

PROJECTS

Use this subject for correspondence, reports, forms, and related material pertaining to the research project system.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRJ	PROJECTS	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>Current Research Information System (CRIS)</u>	Use for general correspondence and related material which is not appropriate for filing in a specific project folder.	(Item 188a) Transfer to FARC when 3 years old. Destroy when 10 years old.	(Item 188a) Transfer to FARC when 3 years old. Destroy when 10 years old.
1-1	Dropped or Rejected Proposals		(Item 191c) Destroy 5 years after rejection.	(Item 191c) Destroy 5 years after rejection.
1-2	Experimental Outlines		(Item 194) Destroy 5 years after termination of study.	(Item 194) Destroy 5 years after termination of study.
1-3	Project Case Files	Case files include peer review, project statement, and CRIS documents.	(Item 191a(2)) Destroy 2 years after termination and receipt of publications or when no longer needed for current activities, whichever is sooner.	(Item 191a(2)) Destroy 2 years after termination and receipt of publications or when no longer needed for current activities, whichever is sooner.
1-4	Project Control Files	Copies of documents contained in project case files and correspondence dealing with administrative matters, such as travel, transmittal of documents, conferences, and consultations regarding the project.	(Item 195) Destroy upon completion or cancellation of project or sooner if no longer needed.	(Item 195) Destroy upon completion or cancellation of project or sooner if no longer needed.
2	<u>Pending CRIS Projects</u>		(Item 191b) Destroy pending copy when signed copy is received.	(Item 191b) Destroy pending copy when signed copy is received.
3	<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.
4	<u>Research Proposals</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
5	Review of Outside Projects		(Item 191d) Destroy when 1 year old.	(Item 191d) Destroy when 1 year old.
6	Special Projects			
Case files	California Gene Resources Program Eradication Boll Weevil Program Mount Saint Helens Research			