

PROGRAM PLANNING AND REVIEW

Use this subject for correspondence, plans, reports, and related material pertaining to the overall planning, direction, coordination, supervision, review, and evaluation of program goals.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PPR	PROGRAM PLANNING AND REVIEW	Use for policies and procedures covering all items included under this primary subject.	(Item 201a) Regional Administrator's Office or creating office, whichever is applicable: PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old. Destroy records NARS does not wish to accession.	(GRS 19, Item 9) Destroy when 2 years old.
1	<u>Annual Work Reporting Unit Reports and Plans</u>		(Item 162b(1)) Area/Center Directors: Transfer to FARC when 3 years old. Destroy when 10 years old.	(Item 162b(2)) Destroy when 3 years old.
2	<u>Emergency Planning</u>	Use for material relating to continuation of operations in an emergency.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-1	Vital Records	General correspondence on policy and procedures to be followed in handling records essential to Government operation in an emergency situation.	(Item 155a) Destroy when 6 years old.	(Item 155b) Destroy when 3 years old.
3	Evaluation Studies - Assessments			
3-1	Proposed New Studies			
3-2	Status Reports - Northwestern			
4	National Biological Control Team			
5	<u>Program Reviews</u>	Use for general correspondence on program reviews. Use separate folder for specific reviews.	(Item 162a(1)) Office preparing the report: PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 162a(2)) Destroy when 3 years old unless needed for current activity.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
5-1	Multilocation Reviews		(Item 162a(1)) Office preparing the report: PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 162a(2)) Destroy when 3 years old unless needed for current activity.
5-2	Single Location Reviews		(Item 162a(1)) Office preparing the report: PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 162a(2)) Destroy when 3 years old unless needed for current activity.
6	<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.
7	<u>Workshops/Special Reviews</u>		(Item 162a(1)) Office preparing the report: PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old in 10-year blocks. Destroy records NARS does not wish to accession.	(Item 162a(2)) Destroy when 3 years old unless needed for current activity.
7-1	General Schedules Reviews and Workshops			