

MEETINGS

Use this subject for material which covers more than one subject or is too general to be classified under a specific subject. This classification includes correspondence and supporting material pertaining to meetings of individuals, conferences, councils, groups, boards, panels, and associations.

NOTE: See COMMITTEES for material pertaining to meetings of committees.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
MTG	MEETINGS	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Authorization to Attend Meetings</u>		(Item 56a(1)) Issuing Office: Destroy when 3 years old.	(Item 56a(2)) Destroy when 2 years old.
1-1	Invitations			
2	<u>Professional Societies</u>		(Item 56b(2)(a)) Members: Destroy when 15 years old.	(Item 56b(2)(b)) Destroy when 3 years old or sooner, if no longer needed for current activities.
3	<u>Staff Meetings</u>		See Item 56b(3), (4), and (5), Records Control Schedule, for specific staff meetings.	See Item 56b(3), (4), and (5), Records Control Schedule, for specific staff meetings.
3-1	Administrators Staff Conference (ASC) ASC 1981 ASC 1982 Case Files ASC 1983			
3-2	Deputy Administrators Staff Meetings (NPS) DAS 1980 DAS 1981 Case Files DAS 1982 DAS 1983			
3-3	Senior Staff Conference ARS-SSC Case Files SSC Prior to 1980 SSC 1980 SSC 1981 SSC 1982 SSC 1983 SSC 1984			

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4	<u>Technical Meetings</u>	Includes minutes, reports, and related records of meetings. (Establish individual files by name of meeting and arrange in alphabetical order.)	(Item 56b(1)(a)) Office of staff member in attendance: PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 20 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 56b(1)(b)) Destroy when 1 year old or when no longer needed for reference, whichever is sooner.
4-1	Beltwide Cotton Production Research Conferences			
4-2	Bioregulation Seminar			
4-3	F.A.O. Conference Meetings			
4-3-1	FAO Conference - Plant Genetic Resources			
4-4	Grass Breeders Work Planning Conference			
4-5	Human Nutrition Center Directors Meetings			
5	Interagency Meetings			
5-1	Interagency Smoking and Health Forum			
5-2	Toxicology Forum 1963			
6	International Meetings			
6-1	Crop Productivity - Research Imperatives Revisited			
6-2	Proceedings of Joint American/Soviet Conference on Use of Beneficial Organisms in Control of Crop Pests			
6-3	World Soybean Research Conference III			

MEETINGS

Job No. NC1-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
7	Outlook Conferences			
7-1	Outlook Conference 1982			
7-2	Outlook Conference 1983			
7-3	Outlook Conference 1984			
8	Plant Breeding Research Forum			
8-1	P.B.R.F. 1982			
8-2	P.B.R.F. 1983			
8-3	P.B.R.F. 1984			
9	Research and Development Productivity Seminars			
10	Wheat Classing Workshop			
11	World Food Day			
11-1	W.F.D. 1983			