement. Offer to NARA when 20 years old. Destroy records NARA does not wish to accession.

Volume on hand (in WNRC): 35 cubic feet.

- (b) Cooperating Scientist: Destroy 5 years after final settlement. (NN-173-18, Item 14B)
- (c) Other Offices: Destroy copies 2 years after final settlement. (NN-173-18, Item 14B)

(3) ARS or Cooperative Research Service (CSRS) records created on Agreements terminated after July 1, 1972, and prior to January 24, 1978:

- (a) Authorized Department Representative: **PERMANENT**. Transfer to FARC after final settlement. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Volume on hand: 20 cubic feet.

- (b) Cooperating Scientist: Destroy 5 years after final settlement.
- (c) Other Offices: Destroy copies 2 years after final settlement.

b. Final Reports and Publications dated prior to January 24, 1978.

- (1) Cooperating Scientist: **PERMANENT**. Transfer to FARC after final payment. Offer to NARA when 20 years old. Destroy records NARA does not wish to accession.

Annual accumulation is unknown.

Volume on hand: unknown.

- (2) Other Offices: Destroy after final payment, or when no longer needed for current research activities.

[**NOTE:** Final reports and publications created after January 24, 1978, are filed with the Cooperative Agreement maintained by the Authorized Department Representative.]

111. Cooperative Agreements and Memorandums of Understanding created or terminated after January 24, 1978.

Files consist of signed copy of Cooperative Agreement and Memorandum of Understanding, with related correspondence, amendments, final reports, and publications.

- a. Authorized Department Representative: **PERMANENT**. Transfer to FARC after final settlement. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation (Headquarters) is approximately 1 cubic feet.

Volume on hand (Headquarters): 1 cubic foot.

Annual accumulation (Field) is approximately 5 cubic feet.

Volume on hand (Field): 26 cubic feet.

- b. Cooperating Scientist: Destroy 5 years after final settlement.
- c. Other Offices: Destroy copies 2 years after final settlement.

112. Memorandums of Understanding between SEA-Extension and Land-Grant Universities.

Files include original documents defining in general terms the basis for joint action by USDA and the Land Grant Universities on subjects relating to agriculture, home economics, and related subjects.

- a. Cooperative Funds Branch, FMD: **PERMANENT**. Offer to NARA when expired, superseded, or obsolete. (NC1-33-77-1, Item 6 b)
- b. Other Offices: Destroy when expired, superseded, or obsolete, or when no longer needed for administrative activities.

113. Special Project Cooperative Agreements Between SEA Extension and the State Cooperative Extension Services.

Each project agreement includes the legal authority; situation; need for project; purpose of project, organization, and cooperation; methods of procedure; and sources of maintenance.

- a. Approved Agreements.
 - (1) Cooperative Funds Branch, FMD: Destroy 7 calendar years after completion of project. (NC1-33-77-1, Item 6)
 - (2) Other Offices: Destroy 3 calendar years after completion of project.
- b. Disapproved Proposals.

Office of Primary Responsibility: Return to State Extension Service or destroy when proposed project is disapproved.

114. Correspondence Between Extension Staff and State Counterparts related to special projects, and not covered elsewhere in this Schedule.

All Offices: Destroy 3 years after completion of special project. (NC1-33-77-1, Item 3)

115. Bilateral Cooperation.

- a. Binational Agricultural Research and Development Fund (BARD) Records.

An Executive Agreement, signed by the Governments of the U.S. and Israel, established this Fund, the proceeds from which are to be used to award agricultural grants. BARD's operating funds will be derived solely from interest accrued from an account established by the U.S. and Israel. The Executive Director responsible for administration, operation, and staff of the Fund will be located in Israel. Financial activities will be handled in Israel. The BARD will maintain an appropriate system of internal controls and will make its records available for review by authorized U.S. Government representatives. The BARD will provide both Governments audited financial statements.

Files consist of correspondence, progress reports, final reports, publications, and other significant information exchange concerning the administration of the program. Arranged alphabetically by subject-numeric filing scheme.

- (1) Program Agreements and Patents Management Branch, ASD; and International Programs Staff, as applicable: **PERMANENT**. Transfer to FARC 1 year after expiration of grant. Offer to NARA when 15 years old in 10 year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 4 cubic feet.
Volume on hand: 5 cubic feet.

- (2) Other Offices: Destroy when no longer needed for current activities.

- b. Other Bilateral Cooperation with foreign countries, such as the supplemental agreement on Scientific and Technological Cooperation under the Treaty of Friendship and Cooperation with Spain dated February 18, 1976.

Records consist of reports, correspondence, and supporting material. Arranged alphabetically by subject-numeric filing scheme.

- (1) International Programs Staff: **PERMANENT**. Transfer to FARC after termination of agreement. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 6 inches.
Volume on hand: 1 cubic foot.

- (2) Other Offices: Destroy after final settlement, or when no longer needed for current activities.

116. Patents.

These records include patents, licenses, applications, interference files, and other legal documents, correspondence, data, and illustrative material pertaining to the application for and issuance of patents, USDA-wide. Files are arranged alphabetically by subject-numeric filing scheme.

a. Granted Patents.

- (1) Applications, correspondence, and related material.

Office Concerned: Destroy 17 years after issuance of patent. (NN-173-18, Item 24A)

- (2) Seal Copy.

Office Concerned: Destroy when no longer needed for administrative use.

b. Abandoned Patents, including applications, correspondence, and other materials.

Office Concerned: Destroy 17 years after abandonment.

EXCEPTIONS: Where application is parent of other applications, destroy

- (1) 17 years after last application in chain has become abandoned or
- (2) when last patent granted on a dependent application has expired, whichever is later.

c. Interference Files.

Office Concerned: Destroy after all application files (patented or later abandoned) involved in the interference are destroyed as shown in above-scheduled items.

d. Licenses.

SEA has the responsibility for administering the Patent License Program for USDA. Files consist of correspondence, applications, progress reports, and copy of the license.

- (1) Program Agreements and Patent Management Branch, ASD: Destroy 1 year after cancellation of license or expiration of patent.
- (2) Other Offices: Destroy upon cancellation of license or expiration of patent.

PERSONAL PROPERTY RECORDS

117. Correspondence Files, pertaining to the operation and administration of Property Offices, not otherwise covered in this Schedule.

Property Management Offices: Destroy when 2 years old.

118. Acquisition of Surplus Personal Property.

Case files relating to the acquisition of surplus personal property, including SF-122, Transfer Order, Excess Personal Property, and AD-109, Excess Serviceable Property, with supporting documents.

All Offices: Destroy when 3 years old.

119. Sales of Surplus Personal Property.

Case files on sales of surplus personal property, including animals, animal products, and perishable crops. The files may contain invitations, bids, lists of materials, evidence of sales, Report of Transfer or Other Disposition or Construction of Property (AD-107 or equivalent forms), and related correspondence.

- a. Transactions after July 25, 1974, of more than \$10,000.

(1) Property Management Offices: Destroy 6 years after final payment. (GRS-4, Item 6a)

(2) Other Offices: Destroy when 1 year old.

- b. Transactions after July 25, 1974, of \$10,000 or less.

(1) Property Management Office: Destroy 3 years after final payment. (GRS-4, Item 6b)

(2) Other Offices: Destroy when 1 year old.

- c. Transactions prior to July 26, 1974, of more than \$2,500.

(1) Property Management Office: Destroy 6 years after final payment. (GRS-4, Item 6a)

(2) Other Offices: Destroy when 1 year old.

- d. Transactions prior to July 26, 1974, of \$2,500 or less.

(1) Property Management Office: Destroy 3 years after final payment. (GRS-4, Item 6b)

(2) Other Offices: Destroy when 1 year old.

