

PROGRAM AGREEMENTS

Use this subject for material relating to negotiation, execution, management, and evaluation of contracts, grants, and cooperative activities of ARS.

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

| CODE | TITLE | DESCRIPTION | RETENTION | |
|------------|------------------------------|---|---|---|
| | | | OFFICE OF PRIMARY RESPONSIBILITY | ALL OTHER OFFICES |
| <u>PAG</u> | PROGRAM AGREEMENTS | Use for policies and procedures covering all items included under this primary subject. | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition pending NARS approval. |
| 1 | <u>Contracts</u> | | See Items 107a and 107b, Records Control Schedule, for specific disposal information. | See Items 107a and 107b, Records Control Schedule, for specific disposal information. |
| 1-1 | Contracts Cases Files | | See Items 102 and 103, Records Control Schedule, for specific disposal information. | See Items 107a and 107b, Records Control Schedule, for specific disposal information. |
| 2 | <u>Cooperation</u> | Use for general correspondence and other material not appropriate for filing in a specific case file. | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition pending NARS approval. |
| 2-1 | Bilateral Cooperation | | See Item 115, Records Control Schedule, for specific disposal information. | See Item 115, Records Control Schedule, for specific disposal information. |
| 2-2 | Cooperative Agreements | | See Item 110 and 111, Records Control Schedule, for specific disposal information. | See Item 110 and 111, Records Control Schedule, for specific disposal information. |
| 2-3 | Memorandums of Understanding | | See Item 110 and 111, Records Control Schedule, for specific disposal information. | See Item 110 and 111, Records Control Schedule, for specific disposal information. |
| 2-4 | Multilateral Cooperation | | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition pending NARS approval. |
| 3 | <u>Coordination</u> | Includes all programs, issues, and special projects coordinated with other Federal or State agencies and within USDA. May be subdivided as necessary. | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition Pending NARS approval. |
| 3-1 | Other Federal Agencies | | RETAIN: Disposition pending NARS | RETAIN: Disposition pending NARS |

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| | | | OFFICE OF PRIMARY RESPONSIBILITY | ALL OTHER OFFICES |
| 3-2 | State Agencies | | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition pending NARS approval. |
| 3-3 | USDA | | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition pending NARS approval. |
| 4 | <u>Dropped or Rejected Proposals</u> | | (Item 106) Destroy 5 years after completion of investigation. | (Item 106) Destroy 5 years after completion of investigation. |
| 5 | <u>Grants</u> | | See Items 107a and 107B, Records Control Schedule, for specific disposal information. | See Items 107a and 107B, Records Control Schedule, for specific disposal information. |
| 5-1 | Case Files (Grants) | | See Items 102 and 103, Records Control Schedule, for specific disposal information | See Items 102 and 103, Records Control Schedule, for specific disposal information. |
| 5-2 | Competitive Grants | | | |
| 5-3 | Domestic Grants | | | |
| 5-4 | Foreign Grants | | | |
| 5-4-1 | PL 480 - Special Foreign Currency | | | |
| 5-4-2 | Plant Variety Patents | | | |
| 6 | <u>Pending, Possible, and Proposed Contracts and Grants</u> | | (Item 105) Destroy when 5 years old. | (Item 105) Destroy when 5 years old. |
| 7 | <u>Program Compliance</u> | Includes correspondence regarding implementation. May be subdivided by subject. | RETAIN: Disposition pending NARS approval. | RETAIN: Disposition pending NARS approval. |
| 8 | <u>Reports-Statistics</u> | Use for reports, studies, surveys, program 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. |

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| | | | OFFICE OF PRIMARY RESPONSIBILITY | ALL OTHER OFFICES |
| 9 | <u>Research Contract and Grant Award Board</u> | | (Item 109a) Executive Secretary: PERMANENT Transfer to FARC when 3 years old. Offer to NARS when 20 years old in 10-year blocks. Destroy records NARS does not wish to accession. (Item 109b) Members: Destroy when 3 years old or when no longer needed for current activities, whichever is sooner. | N/A |