

Part 408 – Records**Subpart D – Records Guide****408.60 Primary Subjects, Title Numbers, and Symbols**

Primary Subject	Title Number	Symbol
Management	110	ADM
Administrative Services	120	ADS
Agency General	130	AGN
Strategic Planning and Policy Analysis	140	SPA
Basin and Area Planning	150	BAP
Budget Planning and Analysis	160	BDG
Cartography and Geographic Information System	170	CGI
Conservation Planning and Application	180	CPA
Ecological Sciences	190	ECS
Economics	200	ECN
Engineering	210	ENG
Environmental Coordination	220	EVC
Equal Opportunity	230	EOP
Financial Management	250	FNM
Public Information	260	INF
Information Resources Management	270	IRM
International Conservation	280	INC
Resources Inventory	290	INV
Land Treatment Programs	300	LTP
Land Use	310	LNU
Legislative Affairs	320	LEG
Operations Management	330	MGT
Strategic Planning and Accountability	340	SPA
Personnel	360	PER
Project Development and Maintenance	390	PDM
Public Participation Coordination	400	PPC
Rural Development	410	RDV
Social Sciences	420	SSC
Soil Survey	430	SOI
Programs	440	PGM
Science and Technology	450	TCH
Water Quality	460	WQY

Note: NRCS organizational level is as follows:

- N – National Headquarters
- R – Regional offices
- C – National Center offices
- S – State offices, including plant material center offices

A – Area offices
F – Field offices.

408.61 Numerical List of File Codes and Related File Subjects

File Code	Primary, Secondary, Tertiary, and Quaternary Subjects
110	MANAGEMENT
110-11	General Correspondence
110-12	Federal Register
110-13	General Administrative
110-14	Schedules of Daily Activities
110-15	Transitory Files
110-16	IRM Triennial Review
110-17	Finding Aids and Indexes
110-18	Suspense Files
120	ADMINISTRATIVE SERVICES
120-11	Acquisition
120-11-11	Procurement
120-11-11-11	Bids and Proposals
120-11-11-12	Bidder Mailing List
120-11-11-13	Contracts
120-11-11-14	Purchases
120-11-12	Administrative Correspondence
120-11-12-11	Projects Completed
120-11-12-12	Project Planning
120-11-12-13	Control Files
120-11-12-14	Mailing Lists
120-11-12-15	Joint Committee of Printing Reports to Congress
120-11-12-16	Joint Committee on Printing Unit Reports
120-11-12-17	Internal Management
120-11-13	Requisitions
120-11-14	Job Orders, Work Orders, Delivery Orders
120-11-15	Supply Management
120-12	Federal Assistance Agreements
120-12-11	Cooperative Agreements
120-12-11-11	Operation and Maintenance (O&M)
120-12-11-12	Real Property (Land Rights) Interest
120-12-11-13	Relocation Assistance
120-12-11-13	Project
120-12-12	Grant Agreements
120-13	Working Agreements

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120-14	Communication
120-14-11	Correspondence
120-14-12	Mail
120-14-12-11	Messenger Service
120-14-12-12	Mail Room Operations
120-14-12-13	Metered Mail
120-14-12-14	Postal Irregularities
120-15	Directives Management
120-16	Energy Conservation
120-17	Forms Management
120-18	Patents
120-19	Personal Property
120-19-11	Accidents
120-19-12	Property Management
120-19-12-11	Accountability
120-19-12-12	Disposal
120-19-12-13	Utilization
120-19-13	Vehicle Management
120-19-13-11	Motor Vehicle Correspondence
120-19-13-12	Motor Vehicle Operation and Maintenance
120-19-13-13	Motor Vehicle Costs
120-19-13-14	Motor Vehicle Operator
120-20	Real Property
120-20-11	Space and Maintenance General Correspondence
120-20-12	Directory Service Files
120-20-13	Credentials Files
120-20-14	Map Drafts
120-20-15	Architectural Drawings of Temporary Buildings Not Critical to Mission Agency
120-20-16	Drawings of Electrical, Plumbing, Heating, or Air Conditioning Systems
120-20-17	Contact Negotiation Drawings
120-20-18	Space Assignment Plans
120-20-19	Engineering Drawings of Routine Minor Modifications or Parts
120-20-20	Paint Plans and Samples
120-20-21	Security and Protective Services Correspondence
120-20-22	Survey and Inspection Government Owned Facilities
120-20-23	Survey and Inspection Privately Owned Facilities
120-20-24	Investigative Files
120-21	Records Management
120-21-11	FOIA Requests – Granted
120-21-12	Privacy Act Requests – Granted
120-22	Reports Management
120-23	Transportation

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120-23-11	Commercial Freight and Passenger Transportation.
120-23-12	Commercial Freight and Passenger Transportation Settled
120-23-13	Obligation Copy Commercial Passenger Transportation Vouchers
120-23-14	Unused Ticket Redemption
120-23-15	Lost or Damaged Shipments
120-23-16	Noncommercial Reimbursable Travel
120-23-17	Obligation Copy Noncommercial Reimbursable Travel
120-23-18	Official Passport Application
120-23-19	Official Passport Annual Report
120-23-20	Official Passport Registers
120-23-21	Federal Employee Transportation Subsidy
120-24	Schedules of Daily Activities
120-25	Transitory Files
120-26	IRM Triennial Review
120-27	Finding Aids and Indexes
120-28	Suspense Files
130	AGENCY GENERAL
130-11	Crisis Preparedness
130-11-11	Alternate Headquarters
130-11-12	Succession of Command
130-12	Essential Records
130-13	Physical Protection
130-14	Emergency Planning Correspondence
130-15	Emergency Planning and Operations Case Files.
130-16	National Defense Executive Reserve Case Files
130-29	Security and Protective Services Correspondence
130-30	Survey and Inspection Government Owned Facilities
130-31	Survey and Inspection Privately Owned Facilities
130-32	Investigative Files
130-33	Property Pass Files
130-34	Guard Assignment
130-35	Police Function
130-36	Police Reports
130-37	Police External Reports
130-38	Personal Property Accountability
130-39	Key Accountability
130-40	Visitor Control Files – Maximum Security Area
130-41	Visitor Control Files – Other Area
130-42	Facilities Check
130-43	Guard Service Control Files
130-44	Guard Service Control – Arms Distribution
130-45	Logs and Registers

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130-46	Security Clearance Subject
130-47	Personal Security Clearance
130-48	Personal Security Clearance Status
130-49	Security Violations
130-50	Internal Agency Committee
130-51	Federal Advisory Committee Act (FACA)
130-52	Committee Records Not Maintained by Sponsor or Secretariat
130-53	FACA Operational
130-54	CIO Committee Records
140	STRATEGIC PLANNING AND POLICY ANALYSIS
140-11	Appraisal
140-11-11	Current Conditions
140-11-12	Past Trends
140-12	Analysis
140-13	Program Development
140-13-11	Objectives
140-13-12	Alternatives
140-13-13	Program Effectiveness
140-13-14	State Programs
140-14	Evaluation and Analysis
140-15	Impact
140-16	Data Collection
140-17	Evaluation Criteria
140-18	Performance Indicators
140-19	Projections
140-20	Plant Files
140-21	Store Files
140-22	Cost Files
150	BASIN AND AREA PLANNING
150-11	Colorado River Basin
150-12	Flood Plain Management
150-13	Flood Insurance Studies
150-14	River Basin Studies
150-14-11	Study Proposal
150-14-12	Assistance
150-14-13	Authorizations
150-14-14	Basic Data
150-14-14-11	Archeology
150-14-14-12	Biology
150-14-14-13	Drainage
150-14-14-14	Economics
150-14-14-15	Engineering

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150-14-14-16	Geology
150-14-14-17	Hydraulics
150-14-14-18	Hydrology
150-14-14-19	Land Treatment
150-14-14-20	Maps and Photos
150-14-14-21	Sedimentation
150-14-14-22	Soil Conditions and Land Use
150-14-14-23	Valley Sections
150-14-14-24	Water Quality
150-14-15	Comments and Public Participation
150-14-16	Plan of Work
150-15	Water Policy
150-16	Interagency Coordination
150-17	American Heritage Rivers (AHR)
160	BUDGET PLANNING AND ANALYSIS
160-11	Management Control Accountability
160-12	Budget Estimates
160-12-11	Agency Estimates
160-12-12	Department Estimates
160-12-13	OMB Documents (President's Budget)
160-13	Congressional Budget Office
160-14	Congressional Review
160-15	Explanatory Notes
160-16	Funding Allocations
160-17	Management Control Review
160-18	General Accounting Office
160-19	Office of the General Counsel
160-20	Office of Budget and Program Analysis
160-21	Office of Management and Budget
160-22	Historical
160-23	Enacted Appropriations
160-24	Office of the Inspector General (OIG)
160-25	Budget Apportionment
160-26	Expenditure Accounting Internal Procedures
160-27	Expenditure Ledgers and Appropriation Allotment
160-28	Expenditure Annual Budget Report
160-29	Expenditure Annual Budget Report Copies
160-30	Accounting Officers' Files
160-31	Accountable Officers' Returns
160-32	GAO Exceptions
160-33	Certificates Settlements
160-34	General Fund

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160-35	Designation of Agent
160-36	Federal Personnel Surety Bond Purchased Before January 1, 1956
160-37	Federal Personnel Surety Bonds Purchased After December 31, 1955
160-38	Tickets and Bills
160-39	Claims Against the U.S.
160-40	4 CFR Part 104 – Claims Not Extended
160-41	4 CFR Part 104 – Claims Extended Per 28 U.S.C. Section 2415
160-42	Claims Subject to Litigation
160-43	Approved Claims Waivers
160-44	Denied Claims Waivers
160-45	Explanatory Notes
170	CARTOGRAPHY AND GEOGRAPHIC INFORMATION SYSTEMS (GIS)
170-11	Aerial Photography
170-12	Compilation
170-13	Digitizing
170-14	Finding Aids
170-15	Lithography
170-16	Maps and Drawings
170-17	Photo-Grammetry
170-18	Photo Interpretations
170-19	Request for Service
170-20	Sensor Data
170-20-11	Electronic Sensing
170-20-12	In-Place Sensing
180	CONSERVATION PLANNING AND APPLICATION
180-11	(Reserved)
180-11-11	Organization
180-11-12	Operation
180-11-13	Work Plans
180-12	Technical Assistance
180-12-11	Planning
180-12-12	Application
180-12-13	Maintenance
180-12-14	Units of Government
180-12-15	Locally Led Conservation
190	ECOLOGICAL SCIENCES
190-11	Agronomy
190-11-11	Climate
190-11-12	Crops and Cropland Management
190-11-13	Critical Area Stabilization
190-11-14	Pasture and Hayland
190-11-15	Standards and Specification

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190-11-16	Tillage
190-12	Aquaculture
190-13	Biology
190-13-11	Field Trials
190-13-12	Fish and Fisheries
190-13-13	Standards and Specifications
190-13-14	Wetlands
190-13-14-11	Creation of Wetlands
190-13-14-12	Pesticide Use
190-13-14-13	Wetland Restoration and Enhancement
190-13-14-14	Wetland Management
190-13-14-15	General Permit
190-13-15	Wildlife Habitat
190-13-16	Applied Ecology
190-13-17	Biodiversity
190-13-18	Pollinators
190-14	Endangered Species
190-15	National Environmental Policy Act (NEPA)
190-15-11	Archeological and Historical Sites
190-15-12	Environmental Evaluations (EE) and Assessments (EA)
190-15-13	Environmental Impact Statements
190-15-14	Environmental Quality
190-16	Forestry
190-16-11	Forest Land Management
190-16-12	Soil-Forest Correlation and Interpretation
190-16-13	Soil-Forest Correlation and Interpretation
190-16-14	Standards and Specifications
190-16-15	Statistics, Inventory, and Cost Return
190-16-16	Agroforestry
190-17	Integrated Pest Management
190-17-11	Invasive Species
190-18	Plant Materials
190-18-11	Needs
190-18-12	Center Operations
190-18-13	Field Plantings
190-18-14	Seed and Plant Production and Distribution
190-18-15	Conservation Plant Release, Certification, and Sources of Supply
190-18-16	Product and Technology Transfer
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190-19-11	Ecology
190-19-12	Feed
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190-19-15	Range, Pasture, and Hay Land Site Management
190-19-16	Range, Pasture, and Hay Land Condition
190-19-17	Range, Pasture, and Hay Land Productions
190-19-18	Range, Pasture, and Hay Land Hydrology
190-19-19	Standards and Specifications
190-20	Reclamation
190-20-11	Reclamation Practices
190-20-12	Land Status
190-20-13	Reclamation Equipment
190-20-14	Vegetation
190-20-15	Land Capability
190-20-16	Standards and Specifications
190-21	Agritourism
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190-21-12	Liability
190-21-13	Planning
190-21-14	Cost of Operation
190-21-15	Agritourism Supplies and Equipment
190-21-16	Standards and Specifications
190-22	Soil Quality
190-22-11	Inventory and Assessment
190-22-12	Soil Management
190-22-12-11	Decision Support Systems
190-22-12-12	Nutrient Management
190-22-12-14	Land Uses
190-22-12-15	Restoration
190-22-12-16	Conservation Planning
190-22-12-17	Economics
190-22-12-18	Productivity
190-22-13	Carbon Sequestration
190-22-14	Water Quality
190-22-15	Soil Biology
190-23	Animal Husbandry
190-23-11	Husbandry and Management
190-23-12	Feeds and Nutrition
190-23-13	Livestock and Poultry Industries
190-23-14	Health and Mortality
190-23-15	Housing and Equipment
190-23-16	Energy
190-23-17	Manure
190-23-18	Water, Air Quality, and Greenhouse Gases

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190-23-19	Animal Feeding Operations (AFO)/Concentrated Animal Feeding Operations (CAFO)
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190-24-11-13	Water Features
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190-24-11-17	Supporting Information
190-24-11-18	Rangeland Health
190-24-12	Ecological Sites Inventory and Assessment
190-24-13	Ecological Sites Management
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190-26	Nutrient Management
190-26-11	Comprehensive Nutrient Management Plans
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190-29-11	Applied Ecology
190-29-12	Riparian Areas
190-29-13	Prescribed Burning
190-29-14	Biodiversity
190-29-15	Endangered Species
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190-30-11	Air Quality
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190-31-13	Operational Procedures
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200-11	Cost Return
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200-15	Conservation Practice Cost Schedule
210	ENGINEERING
210-11	Conservation Practices

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210-12	Construction
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210-12-12	Computation Sheets
210-12-13	Construction Materials
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250	FINANCIAL MANAGEMENT
250-11	Accounting
250-11-11	Accounting Subsidiary Records
250-11-12	Accounting Reports
250-11-13	Consolidated Financial Statements.
250-11-14	Management Control Accountability
250-11-15	Management Control Review

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250-11-16	Budget Internal Procedures
250-11-17	Budget Background
250-11-18	Annual Budget Report
250-11-19	Budget Reports – Other
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250 -12	Budget Execution
250-12-11	Planning Budgets
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250-13-18-16	Combined Federal Campaign (CFC)
250-13-18-17	Thrift Savings Plan Election Form (TSP)
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260-11	Still Photograph
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260-11-13	Artwork, Reproduction Material
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260-11-15	Routine Scientific, Medical, or Engineering Footage
260-11-16	Rehearsal and Practice Footage
260-11-17	Meetings and Awards Footage
260-11-18	Meeting Recordings Used for Transcription Excluding Presidential and Executive Commissions
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270-23	IT Inventories
270-24	IT Configuration and Change Management
270-25	Systems Backup Incrementals
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270-28	IT Maintenance
270-29	IT System Security and Disaster Recovery Plans
270-30	IT Passwords Special Accountability
270-31	IT Passwords Routine Systems
270-32	IT Computer Security Incident Reporting
270-33	IT Operations Problem Reports
270-34	IT Operations Benchmarking
270-35	IT COTR Files
270-36	IT Help Desk
270-37	IT Infrastructure Design and Implementation Files – Not Implemented
270-38	IT Infrastructure Design and Implementation Files – Implemented
270-39	Records Created Solely to Test System Performance
270-40	Records Used to Create or Update a Master File
270-41	Input or Source Records Nonelectronic
270-42	Input or Source Records Electronic
270-43	Input or Source Records Electronic Received From Another Agency
270-45	Electronic Records (Hardcopy)
270-46	Electronic Records (Electronic)
270-47	Electronic Records (Hardcopy Printout)
270-48	Data Files Consisting of Summarized Information
270-49	Records Consisting of Extracted Information
270-50	Backups of Files for Permanent Records
270-51	Backups of File for Temporary Records
270-52	Special Purpose Programs
270-53	Documentation
270-54	Downloaded and Copied Data Derived From Existing Agency Data
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270-56	Request Files
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110 – Management

File Code	Description and Filing Instructions	Disposition	Disposition Authority
110-11	<p>General material that relates to the overall direction of administrative services, financial management, personnel, information resources management, equal opportunity, A-76, commercial activities, and productivity improvement functions. Includes records relating to Food and Agricultural Council (FAC).</p> <p>In accordance with instructions for specific material described by the subjects listed under any of the primary subjects named above.</p>		
	a) Record copy in custody of the chairperson.	Temporary: S – Retain for 1 year after the end of the preceding fiscal year.	NRCS/CRS-5
	b) Copies of above material.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-5
110-12	Federal Register – Correspondence, reports, notices, announcements, proposed rules, and final rules.	Temporary: Destroy when 1 year old.	GRS-16/13(a)
110-13	General Administrative		
	a) Administrative Management Files – Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	Temporary: Destroy when 2 years old.	GRS-23/1
	b) Tracking and Control Records – Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the GRS or a NARA-approved SF 115.	Temporary: Destroy or delete when 2 years old, or 2 years after the date of the latest entry, whichever	GRS-23/8

