

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<u>ADMI</u>	<u>ADMINISTRATIVE MANAGEMENT RECORDS</u>		
LEG 1	ADMI – 1	Federal Register (General File) – Correspondence, reports, notices, announcements, proposed rules and final rules.	<u>TEMPORARY.</u> Cut-off file at the end of the FY. Destroy when 1 FY old.	GRS 16, Item 13(a)
LEG 1	ADMI – 1.1	Federal Register Dockets, including correspondence, clearances, and supporting data. a. Dockets establishing policy or procedure. b. Other dockets.	<u>TEMPORARY.</u> OCIO: Cut-off files at the end of the FY. Transfer to FRC when 5 FYs old. Destroy when 20 FYs old. OO: Cut-off files at the end of the FY. Destroy when 5 FYs old. <u>TEMPORARY.</u> OCIO: Cut-off files at the end of the FY. Destroy when 6 FYs old. OO: Cut-off files at the end of the FY. Destroy when 3 FYs old.	NC1-310-80-2, Item 55b(1)(a) NC1-310-80-2, Item 55b(1)(b) NC1-310-80-2, Item 55b(2)(a) NC1-310-80-2, Item 55b(2)(b)
	ADMI – 2 ✦	General Administrative a. Office Administrative Files – Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	<u>TEMPORARY.</u> Cut-off files at the end of the FY. Destroy when 2 FYs old.	GRS 23, Item 1

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		<p>b. Tracking and Control Records – Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA approved SF-115.</p>	<p><u>TEMPORARY.</u> Destroy when no longer needed.</p>	<p>GRS 4.1, Item 010</p>
	<p>ADMI – 3</p>	<p>Schedules of Daily Activities</p> <p>Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, EXCLUDING materials determined to be personal.</p>		
		<p>a. High Level Officials – Administrator, Associate Administrator, and Deputy Administrators.</p>	<p><u>PERMANENT.</u> Cut-off files at the end of the FY. Transfer to the FRC when 3 FYs old. Offer to NARA when 15 FYs old in 3-year blocks.</p>	<p>NC1-310-80-2, Item 1a</p>
		<p>b. Chief Information Officer (CIO) Schedules – Correspondence, reports, and related material pertaining to housekeeping activities of ARS, such as personnel, budget, accounting, property, travel, and procurement.</p>	<p><u>TEMPORARY.</u> Destroy/delete when not less than 2 years but not more than 5 years old.</p>	<p>GRS 27, Item 7</p>
		<p>c. All Others – Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, EXCLUDING records relating to the official activities of high government officials. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.</p>	<p><u>TEMPORARY.</u> Destroy or delete when 2 years old.</p>	<p>GRS 23, Item 5(a), 5(b)</p>
	<p>ADMI – 4</p>	<p>Transitory Files</p> <p>Records of short-term (180 days or less) interest, including in electronic form (e.g., e-mail messages), which have minimal or no documentary or evidential value.</p>	<p><u>TEMPORARY.</u> Destroy immediately or when no longer needed for reference.</p>	<p>GRS 23, Item 7</p>
	<p>ADMI – 5</p>	<p>IRM Triennial Review</p> <p>Reports required by the GSA concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.</p>	<p><u>TEMPORARY.</u> Destroy when 7 years old.</p>	<p>GRS 16, Item 11</p>

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	ADMI – 6 ✦	<p>Finding Aids and Indexes</p> <p>Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, EXCLUDING records containing abstracts or other information that can be used as an information source apart from the related records.</p>	<p><u>TEMPORARY.</u></p> <p>Destroy or delete when no longer needed.</p>	GRS 4.1, Item 010
	ADMI – 7	<p>Suspense Files</p> <p>Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.</p>		
		a. A note or other reminder to take action.	<p><u>TEMPORARY</u></p> <p>Destroy after action is taken.</p>	GRS 23, Item 6(a)
		b. The file copy or an extra copy of an outgoing communication, filed by the date on which a reply is expected.	<p><u>TEMPORARY</u></p> <p>Withdraw documents when reply is received. (1) If suspense copy is an extra copy, destroy immediately. (2) If suspense copy is the file copy, incorporate it into the official files.</p>	GRS 23, Item 6(b)
MGT 2	ADMI – 8	<p>Delegations of Authority</p> <p>a. Delegations of Authority</p> <p>All substantive authorizations and interagency agreements issued by or for REE offices.</p> <p>b. Delegations of Authority during absences from duty station.</p>	<p><u>PERMANENT</u></p> <p>Issuing Office: Transfer to FRC when 3 years old. Offer to NARA when 20 years old, in 10 year blocks.</p> <p><u>TEMPORARY</u></p> <p>Other Offices: Destroy when canceled or superseded.</p> <p><u>TEMPORARY</u></p> <p>Destroy when delegation expires.</p>	<p>NC1-310-80-2, Item 31a</p> <p>NC1-310-80-2, Item 31b</p>

