

ORGANIZATION AND REORGANIZATION

Use this subject for correspondence and related papers pertaining to the establishment, organization, reorganization, and termination of organizational units; the assignment and reassignment of functions; manpower requirements and utilization.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ORG	ORGANIZATION AND REORGANIZATION	Use for policies and procedures covering all items included under this primary subject.	(Item 68c(1)) PERMANENT: Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5-year blocks. Destroy records NARS does not wish to accession.	(Item 68c(1)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
1	Agricultural Research Service - Office of Administrator (ARS - General)			
1-1	Biological Safety			
1-2	Centers of Excellence			
1-3	Deputy Administrators - Admin. Mgmt.			
1-4	Deputy Administrators - Wash., D.C.			
1-5	Emergency Preparedness			
1-6	Information Staff			
1-7	National Agricultural Pesticide Impact Assessment Program (NAPIAP)			
1-8	National Program Staff - NPS			
1-9	Office of Higher Education			
1-10	Pesticides and Pesticide Assessment			
2	Assistant Secretary for Science and Education (S&E)			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
3	Designations and Functions		(Item 68c(1)) PERMANENT: Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5-year blocks. Destroy records NARS does not wish to accession.	(Item 68c(2)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
3-1	Statement of Functions		(Item 68c(1)) PERMANENT: Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5-year blocks. Destroy records NARS does not wish to accession.	(Item 68c(1)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
4	Establishment of Organizational Units		(Item 68c(1)) PERMANENT: Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5-year blocks. Destroy records NARS does not wish to accession.	(Item 68c(2)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
5	Historical Organization Documents (FACS)			
6	MODE Codes Listing (See Attached Listings)		(Item 68c(1)) PERMANENT: Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5-year blocks. Destroy records NARS does not wish to accession.	(Item 68c(1)) Destroy when 3 years old or when superseded or obsolete, whichever is later.
7	NPS Organizational Materials			
7-1	Memos to NPS (Miscellaneous)			
8	<u>Organization and Reorganization</u>	Includes statements of functions, organization and reorganization plans, history and background of Agency elements, and the establishment of jurisdiction of Regional Offices.	(Item 68c(1)) PERMANENT: Transfer to FARC when 5 years old. Offer to NARS when 20 years old in 5-year blocks. Destroy records NARS does not wish to accession.	(Item 68c(1)) Destroy when 3 years old or when superseded or obsolete, whichever is later.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
8-1	Organizational Charts	Functional staff project and organizational charts with related records.	(Item 68a(1)) HQ or Administrative Offices: PERMANENT. Offer to NARS when no longer needed for current activities.	(Item 68c(1)) Destroy when superseded or obsolete.
8-1-1	ARS Administrative Management Reorganization			
8-1-2	NPS Reorganization			
8-1-3	National Technical Advisors (NTA)			
8-1-4	SEA Abolishment - Reorganization			
9	Organization of Professional Employees of the U.S. Dept. of Agriculture (OPEDA)			
10	Realignment - Line Organizational Changes			
11	Reorganization - General		(Item 68b(1)) HQ or Administrative Offices: PERMANENT. Offer to NARS when no longer needed for current activities.	(Item 68b(2)) Destroy when superseded or obsolete.
11-1	NPS Data and Word-Processing Group			
11-2	NPS Executive Correspondence Group			
11-3	NPS Program Planning and Analysis Group (PPAG)			
11-4	NPS Project Documentation Group			
11-5	Reorganization - ARS - 1983			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
12	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.

ORGANIZATION AND REORGANIZATION

ATTACHMENT

MODE CODES

International Activities - Headquarters
Buenos Aires Argentina Biological Control
of Weeds
Sevres, France European Parasite Research
Nairobi, Kenya Animal Disease Research
Guatemala City, Guatemala Medfly Research
Rome, Italy Biological Control of Weeds
Research
Rotterdam, The Netherlands, Holland European
Marketing Research
Chiang Mai, Thailand Narcotics Substitution
Research
Seoul, Korea Asian Parasite Research

A.R.S. Regions
Northeastern Region
Md.-BARC, Glenn Dale, Arboretum,
Beltsville Agricultural Research Center (BARC)
Agricultural Environmental Quality Institute
Pesticide Impact Assessment Program
Weed Science Lab
Animal Parasitology Institute
Animal Science Institute
Plant Genetics and Germplasm Institute
Plant Physiology Institute
Plant Protection Institute
Insect Identification and Beneficial Insect
Introduction Institute
Glenn Dale, Maryland
Horticultural Science Institute
National Arboretum
Beltsville Human Nutrition Research Center
Family Economic Research Group

North Atlantic Area (Phila., Penn.)
Penn., N.J., N.Y., Maine, Mass.,
Md., Delaware, W.Va.
(Phila., Penn.)
University Park, Pennsylvania
New Brunswick, New Jersey
Ithaca, New York
Geneva, New York
Orono, Maine
Otis Air Force Base, Massachusetts
Natick, Massachusetts
Frederick, Maryland
Georgetown, Delaware
Newark, Delaware
Kearneysville, West Virginia
Beckley, West Virginia

ORGANIZATION AND REORGANIZATION

ATTACHMENT

MODE CODES

Eastern Regional Research Center
(Wyndmoor, Penn.)
Plum Island Animal Disease Center (PIADC)
Human Nutrition Research Center on Aging
at Tufts University, Boston, Mass.