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		is applicable.	
110-14	Schedules of Daily Activities – Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, excluding materials determined to be personal.		
	a) High-Level Officials – Chief, Associate Chiefs, and Deputy Chiefs	Permanent:	
	b) CIO Schedules – Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, excluding materials determined to be personal and those that have been incorporated into other recordkeeping systems.	Temporary: Destroy or delete when 2 to 5 years old.	GRS-27/7
c) All Others – Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, excluding records relating to the official activities of high Government officials. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Temporary: Destroy or delete when 2 years old.	GRS-23/5(a), 5(b)	
110-15	Transitory Files – Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), that have minimal or no documentary or evidential value.	Temporary: Destroy immediately, or when no longer needed for reference.	GRS-23/7
110-16	IRM Triennial Review – Reports required by the GSA concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports	Temporary: Destroy when 7 years old.	GRS-16/11
110-17	Finding Aids and Indexes – Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF 115, excluding records containing abstracts or other information that can be used as an information source apart from the related records.	Temporary: Destroy or delete with the related records.	GRS-23/9
110-18	Suspense Files – Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	Temporary: Destroy after action is taken.	GRS-23/6 (a)
110-19	Committees, Meetings, Conferences, Task Forces, Panels – Records such as agendas, minutes, and accomplishments pertaining to the establishment, organization, membership, and policies of interagency advisory, international, and internal groups.		
	a) Interagency, advisory or international in scope, except as described.	N – Offer agenda, minutes, or reports that document accomplishments to NARA when 10 years old. Transfer records relative to establishment, organization,	NRCS/CRS-5

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		<p>membership, and policy to FRC when 15 years old.</p> <p>R, S, A, F – Destroy agenda, minutes, reports, etc., when 3 years old or no longer needed for reference. Destroy remaining material when 5 years old.</p>	
	<p>b) Internal in scope.</p>	<p>Temporary: Destroy agenda, minutes, reports, etc., when 3 years old or no longer needed for reference. Destroy remaining material 2 years after termination of committee, task force, or panel or date of meeting or conference.</p>	<p>NRCS/CRS-5</p>
<p>110-20</p>	<p>Evaluations, Appraisals – Functional appraisal, “5-percent” spot-check or similar compliance reviews, evaluations performed by NRCS or acquired from outside NRCS for such purposes as determining effectiveness of program management and administration or for determining the effect of actions planned, previously taken, or under way. Does not include general correspondence, guidelines, procedures, etc., for performing individual program or operation appraisals described under 3330-11. File reports of functional appraisal, quality review, “5-percent” spot-checks, or similar reviews, conducted at any organizational level as a recurring subject with the applicable function or activity records.</p> <p>a) Evaluation of NRCS involvement in present or future programs, including implementations, appraisals, status reports, etc.</p> <p>b) Appraisals made in all programs at all levels of NRCS by NRCS, USDA.</p>		
	<p>a) Evaluation of NRCS involvement in present or future programs, including implementations, appraisals, status reports, etc.</p>	<p>Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.</p>	<p>NRCS/CRS-140</p>
	<p>b) Appraisals made in all programs at all levels of NRCS by NRCS, USDA.</p>	<p>Temporary: N – Destroy 2 years after superseded or when 5 years old, whichever is sooner.</p> <p>R, S, A, F – Destroy when superseded or when 5 years old, whichever is sooner.</p>	<p>NRCS/CRS-131</p>
<p>110-21</p>	<p>Case Files – Case files may be established as needed for any specific project, function, activity, event, etc., in any recurring, primary, secondary, tertiary, or quaternary subject.</p>	<p>Temporary: Dispose of case files in accordance with scheduled disposal of</p>	

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		the material in the case file.	
110-22	Outside Relations, Interagency – Records pertaining to the relationships between outside interests and NRCS. May include material pertaining to specific aspects of NRCS program planning and policy formulation. Included are other Federal agencies, Tribal and international governments, States, counties, schools, colleges, individuals, clubs, societies, etc.		
	a) Private Sector – Material pertaining to individuals; private, commercial, or industrial firms; civic or cultural groups; cooperatives; etc. Includes complaints, suggestions, commendations, and replies.	Temporary: N – Destroy when 5 years old or no longer needed for reference, whichever is sooner. R, S, A, F – Destroy when 3 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS-8
	b) Public Sector – Material pertaining to Congress; Federal, State, and local agencies; schools; etc.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 10 years old. R, S, A, F – Destroy when 5 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS-8

120 – Administrative Services

File Code	Description and Filing Instructions	Disposition	Disposition Authority
120-11	Acquisition – Materials relating to personal property or nonpersonal services obtained from all sources regardless of whether obtained by contract, rental, lease, barter, manufacture, or purchase. Includes all register, logs, or other media used to assign and record control numbers or to identify projects, activities, or sponsors. The record copy of each contract, requisition, purchase order, lease, or other acquisitions document is the copy maintained in the region or State office or unit of the National Headquarters responsible for all administrative steps required to accomplish the acquisition and make final payment. <i>Note: The record copy of any acquisition document must be retained until only related claims are satisfied.</i>		
		Temporary: Destroy when 2 years old. Correspondence and subject files relating to routine operations and	GRS-3/2

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		activities in the administration of the procurement program that are not elsewhere described.	
120-11-11	Procurement – Records relating to actions to obtain personal property (materials, supplies) or nonpersonal services (including construction) from non-Federal sources. Includes the documents used to effect the action and related supporting material.	Temporary: Destroy when 2 years old.	GRS-3/2
120-11-11-11	Bids and Proposals – General material pertaining to such items as invitation for bid (IFB), request for quotations (RFQ), or request for proposals (RFP) requirements; unsolicited proposals; bid handling; abstract preparation; etc. Case file rejected bids, quotations, or proposals and reference to resultant procurement file.		
	a) Successful bids and proposals.	Temporary: Destroy when superseded or obsolete.	GRS-3/5(d)
	b) Solicited and unsolicited unsuccessful bids and proposals. 1. Relating to small purchases as defined in the Federal Acquisition Regulation, 48 CFR Part 13.	Temporary: Destroy 1 year after date of award or final payment, whichever is later.	NRCS-3/5(b)1
	2. Relating to transactions above the small-purchase limitations in 48 CFR Part 13. a. When filed separately from contract case files.	Temporary: Destroy when related contract is completed.	NRCS-3/5(b)2a
	b. When filed with contract case files.	Temporary: Destroy with related contract case files.	NRCS- 3/5(b)2b
	c) Canceled solicitations files. Formal solicitations of offers to provide products or services (e.g., invitations for bids, requests for proposals, requests for quotations) that were canceled prior to award.	Temporary: Destroy 5 years after date of cancellation.	NRCS-3/5(c)1
	1. Relating to transactions above the small-purchase limitations in 48 CFR Part 13.	Return to bidder.	NRCS-3/5(c)2
120-11-11-12	Bidder Mailing List – Lists of known vendors and Standard Forms (SFs) 254 and 255. Case file by list purpose, vendor capability, program, etc., if desired.	Temporary: Destroy when superseded or obsolete.	GRS-3/5(d)
120-11-11-13	Contracts – General material relating to preparing and issuing a specific IFB, RFQ, or RFP and awarding and administering contracts. Case file individual contracts and arrange by program, activity, or region. See the appropriate handbook or manual (PL-566, RC&D, GPCP, RAMP, RCWP, etc.) or the National Contracts, Grants, and Cooperative Agreements Manual for material to be		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	included, and the arrangement of material in a file folder. If contracts are maintained apart from this file, cross-reference this file location.		
	a) Procurement office copy of each contract (see (d) for payrolls), purchase order, requisition, lease, or other purchase arrangement, including accepted or rejected bids, proposals, etc., and all other required supporting documents (NRCS/CRS-114).		
	1. Material for transactions more than \$25,000 and all construction contracts exceeding \$2,000.	Temporary: Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	NRCS/CRS-114
	2. Material for transactions of \$25,000 or less and construction contracts under \$2,000.	Temporary: Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	NRCS/CRS-114
	b) Information copy of above procurement documents used for accounts purposes.	Temporary: Destroy when funds are obligated.	GRS-3/3(b)
	c) Other copies of records described above.	Temporary: Forward Government representative and regional copies of completed contracts to the procurement office within 90 days for consolidation with their file. Destroy copies used by component elements of the procurement office for administrative purposes when procurement is completed or terminated. Destroy other copies of contracts and other acquisitions documents 1 year after completion of the contract, receipt of services or property, or expiration of lease, etc. <i>Note: See 180-12-11(a) regarding survey notes,</i>	GRS-3/3(c)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	d) Contractor's payrolls.	<i>drawings, field sheets, etc., that may have future value.</i> Temporary: Destroy 3 years after contract completion.	GRS-3/11
120-11-11-14	<p>Purchases – Material pertaining to preparing, routing, and filling of requests for supplies, equipment, or services from non-Federal sources by methods other than contracts. These transactions may result from an IFC, RFQ, PCMS, RFP, from information price inquiry; or from a “reasonable price” determination. The purchase documents (AD-633, AD-838, etc.) and any required supporting material (request or requisition, e.g., AD-700, price inquiries, or reasonable price determination, etc.) are to be case filed and arranged so that—</p> <ul style="list-style-type: none"> • Purchase documents of a single type that are assigned control numbers from a single register are filed together in numerical order. • Mixed purchase documents that are assigned control numbers from a single register are filed together in numerical order. • Purchase documents that are not assigned a control number are filed together. <p><i>Note: If procurement documents are filed separate from the remainder of the file, cross-reference accordingly.</i></p>		
	a) Procurement office copy of each contract (see (d) for payrolls), purchase order, requisition, lease, or other purchase arrangement, including accepted or rejected bids, proposals, etc., and all other required supporting documents.		
	1. Material for transactions more than \$25,000 and construction contract over \$2,000.	Temporary: Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	NRCS/CRS-114
	2. Material for transactions of \$25,000 or less and construction contract over \$2,000.	Temporary: Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final	NRCS/CRS-114

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		payment.	
	b) Information copy of above procurement documents used for accounts purposes.	Temporary: Destroy when funds are obligated.	GRS-3/3(b)
	c) Other copies of records described above.	Temporary: Forward Government representative and regional copies of completed contracts to the procurement office within 90 days for consolidation with their file. Destroy copies used by component elements of the procurement office for administrative purposes when procurement is completed or terminated. Destroy other copies of contracts and other acquisitions documents 1 year after completion of the contract, receipt of services or property, expiration of lease, etc. <i>Note: See 180-12-11(a) regarding survey notes, drawings, field sheets, etc., that may have future value.</i>	GRS-3/3(c)
	d) Contractor's payrolls.	Temporary: Destroy 3 years after contract completion.	GRS-3/11
120-11-12	Administrative Correspondence – Correspondence, reports, printing, binding, duplication, and distribution.	Temporary: Destroy when 2 years old.	GRS-13/1
120-11-12-11	Projects Completed – Correspondence, reports, and case files. Files pertaining to the accomplishment of the job, containing requisitions, bills, samples, manuscript clearances, and related documents exclusive of requisitions on the Public Printer and related records and records relating to services obtained outside the agency.	Temporary: Destroy 1 year after completion of job.	GRS-13/2(a)
120-11-12-12	Project Planning – Correspondence, reports, and case files.	Temporary: Destroy when 3 years old.	GRS-13/2(b)
120-11-12-13	Control Files – Correspondence, reports, registers,	Temporary:	GRS-13/3

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	requisitions, and work orders.	Destroy 1 year after close of fiscal year in which compiled or 1 year after filing of register.	
120-11-12-14	Mailing Lists – Correspondence, reports, request forms, and lists.	Temporary: Destroy after appropriate revision of mailing list or after 3 months, whichever is sooner.	GRS-13/4(a), 4(b)
120-11-12-15	Joint Committee of Printing Reports to Congress – Correspondence and reports. Agency report to JCP regarding operation of class A and B plants and inventories of printing, binding, and related equipment in class A and B plants or in storage.	Temporary: Destroy when 3 years old.	GRS-13/5(a)
120-11-12-16	Joint Committee on Printing Unit Reports – Correspondence, reports, and work papers.	Temporary: Destroy 1 year after date of report.	GRS-13/5(b)
120-11-12-17	Internal Management – Correspondence, reports, and internal management.	Temporary: Destroy when 2 years old.	GRS-13/6
120-11-13-	Requisitions – Material pertaining to preparing, routing, and filing request for personal property (materials, supplies, and equipment) from Federal sources. Normally these transactions relate to use of GSA stores or stocks, central supply, Federal Prison Industries, or other Federal sources to obtain a product.	Temporary: Destroy when 2 years old.	GRS-3/2
120-11-14	Job Orders, Work Orders, Delivery Orders – Material pertaining to preparing, routing, and filling requests for services obtained from Federal sources. Includes such services as SF-1, “Printing and Binding Requisition”; utility installations or repairs; refurbishing of space; etc. Does not include cartographic services or materials described under 170-19.		
	a) Printing procurement unit copy of requisition, invoice, specifications, and related papers.	Temporary: Destroy 3 years after completion or cancellation or requisition.	GRS-3/6(a)
	b) Accounting copy of requisition.	Temporary: Destroy 3 years after period covered by related account.	GRS-3/6(b)
120-11-15	Supply Management – Correspondence, reports, forms. Files of reports on supply requirements and procurement matters submitted for supply management purposes (other than those incorporated in case files or other files of a general nature), exclusive of Department of Defense reports reflecting procurement under exemptions authorized under section 201(a) of the Federal Property and Administrative Services Act of 1949 (40 U.S.C. Section 481).		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	a) Federal supply schedules, catalogs, and price lists.	Temporary: Destroy when superseded.	GRS-3/4(d)
	b) All other remaining material.	Temporary: Destroy when 2 years old.	GRS-3/4(a)
120-12	<p>Federal Assistance Agreements – Correspondence and related material pertaining to agreements that document a relationship between the Federal Government and a unit of State or local government, or a private individual, primarily for the purpose of transferring something of value to support or stimulate an activity. Includes agreements related to Federal assistance and those providing technical assistance to non-Federal parties on a reimbursable or cost-share basis, as described under the following tertiary subjects. These agreements are distinct from those described under 120-13 in that the latter have a primary purpose of cooperation, assistance, or mutual benefit, not the transfer of funds or resources, even though they may provide for some funding arrangements.</p> <p>The record copy of each agreement must be filed under this file code, except as noted below. Working copies of these agreements may be maintained with related program records (referenced to this location) when determined necessary for the program or for administrative purposes. Establish case files as needed.</p> <p>Correspondence, subject files, and other records relating to establishment of a grant or agreement program, including policy and procedure for the management and evaluation of grants and agreements and routine operations in administration of the program.</p> <p>Exception: The following agreements are to be filed as described below.</p> <ul style="list-style-type: none"> a) File agreements for construction, cost-share land rights or relocation, or professional services, etc., in the resulting contract or similar folder with documentation relating to execution of the agreement. b) File farmer-district agreements with the pertinent resource or conservation plan. c) File land treatments (LTAs) as described under 300-11. d) File basic and supplemental memorandums or understanding with soil conservation 	<p>Temporary: N – Destroy material relating to routine operations when 2 years old. Transfer remaining material to FRC 2 years after cancellation of the program. Destroy 10 years after program cancellation.</p> <p>R, S, A, F – Destroy material relating to routine operations when 2 years old.</p>	NRCS/CRS-115(d)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	<p>district under 180-11.</p> <p>e) File agreements pertaining to space and related service (heat, lights, water, etc.) under 120-20.</p>		
<p>120-12-11</p>	<p>Cooperative Agreements – General correspondence and related material pertaining to agreements that provide mutual benefit to each party; each party contributes money, services, property, or something of value, and each party participates in the undertaking. These may relate to such activities as construction, vegetation, engineering services, soil surveys, stream gauging, O&M, land rights, information technology services, etc. Includes agreements between Federal agencies (Form AF-672) under section 601 of the Economy Act.</p> <p>Agreements may be filed here, or they may be case filed by site, project, program, activity, etc., or all agreements for any single purpose may be filed according to the following subjects. Instructions for assembling agreement case files are provided in the appropriate program manual or handbook.</p>		
	<p>a) Agreements that involve expenditure of Federal funds.</p>		
	<p>1. Material for transactions more than \$25,000 and construction contracts over \$2,000.</p>	<p>Temporary: N, R, S – Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.</p>	<p>GRS-3/3(a)1(a)</p>
	<p>2. Material for transactions of \$25,000 or less and construction contracts under \$2,000.</p>	<p>Temporary: Destroy 3 years after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.</p>	<p>GRS-3/3(a)1(b)</p>
	<p>b) Other agreements.</p>	<p>Temporary: Destroy 3 years after termination or end or effective period.</p>	<p>NRCS/CRS-110(b)</p>
<p>120-12-11-11</p>	<p>Operation and Maintenance (O&M) – General correspondence and records pertaining to operation and maintenance of works or improvement associated with Watershed Protection (PL-566), Flood Prevention (PL-534), Resource Conservation and Development (RC&D), and similar programs.</p> <p>Includes O&M agreements and O&M inspection reports. Inspection reports have the same disposition as the related agreement. They may be filed separately if referenced to this file location.</p>	<p>Temporary: Destroy 3 years after termination or end of effective period.</p>	<p>NRCS/CRS-110(b)</p>