120. Nonexpendable Personal Property Physical Inventory List, with supporting documents.
- a. Property Management Offices: Destroy 2 years from date of list. (GRS-3, Item 10a)
 - b. Other Offices: Destroy after new list is received and reconciliations have been made. (NN-173-18, Item 29A)
121. Property Accountability Forms, filed numerically in Property offices, and used for updating inventories. These forms include AD-107, Report of Transfer or other Disposition or construction of Property; AD-109, Excess Serviceable Property; AD-112, Report of Unserviceable Lost, or Damaged Property; and SF-107G, Journal Voucher.
- All Offices: Destroy when 2 years old.
122. Plans and Drawings used in the design and fabrication of significant specialized or unique scientific equipment.
- a. Patented: File with and dispose of according to instructions concerning related patent files.
 - b. Published: File with and dispose of according to disposition instructions for the related Manuscript files.
123. Loan Agreements.
- Records pertaining to negotiations property by and agreements for borrowing and loaning of SEA, including animals and Government-owned and privately owned property (AD-107 and supporting papers).
- All offices: Destroy 3 years after termination of agreement. (NN-173-18, Item 29B)
124. Radio Frequency Records.
- a. Correspondence, authorizations, Radio Frequency Action Request (ARS-37) and supporting papers.

All Offices: Destroy 1 year after disposal of material.
 - b. Equipment Inspection Records.

All Offices: Destroy when 3 years old.
125. Property Pass Files, authorizing removal of property or materials (AD Form 197 or equivalent form).
- All Offices: Destroy 3 months after expiration or revocation. (GRS-18, Item 13)

126. Property Reference Files, consisting of 1 copy of purchase order for equipment placed in a reference or specification file after inventory is reconciled. This file is necessary in small field offices for use in ordering replacement parts, etc.

All Offices: Destroy when equipment is disposed of. (NN-173-18, Item 29C)

127. Reports relating to personal property, such as Reclamation of Precious Metals and Critical Materials; Exchange Sales Transactions; Disposal of Foreign Excess Property; Utilization of Foreign Excess Property; Utilization and Disposal of Excess and Surplus Personal Property; Donation of Surplus Personal Property; Sale or Other Disposition of Surplus Personal Property; Depreciation Reports, and similar reports.

All Offices: Destroy when 3 years old. (GRS-4, Item 5)

128. Equipment Review Committee.

Records include reports, correspondence, and other documents necessary to control acquisition and ensure effective use of scientific and technical equipment.

- a. Chairperson and Property Management Officers: Destroy when 3 years old.
- b. Members: Destroy when 1 year old or when no longer needed for administrative purposes, whichever is sooner.

RADIOLOGICAL SAFETY RECORDS

SEA has been assigned the responsibility for all of the administrative functions relating to radiological safety within all agencies in USDA. A Radiological Safety Committee was established to develop and implement procedures and instructions necessary to control the acquisition, use, and safe disposition of all radioactive material and radiation-emitting equipment for USDA. Record copies are maintained by the SEA Radiological Safety Staff (RSS).

129. Correspondence Files pertaining to radiological safety activities, not covered elsewhere in this Schedule, and considered to have temporary value.

All Offices: Destroy when 2 years old.

130. Radiological Safety Committee.

Minutes, correspondence, and reports of the Radiological Safety Committee. Arranged alphabetically by subject-numeric filing scheme.

Chairman/Secretary: **PERMANENT**. Transfer to FARC when 10 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 inch.

Volume on hand: ½ cubic foot.

131. Education and Radiation Training and Experience Report.

Report used to evaluate qualifications of new employees AD Form 803 or equivalent form. Files include letters of approval.

- a. RSS: Destroy immediately upon separation of employees.
- b. Other Offices: Destroy when no longer needed for administrative purposes.

132. Exposure Records. (Form NRC-5 or clear legible records)

Records of individual exposure to radioactive material; records of bioassays, results of whole body counting examinations, and Unassigned Film Badge Use Report.

- a. Original paper records.

RSS: Retain until Nuclear Regulatory Commission authorizes disposition. Transfer to FARC after records are microfilmed. (10 CFR, para. 20.401(c)(1))
- b. Microfilm.
 - (1) Original: Retain until Nuclear Regulatory Commission authorizes disposition. Transfer to FARC after filming.
 - (2) Working Copy: Destroy when no longer needed for current activities.

133. Leakage and On-Off Tests.

Records documenting the required testing of certain measuring, gauging, or controlling devices.

- a. RSS: Destroy 1 year after each required test or after the device is transferred or disposed of. (10 CFR para. 31.5(c) (4))
- b. Other Offices: Destroy when no longer needed for administrative purposes.

134. Receipt Records.

Records of receipt of byproduct material (AD Form 800, or equivalent form).

- a. RSS: Retain as long as the licensee retains possession of the byproduct material and 2 years after transfer or export. (10 CFR, para. 30.51(c) (1))
- b. Other Offices: Destroy when no longer needed for administrative purposes.

135. Transfer Records.

Records of transfer of byproduct material outside USDA.

- a. RSS: Destroy 5 years after transfer. (10 CFR, para. 30.51(c)(3))
- b. Other Offices: Destroy when no longer needed for administrative purposes.

136. Export Records.

Records of export of byproduct material.

All Offices: Destroy 2 years after event. (10 CFR, para. 30.51(c)(2))

137. Disposal Records.

Records of approved disposal actions.

- a. RSS: Retain until Nuclear Regulatory Commission authorizes disposition. (10 CFR, para. 20.401(c)(3))
- b. Other Offices: Destroy when no longer needed for administrative purposes.

138. Surveys.

Records of the results of surveys incident to the production, use, release, disposal, or presence of radioactive materials or other sources of radiation.

All Offices: Destroy 2 years after completion of survey. (10 CFR, para. 20.401(c)(2))

EXCEPTIONS:

- a. Results of surveys to determine compliance with standards of exposure (inhalation) of radioactive materials in restricted areas;
- b. results of surveys to determine external radiation dose in the absence of personnel monitoring data;
- c. records of the results of surveys used to evaluate the release of radioactive effluents to the environment.

All Offices: Retain until Nuclear Regulatory Commission authorizes disposition.

REAL ESTATE - REAL PROPERTY RECORDS

139. Title papers documenting the acquisition of real property (by purchase, condemnation, donation, exchange, or otherwise).

- a. Papers for property acquired since January 1, 1921, other than abstract or certificate of title.

HQ Property Management Office: Destroy 10 years after unconditional sale or release by the Government of conditions, restrictions mortgages, or other liens. (GRS-3, Item 2b)

140. Physical Inventory of Real Property, with related documents pertaining to acquisition, utilization, and disposition of real property including Physical Inventory Report for Period Ending (AD Form 113); Report of Transfer or Other Disposition or Construction of Property (AD Form 107); Report of Unserviceable, Lost, or Damaged Property (AD Form 112); and equivalent forms with related supporting documents.

Regional Property Management Offices: Destroy after verification and acceptance of new inventory list. (NN-173-18, Item 31D)

141. Disposal of Real Property.

Real Property records, not covered elsewhere in this Schedule, which are necessary or convenient for the use of real property sold, donated, or traded to non-Federal ownership, including, if pertinent, site maps and surveys, plot plans, architect's sketches, working diagrams, preliminary drawings, blueprints, master tracings, utility outlet plans, equipment location plans, specifications, construction progress photographs, inspection reports, building and equipment management and maintenance records, allowance lists, as well as duplicate copies of title papers, provided (a) that the records can be segregated without harm to other documents of enduring value, (b) that no responsibility attaches to the Government because of disagreement between the transferred documents and the physical condition of the property at the time of conveyance, and (c) that, if the property is released for historical use or purpose, the user agrees to retain them and return them to the Federal Government immediately upon the discontinuance of its use for historical purposes.

HQ Property Management Office: Transfer to new custodian upon completion of sale, trade, or donation proceedings, or acceptance of purchase money mortgage. (GRS-4, Item 7)

142. Property Disposal Case Files.

Records pertaining to the disposal of surplus real and related personal property, not covered elsewhere in this Schedule.