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	ADMI – 9	(ARS Records) Management Controls		
		a. Management Improvement Studies conducted by the Organization and Management Development Staff (OMDS).	<u>TEMPORARY</u> OMDS: Destroy when 15 years old. Other Offices: Destroy when 3 years old.	NC1-310-80-2, Item 14d
AUD 2-1		b. Assistance Reviews and Evaluations conducted by Administrative Management Divisions and Regional Administrative-Offices, relating to housekeeping activities.	<u>TEMPORARY</u> Office Conducting the Review: Destroy 3 years after next review is conducted. Other Offices: Destroy after next review is conducted.	NC1-310-80-2, Item 14e
	ADMI – 10	(ERS Records) Organization, Reorganization, Staffing and Functions Official ERS copies of organization charts, structure and reorganization studies.	<u>PERMANENT</u> Cut off at the end of the calendar year in which the organization/staffing chart is updated. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.	N1-354-09-1, Item 1a
	ADMI – 11	(ARS Records) Organization and Management		
		a. Functional Staff Project and Organizational Charts (ARS) With related records. Arranged alphabetically subject.	<u>PERMANENT</u> Record Copy in HQ or Regional Administrative Offices. Offer to NARA when no longer needed for current activities. <u>TEMPORARY</u> Other Copies. Destroy when obsolete or superseded.	NC1-310-80-2, Item 68a(1) NC1-310-80-2, Item 68a(2)

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		<p>b. Reorganization</p> <p>Records showing background chronology of major agency reorganization.</p>	<p><u>PERMANENT</u></p> <p>Record Copy in HQ or Regional Administrative Offices. Offer to NARA when no longer needed for current activities.</p> <p><u>TEMPORARY</u></p> <p>Other Copies. Destroy when obsolete or superseded.</p>	<p>NC1-310-80-2, Item 68b(1)</p> <p>NC1-310-80-2, Item 68b(2)</p>
	ADMI – 12	<p>Correspondence Files of the Organization and Management Development Staff (OMDS)</p> <p>The OMDS participates with the Deputy Directory, Administrative Management and other key officials of ARS in the formulation of policies and programs to increase the management effectiveness throughout ARS.</p> <p>(1) Organizational Structure Files Files consist of correspondence, reports, analyses, and related material pertaining to review and analyses of organizational structures. Includes similar files for predecessor agencies. Files are arranged alphabetically by subject-numeric filing scheme.</p> <p>(2) Pink Alphabetical Name File used as finding media for the OMDS correspondence file. File is arranged alphabetically by name of addressee.</p> <p>(3) Organizational Effectiveness and Human System Development Files. Correspondence, reports, and related material pertaining to group and intergroup</p>	<p><u>PERMANENT</u></p> <p>OMDS Copies. Transfer to FARC when 5 years old. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.</p> <p><u>TEMPORARY</u></p> <p>Other Office Copies. Destroy when 3 years old or when superseded or obsolete, whichever is later.</p> <p><u>PERMANENT</u></p> <p>OMDS Copies. Transfer to FARC when 5 years old. Offer to NARA when 15 years old, in 10-year blocks. Destroy records NARA does not wish to accession.</p> <p><u>TEMPORARY</u></p> <p>OMDS Copies: Destroy when 6 years old.</p>	<p>NC1-310-80-2, Item 68c(1)</p> <p>NC1-310-80-2, Item 68c(2)</p> <p>NC1-310-80-2, Item 68c(3)</p>