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	Field office will maintain official (record copy) unless designated by the State.		
120-12-11-12	Real Property (Landrights) Interest – General correspondence, agreements, Forms NRCS-ADS-78 or equivalent, records pertaining to real property rights and interest in general (with or without cost-sharing), water rights, and construction or other permits. Includes landrights work maps, and copies of landrights instruments. Before transfer to FRC or making other scheduled disposition of these records, remove work map and NRCS-ADS-78 or equivalent and attorney’s opinion, and file these with the related O&M agreement. Destroy tracing or drawings used to prepare work maps and copies of land rights instruments, water rights, and permits at this time.		
	a) Agreements that involve expenditure of Federal funds.		
	1. Material for transactions more than \$25,000 and construction contracts over \$2,000.	Temporary: N, R, S – Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	GRS-3/3(a)1(a)
	2. Material for transactions of \$25,000 or less and construction contracts under \$2,000.	Temporary: N, R, S – Destroy 3 years after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	GRS-3/3(a)1(b)
	b) Other agreements.	Temporary: Destroy 3 years after termination or end or effective period.	NRCS/CRS-110(b)
120-12-11-13	Relocation Assistance – General correspondence, agreements, and records pertaining to assistance to sponsors under authority of the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970.		
	a) Agreements that involve expenditure of Federal funds.		
	1. Material for transactions more than \$25,000 and construction contracts over \$2,000.	Temporary: Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	GRS-3/3(a)1(a)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	2. Material for transactions of \$25,000 or less and construction contracts under \$2,000.	Temporary: Destroy 3 years after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	GRS-3/3(a)1(b)
	b) Other agreements.	Temporary: Destroy 3 years after termination or end or effective period.	NRCS/CRS-110(b)
120-12-11-13	Project – General correspondence and records pertaining to project agreements for construction, materials, or services. Includes Federal and local construction, division of work, force account, performance of work, average cost, etc.		
	a) Agreements that involve expenditure of Federal funds.		
	1. Material for transactions more than \$25,000 and construction contracts over \$2,000.	Temporary: Transfer to FRC 2 years after final payment. Destroy 6 years and 3 months after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	GRS-3/3(a)1(a)
	2. Material for transactions of \$25,000 or less and construction contracts under \$2,000.	Temporary: Destroy 3 years after final payment. Destroy file of unsuccessful bids or proposals at time of final payment.	GRS-3/3(a)1(b)
	b) Other agreements.	Temporary: Destroy 3 years after termination or end or effective period.	NRCS/CRS-110(b)
120-12-12	Grant Agreements – General correspondence and related material pertaining to agreements that transfer funds to a sponsor and require no NRCS follow-up action. Case file as necessary.		
	a) Correspondence and other material pertaining to grants and grant applications. Includes contracts and related materials, project reports, studies, certificates, and other records relating to receipt, review, status, allocation of funds, etc., or accepted or approval grants (NRCS/CRS-115(a)).	Temporary: N, R, S -- Destroy rejected grant application 5 years after rejection. Transfer other material to FRC 3 years after final payment or cancellation of accepted grants. Destroy 6 years and 3 months after final payment or cancellation. A, F – Transfer all grant documents to State	NRCS/CRS-115(a) and (b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	<p>b) Indexes, registers, logs, or other records relating to assignment of control numbers to identify projects, applications, and grants (NRCS/CRS-115(c)).</p>	<p>office 90 days after final payment, cancellation, or rejection.</p> <p>Temporary: N, R, S - Destroy when superseded or obsolete.</p>	<p>GRS-3/3 and NRCS/CRS-115(a), (b), and (d)</p>
120-13	<p>Working Agreements – Correspondence and related material pertaining to agreements having a primary purpose other than the transfer of funds of other resources; however, the relationship established with Federal or non-Federal parties may include the exchange of resources. These agreements may be further described as follows:</p> <ul style="list-style-type: none"> • Memorandums of understanding • Joint agreements • Contribution agreements • Agreements for services • Interagency agreements <p>Establish agreement case files as needed to accommodate those not to be otherwise filed in accordance with the exception under 120-12.</p>		
	<p>a) Interagency agreement established at the national level pertaining to program agreements or other agreements not otherwise case filed.</p>	<p>N – Permanent. Transfer to FRC 3 years after revision or termination. Offer to NARA when 10 years old.</p>	<p>NRCS/CRS-100(a)</p>
	<p>b) Correspondence and other material and documents pertaining to agreements or memorandums of understanding established below national level or those agreements related to housekeeping functions.</p>	<p>Temporary: Destroy 3 years after termination or end of effective period. State office maintains records copy, and other copies may be destroyed when no longer needed.</p>	<p>NRCS/CRS-100(b)</p>
120 -14	<p>Communication – Material relating to the management of correspondence, mail, telephone directories, and related services. See 270-16 for other types of telecommunication.</p>	<p>Temporary: Destroy correspondence and related material not part of case file when 2 years old. Destroy case files 2 years after case is closed, authority rescinded, or when obsolete or superseded. Destroy directories and mailing lists when obsolete or superseded.</p>	<p>NRCS/CRS-111</p>
120-14-11	<p>Correspondence – Material pertaining to preparing, processing, routing, surveying, etc. of correspondence.</p>	<p>Temporary: Destroy correspondence and related material not part of case file when 2 years old. Destroy case files 2 years after case is</p>	<p>NRCS/CRS-111</p>

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		closed, authority rescinded, or when obsolete or superseded. Destroy directories and mailing lists when obsolete or superseded.	
120-14-11-11	General Correspondence – Routine correspondence, reports, forms, and other general material relating to any single primary, secondary, or tertiary subject. Correspondence relating to a specific project, practice, activity, or function is normally filed with related record material.	Temporary: Destroy when 3 years old.	NRCS/CRS-1 and 2
120-14-11-12	Chief's Correspondence – Correspondence received and initiated by or in the name of the Chief. Includes White House, congressional, and Secretarial correspondence with background material attached relating to the overall programs of NRCS. This recurring subject is to be used only by units of National Headquarters. Material of this nature that may occur in other offices is to be forwarded to the Director, Business Services Division (BSD), in fiscal-year blocks for filing and disposition. Does not include directives, retirement letters, or letters of a general nature that may be signed by or for the Chief.	Permanent: N – File correspondence chronologically and close files annually. Transfer files to Management Services Division when 3 years old. Offer to NARA when 10 years old.	NRCS/CRS-10
120-14-12	Mail – Postal laws, ZIP codes, rate and postal services, mail surveys or studies, direct accountability reports, etc. Includes mailing lists for automation and address changes and PS-3601-A, 3602-A, 3603, 3533, 3602-G, and ADS-004A.	Temporary: Destroy correspondence and related material not part of case file when 2 years old. Destroy case files 2 years after case is closed, authority rescinded, or when obsolete or superseded. Destroy directories and mailing lists when obsolete or superseded.	NRCS/CRS-111
120-14-12-11	Messenger Service – Correspondence, reports, and daily logs.	Temporary: Destroy when 2 months old.	GRS-12/1
120-14-12-12	Mail Room Operations – Correspondence, reports, and procedures.	Temporary: Destroy when 1 year old or when superseded or obsolete, whichever is applicable.	GRS-1/6(g)
120-14-12-13	Metered Mail – Correspondence and reports.	Temporary: Destroy when 6 years old.	GRS-12/7
120-14-12-14	Postal Irregularities – Correspondence and	Temporary:	GRS-12/8

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	reports.	Destroy 3 years after completion of investigation.	
120-15	Directives Management – Records that relate to the overall activities of developing and managing directives, recommendations concerning the system, directives writing training, maintenance of directives, distributions, disposals, etc. See also XXX-8 for the filing and disposition of directives and related supporting and background material. (The records copy of permanent directives are filed under the recurring XXX-8.)	Temporary: Destroy when 3 years old.	NRCS/CRS-1 and 2
120-15-11	<p>Directives – Includes supporting and background material used in the development of directives draft copies, comments used or considered in preparing the final copy, and clearance forms. Also includes supporting or background material used in developing notices, proposed or final rules, etc., that are published in the Federal Register, along with a copy of the material being published.</p> <p>Case files may be established to arrange material by title code or CFR part, nature of material, or other method that will facilitate retrieval. File such material with the related program or functional records by using this recurring subject, or establish case files under file code 120-15. Action, working, or reference copies of directives may be retained in this file when coded to the appropriate subject.</p> <p>The BSD staff will file by case and in numerical order by primary title and directive type a record copy (so marked) of all directives issued by National Headquarters, along with the clearance form. Units of National Headquarters that issue directives (prepare drafts, obtain clearances, etc.) are to retain all background and supporting material. A record copy of directives issued by each region or State or National Center (regarding technical training or transfer activities) is to be retained in a single location in the issuing office until the directive is canceled.</p>		
	a) Record copies of NRCS directives issued by National Headquarters, including supporting and background material and clearance forms.		
	1. All directives except bulletins.	Permanent: N – Offer to NARA in 5 years blocks 10 years	NRCS/CRS-6

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		after revision or cancellation. Transfer supporting and background material to FRC when 5 years old. Destroy when 15 years old.	
	2. Bulletins, including supporting and background material.	Temporary: Destroy 1 year after close of fiscal year in which issued.	NRCS/CRS-6
	b) NRCS directives issued below the national level including clearance forms and background material.	Temporary: Destroy when canceled.	NRCS/CRS-6
	c) Directives issued by others that affect NRCS operations.	Temporary: Destroy when obsolete or superseded.	NRCS/CRS-6
	d) Material relating to notices, proposed rules, etc.	Temporary: Destroy when 2 years old.	NRCS/CRS-6
	e) Material relating to final rules.	Temporary: Transfer to FRC when 5 years old. Destroy when 25 years old.	NRCS/CRS-112(b)
	f) Federal Register Publications.	Temporary: Destroy at frequent intervals (daily, weekly, etc.) after extracting (or copying) pages of interest to NRCS. Destroy extracts made locally or those received from others that relate to no specific project or activity when 3 months old. Destroy extracts relating to a specific project or activity when 2 years old, unless it is part of a case file.	NRCS/CRS-6
120-15-12	Authorizations, Delegations – Authorizations or delegations of authority other than those established by directive. Includes special assignments of responsibility, orders, confirmations, etc.	Temporary: Destroy when superseded, rescinded, or canceled.	NRCS/CRS-3
120-16	Energy Conservation – Records documenting goals, efforts, and accomplishments of reduced	Temporary: Destroy when 3 years	NRCS/CRS-142

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	energy use by NRCS. May be case filed by campaign, program, or directive (i.e., mileage reductions, miles per gallon restriction on fleet, privately owned vehicle use limitations, etc.).	old.	
120-17	Forms Management – Correspondence, reports, forms, instructions, and working files.		
	a) Records copy of form and supporting or background and clearance material including Form NRCS-ADS-024.	Temporary: Destroy 5 years after related form is discontinued, superseded or canceled.	NRCS/CRS-113
	b) Form catalogs and control records.	Temporary: Destroy when obsolete or superseded.	NRCS/CRS-113
120-18	Patents – Material relating to application for and obtaining patents resulting from work or studies performed as an NRCS employee.		
	a) Copies of approved applications and supporting material, and copies of approval documents.	Temporary: N – Destroy 5 years after date of approval. R, S, A, F – Destroy when discontinued, superseded, or canceled.	NRCS/CRS-143/3(a)
	b) Remaining material, including copies of applications and supporting material not approved.	Temporary: Destroy when 2 years old, or 2 years after date of disapproval, whichever is later.	NRCS/CRS-143/3(b)
120-19	Personal Property – Correspondence and related material pertaining to initial acquisition of property other than described under purchases. Includes accountability, utilization, and disposition of property; and various forms, reports, inventories, and related documents associated with the sale, transfer, loan donation, destruction, abandonment, etc., of any item of personal property. Disposition: In accordance with instructions for specific material described by the following subjects.		
120-19-11	Accidents – Incidents, accidents, etc., involving Government-owned, leased, or rented property or vehicles and privately owned vehicles when operated on official business. Includes damages resulting from fires, floods, explosions, etc., involving Government property. Prepare a case file for each incident. The case file is to contain initial and investigative reports, witness or other statements, and documentation of the final disposition of the case (e.g., copy of P.O., or AD-744, copy of vendor invoice to a BPA, a		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	memo to the file, etc.) showing any costs incurred by NRCS or assessed to others. File the accident review committee report and copies of any letters of caution or reprimand in employee's OPF. Form AD-872 reporting personal injury is to be filed under 360-17-12.		
	a) Correspondence and related material pertaining to accidents requiring investigation, SF-91A, or action by accident review committee.	Temporary: Destroy case files 3 years after case is closed. Destroy remaining material when 2 years old.	NRCS/CRS-109(a)
	b) Minor accidents, events, etc., requiring no committee action.	Temporary: Destroy 1 year after fiscal year in which incident occurred.	NRCS/CRS-109(b)
120-19-12	Property Management – Correspondence reports, SF 120, SF 120-A, SF 121, SF 122, SF 123, SF 123-A, SF 126, SF 126-A.	Temporary: Destroy 6 years after final payment.	NRCS-4/3(a)
120-19-12-11	Accountability – Procedures and documents used to account for expendable and nonexpendable property. Includes property cards, inventories, identification, reconciliation with account ledger, and receipts for personal-use items. Also includes records pertaining to property obtained by methods other than procurement, such as transfer from excess, donation, construction, conversation, etc.		
	a) Control or accountability documents.	Temporary: Destroy hand receipts when cleared. Destroy inventories 1 year after new inventory is prepared and verified. Destroy white copy of AD-106 3 years after the end of the fiscal year in which disposal of the property occurs. Transfer salmon copy of AD-106 to new APO, if within NRCS, or destroy when property is disposed of otherwise.	NRCS/CRS-116(a)
	b) Correspondence and other material relating to property management not described above.	Temporary: Destroy when 2 years old, or 2 years after the disposal of the property; whichever is earlier.	NRCS/CRS-116(b)
	c) Material pertaining to the disposition on property by abandonment, exchange, sale,	Temporary: Destroy when 3 years	NRCS/CRS-116(c)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	destruction, or donation.	old. A, F – Destroy when no longer needed or when the property disposal is completed.	
120-19-12-12	Disposal – Material pertaining to the disposition on property by abandonment, exchange, sale, destruction, or donation. AD-107 and AD-112.	Temporary: N, R, S – Destroy when 3 years old. A, F – Destroy when no longer needed or when the property disposal is completed.	NRCS/CRS-116(b)
120-19-12-13	Utilization – Property management responsibilities, control and protection, surveys, needs, rehabilitation, recovery of precious metals, etc.		
	a) Control or accountability documents.	Temporary: Destroy hand receipts when cleared. Destroy inventories 1 year after new inventory is prepared and verified.	NRCS/CRS-116
	b) Correspondence and other material relating to property management not described above.	Temporary: Destroy when 2 years old or 2 years after the disposal of the property, whichever is earlier.	NRCS/CRS-116
120-19-13	Vehicle Management – Records relating to developing and implementing policies and procedures pertaining to vehicle management activities, including EMIS. Included are such items as planned acquisition, distribution, replacement standards, management, use, inspections, maintenance, repair, storage, identification, vehicle allotments, and operating costs of NRCS-owned equipment. Also included are such items as working with manufacturers and industry in developing equipment, GSA motor pools, etc. Establish case files for each vehicle, as needed.		
	a) Vehicle Case File.	Temporary: Maintain the vehicle case file for the life of the vehicle.	
	b) Motor Vehicle Reports.	Temporary: Destroy biannual Operational Data Report when next report is completed. Destroy other reports (NRCS-ADS-33, etc.) 3 years after date of report or when superseded by a subsequent report,	GRS-10/4

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		whichever is earlier.	
	c) SF-97, AD-107, AD-112, SF-120.	Temporary: Destroy 4 years after vehicle leaves agency custody.	GRS-10/6
	d) General material not elsewhere described.	Temporary: Destroy when 2 years old.	GRS-10/1
120 -19-13-11	Motor Vehicle Correspondence – Correspondence and reports.	Temporary: Destroy when 2 year old.	GRS-10/1
120 -19-13-12	Motor Vehicle Operation and Maintenance – Correspondence, reports, maintenance, gas, dispatching, and scheduling.	Temporary: Destroy when 1 year old.	GRS-10/2(a), 2(b)
120-19-13-13	Motor Vehicle Costs – Correspondence, reports, and ledgers.	Temporary: Destroy 3 years after discontinuance of ledger or date of worksheet.	GRS-10/3
120-19-13-14	Motor Vehicle Operator – Correspondence, reports, driver tests, authorization, and awards.	Temporary: Destroy 3 years after separation of employee or 3 years after revision of authorization to operate Government-owned vehicle, whichever is sooner.	NRCS-10/7
120-20	Real Property – Records pertaining to the acquisition, assignment, management, use, identification, and reporting of buildings, land or other real property used by NRCS. Case file each lease, agreement, or other document used to acquire real property at a given location and other documents that provide for needed supplies or services relative to use of the space. Case files may be arranged alphabetically by location within an area, State, or region, or by method of space acquisition such as owned, leased, assigned, and gratuitous, if desired.		
	a) Correspondence and related material pertaining to acquisition, assignment, maintenance, and operation of space, including reports relating to space holdings, agreements for space, building plan files related to space planning, etc. Includes Forms ADS-13, 14, 15, 81, 84, and AD-276, 1217, 1241-E, 1364, and 2291.	Temporary: Destroy records held by offices responsible for acquiring space and related space management activities 2 years after expiration or termination of lease, agreement, or space assignment. Destroy copies of above records and related working papers held by other units when 1 year old.	NRCS/CRS-116 and GRS-11
	b) Request for building and equipment	Temporary:	NRCS/CRS-116 and GRD-11

