

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1000	<p><u>ORGANIZATION, AUTHORITIES, AND FUNCTIONS:</u> Use for all common use internal management files, including functions performed outside the filing office. May include correspondence or material on the broad aspects of assigned functions, e.g., personnel, budget, & accounting which are filed as separate entities under their appropriate categories.</p> <p>FILE chronologically by subject.</p>	Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	
1000-2-1	<p><u>Project Records</u> 1. <u>Hatch, McIntire-Stennis, Evans-Allen, & Animal Health Project Files:</u> Files of research projects funded under the Hatch Act as amended, McIntire Stennis Act as amended, & Animal Health & Disease Research, Section 1433, P.L. 95-113 as amended, & Evans-Allen, Section 1445, P.L. 95-113 as amended. The Cooperative State Research Service coordinates the funding of agricultural research & projects which are carried out by State Agricultural Experiment Stations, Schools of Forestry, Schools of Veterinary Medicine & 1890 Colleges & Tuskegee University. These project files contain the Dean's or Director's letter of transmittal; project outline; CSRS's letter of approval; annual progress reports; assurances; & Forms AD-416 Research Resume, AD-417 Research Work Unit/Project Classification of Research & AD-421 Research Work Unit/Project Description--Progress Reports.</p> <p>FILE alphabetically by State, thereafter by Program, and thereafter numerically by project number.</p>	<p>OM Transfer to WNRC 1 yr. after project is terminated. Destroy 10 yrs. after project is terminated.</p>	when 1 yr. after project terminated.	Destroy when no longer needed.	N1-164-87-2, Item 1
					NOTE: Unless other- wise cited, use

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(1)	(2)	(3)	(4)	(5)	(6)
	<p><u>2. Regional Research Project Files:</u></p> <p>a. Project outline & termination reports. The outline contains the project number; title; duration, justification; related current & previous work; objectives; procedures; organization; references; project leader; resources; & a critical review. The termination report contains the project number; titles; date project was activated; revised, & terminated; cooperating State stations & other agencies; reason for termination; expenditures of Hatch and regional research funds; major accomplishments; major publications; & applications of results. Individual project financial data from the Current Research Information System which documents life of project funding by fiscal year.</p> <p>b. Background papers used to prepare termination reports including prior revisions, annual progress reports, programs of work from each SAES indicating dollar amount per RRF project not to exceed approved target value, & other related correspondence.</p> <p>FILE by project number, regional research number and State.</p> <p><u>3. Basic Grant Files</u> Case Files. These files may contain a grant proposal, acknowledgement letter, correspondence, proposal history sheet, review sheet, panel summary, list of panel members, program summaries, post award modification letters, financial reports, Recommended</p>	<p>RR PERMANENT Break files at end of yr. in which project is closed. Transfer to WNRC 3 yrs. after close of project. Transfer to NARA in 6-yr. blocks when most recent records are 15 yrs. old.</p> <p>Cutoff files at close of projects. Retire to WNRC 3 yrs. after close of project. Destroy when 25 yrs. old.</p> <p>APU PERMANENT Retire to WNRC 1 year after receipt of final financial and technical reports. Trans-</p>	<p>when 3 yrs. after project closed.</p> <p>Retire to WNRC every 3 yrs. after close of project.</p> <p>Retire to WNRC 1 yr. after receipt of final fin. & tech.</p>	<p>Destroy when no longer needed.</p> <p>Destroy 1 year after final payment, or sooner if no longer needed for admin.</p>	<p>N1-164-92-2.</p> <p>N1-164-87-1, Item 1a</p> <p>N1-164-87-1, Item 1b</p> <p>N1-164-92-1, Item 3</p>

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	<p>Award Data Sheet, publication reports, acceptance letter, S&E 451-Agreement Face Sheet, Assurance Statements, AD-451 Agreement Face Sheet, grant budget, grant letter, and Forms AD-416, AD-417, AD-421, or their successors, Program Recommendations files, memoranda, interim & final progress reports, or other related records.</p> <p>File by State, Institution & Grant Number; or by fiscal year, thereunder by grant number, whichever is applicable.</p> <p>b. Rejected Applications Application, correspondence, & other records relating to unsuccessful (rejected or withdrawn) applications.</p> <p>c. Grant Administrative Files. Correspondence and/or subject files relating to routine operations and daily activities in administration of the grant program.</p> <p>FILE by FY thereafter numerically by grant number.</p> <p>4. <u>Current Research Information System (CRIS)</u> CRIS is an automated system for storing & retrieving information on research projects of USDA & State Agricultural Experiment Stations. All research sponsored or conducted by USDA is required to be documented in CRIS. The database consists of approximately 30,000 current</p>	<p>fer to NARA in 5-yr. blocks when the most recent records are 15 yrs. old.</p> <p>AMD Retire to WNRC 1 year after receipt of final financial report. Destroy when 10 yrs. old.</p> <p>Hold in current file area for 1 yr. after rejection. Retire to WNRC for 2 add'l. yrs. Destroy 3 yrs. after rejection or withdrawal.</p> <p>Destroy when 2 yrs. old.</p> <p>CRIS</p>	<p>reports.</p> <p>Retire to WNRC 1 yr. after receipt of final fin. report.</p> <p>Retire to WNRC for 2 add'l. yrs.</p>	<p>purposes.</p>	<p>GRS-3-13</p> <p>GRS-3-14</p> <p>N1-164-92-1, Item 4</p>

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	<p>or recently terminated projects conducted at 59 State Agricultural Experiment Stations, 28 Forestry Schools, 17 Schools of 1890, 26 Schools of Veterinary Medicine & various public & private institutions that are recipients of competitive grants & five USDA research agencies.</p> <p>a. Files include Research Resume (AD-416); Research Work Unit/Project Classification of Research (AD-417); Research Work Unit/Project Description--Progress Reports (AD-421); Project Outlines; requests for & approvals of extensions & terminations & correspondence.</p> <p>FILE by Project status, program area, State, Work Unit & Project Number.</p> <p>b. <u>Inventory of Agriculture Research</u> This inventory of CRIS research projects has been published annually since 1966.</p> <p>c. <u>Electronic Data Base</u>. Automated records contained detailed data on CRIS projects.</p> <p>5. <u>Cooperative Agreement Files</u> Cooperative Agreements are executed with State Cooperative Institutions, private institutions, profit and non-profit institutions. Each Cooperative Agreement includes the legal authority; situation; purpose and need for project; the joint</p>	<p>Transfer to WNRC 1 yr. after project is terminated. Destroy 10 yrs. after project is terminated.</p> <p>PERMANENT Cut off annually. Retire to WNRC in 10-yr. blocks. Transfer to NARA when 20 yrs. old, in 10-yr. blocks.</p> <p>PERMANENT Transfer to NARA annually.</p> <p>OM PERMANENT Retire to WNRC after final settlement. Transfer to NARA when 20</p>	<p>when 1 yr. after project is terminated.</p> <p>in 10 yr. blocks</p>	<p>Destroy 2 yrs. after final settlement.</p>	<p>N1-164-92-1, Item 4a</p> <p>N1-164-92-1, Item 4b</p> <p>N1-164-92-1, Item 4c</p> <p>N1-164-92-1, Item 1</p>

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(1)	(2)	(3)	(4)	(5)	(6)
1000-2-2	<p>participation between the State & CSRS; and general provisions for cooperation. The files also contain Forms S&E 451-Agreement Face Sheet, Recommended Award Data Sheet, budget, the CSRS transmittal letter & other related material.</p> <p>FILE alphabetically by State.</p> <p><u>6. Cooperative Support Agreements</u> Cooperative Support Agreements are executed with State Cooperative Institutions. The files contain the original fully executed agreement with each institution; Letter of Cooperation, & Forms SF-270 Request for Reimbursement or Payment; and Cooperative Support Agreement Request for Payment and other related information.</p> <p>FILE by State Agricultural Experiment Stations, 1890 Institutions, Forestry & Veterinary Schools & thereafter alphabetically by State.</p> <p><u>Special Reports, Studies & Surveys & Supporting Schedules & Questionnaires</u> a. <u>Reports and Studies</u> Final reports on special studies, surveys & inspections of operations, management & systems. Requests for such activity may come from Congress, government coordinating agencies, USDA & Cooperative State Research Service Offices.</p> <p>FILE alphabetically by title of report, study, or survey.</p> <p>b. <u>Schedules & Questionnaires.</u> One sample of each schedule or questionnaire.</p>	<p>yrs. old, in 10-yr. blocks.</p> <p><u>Cooperating Scientist</u> Destroy 5 yrs. after final settlement.</p> <p>OM PERMANENT Retire to WNRC after final settlement. Transfer to NARA when 20 yrs. old, in 10-yr. blocks.</p> <p><u>Cooperating Scientist</u> Destroy 5 yrs. after final settlement.</p> <p>APU PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Trans-fer to NARA when 20 yrs. old in 10-yr. blocks.</p> <p>PERMANENT Retire to WNRC in 5-yr. blocks</p>	<p>when 5 yrs. old.</p> <p>when 5 yrs. old.</p>	<p>Destroy 2 yrs. after final settlement.</p> <p>Destroy when no longer needed for current activity.</p> <p>Destroy when no longer</p>	<p>N1-164-92-1, Item 2</p>

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(1)	(2)	(3)	(4)	(5)	(6)
	<p>FILE alphabetically by title of report, study, or survey.</p> <p>c. <u>Background documents.</u> Records created or collected in carrying out special studies, including notes, working papers, listing sheets, preliminary or interim report, or reference information. FILE alphabetically by title of report, study or survey it supports.</p> <p>d. <u>Research Reviews</u> Research reviews are conducted at land-grant institutions. Research review files contain CSRS's transmittal letter & the onsite review report. This report contains a list of review team members, onsite review agenda, introduction, research program by disciplines, extension program, teaching program - undergraduate & graduate personnel list, review schedule, faculty/support staff personnel list, organizational chart and recommendations for improvement.</p> <p>FILE by year & thereafter alphabetically by State.</p> <p>e. <u>Facility Reviews</u> Facility reviews are conducted at land-grant institutions. Facility review files contain correspondence, environmental reports, performance reports, facility studies, background information, proposals, award terms & conditions &</p>	<p>when most recent records are 5 yrs. old. Transfer to NARA when 20 yrs. old in 10-yr. blocks.</p> <p>Cut off files at close of projects .Transfer to WNRC 5 yrs. after close of project. Destroy when 25 yrs. old.</p> <p>OM PERMANENT Cutoff files annually. Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA when 20 yrs. old in 10-yr. blocks.</p> <p>OGPS/OFPP PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old.</p>	<p></p> <p>5 yrs. after close of project.</p> <p>when 5 yrs. old.</p> <p>when 5 yrs. old.</p>	<p>needed for current activity.</p> <p>Destroy when no longer needed for current activity.</p> <p>Destroy when no longer needed for current activity.</p> <p>Destroy when no longer needed for current activity.</p>	<p></p> <p>N1-164-86-1, Item 6</p>

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(1)	(2)	(3)	(4)	(5)	(6)
1000-2-3	Forms AD-416, AD-417 and Recommended Award Data Sheet. FILE alphabetically by State. <u>Program Reports</u> Not covered elsewhere in this Schedule, which relates to <u>routine</u> program activities & functions, not appropriate for filing in project files. FILE chronologically.	Transfer to NARA when 20 yrs. old in 10-yr. blocks. APU Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.	when 3 yrs. old.	Destroy when 3 yrs. old.	
1000-2-4	<u>Administrative Reports</u> Not covered elsewhere in this Schedule, which relates to routine administrative activities & functions & have short-term significance, such as routine Activity Reports & trip reports. FILE chronologically.	APU Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
1000-3	<u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects. FILE case file alphabetically by title of project.	Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-5
1000-4	<u>Schedules of Daily Activities</u> Use of calendars, appointment books, schedules, logs, dairies & other records documenting meetings, appointments, telephone calls, trips, visits, & other activities. a. Records created by other than high-level Federal employees, the substance of which has not been incorporated into official files.	Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-23-5a

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(1)	(2)	(3)	(4)	(5)	(6)
1000-4-1	<p>FILE by origin in chronological sequence.</p> <p>b. Routine material containing <u>no</u> substantive information regarding the daily activities of other than high-level officials; records of all Federal employees containing substantive information, the substance of which has been incorporated into official files; and/or personal records of all Federal employee relating to non-official activities.</p> <p>FILE by subject in chronological sequence.</p> <p><u>Minutes, Reports, and Proceedings.</u> (1) <u>Technical Meetings.</u> Significant meetings attended by CSRS staff.</p> <p>(2) <u>Professional Societies.</u> of which CSRS personnel are members & are permitted to attend meetings on official time, such as Entomological Society of America, American Society of Animal Science, American Phytopathological Society, American Dairy Science Assoc., American Society of Agronomy, American Society Horticultural Science, American Veterinary Medical Assoc., Society of American Foresters, American Soybean Assoc., American Meat Science Assoc., National IPM Coalition, National Academies of Practice, Forum for Animal Agriculture, Yellowstone Assoc.</p> <p>(3) <u>Staff Meetings</u> relating to administrative or program activities having short-term significance.</p> <p>(4) Other meeting records of temporary value, such as meeting arrangements, accommodations.</p>	<p>Destroy when no longer needed.</p> <p>APU Destroy when no longer needed.</p> <p>Members destroy when 15 yrs. old.</p> <p>Destroy when 3 yrs. old.</p> <p>Destroy when 6 yrs. old.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p> <p>Destroy when 3 yrs. old or sooner if no longer needed for current activities.</p> <p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p>	GRS-23-5b