Property Management Offices: Transfer to FARC when no longer needed for administrative purposes. Destroy 5 years after disposal of property.

143. Reports of Real Property Owned and Leased by the United States, including comparative summaries and reports compiled by GSA (GSA Forms 1166, 1166A, and computer printouts).

- a. HQ Property Management Office: Destroy when 3 years old.
- b. Other Offices: Destroy when 1 year old.

144. Excess Real Property Reports.

Property Management Offices: Destroy when 5 years old.

145. List of Documents for Capitalized or Disposed Real Property (BFD-322).

Property Management Offices: Destroy when 3 years old.

146. Construction, Alterations, and Major Repairs.

Case files on proposed or authorized projects relating to construction, alterations, and major repairs. Files consist of correspondence and other supporting material, such as cost estimates, bid tabulations, contractual documents, photographs of property, preliminary criteria for required facility, building plans, layout drawings, blueprints, and environmental impact statements. (Also see 139, 141, & 147)

- a. Proposed Projects.

All Offices: Destroy when 5 years old.

- b. Completed Projects.

All Offices: Destroy when no longer needed for administrative purposes (for example - renovations and repairs). (GRS22-1b & 2b)

147. Design and Construction Files produced and accumulated during the repair, modification, or improvement of existing buildings. These files consist of correspondence, specifications, photographs, maps, and drawings.

- a. Files associated with buildings that are architecturally, historically, or technologically significant: **PERMANENT**. Offer to NARA when no longer needed for current activities. Destroy records NARA does not wish to accession.

- b. Other files associated with routine repair and modification projects: Destroy when no longer needed for further repair or maintenance activities.

Annual accumulation is approximately 3 inches.

Volume on hand: ½ cubic foot (Region).

148. Leases and related documents, including Real Estate Lease CSF-2; Prerenewal Canvass Statement (AD-258); and equivalent documents.

- a. Transactions of more than \$10,000 dated after July 26, 1974.
 - (1) Regional Property Management Offices: Destroy 6 years and 3 months after termination. Transfer to FARC after 2 years. (GRS-3, Item 4a(1))
 - (2) Other Offices: Destroy 1 year after termination.
- b. Transactions of \$10,000 or less dated after July 26, 1974.
 - (1) Regional Property Management Offices: Destroy 3 years after termination. (GRS-3, Item 4a(2))
 - (2) Other Offices: Destroy 1 year after termination
- c. Transactions of more than \$2,500 dated prior to July 26, 1974.
 - (1) Regional Property Management Offices: Destroy 6 years after termination. (GRS-3, Item 4a(3))
 - (2) Other Offices: Destroy 1 year after termination.
- d. Transactions of \$2,500 or less dated prior to July 26, 1974.
 - (1) Regional Property Management Offices: Destroy 3 years after termination. (GRS-3, Item 4a(2))
 - (2) Other Offices: Destroy immediately.

SPACE, MAINTENANCE, AND INSPECTION RECORDS

149. Correspondence Files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers, not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-11, Item 1)

150. Space Files, relating to the allocation, utilization, and release of space under SEA control, and related reports to General Services Administration.

- a. Building Plan Files and related records utilized in space planning, assignment, and adjustment.

Property Management Offices: Destroy 2 years after termination of assignment, when lease is canceled, when SEA no longer has custody of building, or when plans are superseded or obsolete. (GRS-11, Item 2a)

- b. Correspondence and Reports relating to space holdings and requirements, including reports to GSA regarding space occupied in "Metropolitan Washington" and "Outside the District of Columbia" and related papers.

All Offices: Destroy when 2 years old. (GRS-11, Item 2b(1))

- c. Records relating to physical moves of offices.

All Offices: Destroy when 1 year old.

151. Requests for routine building and equipment maintenance services, excluding fiscal copies.

All Offices: Destroy 3 months after work is performed or requisition is canceled. (GRS-11, Item 5)

152. Facilities Engineer Inspection and Maintenance Records, including Maintenance Status Report, ARS-584, and Report of Real Property, ARS Form 114, or equivalent forms.

- a. HQ Property Management Office: Destroy when 5 years old.

- b. Regional Property Management Offices: Destroy when 3 years old.

153. Other Maintenance and Inspection Records, such as condition, use, and safety survey report; boiler and pressure inspection report; electrical equipment inspection report; and fire equipment and fire drill report with related documents and correspondence relating to routine repairs and alterations.

All Offices: Destroy when 3 years old. (NN-173-18, Item 31F)

154. Quarters Records.

- a. Case files on housing units, consisting of revocable permits; ARS Form 4, Rates for Quarters and Services Furnished Federal Employees; ARS Form 11, Appraisal of Quarters Furnished Federal Employees; ARS Form 261, Quarters Comparison and Appraisal Documentation; copies of Agreements and justification letters to occupy quarters as a condition of employment, and related papers.

Real Property Offices: Destroy 3 years after termination of permit or 3 years after any claims are settled, whichever is later. (GRS-15, Item 4)

Other offices: Destroy 1 year after termination of permit or when no longer needed for administrative purposes, whichever is later.

[NOTE: ARS Form 4, Rates for Quarters and Services Furnished Federal Employees; original Agreement and letter of justification to occupy quarters as a condition of employment, with related correspondence, will be filed on the Temporary side of the OPF until the employee vacates position or when condition of employment is deleted from the position.]

- b. Work orders, requisitions, and related papers for maintenance and repair of quarters.
Office Concerned: Destroy 3 fiscal years after work is performed. (GRS-15, Item 2b)
- c. Summary Card listing major repairs, additions, changes, etc.
Property Management Offices: Destroy 3 fiscal years after building is closed to tenancy or leaves SEA custody. (GRS-15, Item 2a)
- d. Correspondence and reports pertaining to the maintenance and management of quarters.
Property Management Offices: Destroy when 2 years old. (GRS-15, Items 1 and 3)
- e. Regulations used in determining rates for quarters utilities, e.g., OMB Circular A-45, utility company notices, etc.
Property Management Offices: Destroy when superseded or obsolete.

RECORDS MANAGEMENT RECORDS

155. Correspondence Files.

Files include correspondence, reports, authorizations, techniques, studies, and related records concerning the development and improvement of the management of SEA records. Includes the management of files, correspondence, microfilm, vital records, forms, reports, and related records not specifically covered elsewhere in this Schedule.

- a. Records Management Officer: Destroy when 6 years old. (GRS-16, Item 11)
- b. Other Offices: Destroy when 3 years old.

156. Annual Report of Records Holdings and Disposition. (SEA Form 9, SF-136)

All Offices: Destroy when 3 years old. (GRS-16, Item 6)

157. Disposition of Records.

- a. Records Disposal Schedules, including Request for Authority to Dispose of Records, SF-115.
 - (1) Records Management Officers: Destroy 5 years after Schedule is superseded or when no longer needed for administrative or reference purposes, whichever is later.
 - (2) Other Offices: Destroy when revised Schedule is received.
- b. Records Transmittal and Receipt (SF-135 and SF-135A) used to transfer records to Federal Archives and Records Centers (FARC).

- (1) Records Management Officers: Destroy 10 years after all records listed on transmittal document have been disposed of, unless needed for reference purposes.
- (2) Other Offices: Destroy 3 years after records on transmittal document have been [disposed of????]

c. Transfers of Records to National Archives and Records Administration (NARA).

Files include requests, approvals, and related records created in transferring records to NARA for permanent retention.

Records Management Officers: Retain in office until no longer needed for reference purposes.

158. Microfilm Projects.

Files include requests, justifications, and approvals for microfilm projects, office copiers, and specialized filing equipment. (Does not include official procurement documents covered in Item 95.)

- a. Records Management Officers: Destroy when 6 years old.
- b. Other Offices: Destroy when 1 year old. (May be filed with AD-700.)

