

COMMITTEES

Use this subject for correspondence, reports, and related papers pertaining to committee management and control and for records created by committees.

NOTE: See PERSONAL PROPERTY for Equipment Review Committee.
See EQUAL EMPLOYMENT OPPORTUNITY for EEO Advisory Committee.

Disposal Authority:
Job No. NCI-310-80-2

| CODE | TITLE | DESCRIPTION | RETENTION | |
|------|---|--|---|--|
| | | | OFFICE OF PRIMARY RESPONSIBILITY | ALL OTHER OFFICES |
| COM | COMMITTEES | Use for policies and procedures covering all items included under this primary subject. | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition pending NARS approval. |
| 1 | Biographical Summaries and Related Membership Records | | (Item 22b(1)) Committee Management Officer: Destroy when membership is approved. (Item 22b(2)) Executive Secretary: Destroy when committee is terminated or when updated summary is received. | N/A |
| 2 | <u>Committee Management and Control</u> | Use for general correspondence not relating to a specific committee. | (Item 23i) Destroy when 3 years old. | (Item 23i) Destroy when 3 years old. |
| 3 | Financial Records | | (Item 22c(1)) Committee Management Officer and Executive Secretary: Destroy when 7 years old. | (Item 22c(2)) Destroy duplicate copies when 3 years old. |
| 4 | <u>Records Created by Committees</u> (Establish individual files by name of committee and arrange in alphabetical order) | Use for correspondence, agendas, directives, minutes, and reports covering committee operations. | See Item 23, Records Control Schedule, for specific committees. | See Item 23, Records Control Schedule, for specific committees. |
| 4-1 | Administrator's Council (AC) (case file) | | | |
| 4-2 | Advisory, ARS-sponsored Inter-agency, National Interagency, Departmental, and Liaison Committees | Use for general correspondence, press releases, Committee Control Records (AD-241), etc., and records relating to the establishment, organization, membership, and policy of committees. | (Item 22a(1)(c)) Committee Control Office: Destroy 3 years after termination of committee. | (Item 22a(1)(d)) Destroy 1 year after termination of committee. |

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| CODE | TITLE | DESCRIPTION | OFFICE OF PRIMARY RESPONSIBILITY | RETENTION | ALL OTHER OFFICES |
|------|---|-------------|----------------------------------|-----------|-------------------|
| | Advisory Committees | | | | |
| | Crop Advisory Committees (CAC's) | | | | |
| | Groundwater Subcommittee - Interagency Advisory Committee | | | | |
| | National Agricultural Research Committee (NARC) 5-year projection | | | | |
| | Plant Variety Protection Board | | | | |
| | Radiological Safety Committee | | | | |
| | Secretary's Advisory Committee on Foreign Animal and Poultry Diseases | | | | |
| | U.S. Dairy Forage Advisory Committee | | | | |
| 4-3 | Departmental Committees | | | | |
| | Ad-Hoc Working Groups for development of Charles Valentine Riley Memorial Program | | | | |
| | Beginning Farmers' & Ranchers' Program | | | | |
| | FCCSET Committee on Materials Comet | | | | |
| | FCCSET Federal Laboratory Committee | | | | |
| | Food and Consumer Services | | | | |
| | Food and Fitness Committee | | | | |
| | Grain Storage & Handling & Processing Safety | | | | |
| | Human Nutrition Board of Scientific Counselors | | | | |
| | Interagency Committee for Human Nutrition Research ICHNR | | | | |
| | Large Animal Biological Containment Facility | | | | |
| | Natural Resources and Environment Committee (NREC) | | | | |
| | Range - Departmental Committee on Range (DCOR) | | | | |
| | Reclamation of Lands Affected by Mining (RECLAM) | | | | |
| | Research and Education Committee | | | | |
| | R&E Working Group on Small Farm Resources Development | | | | |
| | Research and Education Subcommittee on Human Nutrition | | | | |
| | Small Business Innovation Committee | | | | |
| | Steering Committees | | | | |
| | Food & Feed Safety Steering Group | | | | |
| | NAPIAP Steering Committee | | | | |
| | Scientific Working Group on Biological Control of Vectors | | | | |
| | Technical Advisory Group (TAG) | | | | |
| | Subgroup to Coordinate Resesarch on Biological Control of Lygus | | | | |