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(1)	(2)	(3)	(4)	(5)	(6)
1010	<p>FILE by subject in chronological sequence.</p> <p><u>Organization</u> Use for material relating to organizational analysis & planning or changes in organization functions; documents relating to overall functions and missions; & copies of organizational & functional statements, manuals, & charts. Also includes materials pertaining to the number of positions & grade levels/series required to perform program missions.</p> <p>FILE alphabetically by major & minor subdivisions.</p>	<p>OA/OM PERMANENT Retire to WNRC in 5-yr. blocks when most records are 5 yrs. old. Transfer to NARA in 5-yr. blocks when 20 yrs. old.</p>	<p>when 5 yrs. old.</p>	<p>Destroy when S/O.</p>	
1011	<p><u>Principles of Organization & Planning</u> Use for material pertaining to planning, analysis, development of approved organizational units and operation, maintenance and improvement of same.</p> <p>FILE by subject.</p>	<p>OA/OM Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	
1020	<p><u>Statements of Missions and Functions</u> Use for materials pertaining to the missions and functions statements.</p> <p>FILE by subject.</p>	<p>OA/OM Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	
1030	<p><u>Delegation of Authority</u> Use of material on delegations of authority to identified positions or persons, and temporary or limited delegations to positions or persons.</p> <p>FILE chronologically by major and minor subdivisions.</p>	<p>OA/OM Destroy when S/O.</p>	<p>N/A</p>	<p>Destroy when S/O.</p>	
1040	<p><u>Committees and Boards</u> Use for official material documenting the accomplishment of official internal committees, boards, task forces and work</p>	<p>APU Destroy 2 yrs. after termination of committee.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>GRS-16-8a</p>

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1041	groups. FILE chronologically by subject. <u>Committee Management</u> Use for material pertaining to the continued monitoring of committee activities. FILE by committee title.	APU Destroy when 3 yrs. old or when no longer needed for reference.	N/A	Destroy when 3 yrs. old or when no longer needed for reference.	
1041-1	<u>Interagency National or International Committees or Task Forces</u> Records created by committees. Advisory, CSRS-sponsored interagency, national or international, CSRS internal, and Departmental committees & liaison. Files consist of agendas, directives, minutes, reports, & correspondence covering operations of the committee & establishment, revision, or termination of committee. FILE chronologically by committee.	APU PERMANENT Cut off when no longer needed for current activities. Retire to WNRC. Transfer to NARA in 10 yr blocks when most recent records are 15 yrs old.	when no longer needed for current activities.	Destroy when no longer needed for administrative purposes, whichever is sooner.	N1-164-90-1, Item 1a&b
1041-2	<u>Administrator, Assoc. Administrators, Deputy Administrators, Directors.</u> Use for agendas, minutes, final reports, and supportive records relating to substantive functions of the agency. FILE in chronological sequence.	APU Destroy when 3 yrs. old or when no longer needed for reference.	N/A	Destroy when 1 yr. old.	GRS-16-18b(1)
1041-2-1	<u>Minutes of Meetings of the Experiment Station Committee on Operations and Policy (ESCOP)</u> Voting members of ESCOP are representatives from the colleges and universities comprising the National Association of State Universities and Land Grant Colleges. The Administrator of CSRS is an ex-officio member of the Committee. ESCOP establishes priorities	OA			

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(1)	(2)	(3)	(4)	(5)	(6)
1041-2-2	<p>for land grant programs and proposes a budget for CSRS, the agency administering Federal grants to experiment stations and colleges.</p> <p>Original minutes, agendas, reports and other documents relevant to ESCOP.</p> <p>FILE in date order.</p> <p><u>Minutes of Meetings of the Committee of Nine</u> The Committee of Nine reviews regional projects submitted for consideration by the Regional Directors of State Experiment Stations. The Committee offers suggestions and/or develops revisions to the projects which are returned to the directors and project administrative advisors.</p>	<p>PERMANENT All pre-1980 records to NARA immediately. Retire to WNRC in 5-yr. blocks when most recent records are 5-yrs. old. Transfer to NARA in 10-yr. blocks when 20 yrs. old.</p> <p>RR PERMANENT Transfer to NARA in 10-yr. blocks when most recent records are 10 yrs. old.</p>	when 5 yrs. old.	Destroy when no longer needed for current activities or when 3 yr. old whichever is sooner.	N1-164-86-2, Item 2
1041-2-3	<p><u>Minutes of Regional State Experiment Station Directors' Meetings</u> The minutes contain vital information relative to status of active RRF projects, proposed RRF projects, regional & national funding recommendations, national, regional, & State agricultural research issues, legislation, etc., which are relative to maintaining a successful regional research program.</p>	<p>RR PERMANENT Cut off files annually. Retire to WNRC every 5 yrs. Transfer to NARA in 5-yr. blocks when most recent records are 15</p>	when 5 yrs. old.	Destroy when no longer needed.	N1-164-87-1, Item 2

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1041-3	<p><u>Units</u> Use for internal staff meeting minutes and supportive records below the Director's level.</p> <p>FILE in chronological sequence.</p>	<p>yrs. old.</p> <p>APU Destroy when 3 yrs. old or when no longer needed for reference.</p>	N/A	Destroy when 1 yr. old.	GRS-16-8b(1)
1044	<p><u>Other Committees and Boards</u> Use for material pertaining to the establishment of other committees and boards.</p> <p>FILE by committee and/or board title.</p>	<p>BO Destroy 2 yrs. after termination of committee.</p>	N/A	Destroy 2 yrs. after termination of committee.	GRS-16-8a
1100	<p><u>MANAGEMENT IMPROVEMENT</u> Use for material of a general nature which pertains to the evaluation and constant effort to improve the effectiveness of approved programs and the efficiency of their operations which are not described elsewhere in this category.</p> <p>FILE by program title.</p>	<p>OA Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	
1100-2	<p><u>Operation Costs</u> Use for records of current operating costs & relationship of costs to function and performance. Includes cost reduction and improved effectiveness in operation.</p> <p>FILE by FY in chronological sequence.</p>	<p>BO Destroy when 3 yrs. old.</p>	N/A	Destroy when 3 yrs. old.	
1100-3	<p><u>Reports</u> Use for reports pertaining to management improvements.</p> <p>FILE by agency and subject.</p>	<p>OM Destroy when 3 yrs. old.</p>	N/A	Destroy when 3 yrs. old.	
1100-4	<p><u>Project Control</u> Use for memoranda, reports, & other records documenting assignments,</p>	<p>APU Destroy 1 yr. after the year in</p>	N/A	Destroy when no longer	GRS-16-5

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1110	<p>progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p> <p><u>Management Policies and Procedures</u> Use for material pertaining to the policies & procedures developed by management to carry out the requirements of programs.</p> <p>FILE by subject.</p>	<p>which the project is closed.</p> <p>OA Destroy when no longer needed for reference.</p>	N/A	<p>needed.</p> <p>Destroy when no longer needed.</p>	
1200	<p><u>PROGRAM PLANNING AND EVALUATION</u> Use for material pertaining to projected program planning, implementation, and monitoring of operations, plans & goals.</p> <p>FILE alphabetically by major & minor subdivisions.</p>	<p>APU Destroy when 3 yrs. old.</p>	N/A	<p>Destroy when no longer needed.</p>	
1200-3	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects. Includes weekly activity reports.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>APU Destroy 1 yr. after year in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-5
1300	<p><u>EXTERNAL RELATIONS</u> a. Correspondence Files of the Administrator, Associate Administrators, Deputy Administrators, Directors, Budget Officer, and Operations Manager of the Cooperative State Research Service. Includes correspondence, memoranda, reports, & related material that document the functions & activities of the CSRS. Files include material pertaining to program planning & other activities of a precedent-setting, policy forming nature</p>	<p>APU PERMANENT Cut off annually. Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA in 5-yr. block when most recent</p>	when 5 yrs. old.	<p>Destroy when 3 yrs. old.</p>	

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1300-2	<p>concerning the administration & direction of educational programs in agriculture; research and cooperation with States & Land Grant Universities, private & public universities, colleges, private profit and non-profit organizations & other matters of significance in CSRS.</p> <p>b. Administrative Files. Correspondence reports, and related material pertaining to housekeeping activities of the Cooperative State Research Service, such as personnel, budget, accounting, property travel and procurement.</p> <p>FILE by origin, series number or in chronological sequence.</p> <p><u>Legislative Proposals</u> Use for comments and other material on legislative proposals.</p> <p>FILE chronologically by House and Senate.</p>	<p>records are 15 yrs. old.</p> <p>Transfer to WNRC when 5 yrs old. Destroy when 15 yrs. old.</p> <p>OA Destroy after 3 yrs. old.</p>	<p>when 5 yrs. old.</p> <p>N/A</p>	<p>Destroy when 5 yrs. old.</p> <p>Destroy after 1 yr. old.</p>	
1300-3	<p><u>Public Relations Correspondence</u> Use for general correspondence from the public reflecting individual opinions pertaining to general programs of the Agency not involving any administrative action beyond the preparation of a form reply.</p> <p>NOTE: Records from farm organizations & other groups are not included in this item since such opinions are constantly referred to by the Dept. in the formulation of agricultural programs & policies. For these records, see 1300.</p> <p>FILE by control number and name.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy after 5 yrs.</p>	<p>when 3 yrs. old.</p>	<p>Destroy after 1 yr.</p>	

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		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1300-6	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, 8 progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>OA Destroy 1 yr. after the year in which the project is closed.</p>	N/A	Destroy when no longer needed.	GRS-16-5
1310	<p><u>Executive Branch Relations</u> Use for material pertaining to routine Cooperative State Research Service relations with other executive branch agencies.</p> <p>FILE by subject in chronological sequence.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	when 3 yrs. old.	Destroy when no longer needed.	
1311	<p><u>White House & Executive Office Relations</u> Use for material pertaining to routine Cooperative State Research Service relations with the White House or the Executive Office.</p> <p>FILE by subject in chronological sequence.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	when 3 yrs. old.	Destroy when no longer needed.	
1312	<p><u>Interdepartmental Relations</u> Use for material pertaining to routine relations between Cooperative State Research Service & USDA agencies and staff offices.</p> <p>FILE by subject in chronological sequence.</p>	<p>APU Destroy when no longer needed.</p>	N/A	Destroy when no longer needed.	
1314	<p><u>Memoranda of Understanding</u> a. Use for the original documents defining the basis for joint action by the U.S. Dept. of Agriculture & the Land Grant Universities as provided in research & education & related subjects. Includes memoranda of understanding, amendments, review comments and related correspondence.</p> <p>b. Use for all other background documents</p>	<p>OM PERMANENT Transfer to NARA 20 yrs. after final settlement, in 10-yr. blocks.</p> <p>Destroy 2 yrs.</p>	after final settle- ment	Destroy 2 yrs. after final settlement.	

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1320	<p>including general correspondence, interim financial reports, & other records of a general nature.</p> <p>FILE arranged alphabetically by state.</p> <p><u>Legislative Branch Relations</u> Use for general material pertaining to Cooperative State Research Service relations with the Legislative Branch.</p> <p>FILE by subject in chronological sequence.</p>	<p>after final settlement.</p> <p>OA Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	<p>settle- ment</p> <p>when 3 yrs. old.</p>	<p>after final settlement.</p> <p>Destroy when no longer needed.</p>	
1323	<p><u>Congressional Hearings and Testimony</u> Use for material pertaining to the preparation of material to be delivered before congressional hearings and/or testimony.</p> <p>FILE by subject in chronological sequence.</p>	<p>BO Destroy when S/O or when no longer needed for reference.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	
1325	<p><u>Reports to Congress</u> Use for material pertaining to the preparation & submission of reports required by Congress.</p> <p>FILE by title and/or number of report in chronological sequence.</p>	<p>BO Destroy when S/O or when no longer needed for reference.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	
1400	<p><u>PUBLIC AFFAIRS</u> Use for requests for information from the general public & replies involving no administrative action, no policy decisions, & no special compilations or research for reply, including requests for information & inquiries to which replies are made by printed or duplicated material, requests for publications, photographs & auto-graphs, & acknowledgements & replies; letters of & concerning referrals to other agencies for replies, etc.</p>	<p>COM Destroy after 1 year.</p>	<p>N/A</p>	<p>Destroy after 1 year.</p>	

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1400-3	<p>FILE by control number, name, or subject if applicable.</p> <p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>COM Destroy 1 year. after the year in which the project is closed.</p>	N/A	Destroy when no longer needed.	GRS-16-5
1410	<p><u>Publishing</u> Use for general material pertaining to the publishing of Cooperative State Research Service publications which does not fit elsewhere in this category.</p> <p>FILE by title of issuance in chronological sequence.</p>	<p>COM Destroy when no longer needed for reference.</p>	N/A	Destroy when no longer needed for reference.	
1410-1	<p><u>State and National Journal Stories</u> Master set of all state & national stories written by Cooperative State Research Service employees & published in journals related to agriculture.</p> <p>NOTE: Work papers are destroyed when no longer needed for reference, or when 2 yrs. old, whichever is sooner.</p> <p>FILE by subject in chronological sequence.</p>	<p>COM Destroy when no longer needed for reference.</p>	N/A	Destroy when no longer needed.	
1410-2	<p><u>Cooperative State Research Service Publications</u> Publications such as Experiment Station Letters, pink sheets, and AH 305 Directory of Professional Workers Handbook.</p> <p>FILE in chronological sequence.</p>	<p>COM PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to NARA in 5-yr. blocks when most recent</p>	when 5 yrs. old.	Destroy when no longer needed.	