159. Forms Management Files.

- a. Case files on forms, including copy of each SEA form, background, analysis, design, usage, and distribution records.

Records Management Offices: Destroy 5 years after form is superseded or obsolete.

- b. Inventories.

All Offices: Destroy 2 years after next inventory is completed.

- c. Masters, Negatives.

Records Management Offices: Destroy 5 years after form is superseded or obsolete.

- d. Forms Reduction Campaigns.

Files include correspondence, inventory lists, feeder reports, and related records.

All Offices: Destroy when 3 years old or after next reduction campaign, whichever is later.

160. Reports Management Files.

Files consist of correspondence, inventories, format, standardization, revision, clearance, and other records relating to management and control of reports, including public reporting and recordkeeping requirements of OMB Circular A-40.

- a. Clearance and Control Records, including clearance for public reporting.

Office Concerned: Destroy 2 years after report is eliminated. (GRS-16, Item 8)

- b. Annual or Special Inventories of Reports.

(1) HQ Records Management Office: Destroy 2 years after next inventory.

(2) Other Offices: Destroy 1 year after next inventory.

- c. Reports Reduction Campaign Files.

Files include correspondence, inventories, report, and related records.

All Offices: Destroy when 3 years old, or after next campaign, whichever is later.

- d. Reports.

OMB Inventory of Public Use Report submitted quarterly to Economics, Statistics, and Cooperatives Service; Annual Summary of Reporting. (AD Form 437); and other special reports not covered specifically in this Schedule.

HQ Records Management Office: Destroy when 3 years old.

161. Working papers and background material used for records management projects and studies.

All Offices: Destroy 6 months after project or study is completed.

REPORTS - STATISTICS

Reports files too general to be listed under a specific category. See subject classification for reports not listed under this item.

162. Program Reports--Agricultural Research.

- a. Significant recurring or special reports about SEA research programs, not covered elsewhere in this Schedule E such as Annual Reports, Regional Task Force Reports, National Research Program Reports, Major Commodities/Resource Reports, Reports on AR/SEA Program Reviews, and other special reports of significant research activities and progress of program operations. Files are arranged alphabetically by report title.

- (1) Office Preparing the Report: **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 15 years old in 10-year blocks. Destroy records NARA does not wish to accession.

Annual accumulation (HQ) is approximately 3/4 cubic feet.
Volume on hand: 6 cubic feet.

- (2) Other Offices: Destroy when 3 years old, unless needed for current activities.

b. Annual WRU Report and Plan.

Summary of progress and results of research by Work Reporting Unit (WRU). The report provides basis information needed for planning and programming for all levels of management.

- (1) TIS Project Coordination Office, and AR Area/Center Directors: Transfer to FARC when 3 years old. Destroy when 10 years old.

- (2) Other Offices: Destroy when 3 years old.

c. Progress or Periodic Reports describing the progress of studies, surveys, experiments, etc., and monthly, weekly, and quarterly reports not filed in project case files, and not covered elsewhere in this Schedule. NN-173-18 Item 34B2

All Offices: Destroy 5 years after compilation of report or completion of project.

163. Program Reports – Extension.

a. State Extension Service Reports submitted by States, such as State Cooperative Extension Workers Plan of Work, Narrative Accomplishment Report, and End of Year Report.

- (1) Office of Primary Responsibility: **PERMANENT**. Transfer to FARC when 2 years old. Offer to NARA when 20 years old. Destroy records NARA does not wish to accession. (NC1-33-77-1, Item 14(d))

Annual Accumulation is approximately 3/4 cubic feet.
Volume on Hand: 6 cubic feet.

- (2) Other offices: Destroy when no longer needed for administrative purposes or when 3 years old, whichever is sooner.

[NOTE: Statistical data from the plan of work is being computerized to summarize professional staff years and related data. This is a pilot study and the records will be re-evaluated at a later date to determine retention period.]

b. Expanded Food and Nutrition Education Program (EFNEP) Report, summarizing data submitted by County Home Economists regarding ages, education, welfare status, income, diet, etc., of the families in the EFNEP program. Files consist of source documents submitted by the counties, Fact Sheet and statistical Summary prepared by SEA-ES, and related machine readable records.

- (1) Source Documents-Report of Families, Aides, 4-H Youth, and Volunteers (ES-255) and Sample Unit Report (ES-257).

Office of Primary Responsibility: Destroy when 2 years old.

- (2) Magnetic tape containing data from source documents.

Office of Primary Responsibility: Destroy when 10 years old.

- (3) Printouts.

Office of Primary Responsibility: Destroy when no longer needed.

- (4) Microfiche of printout.

Office of Primary Responsibility: Destroy when 10 years old or when no longer needed for administrative use.

- (5) Fact Sheet and Statistical Summary prepared by SEA-ES. Arranged chronologically.

Office of Primary Responsibility: **PERMANENT**. Offer to NARA when 10 years old. Destroy records NARA does not wish to accession.

c. 4-H Annual Report.

State Cooperative Extension Service Annual 4-H Youth Development Report (ES-237), including District of Columbia, Puerto Rico, Virgin Islands, and Guam.

- (1) Source Documents (ES-237).

Office of Primary Responsibility: Destroy when 2 years old. (NC1-33-77-1, Item-17(a))

- (2) Printout Office of Primary Responsibility: Destroy when 10 years old. (NC1-33-77-1, Item 17(b))

- (3) Magnetic Tape.

Office of Primary Responsibility: Destroy when 10 years old. (NC1-33-77-1, Item 17(C))

- (4) Printed Report.

Office of Primary Responsibility: **PERMANENT**. Transfer to FARC when 2 years old. Offer to NARA when 20 years old, in 10-years Blocks. Destroy records NARA does not wish to accession. (NC1-33-77-1, Item 17(d))

Annual Accumulation is approximately ½ inch.
Volume on hand: 2 cubic feet.

164. Special Reports, Studies, and Surveys.

Reports on special studies, surveys, and inspections of operations, management, and systems with related papers showing their inception, scope, procedure, and results. These may be requested by Congress, Government Coordinating Agencies, USDA, and SEA. Files are arranged alphabetical by title of report, study, or survey.

- a. Office Preparing the Report: **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 20 years old, in 10-year blocks. Destroy records NARA does not wish to accession. (NC1-33-77-1, Item 19)
- b. Other Offices: Destroy when no longer needed for current activities.

165. Program Reports not covered elsewhere in this Schedule, which relate to routine program activities and functions, not appropriate for filing in project files.

All Offices: Destroy when 5 years old.

166. Administrative Reports not covered elsewhere in this Schedule, which relate to routine administrative activities and functions and have short-term significance, such as routine Activity Reports and trip reports.

All Offices: Destroy when 3 years old.

167. Schedules and Questionnaires Supporting Reports, Studies, and Surveys.

These are records pertaining to studies and surveys, consisting of schedules and questionnaires, listing sheets used in initial transcription of data from schedules, and other preliminary tabulations, summaries, workpapers, and preliminary reports. These records are created or collected in carrying out special studies; the essential information contained therein is included in publications or in formal reports. (This item does not grant disposition authority for machine-readable master files. Submit SF-7115 Request for Records Disposition for computerized records created as the result of studies or surveys. See item 199b for an example.)

All Offices: **PERMANENT**. Offer to NARA when 10 years old. Destroy if NARA does not wish to accession.

SECURITY AND PROTECTIVE SERVICE RECORDS

168. Classified Information Accounting and Control Records.

a. Top Secret Material.

- (1) Registers and receipts reflecting the receipt, dispatch, or destruction of Top Secret documents.

Control Points: Destroy 5 years after documents shown on forms are downgraded, transferred or destroyed. (GRS-18, Item 6a)

- (2) Forms accompanying documents to insure continuing control, showing names of persons handling the documents, intra-office routing, and comparable data.

All Offices: Destroy when related document is downgraded, transferred, or destroyed. (GRS-18, Item 6b)

b. Other Classified Material.

