

| OLD CODE | NEW (USDA) CODE | TITLE/DESCRIPTION | DISPOSITION | DISPOSITION AUTHORITY |
|----------|--------------------|---|---|------------------------|
| | <u>MOUS</u> | <u>MEMORANDA OF UNDERSTANDING AND FORMAL AGREEMENTS</u> | | |
| | MOUS – 1 | (ARS Records) Agreements | | |
| | MOUS – 2 | Memoranda of Understanding | | |
| | MOUS – 3 | Federal Assistance Agreements | | |
| | MOUS – 4 | Internally-Conducted Research and Analysis | | |
| | MOUS – 5 | Data | | |
| | MOUS – 6 | <p>Cooperative Agreements and Memorandums of Understanding</p> <p>Files consist of signed copy of Cooperative Agreement and Memorandum of Understanding, with related correspondence, amendments, final reports, and publications.</p> | <p><u>PERMANENT</u></p> <p>Authorizing Offices: Close files at the end of the FY in which final settlement is made. Offer to NARA when 20 FYs old.</p> <p><u>TEMPORARY</u></p> <p>All other Offices: Close files at the end of the FY in which final settlement is made. Destroy when 5 years old.</p> | NC1-310-80-2, Item 112 |
| | MOUS – 7 | <p>Memorandums of Understanding Between REE – Extension and Land-Grant Universities.</p> <p>Files include original documents defining in general terms the basis for joint action by USDA and the Land-Grant Universities on subjects relating to agriculture, home economics and related subjects.</p> | <p><u>PERMANENT</u></p> <p>Authorizing Office: Close files at the end of the FY in which the agreement is expired, superseded, or obsolete. Transfer to NARA.</p> <p><u>TEMPORARY</u></p> <p>All other Offices: Close files at the end of the FY in which the agreement is expired, superseded, obsolete, or no longer needed for administrative activities. Destroy.</p> | NC1-310-90-2, Item 113 |

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| | MOUS – 8 | <p>(ERS Records) Agreements</p> <p>Includes record copies of ERS interagency agreements; extramural agreements; research agreements; Memoranda of Understanding with local, State, and foreign governments, other Federal agencies, educational institutions, professional organizations, private business organizations, and individuals; contracts; and reimbursement – funds agreements, and formal approval of extensions/amendments that affect the agency program functions.</p> | <p><u>TEMPORARY:</u></p> <p>Cut off at end of year in which agreement or understanding is superseded or becomes obsolete. Destroy/delete 7 years after cutoff.</p> | <p>N1-354-09-1, Item 6</p> |
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