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	<p>maintenance services, except for fiscal copies.</p> <p>c) Correspondence and other material reporting excess real property.</p>	<p>Destroy 3 months after work is performed or requisition canceled.</p> <p>Temporary: Destroy 2 years after disposition of property or in 5 years, whichever is sooner.</p>	NRCS/CRS-116 and NRCS-11
120-20-11	Space and Maintenance General Correspondence – Correspondence, reports, administrative, and operations. Correspondence files of the unit responsible for space and maintenance matters, pertaining to its own administration and operation, and related papers.	Temporary: Destroy when 2 years old.	GRS-11/1
120-20-12	Directory Service Files – Correspondence, reports, forms and Lists. Correspondence, forms, and other records relating to the compilation of directory service listings.	Temporary: Destroy 3 months after issuance of listing.	GRS-11/3
120-20-13	Credentials Files – Correspondence, reports, index, badges, and lists. Identification credentials including cards; badges; parking permits; photographs; agency permits to operate motor vehicles; property, dining room, and visitors' passes; and other identification credentials. Receipts, indexes, listings, and accountable records.	Temporary: Destroy credentials 3 months after return to issuing office.	GRS-11/4(a), 4(b)
120-20-14	Map Drafts – Correspondence, reports, map working files. Scribed plastic sheets, color separation sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, glass plate negatives, enlargements or reductions, color pulls, proof copies subject to final revision, "correction file" maps annotated to show corrections to be incorporated into the next edition of the published map, and similar items whose informational content is duplicated by the final published map.	Temporary: Destroy when no longer needed for revision.	GRS-17/1
120-20-15	Architectural Drawings of Temporary Buildings Not Critical to Mission Agency – Correspondence, reports, and drawings. Drawings of structures and buildings such as telephone and electric lines, storage sheds, parking lots, and comfort stations.	Temporary: Destroy when superseded or after the structure or object has been retired from service.	GRS-17/3
120-20-16	Drawings of Electrical, Plumbing, Heating or Air Conditioning Systems – Correspondence, reports, requests, and authorizations.	Temporary: Destroy when superseded or after the structure or object has been retired from service.	GRS-17/4
120-20-17	Contact Negotiation Drawings – Correspondence, reports, drawings, and working files. Drawings prepared during contract negotiation for buildings or objects lacking historical, architectural, or technological significance; drawings related to electrical, plumbing, heating, or air conditioning projects; or drawings superseded by final working	Temporary: Destroy when the final working or as-built drawings have been produced.	GRS-17/5

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	or as-built drawings.		
120-20-18	Space Assignment Plans – Correspondence, reports, and plans. Outline floor plans indicating occupancy of a building.	Temporary: Destroy when superseded or after the structure or object has been retired from service.	GRS-17/6
120-20-19	Engineering Drawings of Routine Minor Modifications or Parts – Correspondence, reports, drawings, and working files. Drawings of such objects as fasteners, nuts, bolts, wires, screws, nails, pipe fittings, brackets, struts, plates, and beams, if maintained separately or if segregable from a larger file. Repetitive engineering drawings showing minor modifications made during research and development, and superseded by final drawings, if filed separately or if readily segregable from a larger file.	Temporary: Destroy when superseded or after the structure or object has been retired from service.	GRS-17/8,9
120-20-20	Paint Plans and Samples – Correspondence, reports, paint plans, and samples. Plans and paint samples for painting all areas of buildings lacking historical, architectural, or technological significance and plans and samples for painting appliances, elevators, and other mechanical parts of buildings.	Temporary: Destroy when superseded or after the structure or object has been retired from service.	GRS-17/10
120-20-21	Security and Protective Services Correspondence – Correspondence and reports. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.	Temporary: Destroy when 2 years old.	GRS-18/8
120-20-22	Survey and Inspection Government Owned Facilities – Correspondence and reports. Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents and to safeguard information and facilities against sabotage and unauthorized entry.	Temporary: Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.	GRS-18/9
120-20-23	Survey and Inspection Privately Owned Facilities – Correspondence and reports. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	Temporary: Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.	GRS-18/10
120-20-24	Investigative Files – Correspondence and reports. Investigative files accumulating from investigations of fires, explosions, and accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other	Temporary: Destroy when 2 years old.	GRS-18/11

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	organizational elements.		
120-21	Records Management – Material pertaining to creation, maintenance use and disposition of records. Includes inventory reports, documents supporting transfers, and requests for the use of records materials.		
	Records copy of forms documenting disposition or use of records no longer in NRCS custody. Includes SF-135, OF-11, SF-115, and SF-258. Record copy is that retained by the records management officer who is responsible for the records.	Temporary: Destroy record copy when related records are destroyed. Destroy extra copies and routine correspondence when no longer needed for reference.	NRCS/CRS-117
120-21-11	FOIA Requests – Granted – Correspondence and reports.	Temporary: Destroy 2 years after date of reply.	GRS-14/11(a)(1), 11(b)
	a) FOIA Requests – Nonexistent Records – Correspondence and reports.	Temporary: Destroy 2 years after date of reply.	GRS- 14/11(a)(2)(a), 11(b)
	b) FOIA Requests – Denied – Correspondence and reports.	Temporary: Destroy 6 years after date of reply.	GRS-14/12(a), 12(b), 11(a)(2)(b)
	c) FOIA Requests/Appeals – Correspondence and reports.	Temporary: Destroy 6 years after final determination by agency, 6 years after the time at which a requester could file suit, or 3 years after final adjudication by the courts, whichever is later.	GRS-14/12(a), 12(b), 11(a)(2)(b), 11(a)(3)(b)
	d) FOIA Control Files – Correspondence and reports.	Temporary: Destroy 6 years after date of last entry.	GRS-14/13(a), 13(b)
	e) FOIA Reports and Administrative – Correspondence and reports.	Temporary: Destroy when 2 years old.	GRS-14/14, 15
120-21-12	Privacy Act Requests – Granted – Correspondence and reports.	Temporary: Destroy 2 years after date of reply.	GRS-14/21(a)(1), 21(b)
	a) Privacy Act Requests – Nonexistent – Correspondence and reports.	Temporary: Destroy 2 years after date of reply.	GRS-14/21(a)(2)(a), 21(b)
	a) b) Privacy Act Requests – Denied – Correspondence and reports.	Temporary: Destroy 5 years after date of reply.	GRS-14/21(a)(3)(a), 21(b)
	c) Privacy Act Amendment – Agency to Amend – Correspondence, reports, and case files.	Temporary: Dispose of in accordance with the approved disposition instructions for the related subject individual’s record or 4 years after agency’s agreement to amend,	GRS-14/22(a)

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		whichever is later.	
	d) Privacy Act Amendment – Agency Refuses to Amend – Correspondence, reports, and case files.	Temporary: Dispose of in accordance with the approved disposition instructions for the related subject individual’s record, 4 years after final determination by agency, or 3 years after final adjudication by courts, whichever is later.	GRS-14/22(b)
	e) Privacy Act Amendments – Appealed – Correspondence, reports, and case files.	Temporary: Dispose of in accordance with the approved disposition instructions for related subject individual’s record or 3 years after final adjudication by courts, whichever is later.	GRS-14/22(c)
	f) Privacy Act Accounting of Disclosure – Correspondence, reports, and forms.	Temporary: Dispose of in accordance with approved disposition instructions for the related subject individual’s records of 5 years after the disclosure for which the accountability was made, whichever is later.	GRS-14/23
	g) Privacy Act Control – Correspondence, reports, registers, and lists.	Temporary: Destroy 5 years after the date of last entry.	GRS-14/24(a), 24(b)
	h) Privacy Act Reports and Administrative – Correspondence and reports.	Temporary: Destroy when 2 years old.	GRS-14/25, 26
120-22	Reports Management – Correspondence, forms, and related material supporting the initiation and approval of recurring internal or public use reports. Includes documentation of required reviews and evaluation, reports of committee actions, and related procedures for effective reports management. Includes Form AD-368, “Reports Analysis and Clearance Sheet,” and SF-83, “Request for OMB Review.”	Temporary: Destroy 2 years after report is discontinued.	NRCS/CRS-118
120-23	Transportation – Records pertaining to transportation and traffic management activities, including arrangements for shipments and services by SF-1103, “Government Bill of Lading” (GBL). Includes such records as storage, routing, loss, claims, freight rates, routes and services, shipment discrepancies, damage, and insurance. Establish separate case files for memorandum copy of GBL in		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	the issuing of office, and copies of GBLs issued by other offices for shipments received.		
120-23-11	Commercial Freight and Passenger Transportation – Correspondence, reports, vouchers, registers, bills of lading, and forms.	Temporary: Destroy 6 years after the period of the account.	GRS-9/1(a), 1(c), 4(a), 4(b)
120-23-12	Commercial Freight and Passenger Transportation Settled – Correspondence, reports, vouchers, registers, bills of lading, and forms.	Temporary: Destroy when 10 years old.	GRS-9/1(b), 4(a), 4(b)
120-23-13	Obligation Copy Commercial Passenger Transportation Vouchers – Correspondence, reports, and vouchers.	Temporary: Destroy when funds are obligated.	GRS-9/1(e), 4(a), 4(b)
120-23-14	Unused Ticket Redemption – Correspondence, reports and SF-1170.	Temporary: Destroy 3 years after the year in which the transaction is completed.	GRS-9/1(e), 4(a), 4(b)
120-23-15	Lost or Damaged Shipments – Correspondence, reports, and shipment schedules.	Temporary: Destroy when 6 years old.	GRS-9/2, 4(a), 4(b)
120-23-16	Noncommercial Reimbursable Travel – Correspondence, reports, travel orders, and vouchers.	Temporary: Destroy when 6 years old.	GRS-9/3(a), 4(a), 4(b)
120-23-17	Obligation Copy Noncommercial Reimbursable Travel – Correspondence, reports, and obligation copy.	Temporary: Destroy when funds are obligated.	GRS-9/3(b), 4(a), 4(b)
120-23-18	Official Passport Application – Correspondence, reports, and case files.	Temporary: Destroy when 3 years old or upon separation of the bearer, whichever is sooner.	GRS-9/5(a), 4(a), 4(b)
120-23-19	Official Passport Annual Report – Correspondence and reports.	Temporary: Destroy when 1 year old.	GRS-9/5(b), 4(a), 4(b)
120-23-20	Official Passport Registers – Correspondence and reports.	Temporary: Destroy when superseded or obsolete.	GRS-9/5(c), 4(a), 4(b)
120-23-21	Federal Employee Transportation Subsidy – Correspondence, reports, applications, logs and vouchers.	Temporary: Destroy when 3 years old.	GRS-9/7(a), 4(a), 4(b)
120-24	Schedules of Daily Activities – Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by Federal employees while serving in an official capacity, excluding materials determined to be personal.		
	a) High-Level Officials – Chief, Associate Chiefs, and Deputy Chiefs.	Permanent	
	b) CIO Schedules – Calendars, appointment books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other activities by the CIO while serving in an official capacity, excluding	Temporary: Destroy or delete when not less than 2 years but not more than 5 years old.	GRS-27/7

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	materials determined to be personal and those that have been incorporated into other recordkeeping systems.		
	c) All Others – Records containing substantive information relating to official activities, the substance of which has not been incorporated into official files, excluding records relating to the official activities of high Government officials. Records documenting routine activities containing no substantive information and records containing substantive information, the substance of which has been incorporated into organized files.	Temporary: Destroy or delete when 2 years old.	GRS-23/5(a), 5(b)
120-25	Transitory Files – Records of short-term (180 days or less) interest, including in electronic form (e.g., email messages), that have minimal or no documentary or evidential value.	Temporary: Destroy immediately or when no longer needed for reference.	GRS-23/ 7
120-26	IRM Triennial Review – Reports required by the GSA concerning reviews of information resources management (IRM) practices. Included are associated correspondence, studies, directives, feeder reports, and monitoring surveys and reports.	Temporary: Destroy when 7 years old.	GRS-16/11
120-27	Finding Aids and Indexes – Indexes, lists, registers, and other finding aids used only to provide access to records authorized for destruction by the GRS or a NARA-approved SF-115, excluding records containing abstracts or other information that can be used as an information source apart from the related records.	Temporary: Destroy or delete with the related records.	GS-23/ 9
120-28	Suspense Files – Documents arranged in chronological order as a reminder that an action is required on a given date or that a reply to action is expected and, if not received, should be traced on a given date.	Temporary: Destroy after action is taken.	GRS-23/6 (a)

130 – Agency General

File Code	Description and Filing Instructions	Disposition	Disposition Authority
130-11	Crisis Preparedness – Records pertaining to alternate headquarters locations, succession of command, emergency or disaster responsibilities, and lists of essential or support records maintained at alternate sites.	Temporary: Destroy obsolete material as revisions are received or as instructed on the transmittal document.	NRCS/CRS-11 and 12
130-11-11	Alternate Headquarters – Lists of alternate locations to be used in a crisis situation.	Temporary: Destroy obsolete material as revisions are received or as instructed on the transmittal document.	NRCS/CRS-11 and 12
130-11-12	Succession of Command – Lists of individuals or incumbents of positions responsible for operations in crisis situation.	Temporary: Destroy obsolete material as revisions are	NRCS/CRS-11 and 12

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		received or as instructed on the transmittal document.	
130-12	Essential Records – Records maintained by National Headquarters that would permit reconstruction of agency organization and safeguard employee rights following a crisis situation.	Temporary: Destroy obsolete material as revisions are received or as instructed on the transmittal document.	NRCS/CRS-11 and 12
130-13	Physical Protection – Material pertaining to direction and coordination of security plans or measures to protect office space, facilities, equipment, etc. and for the physical safety of NRCS employees. Includes correspondence and related material pertaining to development, review, and revision of physical protection plans and a copy of the current plan. See also 360-17 for safety and health. Does not include security material as described under 270-14.	Temporary: Destroy 3 years after issuance of a new plan or directive.	GRS-18/28
130-14	Emergency Planning Correspondence – Correspondence and reports. Correspondence files relating to administration and operation of the emergency planning program not covered elsewhere in this schedule.	Temporary: Destroy when 2 years old.	GRS-18/26
130-15	Emergency Planning and Operations Case Files – Case files accumulated by offices responsible for the preparation and issuance of plans and directives, consisting of a copy of each plan or directive issued, with related background documents, excluding one record copy of each plan or directive issued, if not included in the agency's permanent set of master directives files. Files accumulating from tests conducted under agency emergency plans, such as instructions to members participating in test, staffing assignments, messages, tests of communications and facilities, and reports excluding consolidated and comprehensive reports.	Temporary: Destroy 3 years after issuance of a new plan or directive.	GRS-18/27,28
130-16	National Defense Executive Reserve Case Files – Correspondence, reports, qualifications statements, skills inventory and training data.	Temporary: Destroy 5 years after termination from the NDER program.	GRS-18/29(a)/29(b)
130-29	Security and Protective Services Correspondence – Correspondence and reports. Correspondence files relating to administration and operation of the facilities security and protective services programs, not covered elsewhere in this schedule.	Temporary: Destroy when 2 years old.	GRS-18/8
130-30	Survey and Inspection Government Owned Facilities – Correspondence and reports. Reports of surveys and inspections of Government-owned facilities conducted to ensure adequacy of protective and preventive measures taken against hazards of fire, explosion, and accidents, and to safeguard information and facilities against sabotage and unauthorized entry.	Temporary: Destroy when 3 years old or upon discontinuance of facility, whichever is sooner.	GRS-18/9
130-31	Survey and Inspection Privately Owned Facilities – Correspondence and reports. Reports of surveys and inspections of privately owned facilities assigned security cognizance by Government agencies and related documents.	Temporary: Destroy when 4 years old or when security cognizance is terminated, whichever is sooner.	GRS-18/10
130-32	Investigative Files – Correspondence and reports. Investigative files accumulating from investigations of fires, explosions, and	Temporary: Destroy when 2 years	GRS-18/11

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	accidents, consisting of retained copies of reports and related documents when the original reports are submitted for review and filing in other agencies or organizational elements, and reports and related papers concerning occurrences of such a minor nature that they are settled locally without referral to other organizational elements.	old.	
130-33	Property Pass Files – Correspondence, reports, and property pass authorizing removal of property or materials.	Temporary: Destroy 3 months after expiration or revocation.	GRS-18/12
130-34	Guard Assignment – Correspondence, reports, ledger, and change notices. Requests, analyses, and other papers relating to post assignments and strength requirements.	Temporary: Destroy 3 years after final entry.	GRS-18/13(a), 13(b)
130-35	Police Function – Correspondence, reports, arrests, cars ticketed, outside police contacts.	Temporary: Destroy 3 years after final entry.	GRS-18/14(a)
130-36	Police Reports – Correspondence and reports, statements of witnesses, warning notices, and other documents relating to arrests, commitments, and traffic violations.	Temporary: Destroy when 2 years old.	GRS-18/14(b)
130-37	Police External Reports – Correspondence and reports on contact of outside police with building occupants.	Temporary: Destroy when 1 year old.	GRS-18/14(c)
130-38	Personal Property Accountability – Correspondence, reports, ledgers, and keys.	Temporary: Destroy 3 years after final entry.	GRS-18/ 15(a)
130-39	Key Accountability – Correspondence, reports, and logs for areas under maximum security.	Temporary: Destroy 3 years after turn-in of key.	GRS-18/16(a)
130-40	Visitor Control Files – Maximum Security Area – Correspondence, reports, and logs for areas under maximum security.	Temporary: Destroy 5 years after final entry or 5 years after date of document as appropriate.	GRS-18/17(a)
130-41	Visitor Control Files – Other Area – Correspondence, reports, and logs.	Temporary: Destroy 2 years after final entry or 2 years after date of document as appropriate.	GRS-18/17(b)
130-42	Facilities Check – Correspondence, reports, data sheets and check sheets, door slip summaries, and guard reports on security violations (except copies in files of agency security offices covered by item 24 of this schedule).	Temporary: Destroy when 1 year old.	GRS-18/18(a), 18(b)
130-43	Guard Service Control Files – Correspondence, reports, test control center key or code records, emergency call cards, and building record and employee identification cards. Round reports, service reports on interruptions and tests, and punch clock dial sheets. Automatic machine patrol charts and registers of patrol and alarm services.	Temporary: Destroy when 1 year old.	GRS-18/19(a), 19(b), 19(c)
130-44	Guard Service Control – Arms Distribution – Correspondence, reports, change records and receipts and arms distribution sheets.	Temporary: Destroy when 1 year old.	GRS-18/19(d)
130-45	Logs and Registers – Correspondence, reports, and logs. Arms distribution sheets, charge records, and receipts. Individual guard post logs of occurrences entered in master logs.	Temporary: Destroy 2 years after final entry.	GRS-18/20(a), 20(b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
130-46	Security Clearance Subject – Correspondence and reports.	Temporary: Destroy when 2 years old.	GRS-18/21
130-47	Personal Security Clearance – Correspondence, reports, case files, and index.	Temporary: Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.	GRS-18/22(a), 22(b), 22(c)
130-48	Personal Security Clearance Status – Correspondence, reports, lists, and rosters.	Temporary: Destroy when superseded or obsolete.	GRS-18/23
130-49	Security Violations – Correspondence, reports, and case files. Files relating to alleged violations of a sufficiently serious nature that they are referred to the Department of Justice or Department of Defense for prosecutive determination, exclusive of files held by the Department of Justice or Department of Defense offices responsible for making such determinations.	Temporary: 5 years after close of case.	GRS-18/24(a), 24(b)
130-50	Internal Agency Committee – Committees established by an agency for facilitative or operational purposes unrelated to the agency’s mission, composed wholly of full-time officers or employees of the Federal Government, and not subject to the Federal Advisory Committee Act (e.g., committees tasked with organizing events, selecting of interior furnishings and overseeing volunteer activities or employee recreational activities).	Temporary: Destroy or delete when no longer needed for administrative purposes.	GRS-26/1(a)
130-51	Federal Advisory Committee Act (FACA)		
	a) Files Documenting the Commission’s Establishment, Membership, Policy, Organization, Deliberations, Findings, and Recommendations – Charters, organization charts, functional statements, directives, agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings correspondence, research studies and other projects.	Permanent: Transfer to the National Archives on termination of the commission. Earlier transfer is authorized for commissions operating for 3 years or longer.	GRS-26/2(a)
	b) Files That Relate to Day-to-Day Commission Activities and Do Not Contain Unique Information of Historical Value – Correspondence, reference and working files of commission staff, meetings and hearings, requests for information, consultant personnel files, and records relating to logistical aspects of commission meetings and hearings, etc.	Temporary: Destroy or delete on termination of commission.	GRS-26/2(b)
	c) Web Site Records – Electronic version of Web sites, design, management, and technical operation records, and electronic version of content records duplicated in textual series of commission records.	Temporary: Destroy or delete on termination of commission.	GRS-26/2(c)
130-52	Committee Records Not Maintained by Sponsor or Secretariat – Copies of committee records, such as agendas, meeting minutes, final reports and related records created by or documenting the accomplishments of official boards and commissions, excluding those kept by the sponsor or	Temporary: Destroy when 3 years old.	GRS-26/3