- (1) Receipts for Classified Documents (AD Form 471 or equivalent form) relating to the receipt and issue of classified documents, exclusive of Top Secret documents.

All Offices: Destroy when 2 years old. (GRS-18, Item 3)

- (2) Destruction Certificates.

Records relating to the destruction of classified documents, exclusive of Top Secret records.

Security Unit or Designated Control Point: Destroy when 2 years old. (GRS-18, Item 4)

- (3) Inventory Files.

Forms, ledgers, or registers used to show identity, internal routing, and disposition made of classified documents, excluding those maintained for Top Secret records.

Security Unit or Designated Control Point: Destroy when 2 years old. (GRS-18, Item 5)

c. Classified Document Container Security Files.

Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified containers.

All Offices: Destroy when superseded by a new form or list or upon turn-in of containers. (GRS-18, Item 8)

d. Correspondence Files.

Correspondence Files pertaining to the administration of security classification, control, and accounting for classified documents not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-18, Item 2)

169. Personnel Security Clearance Records.

Records created as a result of investigations of personnel requiring security clearances.

a. Correspondence Files, relating to the administration and operation of the personnel security clearance program, not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-18, Item 22)

b. Security Clearance Status Files.

(1) Listings showing the security clearance status of individuals.

All Offices: Destroy when superseded or obsolete. (GRS-18, Item 24)

(2) Case files containing copies of documents of records created during investigations for security clearances.

All Offices: Destroy when no longer needed for administrative use.

c. Security Debriefing Secrecy Agreement, AD Form 491, completed by individuals who have been exposed to classified information.

SPO: File original on permanent side of official Personnel Folder.

Agency Classified Material Control Officer: Destroy when 2 years old.

170. Security and Protection of Facilities.

a. Investigative files accumulating from investigations of fires, explosions, and accidents.

(1) Major Incidents.

(a) Property Management Offices: Destroy when 6 years old.

(b) Other Offices: Destroy when 3 years old.

(2) Occurrences of a minor nature.

All Offices: Destroy when 2 years old. (GRS-18, Item 12)

b. Accountability for Lost or Stolen Personal Property.

(1) Ledger files.

Guard Force Unit or Other Office Assigned this Responsibility: Destroy 3 years after final entry. (GRS-18, Item 16a)

(2) Reports, loss statements, receipts, and other papers relating to lost and found articles.

Guard Force Unit or other Unit Assigned this Responsibility: Destroy when 1 year old. (GRS-18, Item 16b)

c. Key Accountability Files. (Does not include areas under maximum security.)

Records relating to accountability for keys issued.

All Offices: Destroy 6 months after key is turned in. (GRS-18, Item 17)

d. Guard Service Records.

Files relating to exercise of guard functions.

(1) Ledger records of cars ticketed and similar police function actions.

Guard Force Unit: Destroy 3 years after final entry. (GRS-18, Item 15a)

(2) Reports, statements of witnesses, vehicle warning notices, and other records pertaining to police functions.

Guard Force Unit: Destroy when 2 years old. (GRS-18, Item 15b)

(3) Reports on contact of outside police with building occupants.

Guard Force Unit or Other Unit Assigned this Responsibility: Destroy when 1 year old. (GRS-18, Item 15c)

e. Correspondence Files relating to the administration and operation of the facilities security and protective services program, not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-18, Item 9)

- f. Reports of surveys and inspections of facilities involved in classified operations, to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.

All Offices: Destroy when 3 years old or upon discontinuance of facilities, whichever is sooner. (GRS-18, Item 10)

- g. Visitor Control Records, consisting of registers or logs used to record names of outside contractors, service personnel, and other visitors. (Visitor reports are covered under Information-Public Relations.)

All Offices (GRS-18, Item 17).

- (1) For security areas, destroy 5 years after final entry or 5 years after date of document, whichever is appropriate.
- (2) For other areas, destroy 2 years after final entry or 2 years after date of document, as appropriate.

- h. Facilities Checks Records.

Files relating to periodic guard force facility checks.

- (1) Data sheets, door slip summaries, check sheets, and guard reports on security violations (except copies in files of security offices covered in Item 171 of this Schedule).

Guard Force Unit: Destroy when 1 year old. (GRS-18, Item 19a)

- (2) Reports of routine after-hours security checks which either do not reflect security violations, or for which the information contained therein is documented in the files defined in Item 171 of this Schedule.

Guard Force Unit: Destroy when 1 month old. (GRS-18, Item 19b)

- i. Guard Service Control Files.

- (1) Control center key or code records, emergency call cards, and building record and similar records.

Guard Force Unit: Destroy when superseded or obsolete. (GRS-18, Item 20a)

- (2) Round reports, service reports on interruptions and tests, and punch clock dial sheets.

Guard Force Unit: Destroy when 1 year old. (GRS-18, Item 20b)

- (3) Automatic machine patrol charts and registers of patrol and alarm services.

Guard Force Unit: Destroy when 1 year old. (GRS-18, Item 20c)

- (4) Arms distribution sheets, charge records and receipts.

Guard Force Unit: Destroy 3 months after return of arms. (GRS-18, Item 20d)

- j. Logs and Registers.

Guard logs and registers not covered elsewhere in this Schedule.

- (1) Central guard office master logs.

Guard Force Unit: Destroy 2 years after final entry. (GRS-18, Item 21a)

- (2) Individual guard post logs of occurrences entered in master logs.

Guard Force Unit: Destroy 1 year after final entry. (GRS-18, Item 21b)

171. Security Violation Files (Non-Felonious).

Case files relating to investigations of alleged security violations, exclusive of papers placed in Official Personnel Folders.

All Offices: Destroy 2 years after completion of final corrective or disciplinary action. (GRS-18, Item 25)

STORES, PLANT, AND COST ACCOUNTING RECORDS

172. Plant, Cost and Stores General Correspondence Files.

Correspondence files of units responsible for plant, cost, and stores accounting operations.

All Offices: Destroy when 3 years old. (GRS-8, Item 2)

173. Plant Accounting Files.

Plant account cards and ledgers pertaining to structures.

All Offices: Destroy 3 years after disposition of property. (GRS-8, Item 1)

174. Plant Accounting Files.

Plant account cards and ledgers, other than those described in item 173.

All Offices: Destroy 3 years after item is withdrawn from plant account. (GRS-8, Item 6)

175. Stores accounting returns and reports.

All Offices: Destroy when 3 years old. (GRS-8, Item 4)

176. Invoices or equivalent papers used for stores accounting purposes.

All Offices: Destroy when 3 years old. (GRS-8, Item 3)

177. Work papers used in accumulating stores accounting data.

All Offices: Destroy when 2 years old. (GRS-8, Item 5)

178. Cost Accounting Reports.

a. Copies in units receiving reports.

All Offices: Destroy when 3 years old. (GRS- 8, Item 7a)

b. Copies in reporting units, and related work papers.

All Offices: Destroy when 3 years old. (GRS-8, Item 7b)

179. Cost Report Data Files.

Ledgers, forms, and machine records used to accumulate data for use in cost reports.

a. Ledgers and forms.

All Offices: Destroy when 3 years old. (GRS-8, Item 8a)

b. Machine-records.

(1) Detail cards.

All Offices: Destroy when 6 months old. (GRS-8, Item 8b(1))

(2) Summary cards.

All Offices: Destroy when 6 months old. (GRS-8, Item 8b(2))

(3) Tabulations.

All Offices: Destroy when 1 year old. (GRS-8, Item 8b(3))

TRAVEL AND TRANSPORTATION RECORDS

(Excludes accountable officer's files and expenditure accounting records covered elsewhere in this Schedule.)

180. General Travel and Transportation Files.

- a. Correspondence, forms, and related records pertaining to travel and transportation functions, not covered elsewhere in this Schedule.

All Offices: Destroy when 2 years old. (GRS-9, Item 5a)

- b. Accountability Records.

