

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>FORM</u></b>	<b><u>FORMS MANAGEMENT</u></b>		
REC-5	FORM – 1 ✦	Forms  Correspondence, Reports, Forms, Instructions and Working Files  a. Forms Files  b. Forms	<b><u>TEMPORARY:</u></b>  Destroy 3 years after form is discontinued, superseded, or cancelled.	GRS 4.1, Item 040
REC-5-2	FORM – 2 ✦	Case Files  Case files on forms, including copy of each ARS form, background, analysis, design, usage, and distribution records.	<b><u>TEMPORARY:</u></b>  Destroy 3 years after form is discontinued, superseded, or cancelled.	GRS 4.1, Item 040
REC-5-1	FORM – 3 ✦	Inventories, Catalogs, Control	<b><u>TEMPORARY:</u></b>  Destroy 3 years after form is discontinued, superseded, or cancelled.	GRS 4.1, Item 040
	FORM – 4	RESERVED		
REC-9-2	FORM – 5 ✦	Forms Reduction Campaigns  Files include correspondence, inventory lists, feeder reports, and related records.	<b><u>TEMPORARY:</u></b>  Destroy 3 years after form is discontinued, superseded, or cancelled.	GRS 4.1, Item 040