

| OLD CODE | NEW (USDA) CODE | TITLE/DESCRIPTION | DISPOSITION | DISPOSITION AUTHORITY |
|-----------|--------------------|--|--|-----------------------|
| REC 9-4 | <u>INFC</u> | <u>INFORMATION COLLECTION RECORDS</u> | | |
| | INFC – 1 | <p>Reports Control</p> <p>Correspondence, Reports, Case Files, OMB 83. Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF83); copies pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.</p> | <p><u>TEMPORARY:</u></p> <p>Destroy 2 years after the report is discontinued.</p> | GRS 16, Item 6 |
| REC 9-4-1 | INFC – 2 | <p>Paperwork Reduction Act</p> <p>Correspondence, Reports and Working Files. Reports required by the OMB under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.</p> | <p><u>TEMPORARY:</u></p> <p>Destroy when 7 years old.</p> | GRS 16, Item 12 |
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