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1410-3	<p><u>Publications and Authorizations</u> Use for material pertaining to correspondence, memoranda, forms, & other papers related to the printing, processing & distribution of bulletins, circulars, leaflets, pamphlets, miscellaneous publications, & numbered unnumbered publications, periodicals, etc.</p> <p>FILE numerically by publication series and number.</p>	<p>records are 10 yrs. old.</p> <p>COM Destroy 1 yr. after completion of job.</p>	N/A	Destroy when no longer needed.	GRS-13-2
1420	<p><u>Composition and Printing</u> Use for general material pertaining to the composition and printing of material which does not fit elsewhere in this category.</p> <p>FILE by agency and job number.</p>	<p>COM Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.	
1420-1	<p><u>Project Files</u> Use for material pertaining to the execution of composition, printing, binding, duplication, & distribution of jobs. Includes requisitions, bills, samples, manuscript clearances, & related papers.</p> <p>NOTE: For obligation copy of documents, see 5000-2d.</p> <p>FILE by requisition number.</p>	<p>COM Destroy 1 yr. after completion of job.</p>	N/A	Destroy when 1 yr. old.	GRS-13-2a
1420-1-1	<p><u>Project Planning</u> Use for material pertaining to planning & other technical matters.</p> <p>NOTE: Control registers pertaining to requisitions & work orders are to be destroyed 1 yr. after close of FY in which compiled or 1 yr. after filling of register, whichever is applicable (GRS-13-4).</p>	<p>COM Destroy when 3 yrs. old.</p>	N/A	Destroy when no longer needed.	GRS-13-2b

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1421	FILE by subject in chronological sequence. <u>Copy and Duplication</u> Use for material pertaining to the reproduction of printed material in fast copy center.	COM Destroy when S/O.	N/A	Destroy when S/O.	
1422	FILE in chronological sequence. <u>Photocomposition</u> Use for material pertaining to photocomposition.	COM Destroy when no longer needed for reference.	N/A	Destroy when no longer needed for reference.	
1430	FILE by job number in chronological sequence. <u>Publication Distribution</u> Use for material pertaining to publication distribution. Includes revisions & deletions to mailing lists.	COM Destroy when S/O.	N/A	Destroy when change is completed.	
1430-1	FILE in chronological sequence. <u>Congressional Inquiries and Orders</u> Use for Congressional inquiries & their acknowledgements regarding publications of the Department/Agency. Includes requests submitted to GPO for congressional requests of a large quantity of publications.	COM Destroy 3 mos. old or when no longer needed for reference.	N/A	Destroy when no longer needed.	GRS-14-1
1440	FILE alphabetically, & by requisition number in chronological sequence. <u>Speeches, Lectures, Statements & Talks</u> Before the general public, including presentations on radio & television. Policy-making speeches of the Administrator or other representatives designated by the Administrator. FILE in chronological order.	OA PERMANENT Retire to WNRC in 5-yr. blocks when most recent records are 5 yrs. old. Transfer to	when 5 yrs. old.	Destroy when no longer needed for reference.	

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition				
		Record Office		Other Offices	Disposition Authority	
		OPI & Disposition	To WNRC			
(1)	(2)	(3)	(4)	(5)	(6)	
1440-1	<p><u>Other</u> Speeches, lectures, statements, & talks. FILE in chronological order.</p>	<p>NARA in 5-yr. blocks when most recent records are 15 yrs. old. APU Destroy when 5 yrs. old or when obsolete whichever is sooner.</p>	N/A	Destroy when no longer needed.	GRS-21-6	
1470	<p><u>Graphic and Exhibit Design</u> Use for viewgraphs, routine artwork for flyers, posters, letterheads, and other graphic & exhibit material. FILE by subject in chronological sequence.</p>	<p>COM Destroy 1 yr. after final publication or when no longer needed.</p>	N/A	Destroy when no longer needed.		
1500	<p><u>LEGAL AFFAIRS AND PROCEEDINGS</u> Use for material of a general nature which pertains to hearings & other legal proceedings before the Dept. of Agriculture which are not described elsewhere in this category. FILE in chronological sequence.</p>	<p>OA Destroy when 3 yrs. old.</p>	N/A	Destroy when 1 yr. old.		
1500-3	<p><u>Project Control</u> Use for memoranda, reports, and other records documenting assignments, progress and completion of projects. FILE case file alphabetically by title of project.</p>	<p>OA Destroy 1 yr. after the year in which the project is closed.</p>	N/A	Destroy when no longer needed.		GRS-16-5
1600	<p><u>FACILITIES AND SPACE MANAGEMENT</u> Use for material pertaining to the overall or general routine facilities & space management activities which are not specifically described in the following</p>	<p>CMS/MSB Destroy when 2 yrs. old.</p>	N/A	Destroy when 2 yr. old.		GRS-11-1

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1600-3	categories. FILE by subject in chronological sequence. <u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.	CMS/MSB Destroy 1 yr. after the year in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-5
1620	FILE case file alphabetically by title of project. <u>Space Acquisition and Assignment</u> Use for material pertaining to the acquisition, allocation, & release of space. Includes building plans used in space planning assignments & adjustments. FILE chronologically by location.	CMS/MSB Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are S/O.	N/A	Destroy 2 yrs. after termination of assignment, or when lease is cancelled, or when plans are S/O.	GRS-11-2a
1620-1	<u>Reports</u> Use for material pertaining to reporting of occupied space in Metro Area. FILE in chronological sequence.	CMS/MSB Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-11-2b (1) (2)
1630	<u>Space Utilization</u> Use for material pertaining to the full utilization of available space. FILE chronologically and location.	CMS/MSB Destroy 2 yrs after termination of assignment, or when lease is cancelled, or when plans are S/O.	N/A	Destroy when no longer needed.	GRS-11-2a
1640	<u>Alteration and Maintenance</u> Use for material pertaining to alterations and maintenance services. FILE chronologically by agency and location.	CMS/MSB Destroy 3 mos after work is performed or requisition is canceled.	N/A	Destroy when work is completed.	GRS-11-5

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1650	<p><u>Building Safety/Security</u> Use for material pertaining to the safeguarding of facilities against sabotage and unauthorized entry.</p> <p>FILE by subject in chronological sequence.</p>	<p>CMS/MSB Destroy when 3 yrs. old, or upon discontinuance of facility, whichever is sooner.</p>	N/A	Destroy when no longer needed.	GRS-18-9
1660	<p><u>Parking Services</u> Use for material pertaining to the allocation of parking spaces. Includes standard criteria for selection.</p> <p>FILE by agency and name (s).</p>	<p>CSRS/OM CMS/MSB Destroy when 2 yrs. old or when no longer needed whichever is sooner.</p>	N/A	Destroy when no longer needed.	GRS-23-1
1670	<p><u>Utility Services</u> Use for material which pertains to utility services used by the Agency.</p> <p>FILE by subject.</p>	<p>CMS/MSB Destroy when 2 yrs. old or when no longer needed whichever is sooner.</p>	N/A	Destroy when 2 yrs. old.	GRS-23-1
1680	<p><u>Conference Rooms/Auditoriums/Vendor Services</u> a. Use for material pertaining to assignment of conference rooms & the auditorium, including set-ups, e.g., podiums, microphones, etc.</p> <p>FILE in chronological sequence.</p> <p>b. Use for material related to vendor services.</p> <p>FILE in chronological sequence.</p>	<p>OM Destroy when 2 yrs. old or when no longer needed whichever is sooner.</p> <p>Destroy when 2 yrs. old or when no longer needed whichever is sooner.</p>	N/A	Destroy after use of facilities.	GRS-23-1
1700	<p><u>INVESTIGATIONS AND AUDITS</u> Use for material of a general nature pertaining to internal & external investigations or audits not covered</p>	<p>CMS/CFD Destroy when 3 yrs. old.</p>	N/A	Destroy when 2 yrs. old.	

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1700-3	<p>elsewhere under this category.</p> <p>FILE by organization in chronological sequence.</p> <p><u>Project Control</u> Use for memoranda, reports, & other records documenting assignments, progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>OA Destroy 1 yr. after the year in which the project is closed.</p>	N/A	Destroy when no longer needed.	GRS-16-5
1710	<p><u>Investigations</u> Use for material pertaining to internal and external investigations of known or alleged irregularities & violations of laws & regulations relating to CSRS program or personnel. Files consist of the official record copy of the investigation report, correspondence, notes & attachments, (signed statements, copies of invoices, etc.) & work papers (including computer printouts).</p> <p>FILE by organizations in chronological sequence.</p>	<p>CMS/CFD Place in inactive file when case is closed. Cut off inactive at end of FY. Transfer to WNRC when 3 yrs. old. Destroy 10 yrs. after cutoff.</p>	when 3 yrs. old.	Retain file for 3 yrs. destroy when no longer needed.	GRS-22-1b
1720	<p><u>Audits</u> Files consisting of the official record of the audit report & related work papers (including computer printouts), correspondence, memoranda & exhibits. These records pertain to the review & appraisal of the Cooperative State Research Service's programs and management operating procedures, plans & policies, & also to Agency related activities with external enterprises such as associations, corporations, etc.</p> <p>FILE by organization in chronological</p>	<p>CMS/CFD Cut off at end of FY in which case is closed. Transfer to WNRC when 3 yrs. old. Destroy 8 yrs. after cutoff.</p>	when 3 yrs. old.	Retain file for 3 yrs. destroy when no longer needed.	GRS-22-2

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
1800	sequence. <u>EMERGENCY PREPAREDNESS AND CONTINGENCY PLANNING</u> Use for copies of plans or directives pertaining to the formulation and implementation of plans (such as evacuation plans) for protection of life & property during emergency conditions. FILE in chronological sequence.	CMS/MSB Destroy 3 yrs. after issuance of a new plan or directive.		Destroy when S/O.	GRS-18-27
1800-3	<u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress and completion of projects. FILE Case file alphabetically by title of project.	CMS/MSB Destroy 1 yr. after the year in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-5
2000	<u>BUDGET DEVELOPMENT, PRESENTATION AND EXECUTION</u> Use for material of a general nature which pertains to the preparation, development, review, adjustment, submission, & approval of the budget. Includes reports, schedules, charts, estimates, & related documents which do not fit elsewhere in this category. FILE by Fiscal Year.	BO Destroy 1 yr. after close of FY covered by budget.	N/A	Destroy 1 yr. after close of FY covered by budget.	GRS-5-2
2000-2	<u>State Financial Budgets and Reports</u> Submitted annually by the State Agriculture Experiment Stations, 1890 Institutions, Forestry Schools, & Veterinary Schools. FILE by chronological sequence.	CMS/CFD Transfer to WNRC when 3 yrs. old. Destroy at the end of 5 fiscal years.	when 3 yrs. old.	Destroy when no longer needed.	GRS-5-3a
2000-3	<u>Project Control</u>	CMS/CFD			

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2010	<p>Use for memoranda, reports, & other records documenting assignments, progress & completion of projects.</p> <p>FILE case file alphabetically by title of project.</p> <p><u>Budget Planning and Development</u> Use for material pertaining to budget planning, estimates, justifications, & supplementary material such as explanatory notes, narratives, & program performance. Also includes previous supplementary or amended budget materials.</p> <p>FILE by Fiscal Year.</p>	<p>Destroy 1 yr. after the year in which the project is closed.</p> <p>BO Transfer to WNRC when 3 yrs. old. Destroy 10 yrs. after close of FY covered by budget.</p>	<p>N/A</p> <p>when 3 yrs. old.</p>	<p>Destroy when no longer needed.</p> <p>Destroy 5 yrs. after close of FY covered by budget.</p>	GRS-16-5
2030	<p><u>Budget Presentation</u> Use for copies of the budget (original or revised) submitted to Office of the Secretary for approval.</p> <p>FILE in chronological sequence.</p> <p>a. One record copy of the budget submitted to Office of the Secretary for approval.</p> <p>FILE in chronological sequence.</p> <p>b. All other copies</p> <p>FILE in chronological sequence.</p>	<p>OA Transfer to WNRC when 3 yrs. old. Destroy 10 yrs. after close of FY covered by budget.</p> <p>Destroy when no longer needed for reference.</p>	<p>when 3 yrs. old.</p> <p>N/A</p>	<p>BO Destroy 10 yrs. after close of FY covered by budget.</p> <p>Destroy when no longer needed for reference.</p>	
2040	<p><u>Budget Execution</u> Use for material pertaining to approved budget implementation & maintenance of financial controls over appropriate funds. Include apportionments, allocations, allot-</p>	<p>BO Transfer to WNRC when 3 yrs. old. Destroy 10 yrs. after</p>	<p>when 3 yrs. old.</p>	<p>Destroy 10 yrs. after close of FY covered by</p>	

