

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
INF	<b><u>INFO</u></b>	<b><u>INFORMATION SERVICES</u></b>		
INF 13-1 INF 13-2	INFO – 1 ✦	Request Files  Correspondence, Reports, Information Requests, Referral, Acknowledgement.	<u>TEMPORARY</u> :  Destroy when 90 days old.	GRS 4.2, Item 010
INF 14		a. Public Inquiries  Use for general correspondence.	<u>TEMPORARY</u> :  Information Staff: Destroy when 5 years old.  Other Offices: Destroy when 3 years old.	NC1-310-80-2  Item 39a  Item 39b
INF 13-3		b. Request for Technical Research Information  Requests requiring compilations or research or containing scientific or technical information regarding ARS programs.	<u>TEMPORARY</u> :  Destroy when 15 years old.	NC1-310-80-2, Item 41
INF 10	INFO – 2	Press Service Files  Correspondence, Reports and News  a. General Correspondence	<u>TEMPORARY</u> :  Destroy when 3 months old.	GRS 14, Item 3
INF 13-2	INFO – 3	Information Projects  Correspondence, Reports and Case Files	<u>TEMPORARY</u> :  Destroy 1 year after close of the file or 1 year after completion of project.	GRS 14, Item 4
	INFO – 4	Commendation/Complaint Correspondence Files  Anonymous letters, letters of commendation, complaint, criticism and suggestion, and replies thereto, EXCLUDING those on the basis of which investigations were made or administrative action taken and those incorporated into individual personnel records.	<u>TEMPORARY</u>  Destroy when 3 months old.	GRS 14, Item 5
	INFO – 5	Indexes and Checklists  Correspondence, Reports, Checklists and Indexes.	<u>TEMPORARY</u> :  Destroy when superseded or obsolete.	GRS 14, Item 6
	INFO – 6	RESERVED		
	INFO – 7	RESERVED		
	INFO - 8	(ERS Records) Historical Collections  Narrative historical accounts describing the ERS organization, its structure, policy and/or programs, its purpose, accomplishments or other aspects such as services provided to the public. May describe	<u>PERMANENT</u> :  Terminate or close case files when material documenting the final decision, action, or event is filed. (For example, the	N1-354-09-1, Item 14

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		<p>the effect of certain historical events on the agricultural economy or certain agricultural historical events on the national economy.</p> <p>Uniquely correlated case file collections of non-record copies of materials given record status because material documents the history of a subject from beginning to end. Case file subject may include the ERS organization or a specific functional assignment, program, or project. Files may include correspondence, reports, publications, published articles, charts, maps, photos, etc.</p>	<p>ERS organization ceases to exist in any form; the program or project is not only complete or discontinued but has no further significance.) Offer closed case files to National Archives when material has no further reference value to ERS, in accordance with NARA .pdf transfer instructions, or other applicable transfer instructions in place at the time of transfer.</p> <p><u>TEMPORARY:</u></p> <p>All other copies: Destroy when no longer needed for reference.</p>	
<b>INF 9</b>	INFO – 9	<p>(ARS Records) Manuscripts</p> <p>Technical publications and presentations of REE personnel (including those arising from contracts, grants, and cooperative arrangements) prepared and approved for publication in any medium.</p>		
		a. Art Work of Transient Value	<p><u>TEMPORARY:</u></p> <p>Destroy when obsolete.</p>	NC1-310-80-2, Item 46a
		b. Clearances.	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the fiscal year in which manuscript is published. Destroy when 1 FY old.</p>	NC1-310-80-2, Item 46b
		<p>c. Review of Outside Manuscripts and Abstracts.</p> <p>Including comments on manuscripts prepared by authors outside immediate research area.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the fiscal year in which review is complete. Destroy when 1 FY old.</p>	NC1-310-80-2, Item 46c
		<p>d. Working Copies</p> <p>Includes rough drafts, final drafts, Manuscript Peer Review (ARS-533), and related material.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the fiscal year in which reprint is received. Destroy when 1 FY old.</p>	NC1-310-80-2, Item 46d

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		e. Request for Editing and Approval of Manuscripts for Non-USDA Media (ARS Form 115)	<u>TEMPORARY:</u> Technical Editing Staff: Cut off at the end of the fiscal year in which reprint is received. Destroy when 5 FYs old.	NC1-310-80-2, Item 46e
		f. Reprint Master File.  Full copies, tear sheets, photocopies, or reprints from professional, scientific, and trade journals, Department series, ARS or REE numbered publications, local unnumbered publications; and books or separates from books, authored by REE personnel.  1. Reprints from Department-series and publications published by Government Printing Office; or  2. Other reprints from publications authored by REE personnel.	<u>TEMPORARY:</u>  Destroy when no longer needed for current activities.	NC1-310-80-2, Item 46f
		g. Unpublished manuscripts abandoned or rejected, with illustrative material. Arranged alphabetically by subject.	<u>PERMANENT:</u> Cut off files at the end of the fiscal year. Transfer to the FRC when 3 FYs old. Offer the NARA when 15 FYs old.	NC1-310-80-2, Item 46g
	INFO – 10	(ERS Records) Publications and Periodical Releases  ERS prepared, released, and issued periodicals (magazines, newsletters, reports, etc.); published socioeconomic research, study/survey reports; brochures, circulars, announcements, bulletins, booklets, and handbooks. Excludes: Departmental publications and issuances printed by GPO.		
		a. Single record copies	<u>PERMANENT:</u> Cut off at end of calendar year of issue. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.	N1-354-09-1, Item 13a
		b. Camera or final draft copies of articles, reports, and other manuscript documents written by ERS officials and officially approved for publication.	<u>TEMPORARY:</u> Cut off at end of calendar year in which publication containing the document is issued. Destroy/delete when published text is	N1-354-09-1, Item 13b

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			verified, when no longer needed for reference, or when 3 years old, whichever is sooner.	