All Offices: Destroy 1 year after all entries are cleared. (GRS-9, Item 5b)

181. Authorizations (AD-202, AD-179, or equivalent forms) including amendments.

- a. Domestic. (GRS-9, Item 3a)

(1) Issuing Office: Destroy when 3 years old.

(2) Other Offices: Destroy when 2 years old.

- b. Foreign. (GRS-9, Item 3a)

(1) Travel Office, FMD: Destroy when 5 years old.

(2) Issuing Office: Destroy when 3 years old.

(3) Other Offices: Destroy when 2 years old.

182. Plans.

All Offices: Destroy when 1 year old. (NN-173-18, Item 36B)

183. Regulations.

All Offices: Destroy when revised or obsolete. (NN-173-18, Item 36C)

184. Reports.

- a. Trip Reports.

(1) Administrative.

Trip reports concerning routine administrative matters, not covered elsewhere in this Schedule.

All Offices: Destroy when 3 years old.

(2) Program.

Trip reports covering routine program activities, not covered elsewhere in this Schedule, and not appropriate for filing in a project folder.

Office Concerned: Transfer to FARC when 3 years old. Destroy when 15 years old.

b. Report on Foreign Travel by Non-Government Persons.

(1) Travel Office, FMD: Destroy when 3 years old.

(2) Other Offices: Destroy when 1 year old.

185. Vouchers (except the official obligation and fiscal copies), with receipts to support claims.

All Offices: Destroy copies when 2 years old. 9NN-173-18, Item 36E)

186. Transportation Requests and Related Material.

Issuing Office Memorandum Copy: Destroy when 3 years old. (GRS-9, Item 3a)

[NOTE: TR Book cover may be destroyed when all TR's in book have been used.]

187. Freight Files.

Records relating to freight, consisting of export certificates, transit certificates, demurrage car record books, shipping documents pertaining to freight classification, memorandum copies of Government or commercial bills of lading, shortage and demurrage reports, and all supporting documents; and including records relating to the shipment of household goods.

a. Issuing Office Memorandum Copies.

All Offices: Destroy when 3 years old. (GRS-9, Item 1a)

b. All Other Copies.

All Offices: Destroy when 1 year old. (GRS-9, Item 1b)

c. Registers and Control Records.

All offices: Destroy when 3 years old. (GRS-9, Item 1c)

- d. Records on international shipments of household goods moved by freight forwarders.

All Offices: Destroy 6 years after the period of the account. (GRS-9, Item 1d)

PROGRAM FILES

188. Program Correspondence Files.

- a. General correspondence, reports, memoranda, and related material pertaining to SEA programs, considered to have temporary value, and not covered elsewhere in this Schedule.

All Offices: Transfer to FARC when 3 years old. Destroy when 10 years old.

- b. Correspondence between Extension staff and State counterparts relating to National Workshops.

All Offices: Destroy 3 calendar years after completion of workshop. (NC1-33-77-1, Item 3)

- c. Administrative correspondence of individual units staffs with Extension personnel, State Extension personnel, and others that deal with routine administrative matters. Includes reports, other documents and printed material used for reference.

All Offices: Destroy when 3 years old. (NC1-33-77-1, Item 2)

189. Control Substances Records.

Public Law 91-513, "Comprehensive Drug Abuse Prevention and Control Act of 1970," provides that every person who manufactures, imports, distributes, dispenses, or administers any controlled substances or conducts research or chemical analysis with controlled substances shall obtain annually a Certification of Registration from the Drug Enforcement Agency, Department of Justice. Accordingly, the provisions of this law apply to SEA scientists, veterinarians, chemists, and other employees engaged in dispensing narcotic and non-narcotic controlled substances or conducting research or chemical analysis with such controlled substances.

- a. Certificate of registration and related records.

All Offices: Destroy 2 years after expiration of certificate. (NN-173-18, Item 12A)

- b. Biennial Inventory of Controlled Substances.

All Offices: Destroy 2 years after new inventory is taken. (NN-173-18, Item 12B)

- c. Transaction documents affecting the inventory.

All Offices: Destroy 2 years after transaction. (NN-173-18, Item 12C)

- d. Report of Thefts (DEA Form 106).

All Offices: Destroy when 2 years old. (21 CFR, para. 1304)

- e. Order Forms.

All Offices: Destroy when 2 years old. (21 CFR, para. 1305.13)

190. Foreign Research Associates.

Correspondence, forms and reports relating to Foreign Research Associates at SEA facilities. Records include Application of Foreign Research Associate for Assignment on SEA Project; Memorandum of Understanding Between the Foreign Research Associate and SEA; Arrival Orientation Checklist for Foreign Research Associate Assigned to SEA; Foreign Research Associate's Final Report; Departure Checkout of Foreign Research Associate; and related papers.

- a. International Programs Staff: Destroy 3 years after completion of assignment.
- b. Other Offices: Destroy 1 year after completion of assignment.

191. Current Research Information System (CRIS).

CRIS is an automated system for storing and retrieving information on research projects of USDA and State Agricultural Experiment Stations. The data base consists of approximately 24,000 resumes of current or recently completed projects sponsored or conducted by 55 State Agricultural Experiment Stations, 30 Forestry Schools, other cooperating institutions, and six USDA agencies. SEA has approximately 3500 resumes in the system. CRIS is designed to provide scientists with leads so they will know who to contact for specific detail; the system was not designed to provide complete, detailed information on projects.

- a. Research Work Unit/Project Description.

Files include Research Resume (AD-416); Research Work Unit/ Project Classification of Research (AD-417); Research Work Unit/Project Description Progress Reports (AD-421); requests for and approvals of extensions and terminations and correspondence. Arranged by Region and NRP Number.

- (1) TIS Program Coordination Office: Destroy when 10 years old.

Annual Accumulation is approximately 2 cubic feet.
Volume on hand: 30 cubic feet.

- (2) Other Offices: Destroy 2 years after termination and receipt of publications or when no longer needed for current activities, whichever is sooner.

- b. Pending CRIS Projects.

All Offices: Destroy pending copy when signed copy received. (NN-173-18, Item 28A2)

- c. Proposals for new or expanded projects, and outlines of projects that have not resulted in projects.

All Offices: Destroy 5 years after rejection. (GRS-19, Item 12b)

- d. Review of Outside Projects.

All Offices: Destroy when 1 year old.

- e. Inventory of Agricultural Research.

This inventory of CRIS research projects has been published annually since 1966.

TIS: **PERMANENT**. Transfer to FARC annually. Offer to NARA when 15 years old, in 10 - year blocks. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 2 inches.

Volume on hand: 8 cubic feet.

- f. Machine-readable records.

Automated records containing detailed data on CRIS projects.

TIS: **PERMANENT**. Transfer to NARA annually.

191. Uniform Project System Files (Prior to CRIS, February 28, 1969).

These files include Financial Project Description (AD-144); Work Project Description (AD-145); Financial or Work Project Discontinuance (AD-146); Line Project Description (AD-149); Line Project Discontinuance or Extension (AD-157); and Work Project Annual Reports.

All Offices: Destroy immediately. (NN-173-18, Item 28B)

[**NOTE:** Record copies of Uniform Project System files were retained by the Central Project Office. These files have been transferred to the Washington National Records Center, Suitland, Maryland.]

193. Hatch and McIntyre--Stennis Project Case Files.

Case files of research projects funded under the Hatch-McIntyre-Stennis Act. Cooperative Research coordinates the funding of agricultural research projects which are carried out by State Agricultural Experiment Stations. These case files contain the station director's letter of transmittal; project outline; Forms CSRS-4, AD-416, and AD-417; CR Director's Letter of approval; annual progress reports; and

AD-421, officially terminating the project. These files do not contain final project manuscripts, which remain at the stations. Files are arranged alphabetically by State, thereunder by case number.