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2050	<p>ments & workplans, obligations & outlays, ceilings, requirements reimbursements, & nonappropriated funds.</p> <p>NOTE: Include here financial data <u>only</u> if it is directly budget supportive. Use 2100 for regular accounting documentation.</p> <p>FILE by Fiscal Year.</p> <p><u>Budget Reporting</u></p> <p>a. Annual reports on the status of appropriation accounts & apportionment.</p> <p>FILE by subject and Fiscal Year.</p> <p>b. All other reports.</p> <p>FILE by subject and Fiscal Year.</p>	<p>close of FY covered by budget.</p> <p>BO</p> <p>Destroy when 5 yrs. old.</p> <p>Destroy 3 yrs. after the end of the FY covered by budget.</p>	<p>N/A</p> <p>N/A</p>	<p>budget.</p> <p>Destroy when 5 yrs. old.</p> <p>Destroy 3 yrs. after the end of FY covered by budget.</p>	<p>GRS-5-3a</p> <p>GRS-5-3b</p>
2100	<p><u>FINANCIAL MANAGEMENT/ACCOUNTING</u></p> <p>Use for material pertaining to overall financial management & accounting activities not specifically described in the following categories.</p> <p>FILE by subject in chronological sequence.</p>	<p>CMS/CFD/BAD</p> <p>Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 2 yrs. old.</p>	
2100-3	<p><u>Internal Controls</u></p> <p>Records created in accordance with procedures mandated by OMB Circular A-123, Internal Control systems, & P.L. 97-255, the Federal Managers' Financial Integrity Act. Under these authorities, agencies are required to perform evaluations of their accounting and administrative controls to prevent waste, fraud & mismanagement.</p> <p>a. Policy, procedure & guidance files.</p> <p>Copies of internal directives maintained by</p>	<p>Destroy when superseded.</p>			<p>GRS-16-14a</p>

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
	<p>the agency's internal control staff (but not those copies maintained in the agency's official file of internal directives); external directives such as OMB Circular A-123; and correspondence outlining policy and procedure for performing management reviews.</p> <p>b. Management control plans. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123.</p> <p>c. Risk analyses. Reports & supporting materials used to document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions.</p> <p>d. Annual reports and assurance statements created by organizational components below the agency (department or independent agency) level, and compiled by the agency into a single unified report for direct submission to the President and Congress.</p> <p>e. Tracking files. Files used to ensure the completion and timeliness of submission of feeder reports, including schedules of evaluations, interim reporting, lists of units required to report, and correspondence relating to the performance of the review.</p> <p>f. Review files. Correspondence, reports, action copies of audit findings, and other records that identify program internal control weaknesses, and corrective actions taken to resolve such problems. Since A-123 provides for alternative internal control reviews under OMB Circulars A-76, A-127, or A-130, this item also applies to copies of these reviews, provided they are</p>	<p>Destroy when superseded.</p> <p>Cut off closed files annually. Destroy after next review cycle.</p> <p>Cut off closed files annually. Destroy after next reporting cycle.</p> <p>Destroy when no longer needed.</p>			<p>GRS-16-14b</p> <p>GRS-16-14c</p> <p>GRS-16-14d</p> <p>GRS-16-14e</p>

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2100-6	identified as alternative reviews in the management control plan. (1) Office with responsibility for coordinating Internal Control functions.	Cut off when no further corrective action is necessary. Destroy 5 yrs. after cutoff.			GRS-16-14f
	(2) Copies maintained by other offices as internal reviews. FILE in chronological sequence.	Cut off when no further corrective action is necessary. Destroy 1 yr. after cutoff.			GRS-16-14f
	<u>Project Control</u> Use for memoranda, reports, & other records documenting assignments, progress and completion of projects. FILE alphabetically by title of project.	CMS/CFD/BAD Destroy 1 yr. after the year in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-5
	<u>FISCAL MANAGEMENT</u> Use for material of a general nature which pertains to fiscal management which does not fit elsewhere in this category. FILE by subject in chronological sequence.	CMS/CFD/BAD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-6-5a
	<u>Payment Control Listing</u> Use for computer listings, batch reports etc., generated to perform the house-keeping functions required for fiscal accountability. FILE by subject in chronological sequence.	CMS/CFD/BAD Destroy 2 yrs. or when no longer needed.	N/A	Destroy 2 yrs. or when no longer needed.	GRS-23-1
2200-5	<u>Project Control</u> Use for memoranda, reports, & other records documenting assignments	CMS/CFD/BAD Destroy 1 yr. after the year in	N/A	Destroy when no longer	GRS-16-5

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2210	<p>progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p> <p><u>Appropriations, Receipts & Fund Accounts</u> Use for material pertaining to availability, collection, custody, & deposit of funds including appropriation warrants & certificates of deposits.</p> <p>FILE by subject.</p>	<p>which the project is closed.</p> <p>CMS/CFD/BAD Destroy when 3 yrs. old.</p>	N/A	needed.	GRS-6-4
2210-1	<p><u>Deposits</u> Use for material pertaining to deposits.</p> <p>FILE by name of vendor.</p>	<p>CMS/CFD/BAD Transfer to WNRC when 3 yrs. old. Destroy 6 yrs. 3 mo. after period covered by account.</p>	when 3 yrs. old.	Destroy when 3 yrs. old.	GRS-6-1a&b
2220	<p><u>Collections</u> Use for material pertaining to billings collections, fees, collection schedules and delinquent accounts.</p> <p>FILE by name of vendor.</p>	<p>CMS/CFD/BAD Transfer to WNRC when 3 yrs. old. Destroy 6 yrs. 3 mos. after period covered by account.</p>	when 3 yrs. old.	Destroy when 3 yrs. old.	GRS-6-1a&b
2230	<p><u>Obligations</u> Use for material pertaining to routine accounting records of allotted fund obligations subsidiary to the summary allotments status records. Include obligation estimates paid & unpaid & classified expenditure listings.</p> <p>FILE by agency.</p>	<p>CMS/CFD/BAD Transfer to WNRC when 3 yrs. old. Destroy 6 yrs. 3 mos. after period covered by account.</p>	when 3 yrs. old.	Destroy when 3 yrs. old.	GRS-6-1a&b
2240	<p><u>Disbursements</u> Use for material pertaining to allotted fund</p>	<p>CMS/CFD/BAD Transfer to</p>	when 3	Destroy when 3	GRS-6-1a&b

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2240-1	disbursements. FILE by agency. <u>Payments</u> Use for material pertaining to the amounts disbursed to payees. FILE by individual name, or firm.	WNRC when 3 yrs. old. Destroy 6 yrs. 3 mos. after period covered by account. CMS/CFD/BAD Transfer to WNRC when 3 yrs. old. Destroy 6 yrs. 3 mos. after period covered by account.	yrs. old. when 3 yrs. old.	yrs. old. Destroy 3 yrs. after the period of account.	GRS-6-1a&b
2240-1-1	<u>Checks</u> Use for material pertaining to checks issued, stolen, misplaced, mutilated, or destroyed. FILE by individual name.	CMS/CFD/BAD Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	GRS-6-4
2240-1-2	<u>Expenditure Posting and Control</u> Use for posting and control media which supports the general ledger. FILE by agency.	CMS/CFD/BAD Destroy when 3 yrs. old NFC/OFM Destroy 6 yrs. 3 mos. after period covered by account.	N/A	Destroy when 2 yrs. old.	GRS-7-4 GRS-6-1a
2240-1-4	<u>GAO Exceptions</u> Use for material pertaining to General Accounting Office notices of exceptions formal or informal, & related correspondence. FILE by agency.	CMS/CFD/BAD Destroy 1 yr. after exception has been reported as cleared by GAO.	N/A	Destroy when 1 yr. old.	GRS-6-2
2260	<u>Withdrawals, Restorations, & Transfers of Appropriation Balances</u> Use for material of a general nature which	CMS/BAD Destroy when 3	N/A	Destroy when 2	GRS-6-5a&b

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2270	<p>pertains to accounting for & disbursing of funds, including obligations, control of expenditures, availability and transfer, & advancement of funds, etc.</p> <p>FILE by subject.</p> <p><u>Accountable Officers</u> Use for material pertaining to statements of transactions & accountability collection schedules & vouchers, & disbursement schedules & vouchers.</p> <p>FILE by subject.</p>	<p>yrs. old.</p> <p>CMS/CFD/BAD Transfer to WNRC when 3 yrs. old. Destroy 6 yrs. 3 mos. after period covered by account.</p>	<p>when 3 yrs. old.</p>	<p>yrs. old.</p> <p>Destroy when 2 yrs. old.</p>	<p>GRS-6-1a</p>
2280	<p><u>Fiscal and Accounting Codes</u> Use for material pertaining to code numbers used in the accounting system.</p> <p>FILE by code.</p>	<p>CMS/BAD Destroy when 3 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 3 yrs. old.</p>	<p>GRS-6-5b</p>
2300	<p><u>TRAVEL AND TRANSPORTATION</u> Use for material of a general nature which pertains to travel & transportation functions, not covered elsewhere in the following categories.</p> <p>NOTE: Logs and registers of accountability are to be destroyed 1 yr. after entries are cleared.</p> <p>FILE by agency and subject.</p>	<p>CMS/BAD Destroy when 2 yrs. old.</p>	<p>N/A</p>	<p>Destroy when 1 yr. old.</p>	<p>GRS-9-4a&b</p>
2300-2	<p><u>Request and Authorizations</u> Use for copies of vouchers, memorandum copies of travel requests, travel authorizations, & all supporting papers.</p> <p>NOTE: Destroy unused ticket redemption forms, such as SF 1170, when no longer needed for administrative use (GRS 9-3c)</p>	<p>CMS/BAD Destroy when 6 yrs. old.</p>	<p>N/A</p>	<p>Destroy when funds are obligated.</p>	<p>GRS-9-3a&b</p>

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2300-3	<p>FILE chronologically by unit & employee.</p> <p><u>Reimbursements</u> Use for record pertaining to reimbursing individuals (e.g., travel orders, per diem vouchers, hotel reservations, & all supporting papers documenting official travel of officers, employees, dependents or other authorized by law to travel).</p> <p>FILE alphabetically by employee.</p>	<p>CMS/BAD Destroy when 6 yrs. old.</p>	N/A	<p>Destroy when funds are obligated.</p>	GRS-9-3a&b
2300-5	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>CMS/BAD Destroy 1 yr. after the year in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-5
2330	<p><u>Relocation</u> Use for material pertaining to employee travel & relocation allowances.</p> <p>FILE by subject in chronological sequence.</p>	<p>CMS/BAD Transfer to WNRC when 3 yrs. old. Destroy 6 yrs. & 3 mos. after period covered by account.</p>	when 3 yrs. old.	<p>Destroy when 1 yr. old.</p>	GRS-6-1a
2340	<p><u>Sickness or Death while in Travel Status</u> Use for material pertaining to the necessary arrangement required in the event an employee becomes ill or dies while in travel status. (In case of death, information is filed in OPF).</p> <p>FILE by employee social security number.</p>	<p>CMS/PMSD Transfer to WNRC when 3 yrs. old. Destroy 6 yrs. & 3 mos. after period covered by account.</p>	when 3 yrs. old.	<p>Destroy when 1 yr. old.</p>	GRS-6-1a
2350	<p><u>Transportation of Things</u> Use for material of a general nature which pertains to the transportation of things.</p> <p>FILE in chronological sequence.</p>	<p>CMS/BAD Destroy when 2 yrs. old.</p>	N/A	<p>Destroy when 1 yr. old.</p>	GRS-9-4(a)

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2350-1	<p><u>Freight</u> Use for material pertaining to movement of goods by government or commercial carriers. May include commercial or Government bills of lading & other data which documents the transaction.</p> <p>FILE by subject.</p>	<p>CMS/BAD Destroy 6 after the period of the account.</p>	N/A	Destroy when 1 yr. old.	GRS-9-1a
2350-4	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of project.</p> <p>FILE: Case file alphabetically by the title of the project.</p>	<p>CMS/BAD Destroy 1 yr. after the year in which the project is closed.</p>	N/A	Destroy when no longer needed.	GRS-16-5
2500	<p><u>CLAIMS</u> Use for material of a general nature pertaining to claims for a right to something, e.g., a title to a debt, privileges, or other things in the possession of another.</p> <p>FILE by agency and claimant.</p>	<p>CMS Destroy 1 yr. after final disposition of case.</p>	N/A	Destroy 1 yr. after final disposition of case.	
2500-3	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress and completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>CMS Destroy 1 yr. after the year in which the project is closed.</p>	N/A	Destroy when no longer needed.	GRS-16-5
2550	<p><u>Damage/Loss of Shipments</u> Use for material pertaining to the schedules of valuables shipped, correspondence, memoranda, & other records relating to the administration of the Government Losses in Shipment Act, & any claims that may ensue.</p>	<p>CMS/MSB/BAD Destroy when 6 yrs. old.</p>	N/A	Destroy when no longer needed.	GRS-9-2

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2600	<p>FILE in chronological sequence.</p> <p><u>PAY AND ALLOWANCES</u> Use for material of a general nature pertaining to salaries & deduction, & expenses such as cost of living, living quarters & education allowance.</p>	CMS/PMSD Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
2600-2	<p>FILE by subject in chronological sequence.</p> <p><u>Payroll</u> Correspondence between agency & payroll processor regarding general, routing administrative issues that do not relate to individual payments.</p>	CMS/PMSD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-2-24
2600-2-1	<p>FILE by subject in chronological sequence.</p> <p><u>Payroll Preparation & Processing</u> Use for material pertaining to payroll control services, whether in electronic or paper form, inclusive of flexitime attendance records, payroll summary control & certification control documents which include all source documents used to authorize or change payments to payees.</p> <p>a. <u>Scannable Forms</u> NFC will maintain the certified scannable forms. <u>Other offices</u> must maintain all appropriate <u>supporting</u> documentation (sign-in & sign-out registers, time cards, overtime approvals, and leave authorizations).</p> <p>FILE by agency & alphabetically by employee.</p> <p>b. <u>Electronic Transmission</u> NFC will maintain in fiche form the</p>	CMS/PMSD Destroy after GAO audit or when 6 yrs. old whichever is sooner.	N/A	Destroy 6 months after the end of the pay period.	GRS-2-8
		CMS/PMSD Destroy 6 yrs. 3	N/A	Destroy when 3	GRS-6-1a

