

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>ADRR</u></b>	<b><u>ALTERNATIVE DISPUTE RESOLUTION (ADR)</u></b>		
	ADRR – 1	<p>ADR General Correspondence</p> <p>Correspondence and Reports. General Files: General correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the Agency’s overall ADR program.</p>	<p><b><u>TEMPORARY</u></b></p> <p>Cut-off files at the end of the FY. Destroy when 3 FYs old. Longer retention is authorized if records are needed for agency business.</p>	GRS 1, Item 27(a)
	ADRR – 2	<p>ADR Records Documenting ADR Proceedings</p> <p>Correspondence, Reports and Proceedings. Case Files: Records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement or discontinuance of the ADR case, parties’ written evaluations for the process and/or the neutral third party mediator, and related correspondence.</p>	<p><b><u>TEMPORARY</u></b></p> <p>Cut-off files at the end of the FY. Destroy 3 FYs after settlement is implemented or case is discontinued.</p>	GRS 1, Item 27(b)