CR Program Operations, Evaluation, and Analysis Staff: Transfer to FARC 1 year after project is terminated. Destroy 10 years after project is terminated. (NC1-310-77-4, Item 1)

194. Experimental Outlines.

Outlines of experimental work prepared by scientists and submitted for approval. They supplement CRIS Work Units but are not filed with the project records.

All Offices: Destroy 5 years after termination of study. (NN-173-18, Item 35C)

195. Project Control Files.

Copies of documents contained in project case files, preliminary sketches, drawings, specifications, and photographs determined by competent program personnel not to be of sufficient value for incorporation into project case files. Includes correspondence concerning such administrative matters as travel, transmittal of documents, conferences, and consultations regarding the project.

All Offices: Destroy upon completion or cancellation of project, or earlier, as they serve their purpose. (GRS-19, Item 10)

196. Laboratory and field Notebooks Created by Individual Research Workers.

- a. Laboratory and field note books considered to have continuing research value. These notebooks contain technical and scientific data, such as daily observations, detailed procedures, tabulations, charts, analyses, research progress, results of experiments, and other raw data. Much of this material is unpublished.

All Offices: Destroy when 25 years old or when no longer needed for current research, whichever is sooner. (NC1-310-77-3, Item 1a)

[**EXCEPTION:** Some notebooks may be needed for more than 25 years for current research. When they are 25 years old, these will be reviewed and screened by competent agency research personnel so that a final determination may be made as to those notebooks that must continue to be retained. Notebooks that are retained beyond the normal destruction date of 25 years will be re reviewed every 10 years thereafter and destroyed as soon as agency personnel have determined they no longer have value for current research.]

- b. Laboratory notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.

All Offices: Destroy 6 months after completion or termination of related project or projects. (NC1-310-77-3, Item 1b)

197. Research Data.

Research data, not covered elsewhere in this Schedule, created as a result of studies, surveys, or experiments of a preliminary nature consisting of work papers, related forms, tabulations, reports, recording charts, operational correspondence, and similar material.

a. Published.

All Offices: Destroy 2 years after data is included in formal reports or publications. (NN-173-18, Item 35F2)

b. Unpublished Data.

All Offices: Destroy when 10 years old, or sooner if a competent scientist has determined that the records are too fragmentary to be of further research value.

[**EXCEPTION:** Research data considered to have potential or continuing research value should be brought to the attention of the Regional or AOD Records Management Officer, who will initiate a request for an appropriate disposition authority from NARA.

198. Literature Reference Files.

Files include copies of printed reports, reprints, periodicals, literature, and special studies supplementing available library facilities for research product development, statistical reporting, information-gathering, and dissemination. Does not include official publications authorized by SEA employees.

All employees: Destroy when no longer needed for current activities. (NN-173-18, Item 35E)

HUMAN NUTRITION RECORDS

199. Nationwide Survey of Household Food Consumption.

Files consist of correspondence, reports, questionnaires, and related data on the kinds and quantities of food, people eat and the amount of money spent on food. The data is collected by personal interview with household members. The survey is done approximately every 10 years.

a. Questionnaires, correspondence, official copies of worktables and specialized listings.

All Offices: Transfer to FARC when no longer needed for current activities. Destroy when 25 years old.

b. Machine-readable records.

All Offices: **PERMANENT.** Offer to NARA when survey is completed.

c. Reports and Publications.

Office of Primary Responsibility: **PERMANENT**. Offer to NARA when published.

Accumulation is approximately 3 cubic feet every 10 years.

d. Working papers having temporary value.

All Offices: Destroy when no longer needed for current activities.

e. Manipulated Statistical Data-Printouts from the 1965 Food Consumption Survey.

These printouts contain unique statistical data and other information referenced by nutrition groups, market groups, nutritive value of diets, household size and money value of food, home production and home preservation in 1964, the amount of home-canned and home-frozen food used in a week, and specialized listings including the marketing groups and nutrition groups of low income and black households in the South.

PERMANENT. Offer to NARA after comparisons of similar data in the next survey.

Volume on hand: 14 cubic feet.

f. Manipulated Statistical Data--1977 and subsequent surveys.

Same description as above.

PERMANENT. Offer to NARA after comparisons of similar data in the next survey.

Volume on hand: 40 cubic feet per survey.

200. Studies Involving Human Subjects, such as Taste Test and Quality Evaluation Studies. Files consist of correspondence, written consent of participants, outline of research proposal, approvals, analyses, results, and related records. These records are filed by project number. Certain records created in these studies must be kept confidential to protect the rights of privacy of individuals participating in the research.

a. Significant correspondence, applications, consent forms, medical records, proposal, approvals, analyses, final reports, publications, and other documentation deemed necessary to protect the researcher and the Department against liability.

(1) Research Investigator: **PERMANENT**. Transfer to FARC when study is completed. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.

(2) Other Offices: Destroy when no longer needed for current activities.

Annual accumulation is approximately 2 cubic feet.
Volume on hand: 4 cubic feet.

[NOTE: Human Studies Review Committee records are covered under Item 23.]

- b. Other records, not covered elsewhere in this Schedule, considered to have insufficient value to be included in the project files, e.g., daily menu checks.

All Offices: Destroy after data is published, if a competent research scientist has determined that the records have served all research and legal purposes.

[NOTE: Laboratory Notebooks are covered in Item 196.]

201. Regional Deputy Administrators' Files.

- a. Correspondence Files.

Correspondence, reports, and related material signed or originated by the AR Regional Deputy Administrator and Assistant Regional Deputy Administrator. Files include material pertaining to research program planning and activities that apply specifically to SEA-Agricultural Research in the region. Files are arranged alphabetically by subject-numeric filing scheme. Does not include housekeeping files covered elsewhere in this Schedule.

Regional Deputy Administrator's Office or creating Office, whichever is applicable:
PERMANENT. Transfer to FARC when 3 years old. Offer to NARA when 15 years old.
Destroy records NARA does not wish to accession.

Annual accumulation is approximately 4 cubic feet.
Volume on hand: 36 cubic feet.

- b. Administrative Files.

Correspondence, reports, and related material pertaining to housekeeping activities of SEA, such as personnel, budget, accounting, property, travel, procurement.

Office of the Regional Deputy Administrator or creating office, whichever is applicable:
Destroy when 6 years old.

- c. Pink Alphabetical Name File, used as finding media for the Regional Deputy Administrator's correspondence. File is arranged alphabetically by name of addressee.

Office of the Regional Deputy Administrator or creating office, whichever is applicable:
PERMANENT. Transfer to FARC when 3 years old. Offer to NARA when 15 years old.
Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 cubic foot.

Volume on hand: 4 cubic feet.

202. Distilled Spirits Records.

a. Permits.

Files containing permits relating to the procurement of denatured alcohol and specially denatured spirits for use of the United States. The following forms and equivalent or revised forms, with related correspondence, are included: Tax-Free Spirits for Use of the United States (ATF-1444), and Specially Denatured Spirits for Use of the United States (ATF-1486).

Office Concerned: Retain in active file as long as Tax-Free Alcohol is being procured or until another application is filed. When no longer active, return to Internal Revenue Service for Cancellation. (NN-173-18, Item 17A1; 27 CFR, para. 211.236 and 201.391)

b. Shipment Notices or Receipts.

This file contains shipment notices or receipts for tax-free specially denatured spirits or alcohol by the United States (Shipment and Receipt-Specially Denatured Tax-Free or Recovered Spirits, AFT-1473 or equivalent form).

All Offices: Destroy 3 years after payment. (NN-173-18, Item 17C; 27 CFR para. 201.390)

203. Permits.

Files include copies of import and export clearances and permission to move pathogenic materials, plants, etc.

All Offices: Destroy when 2 years old or 2 years after expiration for revalidated continuing permits, whichever is applicable. (NN-173-18, Item 25)

(See Item 202 for Distilled Spirits permits.)