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2600-2-2	<p>personal payment history files required in Fair Labor Standards Act (FLSA) cases & court ordered restorations. Other offices must maintain the certified T&A report (i.e., printout, worksheets, etc.) & all appropriate supporting documentation.</p> <p>FILE alphabetically by employee.</p> <p><u>Levy and Garnishment</u> Use for official notice of levy or garnishment (IRS Form 668A or equivalent) change slip, workpapers, correspondence, release & other forms, & records relating to charges against retirement funds or attachment of salary for payment of other debts of Federal employees.</p> <p>FILE in OPF.</p>	<p>mos. after period covered by account.</p> <p>CMS/PMSD Destroy 3 yrs. after garnishment is terminated.</p>	N/A	yrs. old. Destroy when 2 yrs. old.	GRS-2-18
2600-2-3	<p><u>Payroll Changes</u> Use for material pertaining to payroll changes, slips, exclusive of those of the OPF.</p> <p>FILE by social security number & in chronological sequence.</p>	<p>CMS/PMSD Destroy when related records are audited by GAO or when 3 yrs. old, whichever is sooner.</p>	N/A	Destroy 1 mo. after end of pay period.	GRS-23-a&b
2600-2-4	<p><u>Administrative Payroll Report Files</u> Use for workload & personnel management reports or data which pertain to payroll operations & pay administration.</p> <p>FILE in chronological sequence.</p>	<p>CMS/PMSD Destroy when 2 yrs. old.</p>	N/A	Destroy when 2 yrs. old.	GRS-2-22b
2600-2-5	<p><u>Allotment Authorization</u> Use for material which pertains to request & authorization for or change & revocation of allotments.</p> <p>a. U.S. Savings Bonds Authorization, SF</p>	<p>CMS/PMSD Destroy when</p>		Destroy when	

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
2600-2-6	1192 or equivalent. FILE by subject and social security number.	superseded or after separation of employee.	N/A	no longer needed.	GRS-2-14a
	b. All other authorizations FILE by subject and social security number.	Destroy after GAO audit or when 3 yrs. old, whichever is sooner.	N/A	Destroy when no longer needed.	GRS-2-15b
	<u>Employee Tax Exemptions</u> Use for withholding tax exemption certificates, such as IRS Forms W-4, & similar state tax exemption forms. FILE by social security number.	CMS/PMSD Destroy 4 yrs. after information is S/O.	N/A	Destroy when no longer needed.	GRS-2-13a&b
2600-2-7	<u>Tax Files</u> Use for reports of withheld Federal taxes, such as IRS Form W-3 with related papers, including reports relating to income & social security taxes. FILE by social security number.	CMS/PMSD Destroy when 4 yrs. old.	N/A	Destroy when no longer needed.	GRS-2-13c
2600-2-8	<u>Payment Control Listing</u> Use for material pertaining to pay & allowance designations. Includes cost verification & sub-voucher registers, and error listings. FILE by subject in chronological sequence.	CMS/PMSD Destroy 6 yrs. 3 mos. after period covered by the account.	N/A	Destroy when no longer needed.	GRS-6-1a
2600-4	<u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects. FILE Case file alphabetically by title of project.	CMS/PMSD Destroy 1 yr. after the year in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-5
3000	<u>RECORDS MANAGEMENT</u> Use for material of a general nature which	CMS/MSB Destroy when 6		Destroy when 1	

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3000-2	<p>pertains to the overall paperwork management program.</p> <p>FILE by subject in chronological sequence.</p> <p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	<p>yrs. old or when no longer needed.</p> <p>CMS/MSB Destroy 1 yr. after the year in which the project is closed.</p>	N/A	yr. old.	GRS-16-7
3020-1	<p><u>Forms Master File</u> Use for the record copy of each form created by Cooperative State Research Service with related instructions & documentation showing inception, scope, & purpose of the form.</p> <p>NOTE: Working papers, background materials requisitions, specifications, processing data, & control records are to be destroyed when related form is discontinued, superseded, or canceled (GRS-16-4b).</p> <p>FILE by form number.</p>	<p>CMS/MSB Destroy 5 yrs. after related form is discontinued, superseded, or canceled.</p>	N/A	Destroy when S/O.	GRS-16-3a
3030	<p><u>Reports Management</u> Use for material relating to the reports management program. Includes correspondence & index of current recurring or situation reports & a control file of all proposed, currently required, canceled or superseded recurring or situation reports.</p> <p>FILE by report number and title.</p>	<p>CMS/MSB Destroy 2 yrs. after report is discontinued.</p>	N/A	Destroy when 1 yr. old.	GRS-16-6
3050	<p><u>Mail Management</u> Use for material of a general nature which pertains to management of mail & which</p>	<p>CMS/MSB Destroy when 2</p>	N/A	Destroy when 2	GRS-12-2a

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3050-1	<p>does not fit elsewhere in this category.</p> <p>FILE in chronological sequence.</p> <p><u>Receipted & Routed Mail</u> Use for material pertaining to the receipt & routing of incoming & outgoing mail handled by the USDA mail & messenger service.</p> <p>a. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, & special delivery mail including receipts & return receipts.</p> <p>FILE alphabetically by unit & receipt number.</p> <p>b. Application to register & certify mail.</p> <p>FILE alphabetically by unit and receipt number.</p> <p>c. Report of loss, rifling, delay, wrong delivery, or other improper treatment of mail.</p> <p>FILE alphabetically by unit & receipt number.</p>	<p>yrs. old.</p> <p>CMS/MSB</p> <p>Destroy when 1 yr. old.</p>	<p>N/A</p>	<p>yrs. old.</p> <p>Destroy when 1 yr. old.</p>	<p>GRS-12-5a</p>
3050-2	<p><u>Postal Irregularities</u> Use for material pertaining to irregularities in the handling of mail, such as loss or shortages of postage stamps or money orders, or loss or destruction of mail.</p> <p>FILE by subject.</p>	<p>CMS/MSB</p> <p>Destroy 3 years after completion of investigation.</p>	<p>N/A</p>	<p>Destroy 6 mos. after completion of investigation.</p>	<p>GRS-12-8</p>
3050-3	<p><u>Penalty Mail Report Files</u> Use for material pertaining to official penalty mail payment reports.</p>	<p>CMS/MSB</p> <p>Transfer to WNRC when 3 yrs. old. Destroy</p>	<p>when 3 yrs. old.</p>	<p>Destroy when 1 yr. old.</p>	<p>GRS-12-7</p>

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3051	FILE alphabetically by agency. <u>Mailing Lists</u> Use for material pertaining to additions, deletions, & changes to the automated mailing lists. FILE in chronological sequence.	when 6 yrs. old. COM Destroy when S/O.	N/A	Destroy when S/O.	GRS-13-4
3070	<u>Micrographics Management</u> Use for surveys conducted to evaluate various technological systems, their applications in improving performance, as well as feasibility & cost impact. FILE in chronological sequence.	CMS/MSB Destroy when completed study is 5 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-16-9
3080	<u>Records Disposition</u> Use for correspondence & material pertaining to descriptive inventories, disposal authorizations, schedules, & reports. FILE in chronological sequence. a. Basic documentation of records, description & disposition programs, including SF-115, Request of Transmittal & Receipt; SF-258, Request to Transfer, Approval, & Receipt of Records to National Archives of the U.S.; & related documentation. FILE in chronological sequence. b. Extra copies & routine correspondence and memoranda. FILE in chronological sequence. c. Working papers & background material. FILE SF's by accession number in	CMS/MSB Destroy when 3 years old. Destroy when related records are destroyed, or transferred to NARA, or when no longer needed for admin. or reference purposes. Destroy when no longer needed for reference. Destroy when related form is discontinued,	N/A N/A N/A	Destroy when 1 yr. old. Destroy when no longer needed for admin. or reference purposes. Destroy when no longer needed for reference. Destroy when related form is discontinued,	GRS-16-2a GRS-16-2b GRS-16-3c

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3100	<p>chronological sequence. Others are filed in chronological sequence.</p> <p><u>MANAGEMENT OF INFORMATION RESOURCES</u> Use for material pertaining to the management & control of all types of information resources.</p> <p>FILE in chronological sequence by project.</p>	<p>superseded, or cancelled.</p> <p>COM Destroy when 3 yrs. old.</p>	N/A	<p>superseded, or cancelled.</p> <p>Destroy when 1 yr. old.</p>	
3100-3	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE Case file alphabetically by title or project.</p>	<p>COM Destroy 1 yr. after the year in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-5
3200	<p><u>ADP MANAGEMENT</u> Use for material of a general nature which pertains to the study, selection, use, & management control of ADP & word processing equipment, operations, software, & systems. Also includes files relating to machine room operations & to information & data produced through ADP operations which are not described elsewhere in this category.</p> <p>FILE in chronological sequence by project.</p>	<p>OA/CRIS Destroy when 3 yrs. old.</p>	N/A	<p>Destroy when 1 yr. old.</p>	
3200-3	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE Case file alphabetically by title or project.</p>	<p>OM/APU Destroy 1 yr. after the year in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-5
3300	<p><u>TELECOMMUNICATIONS MANAGEMENT</u></p>	<p>CMS/MSB</p>			

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3300-2	Use for material of a general nature pertaining to the transmission, emission, or reception of signals, signs, writing images, sounds, or intelligence of any nature by wire, cable, satellite, fiber optics, laser, radio, visual, or other electronic, electric, electromagnetic, or acoustically coupled means. FILE in chronological sequence by project. <u>Telecommunications Equipment & Services</u>	Destroy when 3 yrs. old. CMS/MSB Destroy when 3 yrs. old.	N/A N/A	Destroy when 1 yr. old. Destroy when 1 yr. old.	GRS-12-2b
3300-2-1	<u>Request</u> Use for records which pertain to installation, change, removal & servicing of equipment. FILE by subject.	CMS/MSB Destroy 1 yr. after audit or when 3 yrs. old, whichever is sooner.	N/A	Destroy when 1 yr. old.	GRS-12-2d(2)
3300-2-2	<u>Agreements</u> Use for records of agreement with background data & other records relating to agreements for telecommunications services. FILE by subject.	CMS/MSB Destroy 2 yrs. after expiration of cancellation of agreement.	N/A	Destroy 2 yrs. after expiration or cancellation of agreement.	GRS-12-2e
3300-2-3	<u>Telephone Statistical Reports</u> Use for telecommunications statistical reports including cost & volume data. (Information provided by OIRM.) FILE by chronological sequence.	CMS/MSB Destroy when 1 yr. old.	N/A	Destroy when no longer needed.	GRS-12-2c
3300-2-4	<u>Telecommunications Vouchers</u>	CMS/BAD			

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3300-2-5	Use for telecommunications reference voucher files. Includes reference copies of vouchers, bills, invoices & related records. FILE by control number. <u>Operational Files</u> Use for material pertaining to telephone log books for orders and CSR's. FILE in chronological sequence.	Destroy when 1 FY yr. old. CMS/MSB Destroy when 6 mos. old.	N/A N/A	Destroy when no longer needed. Destroy when no longer needed.	GRS-12-2d(1) GRS-12-3a
3300-2-6	<u>Telephone Statements</u> Use for statements and toll slips. FILE in chronological sequence.	CMS/BAD Destroy 3 yrs. after period covered by related account.	N/A	Destroy when 1 yr. old.	GRS-3-10
3300-4	<u>Project Control</u> Use for memoranda, reports, & other records documenting assignments progress & completion of project. FILE Case file alphabetically by the title of the project.	CMS/MSB Destroy 1 yr. after the year in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-5
3340	<u>Employee Locator Services</u> Use for correspondence, forms & other records pertaining to the compilation of directory service listings. FILE alphabetically by name.	CMS/MSB Destroy 2 mos. after issuance of listing.	N/A	Destroy when no longer needed.	GRS-11-3
3400	<u>INFORMATION MANAGEMENT</u> Use for material of a general nature which pertains to the dissemination of information & is not described below. FILE by subject & in chronological sequence.	COM Destroy when 2 yrs. old or sooner if no longer needed.	N/A	Destroy when 1 yr. old or sooner if no longer needed.	
3400-3	<u>Project Control</u> Use for memoranda, reports & other	COM Destroy 1 yr.		Destroy when	

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3400-4	<p>records, documenting assignments, progress & completion of projects.</p> <p>FILE case file alphabetically by title of project.</p> <p><u>Agency Projects</u> Use for material pertaining to special agency projects, such as information requirements studies & system development projects.</p> <p>FILE by project name.</p>	<p>after the year in which the project is closed.</p> <p>COM Transfer to WNRC when 3 yrs. old. Destroy when 5 yrs. old.</p>	<p>N/A</p> <p>when 3 yrs. old.</p>	<p>no longer needed.</p> <p>Destroy when no longer needed.</p>	GRS-16-5
3440	<p><u>Classified & Sensitive Information</u> Use for material pertaining to the administration of security classification of documents.</p> <p>FILE by subject.</p>	<p>CMS/PMSD Destroy when 2 yrs. old.</p>	N/A	<p>Destroy when 2 yrs. old.</p>	GRS-18-1
3440-1	<p><u>Access to Classified Documents</u> Use for material pertaining to requests & authorization for individuals to have access to classified files.</p> <p>FILE by subject.</p>	<p>OA Destroy 2 yrs. after authorization expires.</p>	N/A	<p>Destroy 1 yr. after date reply.</p>	GRS-18-6
3450	<p><u>FOIA and Privacy</u> Use for material of a general nature which applies to FOIA or Privacy Act matters which does not fit in the following categories.</p> <p>File in chronological sequence.</p>	<p>ARS/IS Destroy when 2 yrs. old or sooner if no longer needed for administrative use.</p>	N/A	<p>Destroy when S/O.</p>	GRS-14-15 GRS-14-26
3450-1	<p><u>Freedom of Information Act (FOIA) Requests Files</u> Files created in response to requests for information under the Freedom of Information Act consisting of the original request, a copy of the reply thereto, & all</p>	ARS/IS			

