

BUDGET

Use this subject for correspondence and related papers pertaining to the preparation, review, and submission of budget data, including budget estimates, justifications, policies, procedures, and financial plans.

NOTE: See FINANCIAL MANAGEMENT for records pertaining to accounting and management of appropriated and other funds.

Disposal Authority:
Job No. NCL-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
BUD	BUDGET	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	Appropriation		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1-1	Continuing Resolutions		RETAIN: Disposition Pending NARS approval.	RETAIN: Disposition pending NARS approval.
2	<u>Budget Execution</u>	Use for general correspondence pertaining to OMB and Agency appropriations and other funds available.	(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.
2-1	Allocations	Use for material regarding allocation of ARS funds.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-2	Allotments and Authorizations	Use for material regarding requests for and establishment of allotments to Headquarters and field offices. Includes fund releases.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-3	Apportionment	Records regarding distribution of appropriated funds by OMB.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-4	Transfer of Funds		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.
2-4-1	CRIS Projects Processed		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.
2-4-2	Program Shifts		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.

BUDGET

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			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
3	<u>Budget Preparation and Submission</u>		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.
3-1	Estimates		(Item 16a) Budget Division: Destroy when 10 years old.	(Item 16b) Destroy when 5 years old.
3-1-1	Agency		(Item 16a) Budget Division: Destroy when 10 years old.	(Item 16b) Destroy when 5 years old.
3-1-2	Department		(Item 16a) Budget Division: Destroy when 10 years old.	(Item 16b) Destroy when 5 years old.
3-2	Submission and Justification	Use for materials concerning submission of budget estimate to Secretary, OMB, and Congress. Subdivide by review or organization if appropriate.	(Item 16a) Budget Division: Destroy when 10 years old.	(Item 16b) Destroy when 5 years old.
4	<u>Ceilings</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
4-1	Personnel		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
4-2	Travel		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
5	<u>Financial and Operating Plans</u>	Includes ARS-437.	(Item 73f) Destroy when 5 years old.	(Item 73f) Destroy when 5 years old.
5-1	Agency Plans			
5-2	Annual Resource Management Plan			
6	<u>Fund Availability</u>	Appropriated funds, earned reimbursements, refunds, allocations received, and transfer appropriations. Separate by type of funds if volume warrants.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.

BUDGET

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
6-1	Decreases		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6-2	Funds - Contingency	RETAIN: Disposition pending NARS	RETAIN: Disposition pending NARS approval.	approval.
6-3	Funds - Controlled by Headquarters			
6-3-1	Germplasm			
6-3-2	Integrated Pest Management			
6-3-3	Integrated Reproduction Management (IRM)			
6-3-4	Minor Use Pesticides			
6-3-5	Narcotics			
6-3-6	Pilot Tests			
6-3-7	Tropical - Sub-Tropical Agriculture Funds Section 406			
6-4	Funds-Miscellaneous Contributed		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6-4-1	Request for Support - Meetings and Symposiums from Outside Sources			
6-5	Funds - Research with Case Files			
6-5-1	Request for Support - Research Projects			
6-5-2	Research Proposals to be Funded by ARS			
6-5-3	Research Proposals to be Funded by Outside Sources			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
6-5-4	Temporarily Unassigned Program Funds Contingency (TUPF)			
6-6	Funds - Special		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6-7	Funds - Support		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6-8	Funds - Temporarily Unassigned Program		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6-9	Increases		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
6-10	Reserve (Administrator's, Regional Administrator's, etc.)		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
7	<u>Hearings</u>	Use for material regarding budget presentation to OMB and Congress. Subdivide by subject as necessary.	(Item 18a) Budget Division: Destroy when 5 years old.	(Item 18b) Destroy when 2 years old.
7-1	Briefing		(Item 18a) Budget Division: Destroy when 5 years old.	(Item 18b) Destroy when 2 years old.
7-2	Outside Witness Statements		(Item 18a) Budget Division: Destroy when 5 years old.	(Item 18b) Destroy when 2 years old.
7-3	Quick-Reference Data		(Item 18a) Budget Division: Destroy when 5 years old.	(Item 18b) Destroy when 2 years old.
7-4	Selected Examples of Progress		(Item 18a) Budget Division: Destroy when 5 years old.	(Item 18b) Destroy when 2 years old.
7-5	Visuals		(Item 18a) Budget Division: Destroy when 5 years old.	(Item 18b) Destroy when 2 years old.

BUDGET

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
8	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.
9	<u>Special Requests</u>	Includes requests for additional funding.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
9-1	Construction Approvals			
9-2	Construction Progress			
9-3	Construction Proposals		(Item 15a) Budget Division: Destroy 10 years after completion of facility.	(Item 15b) Destroy when 5 years old.
9-3-1	Far East Facility Study			
9-4	Extramural Proposals		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.
9-5	Extramural Research (General)			
9-5-1	Extramural Research - Case Report 1983			
10	<u>Supplemental Requests</u>		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.
10-1	Pay Costs		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.
10-2	Pay Costs - Other		(Item 15a) Budget Division: Destroy when 10 years old.	(Item 15b) Destroy when 5 years old.

BUDGET

	CODING			Case File
	Primary	Secondary	Tertiary	
Historical file				
F.Y. 1980 Budget				
A.R. Budget Development				
Final A.R. Budget Change Sheets				
President's Budget & Subsequent Events, Explanatory Notes				
F.Y. 1981 Budget				
Base Program Evaluation				
Guidelines				
Increase Proposals				
President's Budget Change Sheets				
Appropriations, Explanatory Notes, Hearings				
SEA Budget Development Special Analysis				
F.Y. 1982 Budget				
Base Program - Indicators - Thrusts				
DU Team - Schedules - Expiring CRIS - 5% reductions				
Budget Development				
Final A.R. Budget and Its Implementation				
Increase Proposals				
President's Budget and Subsequent Events, Appropriations, Explanatory Notes, Hearings				
SEA Budget Development				
F.Y. 1983 Budget				
Base Program (DU Team/Thrusts)				
Budget Development				
Final AR Budget and Its Implementation				
Increase Proposals				
President's Budget - Briefing Materials, Hearings, Explanatory Notes				
Redirections				
SEA Budget Development				
Historical File				
F.Y. 1984 Budget				
Base Program Evaluation				
Budget Development				
Budget Increases				
President's Budget - Briefing Materials, Hearings, Explanatory Notes				

BUDGET

	CODING			
	Primary	Secondary	Tertiary	Case File
F.Y. 1985 Budget				
Base Program Evaluation				
Budget Development				
Budget Increases				
President's Budget - Briefing				
Materials, Hearings, Explanatory				
Notes				
F.Y. 1986 Budget				
Base Program Evaluation				
Budget Development				
Budget Increases				
President's Budget - Briefing Materials				
Hearings, Explanatory Notes				
F.Y. 1987				