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		<p>dynamics, team building activities, intergroup activities and conflict resolution activities.</p> <p>(4) Management Systems, Work Technologies and Processes. Correspondence, reports, and related material on design and development of effective management systems, work technologies and processes, work measurement, work simplification, simulation, cost/benefit analyses, and management improvement program in ARS.</p>	<p>Other Office Copies: Destroy when 3 years old.</p> <p><u>TEMPORARY</u></p> <p>OMDS Copies: Destroy when 6 years old, or when superseded or obsolete, whichever is later.</p> <p>Other Office Copies: Destroy when 3 years old, or when superseded or obsolete, whichever is later.</p>	<p>NC1-310-80-2, Item 68c(4)</p>
	ADMI – 13	<p>Correspondence</p> <p>a. High Level Officials</p> <p>b. All Others</p> <p>c. Director’s Central Correspondence Files</p> <ul style="list-style-type: none"> - Correspondence reports, and related material signed or originated by the ARS Management Team which document the functions and activities of ARS. Files include material pertaining to program planning, and other activities of a precedent-setting, policy-forming nature that apply specifically to ARS in connection with Federal, State, and industrial institutions; trade associations, universities; public and private laboratories; private companies; other non-research groups, and foreign countries. Files are arranged alphabetically by subject-numeric filing scheme. - <u>Administrative Files</u>. Correspondence, reports, and related material pertaining to housekeeping activities of ARS, such as personnel, budget, accounting, property, travel, and procurement. - <u>Pink Alphabetical Name File</u>. Used as finding media for the Director’s correspondence. File is arranged alphabetically by name of addressee. 	<p></p> <p></p> <p></p> <p><u>PERMANENT</u> Creating Office or Director’s Central File. Cut-off files at the end of the FY. Transfer to the FRC when 3 FYs old. Offer to NARA when 15 FYs old in 3-year blocks. Destroy records NARA does not wish to accession.</p> <p><u>TEMPORARY</u>. Creating Office or Office of Director’s Central File. Cut-off the file at the end of the FY. Destroy when 15 FYs old.</p> <p><u>PERMANENT</u> Creating Office or Office of Director’s Central File. Cut-off file at the end of the FY. Transfer to FRC when 3 FYs old. Offer to NARA when 15 FYs old in 3-year blocks.</p>	<p></p> <p></p> <p></p> <p>NC1-310-80-2, Item 1</p>

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		<p>d. Regional Deputy Administrator's Files</p> <ul style="list-style-type: none"> - <u>Correspondence Files</u>, reports, and related material signed or originated by the AR Regional Deputy Administrator and Assistant Regional Deputy Administrator. Files include material pertaining to research program planning and activities that apply specifically to Agricultural Research in the region. Files are arranged alphabetically by subject-numeric filing scheme. Does not include housekeeping files covered elsewhere in this Schedule. - <u>Administrative Files</u>, correspondence, reports, and related material pertaining to housekeeping activities of ARS, such as personnel, budget, accounting, property, travel, procurement. - <u>Pink Alphabetical Name File</u> used as finding media for the Regional Administrator's correspondence. File is arranged alphabetically by name of addressee. 	<p><u>PERMANENT</u> Regional Deputy Administrator's Office or creating office: Cut-off files at the end of the FY. Transfer to FRC when 3 FYs old. Offer to NARA when 15 FYs old. Destroy records NARA does not which to accession.</p> <p><u>TEMPORARY</u> Office of the Regional Deputy Administrator or creating office: Destroy when 6 years old.</p> <p><u>PERMANENT</u> Office of the Regional Deputy Administrator or creating office: Cut-off files at the end of the FY. Transfer to FRC when 3 FYs old. Offer to NARA when 15 FYs old.</p>	NC1-310-80-2, Item 201
	ADMI – 14	<p>(ERS Records) Administrative Management Files</p> <p>Administrative management files are those records that document the functions and activities of ERS. Files include material pertaining to program planning and other activities of a precedent-setting, policy-forming nature that apply specifically to ERS in connection with Federal, State, and industrial institutions; trade associations; universities; public and private laboratories; private companies; other non-research groups, and foreign countries.</p> <p>a. Significant correspondence files.</p> <p>Records, such as letters, memorandums, forms, reports, agendas, minutes, and other data, documenting the development, implementation, and administration of plans and policies pertaining to the mission or functions of ERS; organization charts; structure and reorganization studies; and opinions and decisions of an important policy or those that set precedent, or that contain other substantive information.</p>	<p><u>PERMANENT:</u> Cut off at end of calendar year. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.</p>	N1-354-09-1, Item 1a

