

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>SPCA</u>	<u>STORES, PLANT AND COST ACCOUNTING RECORDS</u>		
	SPCA – 1 ✦	Plant Files Correspondence, Reports, Accounting Cards, Ledgers and Forms	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 8, Item1; GRS 1.1, Item 040
	SPCA – 2 ✦	Store Files Correspondence, Reports, Accounting Cards, Ledgers and Forms	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 8, Item 1, GRS 1.1, Item 040
	SPCA – 3 ✦	Cost Files Correspondence, Reports, Accounting Cards, Ledgers and Forms.	<u>TEMPORARY:</u> Destroy when 3 years old.	GRS 8, Item 1, GRS 1.1, Item 040