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
	<p>related supporting files which may include official file copy of requested record or copy thereof.</p> <p>a. Correspondence and supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p> <p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; and to those who fail to pay agency reproduction fees.</p> <p>(a) Request NOT appealed.</p> <p>(b) Request appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request NOT appealed.</p> <p>(b) Request appealed.</p> <p>b. Official file copy of requested records.</p>	<p>Destroy 2 yrs. after date of reply.</p> <p>Destroy 2 yrs. after date of reply.</p> <p>Destroy as authorized under 3450-1-1.</p> <p>Destroy 6 yrs. after date of reply.</p> <p>Destroy as authorized under 3450-1-1.</p> <p>Destroy in accordance with</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Destroy when no longer needed.</p> <p>Destroy when no longer</p>	<p>GRS-14-11a(1)</p> <p>GRS-14-11a(2)a</p> <p>GRS-14-11a(2)b</p> <p>GRS-14-11a(3)a</p> <p>GRS-14-11a(3)b</p> <p>GRS-14-11b</p>

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-1-1	<p>FILE in chronological sequence.</p> <p><u>FOIA Appeals Files</u> Files created in responding to administrative appeals under the FOIA for release of information denied by the agency, consisting of the appellant's letter, a copy of the reply thereto, & related supporting documents, which may include the official file copy of records under appeal or copy thereof.</p> <p>a. Correspondence & supporting documents (EXCLUDING the file copy of the records under appeal if filed herein).</p> <p>FILE in chronological sequence.</p>	<p>approved agency disposition instructions for the related records or with the related FOIA request, whichever is later.</p> <p>ARS/IS</p>		needed.	
	<p>b. Official file copy of records under appeal.</p> <p>FILE in chronological sequence.</p>	<p>Destroy 6 yrs. after final determination by agency or 3 yrs. after final adjudication by courts which- ever is later.</p> <p>Destroy in accordance with approved agency disposition instruction for the related record, or with the related FOIA request, whichever is later.</p>	N/A	Destroy when no longer needed.	GRS-14-12a

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-1-2	<p><u>FOIA Control Files</u> Files maintained for control purposes in responding to requests, including registers & similar records listing date, nature, & purpose of request & name & address of requestor.</p> <p>a. Register or listing. FILE in chronological sequence.</p> <p>b. Other files FILE in chronological sequence.</p>	<p>ARS/IS</p> <p>Destroy 6 yrs. after date of last entry.</p> <p>Destroy 6 yrs. after final action by the agency or agency final adjudication by courts, whichever is later.</p>	<p>N/A</p> <p>N/A</p>	<p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p>	<p>GRS-14-13a</p> <p>GRS-14-13b</p>
3450-1-3	<p><u>FOIA Reports Files</u> Recurring reports & one-time information requirements relating to the agency implementation of the Freedom of Information Act, including annual reports to the Congress.</p> <p>a. Annual reports at agency level.</p> <p>b. Other reports FILE in chronological sequence.</p>	<p>ARS/IS</p> <p>Destroy when 2 yrs. old or sooner if no longer needed for admin. use.</p> <p>Destroy when 2 yrs. old or sooner if no longer needed for administrative use.</p>	<p>N/A</p> <p>N/A</p>	<p>Destroy when no longer needed.</p> <p>Destroy when no longer needed.</p>	<p>GRS-14-14</p> <p>GRS-14-14</p>
3450-2	<p><u>Privacy Act Request Files</u> Files created in response to requests from individuals to gain access to their records</p>	<p>CMS/PMSD</p>			

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
	<p>or to any information in the records pertaining to them, as provided for under 5 U.S.C. 552a(d)(1). Files contain original request, copy of reply thereto, & all related supporting documents, which may include the official file copy of records requested or copy thereof.</p> <p>a. Correspondence & supporting documents (EXCLUDING the official file copy of the records requested if filed herein).</p> <p>(1) Granting access to all the requested records.</p> <p>(2) Responding to requests for nonexistent records; to requestors who provide inadequate descriptions; & to those who fail to pay agency reproduction fees.</p> <p>(a) Requests NOT appealed.</p> <p>(b) Requests appealed.</p> <p>(3) Denying access to all or part of the records requested.</p> <p>(a) Request NOT appealed.</p> <p>(b) Requests appealed.</p>	<p>Destroy 2 yrs. after date of reply.</p> <p>Destroy 2 yrs. after date of reply.</p> <p>Destroy as authorized under 3450-2-1.</p> <p>Destroy 5 yrs. after date of reply.</p> <p>Destroy as authorized</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Destroy 1 yr. after date of reply.</p> <p>Destroy when 1 yr. old.</p> <p>Destroy when no longer needed.</p> <p>Destroy when 3 yrs. old.</p> <p>Destroy when no longer</p>	<p>GRS-14-21(a)1</p> <p>GRS-14-21(a)2(a)</p> <p>GRS-14-21a(2)(b)</p> <p>GRS-14-21a(3)(a)</p> <p>GRS-14-21a(3)(b)</p>

COOPERATIVE STATE RESEARCH SERVICE DISPOSITION SCHEDULE

Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-2-1	<p>b. Official file copy of requested records. FILE in chronological sequence.</p> <p><u>Privacy Act Amendment Case Files</u> Files relating to an individual's request to amend a record pertaining to that individual as provided for under 5 U.S.C. 552a(d)(2); to the individual's request for a review of an agency's refusal of the individual's request to amend a record as provided for under 552a(d)(3); & to any civil action brought by the individual against the refusing agency as provided under 5 U.S.C. 552a(g).</p>	<p>under 3450-2-1. Destroy in accordance with approved agency disposition instructions for the related records, or with the related Privacy Act request, whichever is later. CMS/PMSD</p>	N/A	needed. Destroy when no longer needed.	GRS-14-21-(b)
		<p>a. Requests to amend agreed to by agency. Includes individual's requests to amend and/or review refusal to amend, copies of agency's replies thereto, & related materials.</p>	<p>Destroy in accordance with the approved disposition instructions for the related subject individual's record or 4 yrs. after agency's agreement to amend, whichever is later.</p>	N/A	Destroy when no longer needed.

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-2-2	b. Requests to amend refused by agency. Includes individual's requests to amend & review refusal to amend, copies of agency's replies thereto, statement of disagreement, agency justification for refusal to amend a record, & related materials.	Destroy in accordance with the approved disposition instructions for the related subject individual's record 4 yrs. after final determination by agency or 3 yrs. after final adjudication by courts, whichever is later.	N/A	Destroy when no longer needed.	GRS-14-22(b)
	c. Appealed requests to amend. Includes all files created in responding to appeals under the Privacy Act for refusal by any agency to amend a record. FILE in chronological sequence.	Destroy in accordance with approved disposition instructions for the related subject individual's record or 3 yrs. after final adjudication by courts, whichever is later.	N/A	Destroy when no longer needed.	GRS-14-22c
	<u>Privacy Act Accounting of Disclosure Files</u> Files maintained under the provisions of 5 U.S.C. 552a(c) for an accurate accounting of the date, nature, & purpose of each disclosure of record to any person or to another agency, including forms for showing the subject individual's name, requestor's name & address, purpose & date of disclosure, & proof of subject individual's consent when applicable.	CMS/PMSD Destroy in accordance with the approved disposition instructions for the related subject individual's records, or 5 yrs. after the	N/A	Destroy when no longer needed.	GRS-14-23

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
3450-2-3	<p>File in chronological sequence.</p> <p><u>Privacy Act Control Files</u> Files maintained for control purposes in responding to requests, including registers & similar records listing date, nature of request, & name & address of requestor.</p> <p>a. Registers or listings.</p>	<p>disclosure for which the accountability was made whichever is later.</p> <p>CMS/PMSD</p>			
	<p>b. Other files</p> <p>FILE in chronologically sequence.</p>	<p>Destroy 5 yrs. after date of last entry.</p> <p>Destroy 5 yrs. after final action by the agency or final adjudication by courts, whichever is later.</p>	N/A	Destroy when no longer needed.	GRS-14-24a
3450-2-4	<p><u>Privacy Act Reports Files</u> Recurring reports & one-time information requirement relating to agency implementation, including annual reports to the Congress of United States, the Office of Management & Budget, & the Report on New Systems.</p> <p>a. Annual reports at Departmental or agency level.</p> <p>FILE in chronological sequence.</p>	<p>CMS/PMSD</p>			
		<p>Destroy when 2 yrs. old.</p>		Destroy when no longer needed.	GRS-14-25
4000	<p><u>EMPLOYMENT</u> Use for material pertaining to the general</p>	<p>CMS/PMSD Destroy when 3</p>		Destroy when 1	

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
	<p>administration & operation of personnel functions, including college programs, selective placement, special programs, examination & paid recruitment, etc.</p> <p>FILE by Employee's name.</p> <p><u>Official Personnel File</u></p> <p>a. Documents placed on the right-side of the folder constitute the record of an employee's status & service & travel with employee throughout his/her career. The documents & their order of filing are prescribed by FPM 293-31.</p> <p>b. Temporary - Documents placed on the left-hand side of the folder constitute the temporary records of an employee. The documents & their order of filing are prescribed by FPM 293-31.</p> <p>c. All letters of reprimand, caution, warning, and/or admonishment.</p>	<p>yrs. old.</p> <p>CMS/PMSD Transfer folder to National Personnel Records Ctr. St. Louis, MO. 30 days after separation (see note 2) DPRC will destroy 65 yrs. after separation from Fed. service.</p> <p>CMS/PMSD Destroy upon separation or transfer of employee or when 1 yr. old, whichever is sooner.</p> <p>CMS/PMSD Destroy after the employee completes 1 yr. of acceptable performance from date of written advance notice of proposed removal or reduction in grade notice.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>yr. old.</p> <p>See Note</p> <p>See Note</p> <p>Destroy when no longer needed.</p>	<p>GRS-1-3</p> <p>GRS-1-1b</p> <p>GRS-1-10</p> <p>GRS-1-23a(1)</p>

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
	<p>d. Service Record Card (SF-7)</p> <p>NOTE: For supervisors' personnel files with material pertaining to authorizations, pending actions, request for actions & records on individual employees duplicated in or not appropriate for the official personnel folder, review annually & destroy superseded or obsolete documents, or destroy all documents relating to an individual employee 1 yr. after separation or transfer. (GRS-1-18a)</p> <p>FILE by nature of action & not by employee's name.</p>	<p>CMS/PMSD Destroy 3 yrs. after separation or transfer of employee.</p>	N/A	Destroy when no longer needed.	GRS-1-2b
4000-2	<p><u>Reports</u> Use for statistical reports relating to USDA personnel programs & functions & manpower management & evaluation.</p> <p>FILE by agency & subject report.</p>	<p>CMS/PMSD Destroy when 2 yrs. old.</p>	N/A	Destroy when 2 yrs. old.	GRS-1-16
4000-3	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE case file alphabetically by title of project.</p>	<p>CMS/PMSD Destroy 1 yr. after the yr. in which project is closed.</p>	N/A	Destroy when no longer needed.	GRS-16-5
4010	<p><u>Recruitment, Selection & Placement</u> Use for material of a general nature which pertains to recruitment efforts & job offers to potential employees.</p> <p>FILE in chronological sequence.</p>	<p>CMS/PMSD Destroy when 3 yrs. old.</p>	N/A	Destroy when 3 yrs. old.	GRS-1-3
4010-2	<p><u>Selection</u></p>	<p>CMS/PMSD</p>			

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4010-3	<p>Use for material which pertains to employment offers & acceptance or rejection of those offers. (Destroy accepted offers immediately GRS-1-4a)</p> <p>Declined offers.</p> <p>a. Names received from certificate of eligible.</p> <p>b. Temporary or excepted appointments</p> <p>c. All others</p> <p>FILE in chronological sequence.</p> <p><u>Competitive Placement</u> Use for SF-171's resumes, position announcements, & applicant ratings & any other material which documents competitive appointment procedures as required by OPM.</p> <p>FILE by announcement number.</p>	<p>Return to OPM with reply & application.</p> <p>File per FPM 333, A-4.</p> <p>Destroy immediately</p> <p>CMS/PMSD Destroy upon receipt of OPM inspection report or when 2 yrs. old whichever is earlier, providing the requirements of FPM, Chapt. 333, Sect. A-4 are observed.</p>	<p>N/A</p> <p>N/A</p> <p>N/A</p> <p>N/A</p>	<p>Destroy immediately</p> <p>Destroy immediately</p> <p>Destroy immediately</p> <p>Destroy when no longer needed.</p>	<p>GRS-1-4b(1)</p> <p>GRS-1-4b(2)</p> <p>GRS-1-4b(3)</p> <p>GRS-1-15</p>
4010-4	<p><u>Interviews</u> Use for material pertaining to interviews with employees.</p> <p>FILE alphabetically by employee.</p>	<p>CMS/PMSD Destroy 6 mo. after transfer or separation of employee.</p>	<p>N/A</p>	<p>Destroy immediately</p>	<p>GRS-1-8</p>
4010-5	<p><u>Certificate of Eligible</u> Use for copies obtained from OPM of certificates of eligible with related requests, forms, correspondence, & statement of reasons for passing over</p>	<p>CMS/PMSD Destroy when 2 yrs. old.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-1-5</p>

