

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>DIRC</u></b>	<b><u>DIRECTIVES/ADMINISTRATIVE ISSUANCES/POLICY/REGULATIONS</u></b>		
REC 3	DIRC – 1	Issuances (General)  Correspondence, Reports, Issuances and Working Files.	<b><u>TEMPORARY:</u></b>  Destroy when superseded or obsolete.	GRS 16, Item 1(a), 1(b)
	DIRC – 2	External/Non-Series Instructions: Organization, Authorities, and Functions		
REC 3	DIRC – 3	(ARS Records) Directives, Procedures, Policy, Operating Manuals and Handbooks  Official issuances, changes, checklists, etc., with supporting papers documenting the important aspects of the issuance, such as those requiring OGC clearance.  <b>a.</b> Directives  <b>b.</b> Procedures  <b>c.</b> Policy  <b>d.</b> Operating Manuals  <b>e.</b> Handbooks	<b><u>OPI - PERMANENT:</u></b>  Transfer canceled directives to FRC when 2 years old. Offer to NARA when 15 years old.  <b><u>AOO - TEMPORARY:</u></b>  Destroy when canceled or superseded.	NC1-310-80-2, Item 32a(1)  NC1-310-80-2, Item 32a(2)
		(ERS Records) Directives, Procedures, Policy, Operating Manuals and Handbooks  ERS directives include: ERS numbered policy memoranda, Administrative and Financial Services Standard Operating Procedures, and other specific agency directives.	The Special Assistant, Office of the Administrator, is responsible for the record copy of each directive.  <b><u>PERMANENT:</u></b>  Cutoff at the end of each calendar year. Transfer to inactive storage 5 years after cutoff. Transfer to NARA 10 years after cutoff.	N1-354-09-1, Item 11a(2)
			Directive records maintained on the ERS Intranet.  <b><u>PERMANENT:</u></b>  Copy offline every 10 years and transfer to the National Archives according to the NARA transfer requirements in place at the time of transfer.	N1-354-09-1, Item 11b

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REC 3	DIRC – 4	<p>(ARS Records) Case Files – Directives, Procedures, Policy, Operating Manuals, and Handbooks</p> <p>Working papers and background material, including reviewer’s comments and clearances.</p> <p>a. Directives</p> <p>b. Procedures</p> <p>c. Policy</p> <p>d. Operating Manuals</p> <p>e. Handbooks</p>	<p><u>OPI – TEMPORARY:</u> Destroy when 15 years old.</p> <p><u>AOO – TEMPORARY:</u> Destroy 6 months after issued.</p>	<p>NC1-310-80-2, Item 32b(1)</p> <p>NC1-310-80-2, Item 32b(1)</p>
		<p>(ERS Records) Case Files – Directives</p> <p>Related case files that document aspects of the document development.</p>	<p><u>TEMPORARY:</u> Destroy/delete 1 year after directive is canceled, superseded, or becomes obsolete.</p>	<p>N1-354-09-1, Item 11c</p>
REC 3	DIRC – 5	<p>(ARS Records) Newsletters to State Extension Services</p> <p>a. Weekly Newsletter from Deputy Director, Extension, to State Cooperative Extension Directors involving decisions, developments, and events that will be of benefit in the administrative conduct of State Extension programs.</p> <p>b. Yellow letter from the Deputy Director regarding administrative and/or legislative actions that demand or strongly suggest action by State Extension Directors.</p> <p>c. Pink letter from the Deputy Director concerning significant developments and administrative and program actions that require a response by State Extension Director or his designated representative.</p> <p>d. White letter from Deputy Director concerning administrative and/or program actions and developments.</p> <p>e. Newsletter from Assistant Deputy Directors, Staff Directors, and Specialists to State Counterparts.</p>	<p><u>TEMPORARY:</u> Destroy when 7 years old.</p> <p><u>TEMPORARY:</u> Destroy when 7 years old.</p> <p><u>TEMPORARY:</u> Destroy when 7 years old.</p> <p><u>TEMPORARY:</u> Destroy when 1 year old.</p> <p><u>TEMPORARY:</u> Destroy when 2 years old.</p>	<p>NC1-310-80-2, Item 33a</p> <p>NC1-310-80-2, Item 33b</p> <p>NC1-310-80-2, Item 33c</p> <p>NC1-310-80-2, Item 33d</p> <p>NC1-310-80-2, Item 33e</p>