AGRICULTURAL RESEARCH--ENTOMOLOGICAL SCIENCES

204. Insect Identification Slips, NER Form 253.

Insect Identification Laboratory: Destroy 3 years after information is entered into computer.

Other Offices: Destroy when 3 years old or when no longer needed for current activities, whichever is sooner.

[**NOTE:** The National Insect Collection is maintained at the Smithsonian Institution, with SEA employees as Curators. Present method of identifying collection allows for minimum information (Lot numbers only). Identification slips are referred to quite often for background information. Plans are now being developed to computerize information. (See introductory note on page 2.)]

205. Logbooks containing information on insect identification, used as finding media.

Insect ID Laboratory: Destroy when 10 years old.

206. Quarantine Interception Records (PPQ 309 or equivalent form).

All Offices: Destroy when 3 months old.

[**NOTE:** Animal and Plant Health Inspection Service retains PPQ Form 309 for 10 years.]

207. Card file used as finding media.

Cards are filed by name or foreign country and used as finding media for insect identification purposes.

Insect ID Laboratory: Destroy cards 10 years after placed in inactive file.

208. Correspondence Files.

a. Correspondence containing information on insect identification not included on the Insect Identification Slips.

Insect ID Laboratory: Destroy 3 years after information is entered into computers (See introductory note on page 2).

b. Other correspondence considered to be of temporary value.

All Offices: Destroy when 5 years old.

209. Insect Pest Survey (PPQ Form 390, Specimens for Determination, or equivalent form).

All Offices: Destroy 3 years after information is entered into computer. (See introductory note on page 2.)

210. Beneficial Insect Identification and Parasite Introduction Records.

Files consist of correspondence, reports, informational statements, Biological Shipment Records (ARS-441 and ARS-442), and related data on insect abundance, distribution, and host plants.

Office of Primary Responsibility: **PERMANENT**. Transfer to FARC when 5 years old. Offer to NARA when 20 years old. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 cubic foot.

Volume on hand: 15 cubic feet.

[NOTE: Plans are being made to computerize this material. Records will be re-evaluated at that time. (See introductory note on page 2.)]

211. Chemical Evaluation of Chemicals.

Record of samples received for evaluation from other AR programs, agencies, State Experiment Stations, commercial concerns, foreign countries, or other sources. Includes results; correspondence describing chemical; interpretations; raw data; and ARS Form 409, Cooperative Research Evaluation of Chemicals.

a. Source Documents.

All Offices: Destroy 2 years after information is computerized. (Older records which have neither been published nor computerized should be offered to NARA for possible permanent retention).

[NOTE: These records must have 2 years of confidence.]

212. Biological Evaluation of Chemicals.

a. Products Received for Testing.

Files include ARS Form 319, Products Received for Testing, and related records excluding results contained in laboratory notebooks or in the computerized master record.

(1) Biological Evaluation of Chemicals Laboratory: Destroy when 10 years old.

(2) Other Offices: Destroy when 3 years old.

b. Results of Preliminary Laboratory or Field Tests with New Insect Control Chemicals.

All Offices: Destroy 3 years after results are published or computerized.

213. Master Record of Biological and Chemical Evaluation of Chemicals.

Master Record of coded synthetic samples sent to laboratories for testing and Chemical Data and Distribution Sheet (ENT Form 27) used for recording physical properties of each compound sent to field offices for testing.

a. Source Documents.

All Offices: Destroy 3 years after information is computerized. (Older records which have not been published nor computerized should be offered to NARA for possible permanent retention.)

[NOTE: See introductory note on page 2.]

AGRICULTURAL RESEARCH--LIVESTOCK SCIENCES

214. Experimental Data--Avian Research.

Records used to collect data for experiments in Avian Research. Files include:

- a. Physiology Lay Record used to record daily egg production (AB Form 505 or equivalent form).

Avian Research Laboratory: Destroy when 3 years old.

- b. Mortality Rate (NER Form 495) used to record the daily mortality rate of livestock.

Avian Research Laboratory: Destroy when 3 years old.

- c. Egg Records (NER Forms 299 and 340).

Forms are used to record observations in egg production, such as broken eggs, soft shells, weak shells, double yolks, etc.

Avian Research Laboratory: Destroy when 10 years old.

AGRICULTURAL RESEARCH--PLANT SCIENCES

215. Plant Introduction Records.

Records of plant material introduced into the U.S. for research or experimental purposes. Files include NER Form 162A, Plant Introduction Record (prenumbered form serves as seed order and distribution shipment record also), distribution records, accession source, code cards notices, etc.

- a. Plant Introduction (PI) records filed by PI number and cross-referenced by cards filed alphabetically by scientific name, with related records.

All Offices: **PERMANENT**. Offer to NARA when 20 years old. Destroy records NARA does not wish to accession.

Annual accumulation is approximately 1 cubic foot.

Volume on hand: 20 cubic feet.

- b. Plant Introduction records regarding shipments to and from foreign countries which do not receive PI numbers, with related records. Arranged alphabetically by scientific name.

All Offices: Destroy when 15 years old.

c. Plant Inventory.

Inventory listing plant material received by the Germplasm Resources Laboratory. This inventory, published annually, is an historical record of plant material introduced by USDA and other specialists.

All Offices: Destroy when no longer needed for reference. GPO automatically sends a copy to NARA for permanent retention.

216. Germplasm Collection Records.

Worldwide Collection of Tricum, Avena, Hordeum, Secale, and Aegilops Germplasm, located at Beltsville, Maryland, with related records containing information on distribution, receipt, identification, evaluation, etc.

a. Small Grains Collection.

Germplasm Resources Laboratory: Collection to be maintained at Beltsville. Contact RRMO if disposition of this collection is desired.

b. Correspondence and other data related to the distribution, maintenance, and evaluation of the small grains collection, which has been published or computerized and which is not covered elsewhere in this Schedule.

Germplasm Resources Laboratory: Destroy when necessary data has been computerized or published, or when a competent scientist has determined that the records have served their purpose.

c. Machine-readable records containing information on origin, identification, agronomic descriptors, or other research data related to the Small Grains Collection.

Office of Primary Responsibility: **PERMANENT**. Offer to NARA annually.

[**NOTE:** Seed Storage Laboratory in Fort Collins, Colorado, serves as backup to the small grains collection. That lab does not distribute seeds.]

217. Notice of Releases.

Records consist of notices issued by SEA relating to varieties, lines, seeds, and introductions to states, breeders, nurseries, and other Government agencies, with related correspondence.

a. Originating Office (field): **PERMANENT**. Transfer to FARC when 3 years old. Offer to NARA when 20 years old. Destroy records NARA does not wish to accession.

Annual accumulation is approximately ½ cubic foot.

Volume on hand: 5 cubic feet.

b. Other Offices: Destroy when 3 years old. (NN-173-18, Item 35B3d)

218. Loaned and Borrowed Specimen Records.

All Offices: Destroy when specimen returned. (NN-173-18, Item 35B3b)

219. Seed Inventory Card.

All Offices: Destroy after disposal of seed. (NN-173-18, Item 35B3e)

220. Cutting Records, Seed orders, Distribution of Experimental Seeds, and related records, not covered elsewhere in this Schedule.

All Offices: Destroy when 3 years old. (NN-173-18, Item 35B3a)

221. Culture Collection.

Records include the collection, with related files containing information on distribution, receipt, identification, etc.

Northern Regional, Research Center (NRRC): Collection to be maintained at NRRC. Contact RRMO if disposition of this collection is desired.

222. Collections of rocks, minerals, soils, fossils, and other objects of natural, archaeology and ethnology made by SEA.

All Offices: Offer to the Smithsonian Institution when no longer needed for investigations in progress. Contact AOD or Regional RMO for disposition instruction. (20 U.S.C. 59)

PINK ALPHABETICAL NAME FILES

223. Pink copies of correspondence, filed by name of addressee, and used as a finding media for SEA correspondence.

All Offices: Retain as long as the official files to which they pertain.