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4010-7	<p>preference eligible & selecting a nonpreference eligible.</p> <p>FILE by announcement or position number.</p> <p><u>Reports</u> Use for statistical reports which pertain to recruitment, selection, & placement, e.g., selected special employment programs, worker trainee, Federal Jr. Fellowship, Stay-in-school, summer aides, etc.</p>	CMS/PMSD Destroy when 2 yrs. old.	N/A	Destroy 2 yrs. old.	GRS-1-16
4020	<p>FILE by subject.</p> <p><u>Personnel Actions</u> Use for notification of personnel actions e.g., within grade increases, restored leave, promotion, etc., EXCLUSIVE of those in OPF.</p> <p>a. Pay or fiscal copy.</p> <p>FILE by social security number & in chronological sequence.</p>	<p>CMS/PMSD Destroy 2 yrs. old.</p> <p>Destroy when related pay records are audited by GAO or when 3 yrs. old, whichever is sooner.</p>	N/A	Destroy when 1 yr. old.	GRS-1-14(a)&(b)
4040	<p><u>Special Appointments</u> Use for material pertaining to appointments requiring Senatorial confirmation.</p> <p>Folders covering period of employment terminated after December 31,1920, excluding those selected by the National Archives & Records Admin. for permanent retention.</p> <p>(1) Transferred employees.</p>	OP	N/A	Destroy when no longer needed.	GRS-2-22c
		See FPM for instructions relating to	N/A	Destroy when no longer	GRS-1-1a

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
		folders of employees transferred to another agency.		needed.	
4050-1	(2) Separated employees FILE in chronological sequence. <u>Position Classification</u> Use for material which substantiates eligibility & classifying of jobs by occupation, series, class, & grades. FILE by position number.	Transfer folder to National Personnel Records Ctr (CPR) St. Louis, Mo. 30 days after separation. NPRC will destroy 65 yrs. after separation from Federal Service. CMS/PMSD Destroy 2 yrs. after position is abolished or description is superseded.	N/A	Destroy when no longer needed.	GRS-1-1b
4050-2	<u>Audits and Surveys</u> Use for material pertaining to surveys, desk & other position audits. FILE by subject.	CMS/PMSD Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-7c(2)
4050-4	<u>Position Identification Strips (SF-70)</u> Use for material which provides summary data on each position occupied. FILE chronologically.	CMS/PMSD Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-11
4060-1	<u>Insurance</u> Use for material pertaining to insurance deductions. Includes copies of vouchers & schedules of payment.	CMS/PMSD Destroy when 3 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-2-20

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4060-2	<p>NOTE: Executed documents by employee, e.g. SF's 2809, 2810, & 2817, are maintained in the OPF as a PERMANENT record.</p> <p>FILE by employee name.</p> <p><u>Annuity Estimates</u> Use for material pertaining to annuity estimates, & other records used to assist retiring employees or survivors claim insurance or retirement benefits.</p> <p>FILE alphabetically by employee.</p>	<p>CMS/PMSD Destroy when 1 yr. old.</p>	N/A	N/A	GRS-1-39
4060-3	<p><u>Reports</u> Use for reports which pertain to insurance, annuities, compensation & other employee benefits.</p> <p>FILE by subject.</p>	<p>CMS/PMSD Destroy when 3 yrs. old or after GAO audit whichever is sooner.</p>	N/A	N/A	GRS-2-22c
4070	<p><u>Attendance and Leave</u> Use for general material pertaining to duty hours, authorized absence, & use of leave. Includes annual, sick, military leave, leave without pay, holidays, absence for jury duty, etc. includes requests for & approval of taking leave.</p> <p>a. If timecard has been initialed by the employee.</p> <p>b. If timecard has not been initialed by the employee.</p> <p>NOTE: See 2600-2-1 for T&A files.</p> <p>FILE by subject.</p>	<p>CMS/PMSD Destroy when 1 yr. old.</p> <p>Destroy at end of following pay period.</p> <p>Destroy after GAO audit or when 3 yrs. old, whichever is sooner.</p>	N/A	Destroy when 1 yr. old	GRS-2-6a
4070-1	<p><u>Leave History</u> Use for material which pertains to leave balances, e.g., leave balances upon</p>	<p>CMS/PMSD Destroy when 3</p>	N/A	Destroy 3 mos. after end of the	GRS-2-9(a)&(b)

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4080	separation, restored leave, leave without pay, military leave, annual leave ceiling, & leave audits, etc. FILE by social security number. <u>Reduction-in-Force</u> Use for correspondence which pertains to notice of reduction-in-force & non-disciplinary removals.	yrs. old. CMS/PMSD Destroy when 2 yrs. old.	N/A	period covered. Destroy when no longer needed.	GRS-1-17b
4080-2	FILE in OPF. <u>Reduction-in-Force Inquiries</u> Use for general correspondence & congressional inquiries generated as a result of RIF's.	CMS/PMSD Destroy when 2 yrs. old.	N/A	Destroy when no longer needed.	GRS-1-17b
4090	FILE by subject in chronological sequence. <u>Employee Responsibilities and Conduct</u> Use for material pertaining to codes of ethics and standards of conduct.	CMS/PMSD Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-27
4100	FILE in chronological sequence. <u>EMPLOYEE DEVELOPMENT, PERFORMANCE AND UTILIZATION</u> Use for material of a general nature which pertains to the development of employees through training, job enrichment, Upward Mobility, & Executive Development Programs. Also includes performance evaluation & awards.	CMS/PMSD Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
4100-3	FILE by subject. <u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.	CMS/PMSD Destroy 1 yr. after the yr. in which the project is closed.	N/A	Destroy when no longer needed.	GRS-16-5

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4120	<p>FILE Case file alphabetically by title of project.</p> <p><u>Training</u> Correspondence, memoranda, agreements, authorizations, reports, requirements, reviews, plans, & objectives relating to the establishment & operation of training courses & conferences. (Destroy background & working papers when 3 yrs. old (Grs-1-29b)).</p> <p>FILE by subject in chronological sequence.</p>	<p>CMS/PMSD Destroy when 5 yrs. old or 5 yrs. after completion of a specific training program.</p>	N/A	<p>Destroy when 1 yr. old.</p>	GRS-1-29a(1)
4120-2	<p><u>Availability and Participation</u> Use for material which pertains to availability of training & employee participation.</p> <p>NOTE: The record of satisfactory course completion is kept in the OPF.</p> <p>FILE by course subject, or alphabetically as applicable.</p>	<p>CMS/PMSD Destroy when 5 yrs. old or when S/O whichever is sooner.</p>	N/A	<p>Destroy when 1 yr. old.</p>	GRS-1-29b
4130	<p><u>Incentives and Awards</u> Use for material including recommendations approved nominations, memoranda, correspondence, reports & related hand-books pertaining to agency-sponsored cash & non-cash awards such as incentive awards within grade merit increases, suggestions, & outstanding performance.</p> <p>FILE case file by subject.</p>	<p>OM/CMS/ PMSD Destroy 2 yrs. after approval or disapproval.</p>	N/A	<p>Destroy 2 yrs. after approval or disapproval.</p>	GRS-1-12a(1)
4130-1	<p><u>Letter of Commendation/Appreciation</u> Use for copies of letters recognizing length of service & retirement & letters of appreciation & commendation for performance. EXCLUDING copies filed in OPF.</p>	<p>CMS/PMSD Destroy when 2 yrs. old.</p>	N/A	<p>Destroy when 2 yrs. old.</p>	GRS-1-12c

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4130-2	FILE by subject in chronological sequence. <u>Service and Sick Leave Awards</u> Use for material including correspondence memoranda, reports, computations of service & sick leave, & list of awardee.	CMS/PMSD Destroy when 1 yr. old.	N/A	Destroy when 1 yr. old.	GRS-1-12b
4130-3	<u>Departmental Awards</u> Department level awards or higher (Secretary's Awards, Presidential, etc.)	CSRS/OA CMS/PMSD Destroy when no longer needed.	N/A	Destroy when no longer needed.	
4130-4	<u>External Awards</u> External awards & nominations form or to other government agencies or private organizations.	CMS/PMSD Destroy when 2 yrs. old.	N/A	Destroy when 2 yrs. old.	GRS-1-12a
4140	<u>Performance Evaluations</u> a. Non-SES appointees (as defined in 5 USC 4301 (2).) (1) Appraisals of unacceptable performance, where a notice of proposed demotion or removal is issued but not affected, & all related documents. (2) Performance records superseded through an administrative, judicial, or quasi-judicial procedure. (3) Performance-related records pertaining to a former employee.	CMS/PMSD Destroy after the employee completes 1 yr. of acceptable performance from the date of written advance notice of proposed removal or reduction in grade notice. Destroy when superseded. Destroy when 3 yrs. old or when no longer needed, which	N/A N/A N/A	Supervisor's file copy only. Destroy after the employee completes 1 yr. of acceptable performance. Destroy when superseded. Destroy when employee leaves employment.	GRS-1-23a(1) GRS-1-23a(2) GRS-1-23a(3)

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4200	(4) All other summary performance appraisals records, including performance appraisals & job elements & standards upon which they are based.	is sooner. Destroy 3 yrs. after date of appraisal.	N/A	Destroy 3 yrs. after date of appraisal.	GRS-1-23a(4)
	(5) Supporting documents. FILE in Employee's Performance File.	Destroy 3 yrs. after date of appraisal or when no longer needed, whichever is sooner. CMS/PMSD	N/A	Destroy when 3 yrs. old.	GRS-1-23a(5)
	b. SES appointees (as defined in 5 USC 3132a(2). (1) Performance records superseded through an administrative, judicial, or quasi-judicial procedure.	Destroy when S/O.	N/A	Destroy when S/O.	GRS-1-23b(1)
	(2) Performance-related records pertaining to a former SES appointee. FILE in Employee's Performance File.	Destroy 5 yrs. old, or when no longer needed, whichever is sooner.	N/A	Destroy when employee leaves employment	GRS-1-23b(2)
	(3) All other performance appraisals, along with job elements & standards (job expectations) upon which they are based. FILE in Employee's Performance File.	Destroy 5 yrs. after date of appraisal.	N/A	Destroy 5 yrs. after date of appraisal.	GRS-1-23b(3)
	(4) Supporting documents FILE in Employee's Performance File.	Destroy 5 yrs. after date of appraisal or when no longer needed, whichever is sooner.	N/A	Destroy 5 yrs. after date of appraisal or when no longer needed, whichever is sooner.	GRS-1-23b(4)
	<u>PERSONNEL RELATIONS AND SERVICES</u> Use for general material which pertains to grievances, complaints, & appeals, other	CMS/PMSD Destroy when 5 yrs. old.	N/A	Destroy when 1 yr. old.	

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4200-2	<p>than EEO. Also use for rehabilitation programs (e.g., for alcoholism), for employee organizations, & for such special services as day care.</p> <p>FILE by subject.</p> <p><u>Reports</u> Use for material which pertains to grievances & complaints & appeals other than EEO.</p>	<p>CMS/PMSD Destroy no sooner than 4 yrs. but no later than 7 yrs. after case closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-1-30a
4200-3	<p>FILE by subject.</p> <p><u>Project Control</u> Use for memoranda, reports & records documenting assignments, progress & completion of projects.</p>	<p>CMS/PMSD Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-5
4210-1	<p>FILE Case file alphabetically by title of project.</p> <p><u>Grievances and Complaints</u> Use for material originating in the review of grievance & appeals raised by agency employees, except EEO complaints. These case files include statements of witnesses, reports of interviews & hearings, examiner's findings & recommendations, a copy of the original decision, related correspondence & exhibits, & records relating to a reconsideration request.</p>	<p>CMS/PMSD Destroy no sooner than 4 yrs. but no later than 7 yrs. after case closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-1-30a
4210-2	<p>FILE by employee name.</p> <p><u>Adverse Actions and Appeals</u> Use for case files & related records created in reviewing an adverse action (disciplinary or nondisciplinary removal, suspension, leave without pay, reduction-in-force) against an employee. The file includes a copy of the proposed adverse</p>	<p>CMS/PMSD Destroy no sooner than 4 yrs. but no later than 7 yrs. after case is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-1-30b

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4230	<p>action with supporting papers; statements of witnesses; employee's reply; hearing notices, reports & decisions; reversal of action; & appeal records, EXCLUDING letters of reprimand.</p> <p>FILE by subject in chronological sequence.</p> <p><u>Special Activities and Programs</u> Use for material of a general nature which pertains to the unique activities & program instituted, e.g. Federal Combined Campaign & which do not fit it any other category.</p> <p>FILE by subject in chronological sequence.</p>	<p>APU Destroy when no longer needed for reference.</p>	N/A	<p>Destroy when no longer needed for reference.</p>	
4230-3	<p><u>Counseling Records</u> Use for reports of interviews, analyses, and related records.</p> <p>FILE by alphabetically by employee's name.</p>	<p>CMS/PMSD Destroy 3 yrs. after termina- tion counseling.</p>	N/A	<p>Destroy 1 yr. after term- ination of counseling.</p>	GRS-1-26a
4300	<p><u>EQUAL OPPORTUNITY</u> Use for material of a general nature which pertains to the Civil Rights Act Regulations of 1964, the EEO Act of 1972, pertinent future legislation, & agency EEO Committee meetings & records including minutes & reports.</p> <p>FILE in chronological sequence.</p>	<p>OM Destroy when 3 yrs. old or when S/O whichever is applicable.</p>	N/A	<p>Destroy when 1 yr. old or when S/O whichever is applicable.</p>	GRS-1-25g
4300-3	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>OM Destroy 1 yr. after the yr. in which the proj- ect is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-5