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	Secretariat.		
130-53	FACA Operational – Records maintained by agency committee management officers for committees established under the Federal Advisory Committee Act (FACA) as amended (5 U.S.C. Appendix 2). Committee management activities include the establishment, appointment of members, and operation and termination of chartered Federal advisory committees.	Temporary: Destroy or delete when 6 years old.	GRS-26/4
130-54	CIO Committee Records – Records maintained by committees, boards, task forces, conferences, or other IT advisory, governing, or policy bodies for which the CIO has designated sponsorship, leadership, or recordkeeping responsibilities. Records include meeting minutes, summaries, agendas, and transcripts; reports, studies, and publications; membership records; correspondence, mailing, and distribution records; and other administrative committee records.	Temporary: Destroy or delete when 5 years old.	GRS-27/5

140 – Strategic Planning and Policy Analysis

File Code	Description and Filing Instructions	Disposition	Disposition Authority
140	Material relating to resource appraisal and program development to provide leadership for the agency that directs activities required by the Soil and Water Resources Conservation Act of 1977; policy and analysis for new and existing issues; and comprehensive annual progress and evaluation reports to Congress on National Conservation Program (NCP). See also 290.	In accordance with instructions for specific records described by the following related subjects.	
140-11	Appraisal – Correspondence and related materials pertaining to the analysis and interpretation of basic data concerning the status and condition of soil, water, and related resources. a) Correspondence and related background or other material (except machine-readable files) relating to the appraisal of soil, water, and related resources, including special appraisals.	Temporary: N – Maintain current appraisal reports. Transfer outdated and one-time appraisals or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the appraisal is prepared. R, S, A, F – Maintain current appraisal reports. Destroy outdated and one-time appraisals or reports when 10 years old or	NRCS/CRS-102, 130, 104

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an appraisal is prepared.	
	b) Machine-readable master files of appraisal data, and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent: Offer machine-readable master files to NARA upon completion of survey.	NRCS/CRS-105
	c) Published appraisals.	Permanent: The office responsible for procurement of the printing must offer a copy of appraisals not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO (GPO forwards a copy to NARA), when no longer needed for reference.	NRCS/CRS-105
140-11-11	Current Conditions – Basic resource data and statistical information describing current conditions of the resource base. Includes information such as the 1980 RCA Appraisal, and any revisions or updates.		
	a) Correspondence and related background or other material (except machine-readable files) relating to the appraisal of soil, water, and related resources, including special appraisals.	Temporary: N – Maintain current appraisal reports. Transfer outdated and one-time appraisals or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the appraisal is prepared. R, S, A, F – Maintain current appraisal reports. Destroy outdated and one-time appraisals or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background	NRCS/CRS-102, 130, 104

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		material when a complete revision of an appraisal is prepared.	
	b) Machine-readable master files of appraisal data, and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent: Offer machine-readable master files to NARA upon completion of survey.	NRCS/CRS-105
	c) Published appraisals.	Permanent: The office responsible for procurement of the printing must offer a copy of appraisals not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO (GPO forwards a copy to NARA), when no longer needed for reference.	NRCS/CRS-105
140-11-12	Past Trends – Includes correspondence, analysis, and statistical data which show that past trends of the condition of the soil and water resource base on and related resources.		
	a) Correspondence and related background or other material (except machine-readable files) relating to the appraisal of soil, water, and related resources, including special appraisals.	Temporary: N – Maintain current appraisal reports. Transfer outdated and one-time appraisals or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the appraisal is prepared. R, S, A, F – Maintain current appraisal reports. Destroy outdated and one-time appraisals or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an appraisal is prepared.	NRCS/CRS-102, 130, 104
	b) Machine-readable master files of appraisal data, and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent: Offer machine-readable master files to NARA	NRCS/CRS-105

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	c) Published appraisals.	upon completion of survey. Permanent The office responsible for procurement of the printing must offer a copy of appraisals not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO (GPO forwards a copy to NARA), when no longer needed for reference.	NRCS/CRS-105
140-12	Analysis – Correspondence and material relating to future trends and impacts resulting from interpretation of all soil and water programs. Includes projections of future consequences of current programs, as well as proposed program changes. Studies by resource areas are included.		
	a) Correspondence and related background or other material (except machine-readable files) relating to the appraisal of soil, water, and related resources, including special appraisals.	Temporary: N – Maintain current appraisal reports. Transfer outdated and one-time appraisals or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the appraisal is prepared. R, S, A, F – Maintain current appraisal reports. Destroy outdated and one-time appraisals or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an appraisal is prepared.	NRCS/CRS-102, 130, 104
	b) Machine-readable master files of appraisal data, and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent Offer machine-readable master files to NARA upon completion of survey.	NRCS/CRS-105
	c) Published appraisals.	Permanent The office responsible	NRCS/CRS-105

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		for procurement of the printing must offer a copy of appraisals not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO (GPO forwards a copy to NARA), when no longer needed for reference.	
140-13	Program Development – Correspondence and materials relating to overall program design, procedures, and work schedules. May include policy statement, responsibilities, etc.	Permanent N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-29
140-13-11	Objectives – Correspondence and materials relating to the identification and definition of program objectives.	Permanent N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. Temporary: Destroy when 10 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-29
140-13-12	Alternatives – Correspondence and materials relating to various possible program levels and different combinations of new and existing programs. Includes the program packages evaluated as part of the RCA process.	Permanent N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-29
140-13-13	Program Effectiveness – Correspondence and materials relating to the evaluation of the effectiveness of the approved RCA program. Includes material used to support the annual program effectiveness report to Congress required by RCA.	Permanent N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-29

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
140-13-14	State Programs – Correspondence, material, and State program reports prepared as part of the RCA process.	<p>Temporary: N-Maintain current appraisal reports. Transfer outdated and one-time appraisals or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the appraisal is prepared.</p> <p>R, S, A, F – Maintain current appraisal reports. Destroy outdated and one-time appraisals or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an appraisal is prepared.</p>	NRCS/CRS-102, 130, 104
140-14	Evaluation and Analysis – Material relating to guidelines and procedures for analysis of new and existing policy. Also includes analysis of information related to analytical procedures to be used as data analysis or data derived from program analysis.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.	NRCS/CRS-139 and 140
140-15	Impact – Data related to various effects (economic, social, physical, environmental, etc. of soil and water physical, environmental, etc.) of soil and water conservation programs.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.	NRCS/CRS-139
140-16	Data Collection – Information on needs, procedures, responsibilities, schedules, etc., for data collection.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.	NRCS/CRS-140
140-17	Evaluation Criteria – Data and instructions on criteria used for evaluation of soil and water conservation activities. Includes schedules, procedures, or findings. Case file evaluations for specific programs or purposes.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.	NRCS/CRS-140
140-18	Performance Indicators – Information on input and output factors used in evaluating and appraising program effectiveness.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.	NRCS/CRS-139
140-19	Projections – Data related to base economic and other projections to be used in the evaluation.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.	NRCS/CRS-140
140-20	Plant Files – Correspondence, reports, accounting cards, ledgers, and forms.	Temporary: Destroy when 3 years	GRS-8/1, 5

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		old.	
140-21	Store Files – Correspondence, reports, accounting cards, ledgers, and forms.	Temporary: Destroy when 3 years old.	GRS-8/1,2,3,4
140-22	Cost Files – Correspondence, reports, accounting cards, ledgers, and forms.	Temporary: Destroy when 3 years old.	GRS-8/1, 6(a), 6(b), 7(a), 7(b)(1), 7(b)(2), 7(b)(3)

150 – Basin and Area Planning

File Code	Description and Filing Instructions	Disposition	Disposition Authority
150	Material relating to broad-based area planning to identify problems and establish objectives. Includes programming and executing river basin studies and flood insurance studies, flood plain management, and coordination with activities of the Cabinet on the Council on Natural Resources and other such councils.		
	a) General correspondence and other relating basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FRC when 5 years old and destroy when 15 years old.	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study costs. Includes related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-11	Colorado River Basin – All program correspondence, data, and other materials that are not specifically related to an individual study or operational unit.		
	a) General correspondence and other relating basin and area planning and not any particular project or case file.	N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FRC when 5 years old and destroy when 15 years old.	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	<p>Temporary: N – Destroy when 5 year old or when no longer needed for reference, whichever is sooner.</p> <p>S – Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study costs. Includes related printouts.	<p>Temporary: Destroy when no longer needed for reference.</p>	NRCS/CRS-36 and 37
150-12	Flood Plain Management – General correspondence, data, and other materials pertaining to flood plain management studies (includes former “flood hazard studies”). Case files specific studies by purpose, region, or both.		
	a) General correspondence and other relating basin and area planning and not any particular project or case file.	<p>Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</p> <p>R, C, S, A, F – Destroy when 3 years old.</p>	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	<p>Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication.</p> <p>R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p> <p>S – Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FRC when 5 years old and destroy when 15 years</p>	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. C, S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-13	Flood Insurance Studies – General correspondence, data, and other materials relating to the overall conduct of studies. Case files specific studies by purpose, region, or both.		
	a) General correspondence and other relating basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FRC when 5 years old and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study costs. Includes related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14	River Basin Studies – Records pertaining to overall cooperative studies and assessments of water and related land resources, preliminary or reconnaissance regional and river basin plans, and implementation studies of program or project feasibility.		
150-14-11	Study Proposal		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		<p>is published. Transfer remaining material and final report to FRC when 5 years old and destroy when 15 years old.</p> <p>A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p>	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	<p>Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner.</p> <p>S – Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	<p>Temporary: Destroy when no longer needed for reference.</p>	NRCS/CRS-36 and 37
150-14-12	Assistance		
	a) General correspondence and other relating basin and area planning and not any particular project or case file.	<p>Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</p> <p>R, C, S, A, F – Destroy when 3 years old.</p>	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	<p>Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication.</p> <p>R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p> <p>S – Destroy draft report 2 years after final report is published. Transfer</p>	NRCS/CRS-34 and 35

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		<p>remaining material and final report to FRC when 5 years old and destroy when 15 years old.</p> <p>A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p>	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	<p>Temporary: N – Destroy when 5 year old or when no longer needed for reference, whichever is sooner.</p> <p>S – Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	<p>Temporary: Destroy when no longer needed for reference.</p>	NRCS/CRS-36 and 37
150-14-13	Authorizations		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	<p>Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</p> <p>R, C, S, A, F – Destroy when 3 years old.</p>	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	<p>Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication.</p> <p>R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p> <p>S – Destroy draft report 2 years after final report is published. Transfer remaining material and</p>	NRCS/CRS-34 and 35

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		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14	Basic Data		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-11	Archeology		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-12	Biology		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-13	Drainage		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-14	Economics		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-15	Engineering		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-16	Geology		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-17	Hydraulics		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-18	Hydrology		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-19	Land Treatment		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-20	Maps and Photos		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-21	Sedimentation		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-22	Soil Conditions and Land Use		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-23	Valley Sections		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-14-24	Water Quality		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-15	Comments and Public Participation		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-14-16	Plan of Work		
	a) General correspondence and other material relating to basin and area planning and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the study of a specific basin or subbasin, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication. S – Destroy draft report 2 years after final report is published. Transfer remaining material and	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		final report to FRC when 5 years old and destroy when 15 years old. A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.	
	c) Correspondence and other material relating to flood hazard or flood insurance studies.	Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner. S – Transfer to FRC when 5 years old. Destroy when 15 years old.	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	Temporary: Destroy when no longer needed for reference.	NRCS/CRS-36 and 37
150-15	Water Policy – Correspondence and related material pertaining to activities of the Cabinet on the Council on Natural Resources and similar activities which pertain to national policy. Includes NRCS participation on committees or ad hoc groups relative to Federal water policy and procedural matters. Includes material relating to the activities of Field Advisory Committees (FAC’s) which are not part of an existing case file. Establish case files as needed.		
	a) General correspondence and other material relating to the above-described aspects of water policy, and not any particular project or case file.	Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to the above-described aspects of water policy, including resulting reports.	Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication. R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		<p>report publication.</p> <p>S – Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FRC when 5 years old and destroy when 15 years old.</p> <p>A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p>	
	c) Correspondence and other material relating to the above-described aspects of water policy.	<p>Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner.</p> <p>S – Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	NRCS/CRS-36 and 37
	d) Machine-readable records with digital engineering or stream flow data, program tracking data, or study study costs including related printouts.	<p>Temporary: Destroy when no longer needed for reference.</p>	NRCS/CRS-36 and 37
150-16	<p>Interagency Coordination – Correspondence and related material pertaining to activities of water resource organizations and coordination of internal agency efforts. Includes various studies, appraisals, or assessment performed by or with organizations and agencies and related reports, findings, or recommendations. Establish case files as needed.</p>		
	a) General correspondence and other material relating to interagency coordination and not any particular project or case file.	<p>Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</p> <p>R, C, S, A, F – Destroy when 3 years old.</p>	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to interagency coordination, including resulting reports.	<p>Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15 years old. Destroy remaining material 1 year after report publication.</p> <p>R, C – Destroy final</p>	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		<p>report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p> <p>S – Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FRC when 5 years old and destroy when 15 years old.</p> <p>A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p>	
	c) Correspondence and other material relating to interagency coordination.	<p>Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner.</p> <p>S – Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	NRCS/CRS-36 and 37
	d) Machine-readable records pertaining to interagency coordination, including related printouts.	<p>Temporary: Destroy when no longer needed for reference.</p>	NRCS/CRS-36 and 37
150-17	<p>American Heritage Rivers (AHR) – General documents and materials pertaining to the AHR initiative (e.g., established to help communities restore and protect their river resources in a way that integrates natural resources protection, economic development, and the preservation of historical and cultural values). Also includes material related to designation of rivers, communities, etc. <i>Submit SF-115</i></p>		
	a) General correspondence and other material relating to AHR and not any particular project or case file.	<p>Temporary: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old.</p> <p>R, C, S, A, F – Destroy when 3 years old.</p>	NRCS/CRS-33
	b) Case files with correspondence, data, and other material pertaining to a specific AHR, including resulting reports.	<p>Temporary: N – Transfer final report to FRC when 5 years old and destroy when 15</p>	NRCS/CRS-34 and 35

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		<p>years old. Destroy remaining material 1 year after report publication.</p> <p>R, C – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p> <p>S – Destroy draft report 2 years after final report is published. Transfer remaining material and final report to FRC when 5 years old and destroy when 15 years old.</p> <p>A, F – Destroy final report when no longer needed for reference. Destroy remaining material 1 year after report publication.</p>	
	c) Correspondence and other material relating to AHR.	<p>Temporary: N, C – Destroy when 5 year old or when no longer needed for reference, whichever is sooner.</p> <p>S – Transfer to FRC when 5 years old. Destroy when 15 years old.</p>	NRCS/CRS-36 and 37
	d) Machine-readable records pertaining to AHR including related printouts.	<p>Temporary: Destroy when no longer needed for reference.</p>	NRCS/CRS-36 and 37