North Central Region (Peoria, Ill.)
Northern Regional Research Center (NRRC)
Illinois, Indiana, Ohio
Midwest Area (Peoria, Ill.)
West Lafayette, Indiana
Vincennes, Indiana
Columbus, Ohio
Coshocton, Ohio
Delaware, Ohio
Wooster, Ohio
Urbana, Illinois

Central Plains Area (Ames, Iowa)
Nebraska, Kansas, Iowa, Missouri
Columbia, Missouri
Ankeny, Iowa
Ames, Iowa
Prepared Soil Tilth Center - Ames, Iowa
Clay Center, Nebraska
Lincoln, Nebraska
Manhattan, Kansas
National Animal Disease Center - Ames, Iowa

Northern States Area (Minneapolis, Minn.)
North Dakota
South Dakota
Minnesota
Wisconsin
Michigan
St. Paul, Minnesota
Minneapolis, Minnesota
Morris, Minnesota
East Grand Forks, Minnesota
Madison, Wisconsin
Baraboo, Wisconsin
Fargo, North Dakota
Mandan, North Dakota
Brookings, South Dakota
East Lansing, Michigan
Grand Forks Human Nutrition Research
Center (North Dakota)

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MODE CODES

Western Region (Oakland, Calif.)
Western Regional Research Center
(Albany, Calif.)
Plant Gene Expression Center Gerry Still - New
California, Hawaii
Pacific Basin Area
Chico, California
Fresno, California
Shafter, California
Salinas, California
Davis, California
Riverside, California
Pasadena, California
Brawley, California
Honolulu, Hawaii
Western Human Nutrition Research Center
(San Francisco, Calif.)
Mountain States Area (Ft. Collins, Colorado)
Nevada, Wyoming, Utah, Arizona, Colorado,
New Mexico
Ft. Collins, Colorado
Denver, Colorado
Akron, Colorado
Cheyenne, Wyoming
Laramie, Wyoming
Tucson, Arizona
Phoenix, Arizona
Las Cruces, New Mexico
Reno, Nevada
Logan, Utah
Tempe, Arizona

Northwest Area (Portland, Oregon)
Alaska, Washington, Oregon, Idaho,
Montana
National Forage Seed Production Research Center
Pullman, Washington
Wenatchee, Washington
Yakima, Washington
Prosser, Washington
Pendleton, Oregon
Corvallis, Oregon
Burns, Oregon
Boise, Idaho
Dubois, Idaho
Aberdeen, Idaho
Kimberly, Idaho
Bozeman, Montana
Miles City, Montana
Sidney, Montana
Palmer, Alaska

ORGANIZATION AND REORGANIZATION

ATTACHMENT

MODE CODES

ORG Southern Region - New Orleans, La.
 Southern Regional Research Center (SRRC)
 Southern Plains Area (college Station, Texas)
 Texas, Oklahoma, Arkansas
 College Station, Texas
 Beaumont, Texas
 Weslaco, Texas
 Kerrville, Texas
 Brownsville, Texas
 Temple, Texas
 Brownwood, Texas
 Tuxtla Gutierrez, Mexico (was Mission, Texas)
 Lubbock, Texas
 Bushland, Texas
 Woodward, Oklahoma
 Stillwater, Oklahoma
 El Reno, Oklahoma
 Durant, Oklahoma
 Lane, Oklahoma
 Stuttgart, Arkansas
 Booneville, Arkansas
 Children's Nutrition Research Center
 (Houston, Texas)

Mid-South Area (Stoneville, Miss.)
 Stoneville, Mississippi
 Kentucky, Tennessee, Alabama, Mississippi
 Louisiana
 Meridian, Miss.
 Poplarville, Mississippi
 Mississippi State, Mississippi
 Gulfport, Miss.
 Oxford, Mississippi
 Lake Charles, Louisiana
 Houma, Louisiana
 Baton Rouge, Louisiana
 Auburn, Alabama
 Greenville, Tennessee
 Knoxville, Tennessee
 Lewisburg, Tennessee
 Jackson, Tennessee
 Lexington, Kentucky
 Southern Regional Research Center (SRRC)
 New Orleans, La.

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ATTACHMENT

MODES CODES

South Atlantic Area (Athens, Ga.)
Virginia, North Carolina, South Carolina
Georgia, Florida, Puerto Rico, Virgin Islands
Tifton, Georgia
Dawson, Georgia
Savannah, Georgia
Byron, Georgia
Experiment, Georgia
Athens, Georgia
Watkinsville, Georgia
Gainesville, Florida
Orlando, Florida
Brooksville, Florida
Winterhaven, Florida
Lake Alfred, Florida
Canal Point, Florida
Belle Glade, Florida
Fort Lauderdale, Florida
Miami, Florida
Mayaguez, Puerto Rico
Rio Piedras, Puerto Rico
St. Croix, Virgin Islands

Raleigh, North Carolina
Oxford, North Carolina
Suffolk, Virginia
Richmond, Virginia
Clemson, South Carolina
Florence, South Carolina
Charleston, South Carolina