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4310	<u>Affirmative Action</u> Use for material which pertains to agency actions or plans to correct inequities. FILE in chronological sequence.	OM Destroy 5 yrs. from date of plan.	N/A	Destroy 5 yrs. from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS-1-25h(1)&(2)
4310-1	<u>Affirmative Action Program</u> Use for material pertaining to onsite reviews, & the annual report of accomplishments. FILE in chronological sequence.	OM Destroy 5 yrs. from date of report.	N/A	Destroy 5 yrs. from date of report.	GRS-1-25h(3)&(4)
4320	<u>Complaint Investigations</u> a. Use for official discrimination complaint file with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings & meetings, & other records as described in 29 CFR 1613.222. Cases resolved within the agency by EEOC, or by a U.S. Court. FILE by employee name. b. Use for background material not filed in official complaint case files. FILE by subject in chronological sequence.	CSRS/OM ES/EOS Destroy 4 yrs. after resolution of case.	N/A	Destroy 1 yr. after resolution of case.	GRS-1-25(a)&(b)
4330	<u>Compliance</u> Use for material pertaining to reviews, background papers & correspondence which relate to contractor employment practices. FILE by origin in chronological sequence.	CMS/MSB Transfer to WNRC when 3 yrs. old. Destroy when 7 yrs. old.	When 3 yrs. old	Destroy when no longer needed.	GRS-1-25d(1)
4370	<u>Data Collection and Evaluation</u> Use for material pertaining to data,	OM Destroy when 5	N/A	Destroy when 3	

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4400	<p>evaluation reports, & correspondence related to administrative requirements for the collection & evaluation of minority group participation in CSRS programs.</p> <p>FILE by program.</p> <p><u>SAFETY AND HEALTH</u> Use for material of a general nature which pertains to the implementation, development, coordination & monitoring of agency policy on occupational safety & health of Federal employees.</p> <p>FILE by subject.</p>	<p>yrs. old.</p> <p>CMS/PMSD Destroy when S/O or when no longer needed for reference.</p>	N/A	<p>yrs. old.</p> <p>Destroy after 1 yr. or on discontinuance, whichever is first.</p>	
4400-3	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE Case file alphabetically by title of project.</p>	<p>CMS/PMSD Destroy 1 yr. after the yr. in which the project is closed.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-16-5
4430-1	<p><u>Employee Health</u> Forms, correspondence, & other records, including summary records, documenting an individual employee's medical history physical condition, & visits to Govt. health facilities, for non-work related purposes, EXCLUDING records covered by item 21; of GRS 1.</p> <p>FILE alphabetically by employee.</p>	<p>CMS/PMSD Destroy 6 yrs. after last date of entry.</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-1-19
4430-2	<p><u>Accidents</u> Use for material pertaining to injury compensation (relating to on-the-job injuries); excluding copies filed in the OPF & copies submitted to the Labor Dept.</p>	<p>CMS/PMSD Cutoff on termination of compensation, or when deadline for filing a claim</p>	N/A	<p>Destroy when no longer needed.</p>	GRS-1-31

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Classi- fication Number	Description and Filing Instructions	Disposition			
		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4600	FILE alphabetically by employee. <u>PERSONNEL SECURITY</u> Use for material of a general nature which pertains to the administration & operation of the personnel security clearance program & not listed below.	has passed. Destroy 3 yrs. after cutoff. CMS/PMSD Destroy when 2 yrs. old.	N/A	Destroy when 1 yr. old.	GRS-18-21
4600-3	FILE in chronological sequence. <u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.	CMS/PMSD Destroy 1 yr. after the yr. in which the proj- ect in closed.	N/A	Destroy when no longer needed.	GRS-16-5
4610	FILE Case file alphabetically by title of project. <u>Security Clearance</u> Use for material pertaining to investigations of personnel employed by or seeking employment from the Government & persons performing work for the agency under contract. Excludes copies of investigate reports & related papers furnished to agencies by OPM.	CMS/PMSD Destroy upon notification of death or not later than 5 yrs. after separation or transfer of employee or not later than 5 yrs. after contract relationship expires, whichever is applicable.	N/A	Destroy when no longer needed.	GRS-18-22a
4620	FILE alphabetically by employee. <u>Identification Cards, Passes, Badges</u> Use for material pertaining to identification cards, credentials, badges, parking permits, photographs, USDA motor vehicles operating permits, visitors & dining room passes, xerox & supply cards,	CMS/PMSD/ MSB Destroy 3 mo. after return to issuing office.	N/A	Destroy when no longer needed.	GRS-11-4a

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
4620-1	<p>etc.</p> <p><u>Records of Identification Cards</u> Use for receipts, indices, listings & accountable records.</p> <p>FILE by identification number and/or chronological sequence.</p>	CMS/PMSD Destroy after all listed creden- tials are accounted for.	N/A	Destroy when no longer needed.	GRS-11-4b
5000	<p><u>PROCUREMENT MANAGEMENT</u> Use for material of a general nature which pertains to purchase & maintenance of equipment, publications, printing, reproduction, services & supplies for internal needs. Includes contracts, bidders, purchase orders, FEDSTRIPS, & requisitions & other material not described elsewhere in this category.</p> <p>FILE by subject.</p>				
5000-2	<p><u>Routine Procurement Files</u> Use for contract, requisition, FEDSTRIPS purchase order, lease, & bond & surety records, including correspondence & related papers pertaining to bids, awards, administration, receipt, inspection & payment. (Canceled or deleted transactions are to be destroyed when 1 yr. old).</p> <p>a. Transactions of more than \$25,000 & all construction contracts exceeding \$2,000.</p> <p>b. Transactions of \$25,000 or less and construction contracts under \$2,000.</p>	<p>CMS/PMSD Transfer to WNRC when 2 yrs. old. Destroy 6 yrs. 3 mo. after final payment.</p> <p>CMS/PMSD Destroy 3 yrs. after final</p>	<p>When 2 yrs. old.</p> <p>N/A</p>	<p>Destroy when funds are obligated.</p> <p>Destroy when funds are</p>	<p>GRS-3-3a(1)</p> <p>GRS-3-3a(2)</p>

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		Record Office		Other Offices	Disposition Authority	
		OPI & Disposition	To WNRC			
(1)	(2)	(3)	(4)	(5)	(6)	
5000-3	c. Copies of records described above used for administrative purposes.	payment. CMS/PMSD Destroy upon termination or completion.	When 2 yrs. old.	obligated. Destroy upon receipt of goods or service.	GRS-3-3c	
	d. Obligating copy.	CMS/BAD Destroy when funds are obligated.	N/A	Destroy when funds are obligated.	GRS-3-3b	
	NOTE: Procurement files which document the initiation and development of transactions which deviate from normal procurement transactions must be disposed of on an individual basis by submitting an SF-115.					
	FILE by subject and document number.					
	<u>Solicited & Unsolicited Bids & Proposals</u>	CMS/MSB Destroy with related contract case files (see 5000-2 of this schedule).	N/A	Destroy 1 yr. after award or contract.	GRS-3-5a	
	a. Successful bids & Proposals.					
	b. Solicited & unsolicited unsuccessful bids & proposals.					
(1) When filed separately from contract case files.	Destroy when related contract is completed.	N/A	Destroy 1 yr. after award of contract.	GRS-3-5b(2)(a)		
(2) When filed with contract case files.	Destroy with related contract case files (see 5000-2 of this schedule).	N/A	Destroy when no longer needed.	GRS-3-5b(2)(b)		
c. Canceled Solicitations						
(1) Formal solicitations of offers to provide products or services (e.g., Invitations for Bids, Requests for Quotations) which were canceled prior to award of a contract. The files include	Transfer to WNRC when 3 yrs. old. Destroy 5 yrs. after date of cancellation.	when 3 yrs. old.	Destroy 1 yr. after date of cancellation.	GRS-3-5c(1)		

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
5000-4	<p>presolicitation documentation on the requirement, any offers which were opened prior to the cancellation, documentation on any government action up to the time of cancellation, & evidence of the cancellation.</p> <p>(2) Unopened bids</p> <p>FILE by subject and document number.</p> <p><u>Bidders List</u> List of cards of acceptable bidders.</p> <p>NOTE: See 5020 for debarred, suspended, & ineligible bidders lists.</p> <p>FILE alphabetically by bidder.</p>	<p>Return to bidder.</p> <p>CMS/MSB Destroy when S/O.</p>	<p>N/A</p> <p>N/A</p>	<p>Destroy when no longer needed.</p> <p>Destroy when S/O.</p>	<p>GRS-3-5c(2)</p> <p>GRS-3-5d</p>
5000-5	<p><u>Tax Exemption Files</u> Use for tax exemption certificates & related papers.</p> <p>FILE by FY.</p>	<p>CMS/PMSD Destroy 3 yrs. after period covered by account.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-3-12</p>
5000-7	<p><u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects.</p> <p>FILE: Case file alphabetically by title of project.</p>	<p>CMS/MSB Destroy 1 yr. after the yr. in which the project is closed.</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	<p>GRS-16-5</p>
5040	<p><u>ADP</u> Use for material pertaining to the actual procurement of all automatic data processing equipment commercially available software, maintenance services, & related supplies.</p> <p>FILE in chronological sequence.</p> <p><u>REAL PROPERTY MANAGEMENT</u></p>	<p>OA/CRIS Destroy when S/O.</p> <p>CMS/MSB</p>	<p>N/A</p>	<p>Destroy when no longer needed.</p>	

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
5100	Use for material of a general nature which pertains to the management & use of buildings & land owned or leased by the Government, including its proper & economical use & which does not fit elsewhere in this category. FILE by agency location.	Destroy when 3 yrs. old.	N/A	Destroy when 3 yrs. old.	
5200	<u>PERSONAL PROPERTY MANAGEMENT Correspondence Files</u> Pertaining to the operation & administration of property management, including the Federal Excess Personal Property Program administered with the Cooperative State Research Services under PL 97-98. Use for material of a general nature which pertains to nonexpendable equipment, acquisition, maintenance & disposal. Personal property includes such items as furniture & office equipment. FILE in chronological sequence.	CMS/MSB Transfer to WNRC when 3 yrs. old. Destroy when 6 yrs. old.	when 3 yrs. old.	Destroy when no longer needed.	
5200-2	<u>Personal Property Accountability List/Index</u> Use for listings which provide a means for accounting for personal property. Includes master property print-outs, station listings, working capital & appropriated funds listings, etc. FILE in chronological sequence.	CSRS/OM CMS/MSB Destroy when updated.	N/A	Destroy when updated.	
5200-2-2	<u>Property Pass Files</u> Authorizing removal of property or materials (AD Form 197). FILE in chronological sequence.	OM Destroy 3 mos. after expiration or revocation.	N/A	Destroy when no longer needed.	GRS-18-12
5200-4	<u>Reports</u> Use for material pertaining to inter/intra	CMS/MSB Destroy when 3		Destroy when 1	

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
5200-5	agency reports relating to excess & surplus personal property. FILE by subject, agency, & state. <u>Project Control</u> Use for memoranda, reports & other records documenting assignments, progress & completion of projects. FILE: Case file alphabetically by title of project.	years old. CMS/MSB Destroy 1 yr. after the year in which the project is closed.	N/A N/A	yr. old. Destroy when no longer needed.	GRS-4-2 GRS-16-5
5300	<u>SUPPLY MANAGEMENT</u> Use for material of a general nature pertaining to the requisitioning and procuring of expendable supplies and equipment including storage, inspection, control, and disposition of stock which does not fit elsewhere in this category. FILE by unit in chronological sequence.	CMS/MSB Destroy when 2 years old.	N/A	Destroy when no longer needed.	
5300-2	<u>Requisitions</u> Use for requisitions of supplies and equipment. FILE by unit.	CMS/MSB Destroy 2 yrs. after completion or cancellation of requisition.	N/A	Destroy when 6 mos. old.	GRS-3-8(a)(b)
5300-5	<u>Stores Accounting</u> Use for stores acctg. returns & report. FILE in chronological sequence.	CMS/MSB Destroy when 3 years old.	N/A	Destroy when no longer needed.	GRS-8-3
5300-6	<u>Working Papers</u> Use for work papers used in accumulating stores accounting data. FILE in chronological sequence.	CMS/MSB Destroy when 2 years old.	N/A	Destroy when no longer needed.	GRS-8-4
5300-8	<u>Project Control</u> Use for memoranda, reports & other	CMS/MSB Destroy 1 yr.		Destroy when	GRS-16-5

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		Record Office		Other Offices	Disposition Authority
		OPI & Disposition	To WNRC		
(1)	(2)	(3)	(4)	(5)	(6)
	records documenting assignments, progress & completion of projects. FILE Case file alphabetically by title of project.	after year in which project is closed.	N/A	no longer needed.	