160 – Budget Planning and Analysis

File Code	Description and Filing Instructions	Disposition	Disposition Authority
160-11	Management Control Accountability – Correspondence, reports, working copies, risk analyses, and tracking. Policy, procedure, and guidance files. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123. Reports and supporting materials used to	<p>Temporary: Destroy when superseded.</p>	GRS-16/14(a), 14(b), 14(c), 14(d), 14(e)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	document review of program areas for susceptibility to loss or unauthorized use of resources, errors in reports and information, and illegal and unethical actions. 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 or Congress. 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 reviews.		
160-12	Budget Estimates – Copies of budget estimates and justifications prepared or consolidated at the national level. Included are appropriation language sheets, narrative statements, and related schedules and data.	Temporary: N – Destroy when 10 years old.	NRCS/CRS-130
		Temporary: R, S – Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
160-12-11	Agency Estimates – Departmental policy memoranda, instructions, and all items related to the agency’s estimate (request) to the Department. Includes briefing papers and materials prepared for the fall review and spring review of budget policy and issues.	Temporary: N – Destroy when 10 years old.	NRCS/CRS-130
		Temporary: R, S – Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
160-12-12	Department Estimates – Includes departmental policy memoranda and instructions for the departmental allowance and all materials submitted that are related to the departmental allowance.	Temporary: N – Destroy when 10 years old.	NRCS/CRS-130
		Temporary: R, S – Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
160-12-13	OMB Documents (President’s Budget) – Office of Management and Budget (OMB) memoranda, instructions, OMB Circular A-11, and the Presidential allowance. Includes all reports, special analyses, and other materials submitted in response to OMB requests or directives.		
	a) Annual Budget Report – Correspondence, reports, appropriation, and appointment.	Temporary: Destroy when 5 years old.	NRCS-5/3(a)
	b) Budget Reports – Other – Correspondence and reports.	Temporary: Destroy 3 years after the end of the fiscal year.	NRCS-5/3(b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
160-13	Congressional Budget Office – Information related to the Congressional Budget Office in the formulation of NRCS budgets.	Temporary: Destroy when 2 years old.	GRS-5/1
160-14	Congressional Review – Information and instructions relating to the presentation of program information related to the NRCS budget, special hearing material, transcripts, Senate notes, congressional reports, etc.	Temporary: Destroy when 2 years old.	GRS-5/1
160-15	Explanatory Notes – Program justification statement, project statements, status of program and purpose statements, and all other materials prepared and used in development of language sheets, narrative statements, etc., supporting budget estimates.	Temporary: N – Destroy 10 years after close of fiscal year covered by the budget. R, S – Destroy 5 years after close of fiscal year covered by the budget.	NRCS/CRS-103(1a) and 130(1b)
160-16	Funding Allocations – Material pertaining to the review of overall agency funding requests and recommendations, adjustments, etc., developed or used in determining agency budget allocations for other agencies.	Temporary: Destroy when 2 years old.	GRS-5/1
160-17	Management Control Review – Correspondence, reports, and reviews. 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 identified as alternative reviews in the management control plan. Office with responsibility for coordinating internal control functions.	Temporary: Destroy when 5 years old.	GRS-16/14(f)(1), 14(f)(2)
160-18	General Accounting Office – Information dealing with data, instructions, or opinions of GAO related to budget formulation. (This material should be filed in Title 250, Financial Management.)	Temporary: N – Destroy 2 years after final court decision or as soon as not needed. R, S – Destroy when 5 years old.	NRCS/CRS-7
160-19	Office of the General Counsel – Information dealing with opinions, instructions, or advice from OGC related to NRCS budget formulation.	Temporary: N – Destroy 2 years after final court decision or as soon as not needed. R, S – Destroy when 5 years old.	NRCS/CRS-7
160-20	Office of Budget and Program Analysis – Special Information sent OBPA in budget formulation.	Temporary: Destroy when 2 years old.	GRS-5/1
160-21	Office of Management and Budget – Special information sent to OMB in the formulation of NRCS budgets.	Temporary: Destroy when 2 years old.	GRS-5/1
160-22	Historical – Historical items that are updated continuously for each budget year or that are relevant to the current budget year. Case file by fiscal year.	Temporary: Destroy 1 year after the close of the fiscal year	GRS-5/2

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		covered by the budget.	
160-23	Enacted Appropriations – Material pertaining to the fiscal year appropriations pertaining to the agency.	Temporary: Destroy when 2 years old.	GRS-5/1
160-24	Office of Inspector General (OIG) – Information dealing with opinions, instructions, or advice from OIG related to NRCS budget formulation.	Temporary: Destroy when 2 years old.	GRS-5/1
160-25	Budget Apportionment – Correspondence, reports, and schedules.	Temporary: Destroy 2 years after the close of the fiscal year.	GRS-5/4
160-26	Expenditure Accounting Internal Procedures – Correspondence, reports, internal procedures, and subject files maintained by operating units responsible for expenditures accounting that pertain to their internal operations and administration.	Temporary: Destroy when 2 years old.	GRS-7/1
160-27	Expenditure Ledgers and Appropriation Allotment – Correspondence, reports, ledgers, obligations, and allotments.	Temporary: Destroy 6 years and 3 months after the fiscal year involved.	GRS-7/2,3
160-28	Expenditure Annual Budget Report – Correspondence, reports, postings, and control.	Temporary: Destroy when 3 years old.	GRS-7/4(a)
160-29	Expenditure Annual Budget Report Copies – Correspondence, reports, postings, and control.	Temporary: Destroy when 2 years old.	GRS-7/4(b)
160-30	Accounting Officers' Files – Correspondence, reports, standard forms, optional Forms, and agency forms.	Temporary: Destroy when 6 years and 3 months after period covered by account.	GRS-6/1(a)
160-31	Accountable Officers' Returns – Correspondence, reports, statements, vouchers, and schedules.	Temporary: Destroy when 1 year old.	GRS-6/1(b)
160-32	GAO Exceptions – Correspondence, GAO notices of exceptions, such as SF 1100, formal or informal.	Temporary: Destroy 1 year after exception has been reported as cleared by GAO.	GRS-6/2
160-33	Certificates Settlements – Correspondence, certificates and settlement of accounts of accountable officers, statements of differences, and related records.	Temporary: Destroy 2 years after date of settlement.	GRS-6/3(a), 3(b)
160-34	General Fund – Availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit.	Temporary: Destroy when 3 years old.	GRS-6/4
160-35	Designation of Agent – Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	Temporary: Destroy when 3 years old.	GRS-6/5(a), 5(b)
160-36	Federal Personnel Surety Bond Purchased Before January 1, 1956 – Correspondence, reports, and bonds.	Temporary: Destroy 15 years after bond becomes inactive.	GRS-6/6(a)(1), 6(b)
160-37	Federal Personnel Surety Bonds Purchased After December	Temporary: Destroy	GRS-6/6(a)(2),

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	31, 1955 – Correspondence, reports, and bonds.	15 years after end of bond premium period.	6(b)
160-38	Tickets and Bills – Correspondence, reports, gasoline sales ticket, telephone toll ticket, and telegram.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-6/7,8,9
160-39	Claims Against the U.S – Correspondence, reports, claims against U.S., claims by the U.S. paid in full, and claims not owed to U.S.	Temporary: Destroy when 6 years, 3 months old.	GRS-6/10(a), 10(b)(1), 10(b)(3)
160-40	4 CFR Part 104 – Claims Not Extended – Correspondence, reports, claims not extended.	Temporary: Destroy 10 years, 3 months after the year in which the Government’s right to collect first accrued.	GRS-6/10(b)(2)(a)
160-41	4 CFR Part 104. – Claims Extended per 28 U.S.C. Section 2415 – Correspondence, reports, and claims extended.	Temporary: Destroy 3 months after the end of the extended period.	GRS-6/ 10(b)(2)(b)
160-42	Claims Subject to Litigation – Correspondence, reports, claims, and litigation.	Temporary: Destroy when the court order is lifted, litigation is concluded or when 6 years, 3 months old, whichever is later.	GRS-6/10(c)
160-43	Approved Claims Waivers – Correspondence, reports, and case files.	Temporary: Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.	GRS-6/11(a)
160-44	Denied Claims Waivers – Correspondence, reports, and case files.	Temporary: Destroy with related claim files in accordance with item 10b and 10c of this schedule.	GRS-6/11(b)
160-45	Explanatory Notes – Program justification statement, project statements, status of program and purpose statements, and all other materials prepared and used in development of language sheets, narrative statements, etc., supporting budget estimates.	Temporary: N – Destroy 10 years after close of fiscal year covered by the budget. R, S – Destroy 5 years after close of fiscal year covered by the budget.	NRCS/CRS-103(1a) and 130(1b)

170 – Cartography and Geographic Information Systems (GIS)

File Code	Description and Filing Instructions	Disposition	Disposition Authority
170-11	Aerial Photography – Material pertaining to aerial photography	Temporary:	NRCS/CRS-59

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	(imagery) obtained for use in conservation or natural resource planning, conducting of soil surveys, or for resource inventory purposes. Does not include soil survey field sheets or maps and drawings (see 170-16).	Destroy aerial photographs (imagery) when no longer needed for planning or administrative purposes.	
170-12	Compilation – Material relating to the preparation of a new or improved map or photograph (or a portion of it) from existing maps, photographs, surveys, new data, or other sources.	Temporary: Destroy 1 year after the publication of the resultant map or 1 year after no longer needed for revision	NRCS/CRS-60
170-13	Digitizing – Map materials used to convert source data to digital form for use in GIS. Does not include the source data documents or the data storage media (tape, discs, etc.), which are described elsewhere in the guide and are to be filed accordingly.	Temporary: Destroy when 3 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-145
170-14	Finding Aids – Material pertaining to graphic, numeric, or alphabetic indexes that relate to specific maps, mapped areas, or to portions of a map. Includes indexes of published and unpublished maps that display features such as location, people, climate, geology, soils, land, land use, or general information and flight line, coordinate grids, etc., relating to aerial photography or remote sensing imagery.	Temporary: Dispose of finding aids in accordance with instructions for the related maps or imagery.	NRCS/CRS-66 and 72
170-15	Lithography – General material pertaining to the reproduction of maps.	Temporary: Destroy when 2 years old.	GRS-13/1
170-16	Maps and Drawings – Correspondence and related material pertaining to maps and drawings. Includes hand-drawn, manuscript, and annotated maps; materials prepared during intermediate stages of map publication; published maps and map negatives; map history and source material; maps on microfilm or computer generated; maps prepared from remote sensing photographic imagery; and survey field notes, geodetic controls, or computations used in preparing maps.		
	a) Hand-drawn maps (generally in pencil, ink, or colors on paper or transparency); maps made with stickup and similar adhesives; and maps that bear significant manuscript annotations, changes, or additions. Includes maps compiled for research, exhibits, or displays; map enclosures to reports or correspondence; original topographic planetable sheets or terrain sketches; final manuscript “smooth sheets” and fair sheets showing the results of surveys; maps or aerial photographic prints annotated with field survey information; initial hand-drawn photogrammetric stereoplotting from aerial photographs; and proof sheets or overlays that bear annotations resulting from field checking or verification of survey data or that are annotated to show source of information used on the map. Also may include map history and source material documenting such things as chronological events in planning, surveying, field work, production, and revision of specific maps, sources of map information, map specifications, location diagrams, or cartographic notes.	Temporary: Maintain as long as maps have planning or administrative use. Destroy when needs cease.	NRCS/CRS-59 and 63
	b) Negatives of published maps, including regulated negatives of soil survey reports.	Temporary: Transfer to FRC at the same time maps are transferred (see (d))	NRCS/CRS-62

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	<p>c) Scribed plastic sheets, composites prepared as a step in the making of color separation sheets, photographic negatives, enlargements or reductions color proofs, proof copies subject to final revision, “correction field” maps annotated to show correction to be incorporated into the next edition of the published map, and similar items whose information is duplicated by the final published map.</p> <p>d) Published maps, including each edition and variant, and all related indexes.</p> <p>e) Maps on microfilm, computer-generated maps and related machine-readable data, remote sensing imagery with related data base material, and vertical or oblique aerial film.</p> <p>f) Survey field notes, geodetic controls, and computations, whether hardcopy or microfilm.</p>	<p>below). Destroy 25 years after map publication.</p> <p>Temporary: Destroy 25 years after publication of resultant map.</p> <p>R, S – Offer one copy of each published map, atlas, portfolio, and photomap produced by NRCS to NARA at regular intervals (1 to 5 years).</p> <p>Submit: SF-115</p> <p>R, S – Offer to NARA within 10 years after completion of resultant map.</p>	<p></p> <p>NRCS/CRS-60</p> <p>NRCS/CRS-61</p> <p></p> <p>NRCS/CRS-67</p>
170-17	Photo-Grammetry – Material pertaining to measurements taken from aerial photographs by mathematical or stereoscopic equipment or methods.	Submit: SF-115	
170-18	Photo Interpretations – Material or data prepared manually or electronically showing land or surface features and characteristics such as land use, land treatment, plant cover, etc.	Submit: SF-115	
170-19	Request for Service – From NRCS-CGI or other documents relating to cartographic or remote sensing services.		
	a) Stockroom copy.	Temporary: Destroy 2 years after completion or cancellation of requisition.	GRS-3/8(a)
	b) All other copies.	Temporary: Destroy when 6 months old.	GRS-3/8(b)
170-20	Sensor Data – Material related to procedures for collecting data or preparing imagery by electronic or in-place devices. Does not include the data collected or imagery prepared.	Temporary: Dispose when 3 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-146
170-20-11	Electronic Sensing – Material pertaining to use of microwave (including radar), multispectral band, thematic mapping, or infrared to obtain, store, or transmit data for processing.	Temporary: Dispose when 3 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-146

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
170-20-12	In-Place Sensing – Material pertaining to the installation and operation of fixed devices that collect and store data for later use.	Temporary: Dispose when 3 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-146

180 – Conservation Planning and Application

File Code	Description and Filing Instructions	Disposition	Disposition Authority
180-11 (Reserved)			
180-11-11	Organization – Records pertaining to the organization and maintenance of the National Association of Conservation Districts (NACD) and State and local soil and water conservation districts (SWCD). NRCS record copies of local SWCD organizations are maintained in the State offices. Files are to have as a minimum: State charter, certificate of organization memorandum of understanding, supplemental memorandum of understanding, maps, legal description, long-range program, and current list and makeup of district boards or supervisors. Files may also include any active cooperative agreements and contribution agreements.	Temporary: Destroy minimum required records described above 1 year after dissolution. Destroy remaining material when no longer needed for reference.	NRCS/CRS-25
180-11-12	Operation – Records pertaining to the operation of individual districts, such as annual report, elections, contest, etc. The office providing services to the district is to maintain the record copy of annual reports, strategic plans, and long-range plans, in a case file in chronological order.		
	a) Annual reports.	Permanent: Retain case file as long as district is in operation. Forward case file to Director, Business Service Division, 1 year after dissolution of district for offer to NARA.	NRCS/CRS-26
	b) Remaining material, including copies of annual reports.	Temporary: Destroy when 2 years old.	NRCS/CRS-26
180-11-13	Work Plans – Correspondence and other material pertaining to State and SWCD program. Includes the annual work plan and revisions, amendments, and supplements thereto and material related to the NRCS annual plan of operations.	Temporary: Destroy annual work plan and APO material 1 year after end of effective period. Destroy remaining material when 1 year old.	NRCS/CRS-27
180-12	Correspondence and other material pertaining to technical assistance in conservation activities of NRCS. Included are records relating to conservation planning, application, and maintenance assistance to individuals, groups of land users, units of Government, and target		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	<p>areas.</p> <p>In accordance with instructions for specific material described by the following tertiary subjects.</p>		
180-12-11	<p>Planning – Materials pertaining to conservation planning under any or all conservation programs for a land owner or user, for a group, or for a unit of government.</p> <p>Establish case files for each conservation or natural resource plan or inventory and evaluation (I&E) in accordance with Title 180, General Manual, Part 409, Section 409.5, “Documentation of Conservation Planning Data,” and Title 180, National Planning Procedures Handbook, Part 600, Section 600.31. Case files may be maintained in a separate file and cross-referenced to this file location.</p>		
	<p>a) Conservation or natural resource plan and I&Es.</p>	<p>Temporary: Destroy 1 year after cancellation. Retain survey notes, drawings, field sheets, etc., that may have future value. When land changes ownership, the following data, which includes AD-1026, CPA-6, CPA- 26, CPA-27, FSA-569, etc., and a copy of the aerial photographs recording HEL or wetland determinations, should be retained for possible use in developing a succeeding plan. (Establish a separate case file for appeals by type.) An administrative record is created when a person appeals a decision. The administrative record should contain the Forms AD-1026, NRCS-CPA- 026, NRCS-CPA-026A, NRCS-CPA-6; aerial photocopies; maps of the area soil map; county list of soil map units; map locating and labeling onsite investigations; conservation plan; chronological listing of events; reconsideration</p>	<p>NRCS/CRS-29</p>

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		or appeal HEL information; wetland information; CRP; WRP; and any other information that may have a bearing on the decision. Destroy these documents only when land is irrevocably removed from agricultural uses.	
	b) General material pertaining to no specific individual, group, or unit of government.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
180-12-12	Application – Material pertaining to the installation of resource management systems, conservation measures, or practices. Survey notes, drawings, field sheets, etc., documentation the installation are maintained with the case file CPAA-2a or referenced to that file location.		
	a) General material pertaining to no specific individual, group, project, area, or work plan. Includes material relating to identifying and assisting target areas.	Temporary: Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31(a)
	b) Correspondence and other material or data created, received, and used in the preparation of a specific project or area plans.	Temporary: Transfer to FRC 4 years after the end of the installation period. Destroy when 25 years old.	NRCS/CRS-32(b)
180-12-13	Maintenance – Correspondence and general material pertaining to followup assistance provided relative to maintenance of installed practices, measures, or resource management systems. Specific material relating to a landowner or user, group, or unit of government should be maintained with the case file described in CPAA-2a and disposed of accordingly.	Temporary: Destroy when 5 year old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-147
180-12-14	Units of Government – Material pertaining to assistance (other than previously described) provided to State, county, town, or city governing units; to communities, land use commissions, zoning commissions, etc. Also includes activities by these entities and their support and contributions to conservation efforts.		
	a) General records pertaining to no specific project, area, or work plan.	Temporary: N – Destroy when 3 year old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
	b) Reports of support or contributions by a unit of government.	Temporary:	NRCS/CRS-9

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		Destroy when 4 year old or when no longer needed for reference.	
180-12-15	Locally Led Conservation – Records pertaining to a series of phases which involve community stakeholders in natural resource planning, implementation of solutions, and evaluation of results. It is based on the principle that community stakeholders are best suited to deal with conservation needs assessment, conservation action plan, implementation of the action plan, and evaluation of the action plan.	Temporary: Destroy when 4 year old or when no longer needed for evaluations.	NRCS/CRS-9