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		<p>b. Routine correspondence files.</p> <p>Records, such as letters, memorandums, forms, reports and other data, documenting day-to-day operations and routine administrative matters.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at end of calendar year. Destroy/delete 10 years after cutoff, or when no longer needed for reference, whichever is later.</p>	<p>N1-354-09-1, Item 1b</p>
	ADMI – 15	<p>(ERS Records) Official Speeches and Lectures</p> <p>a. Single record copies of prepared scripts.</p> <p>Official speeches and lectures presented to a public audience by the ERS administrator, the Associate Administrator, or the Deputy Administrators concerning agency policies and programs. Includes videotapes, DVDs, speech scripts, radio scripts, indexes, clean copies of charts, graphs, and other visual aids that ERS or USDA has not published.</p> <p>b. Background files.</p> <p>Includes background material used to develop the videotapes, DVDs, speech scripts, lectures, radio scripts, indexes, charts, graphs, and other visual aids.</p>	<p><u>PERMANENT:</u></p> <p>Cut off at end of calendar year. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.</p> <p><u>TEMPORARY:</u></p> <p>Cut off at end of calendar year. Destroy/delete 5 years after cutoff.</p>	<p>N1-354-09-1, Item 2a</p> <p>N1-354-09-1, Item 2b</p>
	ADMI – 16	<p>(ERS Records) Authority Delegations Departmental documents delegating authority to the agency.</p> <p>Documents that delegate authority to the agency and/or specific positions to perform assigned functions and/or specific actions. Includes original or temporary authority delegations issued by agency officials to identified positions.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the calendar year in which authority expires. Destroy/delete 3 years after cutoff.</p>	<p>N1-354-09-1, Item 3</p>
	ADMI – 17	<p>(ERS Records) Management Improvement Programs</p> <p>Records generated as part of management improvement programs. The focus is on streamlining operations, providing cost effectiveness, improving customer satisfaction, and continuing improvement of work processes or products. Included are proactive preventive program records that may provide internal information, advice or recommendations, and corrective action plans in response to management improvement recommendations.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the calendar year. Destroy/delete 5 years after cutoff.</p>	<p>N1-354-09-1, Item 4</p>
	ADMI – 18	<p>(ERS Records) Management Controls</p>		

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		<p>Management controls include records such as: external investigations, audits, and surveys of ERS operations; and internal and/or limited audits, inspections, or reviews of agency operations.</p>		
		<p>a. Records of comprehensive externally performed investigations, audits, comprehensive inspections, and surveys.</p> <p>Records documenting externally performed investigations, audits, inspections, and surveys of ERS operations by the General Accountability Office (GAO), Office of Inspector General (OIG), or other Federal agencies. Includes initial reports, agency final reports of corrective actions taken and related pertinent non-routine correspondence and supporting papers.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the calendar year in which final necessary action is completed. Destroy/delete 10 years after cutoff, or when no longer needed for reference, whichever is later.</p>	<p>N1-354-09-1, Item 5a</p>
		<p>b. Records of internal and/or limited audits, inspections, surveys, studies and special reviews.</p> <p>Records that document internal and/or limited audits, inspections, surveys, studies and special reviews of agency operations by ERS or other USDA agencies. Includes initial report, final report of corrective action taken, and related pertinent non-routine correspondence.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the calendar year in which final corrective action is taken. Destroy/delete 5 years after cutoff, or when no longer needed for reference, whichever is later.</p>	<p>N1-354-09-1, Item 5b</p>
		<p>c. Routine correspondence.</p> <p>Internal feeder reports and interim action reports relating to external and internal audits, inspections, surveys, or special reviews of ERS. Also, other materials of a related but routine nature such as background and/or working papers.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at end of calendar year. Destroy/delete 2 years after cutoff.</p>	<p>N1-354-09-1, Item 5c</p>
	<p>ADMI – 19</p>	<p>(ERS Records) Staff Meetings</p>		
		<p>a. Agenda, minutes, and supporting papers of meetings held at the Administrator level relating to ERS policy, procedure, significant or substantive program operations, organization structure, overall performance, and similar internal operating matters. Also, includes significant briefings presented to high echelon officials of the agency, USDA, and other federal government officials.</p>	<p><u>PERMANENT:</u></p> <p>Break files annually. Transfer to FRC 5 years after file break. Offer to the NARA in 10-year blocks when the most records are 15 years old.</p>	<p>N1-354-09-1, Item 10d(1)</p>
		<p>b. All records of staff meetings held below the Administrator level, or relating to routine matters of non-substantive operations held at the Administrator level. Includes agendas, minutes, supporting papers, and routine reports and other materials resulting from or</p>	<p><u>TEMPORARY:</u></p> <p>Break files annually. Destroy/delete 2 years after file break.</p>	<p>N1-354-09-1, Item 10d(2)</p>

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		contributing to such meetings, such as materials relating to continuing project work assignments.		
		c. All other copies of meeting schedules and records of informal or routine content of limited reference value not covered elsewhere in this schedule.	<p><u>TEMPORARY:</u></p> <p>Break files annually. Destroy/delete 1 year after file break, or when no longer needed for reference, whichever is sooner.</p>	N1-354-09-1, Item 10d(3)