

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>RMGT</u>	<u>RECORDS MANAGEMENT RECORDS</u>		
REC 8-2	RMGT – 1 ✦	SF115 Records Disposition Schedules Correspondence, Reports, Inventories and Schedules	<u>TEMPORARY:</u> Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.	GRS 4.1, Item 020
REC 8-3 REC 8-4 REC 8-5	RMGT – 2 ✦	SF135, SF258 Records Transfers and Disposal NA130001 Correspondence, Reports, SF 135, and SF 258	<u>TEMPORARY:</u> Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.	GRS 4.1, Item 020
REC 4 REC 2	RMGT – 3 ✦	Record Holdings Correspondence and Reports. Statistical reports of agency holdings including feeble reports from all offices and data on the volume of records disposed of by destruction or transfer.	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 16, Item 4(a), 4(b)
REC 9	RMGT – 4 ✦	Correspondence and Reports Management Correspondence and Reports, authorizations, and other records that relate to the management of agency records, including such matters as forms, correspondence, reports, mail, and files management; the use of microforms, ADP systems, and word processing; records management surveys; vital records programs; and all other aspects of records management not covered elsewhere in this schedule. a. National Office Records Review b. File Plan	<u>TEMPORARY:</u> Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.	GRS 4.1, Item 020
REC 7	RMGT – 5 ✦	Microform Inspection Permanent Records Correspondence, Reports, and Logs	<u>TEMPORARY:</u> Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.	GRS 4.1, Item 020
	RMGT – 6 ✦	Microform Inspection Temporary Records Correspondence, Reports, and Logs.	<u>TEMPORARY:</u> Destroy no sooner than 6 years after the project, activity, or transaction is completed or superseded.	GRS 4.1, Item 020