190 – Ecological Sciences

File Code	Description and Filing Instructions	Disposition	Disposition Authority
190	Ecological Sciences -- Records pertaining to agritourism; agronomy; animal husbandry; aquaculture; biology; climate; ecological sites; ecology; endangered species; forestry and agroforestry; historic, archeological and cultural properties; National Environmental Protection Act; nutrient management; organic farming; plant materials; range, pasture, and hayland; reclamation; and related aspects of ecological sciences. Disposition: In accordance with instructions for specific material described by the following related subjects.	In accordance with instructions for specific material described by the following related subjects.	
190-11	Agronomy – Records pertaining to agronomy and agronomic practices. Included are such subjects as climate, cropland management, crops, critical area stabilization, standards and specifications, pastures and haylands, and tillage. Refer to 190-28, Climate, and 420-14-13, Climate Variability.		
	a) Correspondence and other material pertaining to a particular agronomic project or practices described by the related subject.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.	NRCS/CRS-74
	b) Background material, including research data or extracts and development studies for agronomic practices.	Permanent N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.	NRCS/CRS-74
190-11-11	Climate – Material such as rainfall data (annual, seasonal, etc.), average temperatures, and related factors which affect crop selections, length of growing season, etc. Refer to 190-28, Climate, and 420-14-13, Climate Variability.		
	a) Correspondence and other material pertaining to a particular agronomic project or practices described by the related subject.	Temporary: N, R, C, S, A, F – Destroy outdated	NRCS/CRS-74

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		material as related new material is developed or received. Destroy correspondence when 3 years old.	
	b) Background material, including research data or extracts and development studies for agronomic practices.	Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.	NRCS/CRS-74
190-11-12	Crops and Cropland Management – Records pertaining to various phases of cropland management, such as the use of cover crops, cropping systems, fertilizers, lime, manicure, pesticides, stripcropping, weed control, yields, soil loss, crop residue use, orchards, vineyards, vegetative culture, etc. Also, records that relate to the establishment, management, yields, and adaptability of cultivated crops, legumes, and grasses.		
	a) Correspondence and other material pertaining to a particular agronomic project or practices described by the related subject.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.	NRCS/CRS-74
	b) Background material, including research data or extracts and development studies for agronomic practices.	Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.	NRCS/CRS-74
190-11-13	Critical Area Stabilization – Records pertaining to the stabilization of critical areas such as dunes, waterways, and other structures by using vegetation to prevent wind and water erosion.		
	a) Correspondence and other material pertaining to a particular agronomic project or practices described by the related subject.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.	NRCS/CRS-74
	b) Background material, including research data or extracts and development studies for agronomic practices.	Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy	NRCS/CRS-74

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		when no longer needed for reference.	
190-11-14	<p>Pasture and Hayland – Records pertaining to suitability, sites, renovation, management, etc. Refer to File Code 190-19, Range, Pasture, and Hay Land.</p> <p>a) Correspondence and other material pertaining to a particular agronomic project or practices described by the related subject.</p> <p>b) Background material, including research data or extracts and development studies for agronomic practices.</p>	<p>Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.</p> <p>Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.</p>	NRCS/CRS-74
190-11-15	<p>Standards and Specification – Records pertaining to the development and application of standards and specifications for various agronomic practices. Refer to file code 210-11, Conservation Practices, for specific conservation practice standards.</p> <p>a) Correspondence and other material pertaining to a particular agronomic project or practices described by the related subject.</p> <p>b) Background material, including research data or extracts and development studies for agronomic practices.</p>	<p>Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.</p> <p>Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.</p>	NRCS/CRS-74
190-11-16	<p>Tillage – Records pertaining to conventional and conservation tillage systems.</p> <p>a) Correspondence and other material pertaining to a particular agronomic project or practices described by the related subject.</p>	<p>Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3</p>	NRCS/CRS-74

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	b) Background material, including research data or extracts and development studies for agronomic practices.	years old. Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.	NRCS/CRS-74
190-12	Aquaculture – Correspondence and other material pertaining to technical assistance in aquaculture. Included are records relating to assessments of aquaculture needs and potentials; technical standards on aquaculture and related conservation practices; and coordination with other Federal, State, and local agencies and organizations on aquaculture activities.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-148
190-13	Biology – Records pertaining to biological principles and practices in NRCS including field trails, fish and fisheries, standards and specifications, wetlands, wildlife, and wildlife habitat.	Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received. A, F – Destroy correspondence when 3 years old.	NRCS/CRS-75
190-13-11	Field Trials – Records pertaining to field trials and observational studies.	Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received. A, F – Destroy correspondence when 3 years old.	NRCS/CRS-75
190-13-12	Fish and Fisheries – Records pertaining to the management, evaluation, development, and protection of fisheries, including pond, reservoir, stream, and river habitats. Also includes records pertaining to all technical assistance efforts related to salmon recovery efforts in the Northwest U.S. Included are identification, ecology, stocking, and harvesting records pertaining to fish and their habitats.	Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received. A, F – Destroy correspondence when 3 years old.	NRCS/CRS-75
190-13-13	Standards and Specifications – Records pertaining to the identification, production, management, ecology etc., of wetlands. See 180-11 for wetland determinations. See 210-11, Conservation Practices (for files on specific conservation practice standards).	Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received. A, F – Destroy	NRCS/CRS-75

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		correspondence when 3 years old.	
190-13-14	Wetlands – Records pertaining to the identification, production, management, ecology, etc., of wetlands. Establish files for specific data by using the following file subjects, as needed:	Records pertaining to the identification, production, management, ecology, etc., of wetlands. See 180-11 for wetland determinations.	
190-13-14-11	Creation of Wetlands		
190-13-14-12	Pesticide Use		
190-13-14-13	Wetland Restoration and Enhancement		
190-13-14-14	Wetland Management		
190-13-14-15	General Permit		
190-13-15	Wildlife Habitat – Records pertaining to the identification, evaluation, control, management, ecology, etc., of wildlife habitats. Included are records relating to diseases, effects of drainage and pollution, food and cover requirements, etc.	<p>Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received.</p> <p>A, F – Destroy correspondence when 3 years old.</p>	NRCS/CRS-75
190-13-16	Applied Ecology – Records pertaining to the study or evaluation of the interrelationship of and between species and the physical, chemical, and biological features of their habitat, as applied to a specific community or community type. See file code 190-29-11, Applied Ecology.	<p>Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received.</p> <p>A, F – Destroy correspondence when 3 years old.</p>	NRCS/CRS-75
190-13-17	Biodiversity – Records pertaining to the variability of the biological components of an ecosystem, as well as the variety of ecosystems within the landscape, as related to ecosystem integrity and viability. See file code 190-29-14, Biodiversity.	<p>Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received.</p> <p>A, F – Destroy correspondence when 3 years old.</p>	NRCS/CRS-75
190-13-18	Pollinators – Records and correspondence pertaining to pollination technologies and measures.	<p>Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received.</p> <p>A, F – Destroy correspondence when 3 years old.</p>	NRCS/CRS-75
190-14	Endangered Species – Records relating to identification, control, management, ecology, etc., of endangered species, both fauna	<p>Temporary: N, R, C, S – Destroy</p>	NRCS/CRS-75

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	and flora. See file code 190-29-15, Endangered Species.	outdated material as related new material is developed and received. A, F – Destroy correspondence when 3 years old.	
190-15	National Environmental Policy Act (NEPA) – Records pertaining to the development and implementation of policy and procedures for compliance with the Act, including, but not limited to, the CPA-52, Environmental Evaluations, Environmental Impact Statements, and related findings.	Temporary: N – Destroy when 5 years old or when no longer needed for reference, whichever is sooner. R, C, S, A, F – Destroy outdated material as new material is received	NRCS/CRS-75
190-15-11	Archeological and Historical Sites – Material related to the identification, reporting, and preservation of historical areas. Includes material relating to sites having archaeological, geologic, or vegetative value and to the National Register of Historic Places. Refer to file code 190-31, Historic, Archeological, and Cultural Properties.	Temporary: N, R, C, S, A, F – Destroy when 3 years old or when longer needed or reference, whichever is sooner.	NRCS/CRS-98
190-15-12	Environmental Evaluations (EE) and Assessments (EA) – Records and guidance pertaining to methods, procedures, and techniques used to evaluate the effects of NRCS actions on the human environment. File individual evaluations and supporting data with the related program or project records.		
	a) Correspondence and background material relating to the development of NRCS environmental policy, including quality control of environmental evaluations (CPA-52) and statements.	Temporary: N, R, C, S, A, F – Destroy when 5 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-100
	b) Policy and guidelines for NRCS compliance with NEPA and for activities requiring environmental evaluations (EEs), CPA-52, assessments (EAs), or impact statements (EISs).	Permanent: N - Offer to NARA 10 years after revision or cancellation. Temporary: R, C, S, A, F – Destroy outdated material as new material is received.	NRCS/CRS-100
190-15-13	Environmental Impact Statements – Records and guidance pertaining to the preparation of environmental impact statements (EISs) for NRCS-assisted projects and to the review and comments prepared relative to statements by NRCS or other agencies. Published EISs, findings, such as Findings of No Significant Impact, Record of Decisions (RODs) and notices of	Temporary: N, R, C, S, A, F – Destroy correspondence and other material relating to review and comment on EIS and other documents 6	NRCS/CRS-99 and 100

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	intent are filed with the related program or project records.	months after comments are made. Destroy remaining material 5 years after the project is completed.	
190-15-14	Environmental Quality – Material pertaining to the quality of soil, water, air, and related resources. Includes material relating to specific pollutants (animal wastes, industrial wastes, sediment, nutrients, pesticides, etc.), to their effect on the environment, to practices or measures for pollution abatement, and to erosion or sediment control guides. Refer to file code 190-30, Environmental Quality. Also, note file code 210-26, Environmental Engineering.	Temporary: N, R, C, S, A, F – Destroy when 5 years old.	NRCS/CRS-96 and 97
190-16	Forestry. — Records pertaining to forestry projects or conservation practices. Includes material on such subjects as forest land management, soil-woodland and soil-windbreak correlation, agroforestry (e.g., alley cropping, silvopasture, riparian forest buffers, windbreaks, etc.), mensuration, protection, products, etc. See file code 210-11, Conservation Practices.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-76
190-16-11	Forest Land Management – Records pertaining to various phases of forest land management, such as use of management plans, best management practices for water quality, soil loss, cultural practices, and use of integrated pest management. Also includes material pertaining to yields, forest improvement, harvesting, tree planting, and techniques of silviculture.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-76
190-16-12	Soil-Forest Correlation and Interpretation. —Records that relate to soil erosion potential, yield interpretations, plant competition, species suitability, growth potential, ease of maintenance, etc. Includes data that relate tree data to soil types.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-76
190-16-13	Soil-Windbreak Correlation and Interpretation. —Includes materials pertaining to such subjects as the relation between tree growth and soil (type, texture, etc.), yield or growth potential, hazard limitations, and competition by other plants.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-76
190-16-14	Standards and Specifications. — Records pertaining to the development and application of standards and specifications for forestry practices. See 210-11, Conservation Practices.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-76
190-16-15	Statistics, Inventory, and Cost Return – Includes such materials as forest cover types, understory composition, forage value ratings, stocking rates, stand size, and competition.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received.	NRCS/CRS-76

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		Destroy correspondence when 3 years old.	
190-16-16	Agroforestry – Material pertaining to agroforestry systems including alley cropping, forest farming or multi-story cropping, riparian forest buffers, silvopasture, and wildbreaks (e.g., farmstead, field, and livestock).	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-76
190-17	Integrated Pest Management – Records pertaining to and concerning policy and procedures to manage pest (diseases, weeds, insects, animals, and fungi, including invasive and noninvasive species) with the utilization of Prevention, Avoidance, Monitoring, and Suppression strategies and their effects on the natural resources.	Temporary: N, R, C, S, A, F – Destroy when 5 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-96
190-17-11	Invasive Species – Records pertaining to correspondence; national-, state-, and county-recognized invasive species lists; and technical documentation.	Temporary: N, R, C, S, A, F – Destroy when 5 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-96
190-18	Plant Materials – Records pertaining to plant materials center (PMC) policy, procedure, purpose, responsibility, etc., and to needs/planning, center operation, studies and activities, field plantings, seed and plant production and distribution, sources of supply, release and certification, and products and technology transfer. Also pertains to records of Plant Materials Specialists.	Permanent: N – Offer to NARA 10 years after revision or cancellation. R, S, C, A, F – Destroy outdated material as new material is received.	NRCS/CRS-80
190-18-11	Needs -- Records pertaining to the projections of continuing plant materials needs, at the State, regional, or national level. Includes national strategic plans, State plant materials committee minutes, State plant materials needs, and State long-range or annual plans for plant materials.	Permanent: N – Offer to NARA 10 years after revision or cancellation. R, S, C, A, F – Destroy when 10 years past expiration.	NRCS/CRS-90
190-18-12	Center Operations – Records supporting the creation, execution, and completion of PMC long-range plans and annual business plans.		
	a) Records documenting the history of each PMC project and study from initiation to completion, including modification, test and trial results, Field Evaluation Plantings, photographs, etc.	Temporary: S – Transfer to FRC when 10 years after project completion. Destroy 30 years after completion. N, R, C, A, F – Destroy when 5 years old or when no longer needed for reference.	NRCS/CRS-82
	b) Seed and plant collection, accessions, or acquisition	Temporary:	NRCS/CRS-79

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	information with supporting and background material.	S – Transfer to FRC when 10 years old. Destroy when 30 years. N, R, C, A, F – Destroy when 5 years old or when no longer needed for reference.	
	c) Material not elsewhere described.	Temporary: Destroy when 2 years old or when no longer needed for reference.	NRCS/CRS-82
190-18-13	Field Plantings – The long-range plan for field plantings and records pertaining to off-PMC field plantings for the testing of new plant materials or technology, such as requests for plantings, planting plans, evaluation forms, planting guides, and field notes.	Temporary: S – Transfer to FRC 10 years after project completion. Destroy 30 years after completion. N, R, C, A, F – Destroy when 5 years old or when no longer needed for reference.	NRCS/CRS-82(a)
190-18-14	Seed and Plant Production and Distribution – Records pertaining to seed and plant inventory and production estimates; seed purity and germination test results, requests and allocations of seed and planting stock; interregional, interagency, and foreign seed and plant exchanges; Form NRCS-ECS-596, Distribution and Delivery Records, F; and Form NRCS-ADS-308, “District Receipt for NRCS Materials.”	Temporary: N, R, C, S, A, F -- Destroy 5 years after production, inventory, or distribution is discontinued or when 5 years old.	NRCS/CRS-82
190-18-15	Conservation Plant Release, Certification, and Sources of Supply — Records pertaining to NRCS plant releases and sources of supply.	Temporary: S – Transfer to FRC when 10 years old. Destroy when 30 years. N, R, C, A, F – Destroy when 5 years old or when no longer needed for reference.	NRCS/CRS-79
	a) NRCS conservation plant release documentation, summaries, and notices.	Permanent: N, S – retain indefinitely.	NRCS/CRS-90
	b) Records pertaining to NRCS plant release cultivar or pre-varietal certification standards, and annual certifications for NRCS releases.	Temporary: N, R, C, A, F – Destroy when 5 years old or when no longer needed for reference. S – Transfer to FRC when 10 years old. Destroy when 30 years old.	NRCS/CRS-79
190-18-16	Product and Technology Transfer – Records pertaining to the outcomes of PMC or Plant Materials Specialist activities, or the history of the plant materials program.		
	a) Records pertaining to publications, presentations,	Temporary:	NRCS/CRS-79

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	training sessions, exhibits, photography, film/video and other multi-media production, special events, and outreach activities.	N, R, C, A, F – Destroy when 5 years old or when no longer needed for reference. S – Destroy when 10 years old or when no longer needed for reference.	
	b) Records pertaining to the history of the PMC and the PM program.	PERMANENT N, S – Transfer to FRC when files become inactive for administrative purposes. Offer to NARA when 15 years old.	NRCS/CRS -90
190-19	Range, Pasture, and Hay Land – Records pertaining to the policies and procedures for soil and water conservation work on rangelands, pasture, and hay land. Included are assistance, ecology, feed, livestock, conservation practices, sites, conditions, wildlife, hydrology, production, standards and specifications, etc. Refer to file code 210-11, Conservation Practices.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-11	Ecology – Records pertaining to the environmental relationships between plant and animal life on rangeland, pasture, and hay land.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-12	Feed – Records pertaining to feed palatability, use, feed requirements per head, and feed and forage measurement in terms of animal grazing capacity, vegetative sampling, etc.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-13	Livestock – Records pertaining to range livestock, starting grazing capacity, monitoring, etc.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-14	Practices – Records pertaining to the purpose and applicability of range, pasture, and hay land conservation practices such as proper range use, brush management, cattle walkways, grazing systems, farm ponds, fencing, pitting, seeding, salting, spring development, well construction, water spreading, etc. Refer to file code 210-11, Conservation Practices.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-15	Range, Pasture, and Hay Land Site Management – Records pertaining to state of vegetation in relation to climate, soil, and topography; composition and production of potential natural	Temporary: N, R, C, S, A, F -- Destroy outdated	NRCS/CRS-77