COMMITTEES

Job No. NC1-310-80-2

| CODE | TITLE | DESCRIPTION | RETENTION | |
|------|---|-------------|----------------------------------|-------------------|
| | | | OFFICE OF PRIMARY RESPONSIBILITY | ALL OTHER OFFICES |
| 4-4 | Food & Agriculture Organization (United Nations) Committee on Agriculture FAO Council 1982 FAO Reports 1983 FAO Reports General Materials Other FAO Committees | | | |
| 4-5 | Foreign and International | | | |
| 4-6 | House Appropriations Committee | | | |
| 4-7 | Industry/Agency Committees (case files) Council of Pan American Medical Association Section on Nutrition (PAMA) National Council of University Research Administrators National Industry - State Agriculture Research Council (NISARC) Organ. Comm. for Workshop on Chemical Applications Tech. & Fate of Chemicals Papaya Technical Committee Range & Livestock Management Committee | | | |
| 4-8 | Interagency Committees (case files) Consortium for International Crop Protection (CICP) Dept. of Health & Human Services Research Committee Erosion Productivity Impact Calculator (EPIC) Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) Interagency Committee for Stratospheric Ozone Protection (ICSOP) Interagency Task Force on Postharvest Infestation Treatment Interagency Testing Committee Joint Subcommittee on Human Nutrition Research (JSHNR) NRC Water Sciences & Tech. Board (WST) Recombinant DNA Advisory Committee (A-RAC) University Research Instrumentation USDA/USDI Interior | | | |

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|------|--|--|--|--|
| | | | OFFICE OF PRIMARY RESPONSIBILITY | ALL OTHER OFFICES |
| 4-9 | Internal Committees | Use for general correspondence, press releases, Committee Control Records (AD-241), etc., and records relating to the establishment, organization, membership, and policy of committees. | (Item 22a(2)(a)) Committee Management Officer: Destroy 2 years after termination of committee. | (Item 22a(2)(b)) Destroy 1 year after termination of committee. |
| 4-10 | National Committees (case files) | | | |
| | ARS Appeal Board for OMB Circular A-76 | | | |
| | Council for Agriculture Science & Technology (CASI) | | | |
| | CRIS Operations Council | | | |
| | ESCOPE Legislative Committee Experiment Station Committee on Policy (ESCOPE) | | | |
| | Federal Laboratory Consortium - Technology Transfer | | | |
| | Food and Agricultural Policy Forum | | | |
| | Insect Neuroscience U.S. Standing Committee | | | |
| | Joint Council on Food and Agriculture Sciences | | | |
| | National Barley Improvement Committee | | | |
| | National Integrated Pest Management Coordinating Committee | | | |
| | National Plant Genetic Resources Board (NPGRB) | | | |
| | National Plant Germplasm Committee (NPGC) | | | |
| | National Soybean Crop Improvement Council | | | |
| | National Wheat Improvement Committee (NWIC) | | | |
| | Resident Instruction Committee on Policy (RICOP) | | | |
| | Soybean Research Advisory Institute | | | |
| | Study Committee for a National Conference for Food Protection | | | |
| | USERS Advisory Board National Agriculture Research and Extension (UAB) | | | |
| 4-11 | Regional Committees (case files) | | | |
| | IR-1 Technical Committee | | | |
| | NC-7 Technical Committee | | | |
| | NC-11 Technical Committee | | | |
| | NE-9 Technical Committee | | | |
| | S-9 Technical Committee | | | |
| | W-6 Technical Committee | | | |

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|------|--|-------------|---|---|
| | | | OFFICE OF PRIMARY RESPONSIBILITY | ALL OTHER OFFICES |
| 4-12 | Secretary's Task Force on Critical Materials | | | |
| 4-13 | Senate Committees Agriculture, Nutrition, and Forestry Committee | | | |
| 4-14 | State Committees | | | |
| 4-15 | Task Force (General) case files ARS Mgmt. Study Task Force - ARMS (Workload Data) ARS - National Publications Committee ARS - NPS Biological Control Research Team | | | |
| | ARS - Special Purpose Facilities Computerized Pesticide Information Germplasm Matrix Committee - NPS Global Issues Work Group Gypsy Moth Work Group Information Resource Management - IRM National Automating Task Force National Brucellosis Task Force NER Small Farms - Small Farming Pesticide Program Advisory Committee (PPAC) Small Farms Small Grains - Germplasm | | | |
| 4-16 | World Food Council | | | |
| 5 | Reports-Statistics | | (Item 22d) Destroy when 3 years old. | (Item 22d) Destroy when 3 years old. |