

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>CADR</u>	<u>CLASSIFIED, DECLASSIFICATION REVIEW</u>		
REC 11	CADR – 1 ✦	<p>Classified Documents Correspondence</p> <p>Correspondence files pertaining to the administration of security classification, control, and accounting for classified documents. Files can include: records documenting the receipt and issuance of classified documents; and certificates relating to the destruction of classified documents.</p> <p>Forms, ledgers, or registers used to show identity, internal routing, and final disposition made of classified documents, but exclusive of classified document receipts and destruction certificates and documents relating to Top Secret material.</p>	<u>TEMPORARY:</u> Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate.	GRS 4.2, Item 030
REC 11	CADR – 2 ✦	<p>Top Secret Accounting and Control Files</p> <p>Registers maintained at control points to indicate accountability over Top Secret documents, reflecting the receipt, dispatch, or destruction of the documents.</p> <p>Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra office routing, and comparable data.</p>	<u>TEMPORARY:</u> Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading, transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as my apply, whichever is later.	GRS 4.2, Item 040
REC 11	CADR – 3 ✦	<p>Access Request</p> <p>Correspondence, reports, registers and authorizations. Files include requests and authorizations for individuals to have access to classified files.</p>	<u>TEMPORARY:</u> Destroy 2 years after last form entry, reply, or submission; or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate.	GRS 4.2, Item 030
REC 11	CADR – 4 ✦	<p>Document Container Security</p> <p>a. Access Control Records</p> <p>Includes:</p> <ul style="list-style-type: none"> • safe and padlock combinations • names or other personal identifiers of individuals who know combinations • comparable data used to control access into classified document containers 	<u>TEMPORARY:</u> Destroy when superseded or obsolete.	GRS 4.2, Item 031

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		<p>b. Records relating to classified or controlled unclassified document containers.</p> <p>Includes forms placed on safes, cabinets, or vaults that record opening, closing, and routine checking of container security.</p> <p>NOTE: Forms involved in investigations are not covered by this code. They are retained according to the retention for the investigation it is a part of.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 90 days after last entry on form.</p>	<p>GRS 4.2, Item 032</p>
REC 11	<p>CADR – 5 ★</p>	<p>Declassification Requests – Granted</p> <p>Granting access to all the requested records. Official file copy of requested records.</p> <p>Files created in response to requests for information that are granted under the mandatory review provisions of Executive Order 12356 consisting of the original request, a copy of the reply thereto, and all related supporting files, which may include the official file copy of requested records or a copy thereof.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</p>	<p>GRS 4.2, Item 020</p>
REC 11	<p>CADR – 6 ★</p>	<p>Declassification Requests – Nonexistent Records – Request not appealed –</p> <p>Files created in responding to requests for nonexistent records; to requesters who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</p>	<p>GRS 4.2, Item 020</p>
REC 11	<p>CADR – 7 ★</p>	<p>Declassification Requests – Denied – Request not appealed</p> <p>Files created in responding to requests for information but access to all or part of the records request is denied.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</p>	<p>GRS 4.2, Item 020</p>
REC 11	<p>CADR – 8 ★</p>	<p>Declassification Requests – Sanitizing Instructions</p> <p>Instructions and procedures for the sanitizing of declassified information before it is released as part of a request.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</p>	<p>GRS 4.2, Item 020</p>
REC 11	<p>CADR – 9 ★</p>	<p>Declassification Requests – Appealed –</p> <p>Correspondence and supporting documents and official file copy of records under appeal. Files created in responding to administrative appeals under the mandatory review provisions of Executive Order 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant’s letter, a copy of the reply</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 6 years after final agency action or 3 years after final adjudication by the courts, whichever is later.</p>	<p>GRS 4.2, Item 020</p>

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		thereto, and related supporting documents, which may include the official, file copy of records under appeal or copy thereof.		
REC 11	CADR – 10 ✦	Declassification Control Files – Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requestor.	<u>TEMPORARY:</u> Destroy or delete 5 years after date of last entry, final action by agency (such as downgrading transfer or destruction of related classified documents, or release of information from controlled unclassified status) or final adjudication by courts, as may apply, whichever is later.	GRS 4.2, Item 040
REC 11	CADR – 11 ✦	Declassification Reports and Administrative Reports relating to agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including annual reports submitted to the Information Security Oversight Office. Records relating to the general agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including notices, memoranda, correspondence, and related records.	<u>TEMPORARY:</u> Destroy 2 years after last form entry, reply, or submission: or when associated documents are declassified or destroyed; or when authorization expires; whichever is appropriate.	GRS 4.2, Item 030
REC 11	CADR – 12 ✦	Declassification – Erroneous Release – Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof. a. Records in which record-keeping copy of the released records is interfiled with records of the erroneous release.	<u>TEMPORARY:</u> Follow the disposition instructions approved for the release record copy or destroy 6 years after the erroneous release.	GRS 4.2, Item 060

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		b. Files that do not include the record-keeping copy of the released records.	<u>TEMPORARY:</u> Destroy 6 years after the erroneous release.	GRS 4.2, Item 061
	CADR – 13 ★	<p>Classified Information Nondisclosure Agreements.</p> <p>Copies of nondisclosure agreements, such as SF-312, Classified Information Nondisclosure Agreement, signed by civilian and military personnel with access to information that is classified under standards put forth by executive orders governing security classification.</p> <p>a. Maintained in the individual's official personnel folder (OPF).</p> <p>b. Maintained separately from the individual's OPF.</p> <p>Legal citations: ICD 703 Protection of Classified National Intelligence; 32 CFR 2001.80(d)(2)(vii).</p>	<p><u>TEMPORARY:</u></p> <p>Apply the disposition for the OPF.</p> <p><u>TEMPORARY:</u></p> <p>Destroy when 50 years old.</p>	<p>GRS 4.2, Item 120</p> <p>GRS 4.2, Item 121</p>