

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>PRIV</u>	<u>PRIVACY</u>		
INF 11	PRIV – 1 ✦	<p>Privacy Act Requests – Granted</p> <p>Correspondence and Reports</p> <p>Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or 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>	GRS 4.2, Item 020
	PRIV – 2 ✦	<p>Privacy Act Requests – Nonexistent Records</p> <p>Correspondence and Reports</p> <p>Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or 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>	GRS 4.2, Item 020
	PRIV – 3 ✦	<p>Privacy Act Requests – Denied</p> <p>Correspondence and Reports</p> <p>Files created in response to requests from individuals to gain access to their records or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, and all related supporting documents, which may include the official file copy of records requested or 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>	GRS 4.2, Item 020
INF 11-2	PRIV – 4 ✦	<p>Privacy Act Amendments – Agency Agrees to Amend</p> <p>Correspondence, Reports and Case Files</p> <p>Files relating to an individual’s request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual’s request for a review of an agency’s refusal of the individual’s request to amend a record as provided for under 5 U.S.C. 552(d)(3); and to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 55a(g).</p>	<p><u>TEMPORARY:</u></p> <p>Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later.</p>	GRS 4.2, Item 090

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INF 11-2	PRIV – 5 ✦	<p>Privacy Act Amendments – Agency Refuse to Amend</p> <p>Correspondence, Reports and Case Files</p> <p>Includes individual’s requests to amend and to review refusal to amend, copies of agency’s replies thereto, statement of disagreement, agency justification for refusal to amend a record, and related materials.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later.</p>	GRS 4.2, Item 090
INF 11-2	PRIV – 6 ✦	<p>Privacy Act Amendments – Appealed</p> <p>Correspondence, Reports and Case Files</p> <p>Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy with the records for which amendment was requested or 4 years after close of case (final determination by agency or final adjudication, whichever applies), whichever is later.</p>	GRS 4.2, Item 090
INF 11-1	PRIV – 7 ✦	<p>Privacy Act Accounting of Disclosure</p> <p>Correspondence, Reports and forms</p> <p>Files maintained under the provision of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, and purpose of each disclosure of a record to any person or to another agency, including forms for showing the subject individual’s name, requestor’s name and address, purpose and date of disclosure, and proof of subject individual’s consent when applicable.</p>	<p><u>TEMPORARY:</u></p> <p>Dispose of in accordance with approved disposition instructions for the related subject individual’s records or 5 years after the disclosure for which the accountability was made, whichever is later.</p>	GRS 4.2, Item 050
	PRIV – 8 ✦	<p>Privacy Act Control</p> <p>Correspondence, Reports, Registers and Lists</p> <p>Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature of request, and name and address of requester.</p>	<p><u>TEMPORARY:</u></p> <p>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.</p>	GRS 4.2, Item 040

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INF 11-3	PRIV – 9 ✦	<p>Privacy Act Reports and Administrative Correspondence and Reports</p> <p>Recurring reports and one-time information requirement relating to agency implementation, including biennial reports of the Office of Management and Budget (OMB), and the Report on New Systems at all levels.</p> <p>Records relating to the general agency implementation of the Privacy Act, including notices, memoranda, routine correspondence, and related records.</p>	<p><u>TEMPORARY:</u></p> <p>Destroy 2 years after date of report.</p>	GRS 4.2, Item 070