

OLD CODE	NEW (USDA) CODE	TITLE/DESCRIPTION	DISPOSITION	DISPOSITION AUTHORITY
	<b><u>GAER</u></b>	<b><u>GRANTS, EXTERNAL RESEARCH, AND COOPERATIVES</u></b>		
	GAER – 1 ✦	Housing General Correspondence - Unsuccessful Grant Application Files. Applications, correspondence, and other records relating to unsuccessful (rejected or withdrawn) applications.	<u>TEMPORARY:</u> Destroy 3 years after final action is taken on file.	GRS 1.2, Item 021
	GAER – 2 ✦	Grant Administrative Files – Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program. a. Rejected Grant Applications	<u>TEMPORARY:</u> Destroy 3 years after final action is taken on the file.	GRS 1.2, Item 010
	GAER – 3	C-REEMS		
	GAER – 4	Research Education and Economics Information System		
	GAER – 5	Institutional Files		
	GAER – 6	Invention Reporting and Patent Records		
	GAER – 7	Research Misconduct Records		
	GAER – 8	Program of Research Reports		
	GAER – 9	Salary Survey Reports		
	GAER – 10	Research Funds and Staff Summary Reports		
	GAER – 11	Plan of Work, update, and Accomplishments Reports		
	GAER – 12	Case Files		
	GAER – 13	(ARS Records) Plan of Work - POW		
PAG 5-1	GAER – 14	(ARS Records) Grant Case Files  Consisting of signed copy of contract or grant, justification letters, amendments, change orders, annual and final reports, publications and related papers. a. Assistance Type Cooperative Agreement (ACTA)  Transferring anything of value to support or stimulate a public purpose. b. Specific Cooperative Agreement (SCA)	<u>PERMANENT:</u>  Office of Primary Responsibility: Cut off at the end of the fiscal year in which final payment is made. Transfer to FRC when 1 FY old. Offer to NARA when 15 years in old.  <u>TEMPORARY:</u>  Other Offices: Cut off at the end of the fiscal year in which final payment is	NC1-310-80-1, Item 103

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		ARS is paying and mutual interest and contributions toward research effort exists. Direct benefit to ARS in-house research.	made. Destroy when 1 FY old.	
		c. Research Support Agreement (RSA)  Procuring service/supplies directly from a college or university. Direct benefit to ARS in-house research.		
		d. Non-Funded Cooperative Agreement (NFCA)  Describing research work with no obligation of funds. Direct benefit to ARS in-house research.		
		e. Technology Transfer Cooperative Research and Development Agreement (CRADA)  Receiving funds under Federal Technology Transfer Act. Direct benefit to ARS in-house research.		
		f. Reimbursable or Trust Fund Agreement  ARS receives funds to perform research work. Direct benefit to ARS in-house research.		
	GAER – 15	Formula Fund Allocation Records		
	GAER – 16	Formula Fund Budgets, Reports, and Approval Letters		
	GAER – 17	Peer Review		
	GAER – 18	Hatch, McIntire Stennis, Evans Allen, and Animal Health Project		
	GAER – 19	Current Research Information System		
	GAER – 20	Grants Facilities and Equipment		
	GAER – 21	(ARS Records) Cooperative Agreements		
	GAER – 22	Cooperative Application Records		
PAG 6	GAER – 23	(ARS Records) Pending Grant Case Files  Pending, possible, and proposed contracts and grants, and review of outside contracts and grants.	<u>TEMPORARY:</u>  Cut off at the end of the FY. Destroy when 5 FYs old.	NC1-310-80-2, Item 105
PAG 9	GAER – 24	Research Contract and Grant Reward Board  Board set-up to review proposed contracts and grants to determine if proposed research is correlated with or supplemental to research	<u>PERMANENT:</u>  Executive Secretary: Transfer to FRC when 3 years old. Offer to	NC1-310-80-2, Item 109

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		<p>conducted within REE; if proposed research can be performed more economically, or more efficiently outside REE; adequacy of completion; and to weigh relative merits of all proposals received and to select prospective contractor or grantee. Files include correspondence and other records documenting Board action of contract proposals. Arranged chronologically in 3-ring binders.</p>	<p>NARA when 20 years old, in 10-year blocks.</p> <p><u>TEMPORARY:</u></p> <p>Members: Destroy when 3 years old, or when no longer needed for current activities.</p>	
	GAER – 25	<p><u>In-house Appropriated and Interagency Agreements</u> include Form 416/417 – Research Work Unit/Project Classification of Research, Active Projects, Research Work Unit/Project Description – Progress Reports and Form 421 – Project Outlines; requests for and approvals of extensions, terminations, and correspondence, Annual Progress Reports, Incoming Agreements (Form 425).</p> <p>NOTE: Electronic copy may also be available in the ARIS.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the fiscal year in which project is terminated. Destroy/delete 5 years after cutoff.</p>	N1-310-08-1, Item 1a(1)
	GAER – 26	<p><u>Extramural Agreements</u> include Form-115 – Request for Manuscript, approval form for publications, paper copies, Outgoing Agreements (550A).</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the fiscal year in which forms are approved. Destroy/delete 10 years after cutoff.</p>	N1-310-08-1, Item 1a(2)
	GAER – 27	<p><u>Technology Information (TINS)</u> records document the collaboration between the government and the private sector to form commercial partnerships that help move new technologies into the market place. These records include the signed technology transfer agreements, confidentiality agreements, material transfer agreements, and cooperative research and development agreements; performance and financial reports; and the statement of work.</p>	<p><u>TEMPORARY:</u></p> <p>Cut off at the end of the fiscal year. Destroy/delete 20 years after cutoff.</p>	N1-310-08-1, Item 1a(3)