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	plant communities; numbering, naming, and correlation of range, pasture, and hay land sites, etc.	material as related new material is received. Destroy correspondence when 3 years old.	
190-19-16	Range, Pasture, and Hay Land Condition – Records pertaining to present state of vegetation in relation to climax condition, range, pasture, and hay land condition classes, change and interpretation of changes, causes and results of improvement or decline, condition criteria, trend and management.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-17	Range, Pasture, and Hay Land Productions – Records pertaining to yield data, Form NRCS-ECS-417, and guidelines for determining vegetation yield.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-18	Range, Pasture, and Hay Land Hydrology – Records pertaining to water infiltration, water yield, surface runoff, and water quality as they relate to range, pasture, and hay land site and condition.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-19-19	Standards and Specifications – Records pertaining to the development and application of standards and specifications for range, pasture, and hay land management practices. Refer to file code 210-11, Conservation Practices, for files on specific conservation practices.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-20	Reclamation – Records pertaining to providing technical assistance for the reclamation of currently mined lands, abandoned mined lands, and other abandoned lands. Included are measures, land status, equipment, vegetation, agriculture, standards and specifications, etc. Does not include Rural Abandoned Mine Program activities which are properly filed under file code 300-14. Refer to 210-11, Conservation Practices, for specific practice standards.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149
190-20-11	Reclamation Measures – Records pertaining to measures for reclaiming abandoned land and currently mined land.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149
190-20-12	Land Status – Records pertaining to abandoned land, land disturbed by mining, mined land reclaimed, and mined land needing reclamation. Establish case files by type of mining (coal, sand, gravel, etc.), if needed.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
190-20-13	Reclamation Equipment – Records and information on specific equipment used for reclaiming land.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149
190-20-14	Reclamation Vegetation – Records pertaining to the suitability and productivity of various kinds of plants for specific site conditions on mined or abandoned land.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149
190-20-15	Land Capability – Records pertaining to the capability or suitability of various kinds of land for beneficial uses by the land user and the public.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149
190-20-16	Standards and Specifications – General records pertaining to the development and application of standards and specifications for various reclamation practices. Refer to file code 210-11, Conservation Practices, for specific practice standards.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149
190-21	Agritourism – Records pertaining to agriculture (rural, farm, ranch, etc.)-based and recreation-related interests and concerns, including activities related to the America’s Great Outdoor Initiative (AGOI). Included are activities, cost of operations, supplies and equipment, planning criteria, standards and specifications, and design of facilities.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-21-11	Activities and Facilities – Records pertaining to various kinds of agritourism/AGOI activities and associated facilities, facility designs, health and safety requirements, modifications for people with disabilities and other special needs, and sources for assistance.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-21-12	Liability – Material pertaining to the liability associated with establishing or operating public or private agritourism areas/outdoor spaces, facilities, or enterprises.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-21-13	Planning – Records pertaining to general agritourism and open space/outdoor spaces planning, carrying capacities, trends and techniques, private consultants, Nationwide Outdoor Recreation Plan, and Statewide comprehensive outdoor recreation plans.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-21-14	Cost of Operation – Records pertaining to the cost of establishing and operating agritourism/outdoor spaces enterprises and facilities.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
190-21-15	Agritourism Supplies and Equipment – Records pertaining to supplies and equipment pertinent to different kinds of agritourism/outdoor spaces activities and facilities for planning and design phases only.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-21-16	Standards and Specifications – General records pertaining to the development and application of standards and specifications for various agritourism/outdoor spaces practices. Refer to 210-11, Conservation Practices, for specific practice standards.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-22	Soil Quality – Records pertaining to soil quality, techniques for evaluation, and practices for improving soil quality. Included are subjects such as the inventory and assessment of soil quality, soil management, carbon sequestration, water quality, and soil biology.	Temporary: R, C, S -- Destroy when 5 years old. N, A, F – Destroy when 3 years old or when no longer needed for reference.	NRCS/CRS-44
190-22-11	Inventory and Assessment – Material related to techniques, procedures, and reports for making inventories and assessments of soil quality such as soil quality indices, soil health cards, etc.	Temporary: R, C, S -- Destroy when 5 years old. N, A, F – Destroy when 3 years old or when no longer needed for reference.	NRCS/CRS-44
190-22-12	Soil Management – Materials and information related to managing soil, including records on nutrient management, productivity, soil degradation, practices and techniques for restoration, and economics. Also, techniques and procedures for incorporating soil quality into conservation planning, decision support for practice recommendations, and aspects of managing soil for varied land uses. Establish files for specific data by using the following file subjects, as needed.		
190-22-12-11	Decision Support Systems	Temporary: R, C, S -- Destroy when 5 years old. N, A, F – Destroy when 3 years old or when no longer needed for reference.	NRCS/CRS-44
190-22-12-12	Nutrient Management		
190-22-12-14	Land Uses		
190-22-12-15	Restoration		
190-22-12-16	Conservation Planning		
190-22-12-17	Economics		
190-22-12-18	Productivity		
190-22-13	Carbon Sequestration – Records related to policy and procedures for identifying, evaluating, and recommending practices that enhance soil’s ability to sequester carbon. Includes informational and educational materials on the economic and environmental values of carbon sequestration.	Temporary: R, C, S -- Destroy when 5 years old. N, A, F – Destroy when 3 years old or when no longer needed for reference.	NRCS/CRS-44
190-22-14	Water Quality – Records pertaining to the relationships between soil quality and its importance to water quality, watershed management, wetlands, etc. See file code 460, Water Quality.	Temporary: R, C, S -- Destroy when 5 years old. N, A, F – Destroy when 3 years old or when no longer needed for reference.	NRCS/CRS-44
190-22-15	Soil Biology – Records pertaining to the relationship between	Temporary:	NRCS/CRS-44

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	soil quality and its importance to water quality and its importance to water quality watershed management, wetlands, etc.	R, C, S -- Destroy when 5 years old. N, A, F – Destroy when 3 years old or when no longer needed for reference.	
190-23	Animal Husbandry – General records pertaining to the policies and procedures for conservation work regarding animal industries and production of animals on farms and ranches. File specific records for the following topics in respective tertiary file codes: husbandry and management; feeds and nutrition; livestock and poultry industries; health and mortality; housing and equipment; energy; manure; water, air, and greenhouse gases; animal feeding operations (AFO) and concentrated animal feeding operations (CAFO).	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-23-11	Husbandry and Management – Records pertaining to the production and propagation of animals.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-23-12	Feeds and Nutrition – Records pertaining to the feeding and nutrition of animals.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-23-13	Livestock and Poultry Industries – Records pertaining to the industries producing livestock and poultry.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-23-14	Health and Mortality – Records pertaining to health, diseases, or mortality of animals.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-23-15	Housing and Equipment – Records pertaining to the housing and equipment needed for the production of animals.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. .	NRCS/CRS-78
190-23-16	Energy – Records pertaining to the energy efficiency and energy usage in the production of animals.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-23-17	Manure – Records pertaining to the production and handling of animal manure.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-23-18	Water, Air Quality, and Greenhouse Gases – Records pertaining to the effects of animal production on water and air quality and on the production of greenhouse gases.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new	NRCS/CRS-78

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		material is received.	
190-23-19	AFO/CAFO – Records pertaining to animal feeding operations (AFO) and concentrated animal feeding operations (CAFO).	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received.	NRCS/CRS-78
190-24	Ecological Sites. — General records and material pertaining to ecological sites.	In accordance with instructions for specific material described by the following related files.	
190-24-11	General – Correspondence, policy, procedures, and guidance pertaining to ecological sites. Establish files for specific data by using the following file subjects, as needed:	Permanent: N – Offer to NARA when 10 years old or replaced, whichever is earlier. R, C, S, A, F -- Destroy when replaced by updated version.	NRCS/CRS-80
190-24-11-11	Physiographic Features		
190-24-11-12	Climate Features		
190-24-11-13	Water Features		
190-24-11-14	Soil Features		
190-24-11-15	Plant Communities		
190-24-1-116	Site Interpretations		
190-24-11-17	Supporting Information		
190-24-11-18	Rangeland Health		
190-24-12	Ecological Sites Inventory and Assessment – Material related to techniques, procedures, and reports for making inventories and assessments, etc.	Permanent: N – Offer to NARA when 10 years old or replaced, whichever is earlier. R, C, S, A, F -- Destroy when replaced by updated version.	NRCS/CRS-80
190-24-13	Ecological Sites Management – Materials and information related to managing ecological sites, and techniques, and procedures.	Permanent: N – Offer to NARA when 10 years old or replaced, whichever is earlier. R, C, S, A, F -- Destroy when replaced by updated version.	NRCS/CRS-80
190-25	Land Capability – Records pertaining to the capability or suitability of various kinds of land for beneficial uses for the land user and the public.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-149

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
190-26	Nutrient Management – Records pertaining to nutrient management planning, products, correspondence, equipment, and technologies. See 190-15-14, Environmental Quality, and 190-22-12-12, Nutrient Management.	Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.	NRCS/CRS-74
190-26-11	Comprehensive Nutrient Management Plans – Records pertaining to comprehensive nutrient management plan.	Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.	NRCS/CRS-74
190-27	Organic Farming – Correspondence and records pertaining to organic farming technologies and measures.	Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received. A, F – Destroy correspondence when 3 years old.	NRCS/CRS-75
190-28	Climate – Correspondence, records, and materials such as rainfall data (annual, season, etc.), average temperatures, and related factors which affect crop selections, length of growing season, etc. Refer to file code 420-14-13, Climate Variability; 190-11, Agronomy; and/or 190-11-11, Climate.		
	a) Correspondence and other material pertaining to a particular agronomic project and/or practices described by the related subject.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.	NRCS/CRS-149
	b) Background material, including research data or extracts and development studies for agronomic practices.	Permanent: N – Offer to NARA when 5 years old. R, C, S, A, F – Destroy when no longer needed for reference.	NRCS/CRS-74
190-29	Ecology - Correspondence, records, and materials pertaining to ecology regarding natural resources conservation. See 190-19-11, Ecology.	Temporary: N, R, C, S, A, F -- Destroy outdated material as related new material is received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-29-11	Applied Ecology – Records pertaining to the study or evaluation of the interrelationship of and between species and the physical, chemical, and biological features of their habitat, as applied to a specific community or community type. See 190-13-16, Ecology.	Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received.	NRCS/CRS-75

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		A, F – Destroy correspondence when 3 years old.	
190-29-12	Riparian Areas – Correspondence, records, and materials pertaining to the applied ecological aspects of riparian areas.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-29-13	Prescribed Burning – Correspondence, records, and materials pertaining to the applied ecological aspects of prescribed burning.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new material is developed or received. Destroy correspondence when 3 years old.	NRCS/CRS-77
190-29-14	Biodiversity – Records pertaining to the variability of the biological components of an ecosystem, as well as the variety of ecosystems within the landscape, as related to ecosystem integrity and viability. See 190-13-17, Biodiversity.	Temporary: N, R, C, S – Destroy outdated material as related new materials is developed and received. A, F – Destroy correspondence when 3 years old.	NRCS/CRS-75
190-29-15	Endangered Species - Records relating to identification, control, management, ecology, etc., of threatened and endangered species, proposed species, candidate species, and State or Tribal designated species of concern – both fauna and flora. See 190-14, Endangered Species.	Temporary: N, R, C, S – Destroy outdated material as related new material is developed and received. A, F – Destroy correspondence when 3 years old.	NRCS/CRS-75
190-29-15-11	Plants – Materials pertaining to the identification, use in conservation, establishment, control, and disposition of plant materials and policy. See 190-18, Plant Materials.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new materials is developed and received.	NRCS/CRS-77
190-29-15-12	Animals – Materials pertaining to the habitat needs, management, conservation use, identification, diseases, environmental impacts, and general information about animals, including pollinators. See 190-23-14, Health and Mortality.	Temporary: N, R, C, S, A, F – Destroy outdated material as related new materials is developed and received.	NRCS/CRS-77
190-30	Environmental Quality – Materials pertaining to the quality of soil, water, air, and related resources. Includes material relating to specific pollutants (animal wastes, industrial wastes, sediment,	Temporary: Destroy when 5 years old.	NRCS/CRS-96 and 97

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	nutrients, pesticides, etc.), to their effect on the environment, to practices or measures for pollution abatement, and to erosion or sediment control guides. See 220, Environmental Coordination, 190-15-12, Evaluations; 190-15-13, Environmental Impact Statements; and 190-15-14, Environmental Quality.		
190-30-11	Air Quality – Materials pertaining to the air quality aspects of environmental quality. See 190-23-18, Water, Air Quality, and Greenhouse Gases.	Temporary: Destroy when 5 years old.	NRCS/CRS-96 and 97
190-30-12	Water Quality – Materials pertaining to the water quality aspects of environmental quality. See 460, Water Quality; 190-19-18, Range, Pasture, and Hayland Hydrology; 190-22-14, Water Quality; and 390-11-13, Basic Data.	Temporary: Destroy when 5 years old.	NRCS/CRS-96 and 97
190-31	Historic, Archeological, and Cultural Properties – Documents and records pertaining to the identification, evaluation, recordation, documentation, and consideration of historic properties (i.e., cultural resources) during planning and implementation of programs, other assistance, and conservation practices. Includes policy, operational procedures, guidance, national and State-level, Tribal, and Native Hawaiian agreements and protocols. See 190-15-11, Archeological and Historical Sites.	Permanent: N – Offer to NARA when 10 years old or replaced, whichever is earlier. R, C, S, A, F -- Destroy when replaced by updated version.	NRCS/CRS-80
190-31-11	Policy - Nationwide and State/Tribal/ Native Hawaiian agreements, training instructions (including national Instructions and consultation documents). Agreements are organized by State or Area.	Permanent: N – Offer to NARA when 10 years old or replaced, whichever is earlier. R, C, S, A, F -- Destroy when replaced by updated version.	NRCS/CRS-80
190-31-12	Correspondence – Records regarding programs, policy, procedures, and projects organized by State and Area (Pacific Islands and Caribbean Areas) and by fiscal year.	Temporary: N, R, C, S, A, F – Retain until issues are resolved and then destroy 5 years after resolution of the issues.	GRS-1/28
190-31-13	Operational Procedures – Documents pertaining to operational procedures (i.e., National Cultural Resources Procedures Handbook, Title 190, Part 601) and other procedural guidance documents.	Permanent: N – Offer to NARA when 10 years old or replaced, whichever is earlier. R, C, S, A, F – Destroy when replaced by updated version.	NRCS/CRS-80

200 – Economics

File Code	Description and Filing Instructions	Disposition	Disposition Authority
200-11	Cost Return – Records pertaining to cultural practices, material,	Temporary:	NRCS/CRS-87

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	labor, and equipment requirements related to a particular level of output. Includes engineering budgets, enterprise budgets, and partial budgets. May be retained in the Field Office Technical Guide.	Destroy 3 years after data no longer apply to current rules for economic analysis.	
200-12	Economic Impact (Site) Analyses – Records pertaining to economic analyses of planned or proposed soil land water conservation measures made to estimate the effects of actions on specific sites.	Temporary: Destroy 3 years after analysis update.	NRCS/CRS-85 and 86
200-13	(Area) Project Analyses – Records relating to the economic feasibility of public and private expenditures for solving areawide soil and water resource problems through project (Public Law-566, RC&D, etc.) actions.	Temporary: Dispose of analysis records with the related project case file.	NRCS/CRS-84
200-14	Crop Budget System – Records providing a systematic accounting of benefits and costs of operating inputs, machinery use, and labor for a crop enterprise, considering such details as soil condition, climate, management, and extent of protection already applied to the resource base.	Temporary: Destroy 3 years after data no longer apply to current rules for economic analysis.	NRCS/CRS-87
200-15	Conservation Practice Cost Schedule – Records providing a schedule of conservation practices, showing installation cost, lifespan, O&M costs, and average annual (amortized) cost. May be retained in Field Office Technical Guide.	Temporary: Destroy 3 years after data no longer apply to current rules for economic analysis.	NRCS/CRS-87

210 – Engineering

File Code	Description and Filing Instructions	Disposition	Disposition Authority
210	<p>Engineering – Correspondence and other records pertaining to the development and implementation of the policies, procedures, standards, and criteria for the design, installation, and operation of soil and water conservation and development practices. Includes records relating to construction, design, drainage, erosion control, geology, hazard classification, hydrology, irrigation, operation and maintenance, soil mechanics, landscape architecture, engineering surveys, standards and specifications, and dam safety.</p> <p>Establish case files (as tertiary file codes) for records pertaining to the installation of a specific structure, measure, or group of structures for a project, to ensure such records are linked to the measure/project. See also file codes 120-11-11-13, 180-12-11, 390-11, 390-12, 390-13, and 390-14, as appropriate.</p>	In accordance with instructions for specific material described by the following related subjects.	

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<p>210-11</p>	<p>Conservation Practices – Correspondence and other records pertaining to studies, test, specifications, etc., for individual conservation practices. Establish case files for individual conservation practices or State-level interim conservation practices, as needed, to segregate records for accessibility. Include in these case files conservation practice information sheets, conservation practice job sheets, national statements of work, and network effects diagrams, as appropriate, along with other necessary documents and records. File survey notes, drawings, field sheets, etc., for individual conservation practices with the resource plan (or similar document), which identifies the records with the land user (see 180-12-11); or, these may be case filed under this secondary file code (210-11).</p>	<p>Temporary: N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete or inactive material when 5 years old.</p>	<p>NRCS/CRS-89</p>
<p>210-12</p>	<p>Construction – Correspondence and other records relating to construction methods, processes, materials, and equipment. Also includes material described by the following tertiary subjects. Establish case fields for individual sites or projects to insure accurate identification and retention of record materials. See 210-28 for a description of records that relate to dam safety.</p>		
	<p>a) Correspondence and other materials of a general nature relating to construction, design, drainage, erosion control, geology, hydrology, irrigation, maintenance, soil mechanics, standards and specifications, water conservation, etc. Does not include material pertaining to individual practices (210-11) or case files pertaining to a specific project or activity.</p>	<p>Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 5 years old or when no longer needed for reference, whichever is later.</p>	<p>NRCS/CRS-88</p>
	<p>b) Case files for major structures and related material pertaining to design and construction activities for a specific project under any program. Does not include conservation practices. Does not pertain to the specific States and projects contained in 210-12 c), below.</p>	<p>Permanent S – Transfer to FRC when files become inactive for administrative purposes. Offer to NARA when 15 years old. See “Note” under 210-28. N, R, C, A, F – Forward to the State office for consolidation with their records and all design and construction records within 90 days after construction is completed.</p>	<p>NRCS/CRS-90(a)</p>

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	<p>c) Records relating to the projects named below have been designated as permanent. States are to consolidate design and construction case files with the related planning case files. Also see 390.</p>			<p>Permanent: S – Transfer to FRC when files become inactive for administrative purposes. Offer to NARA when 15 years old. See “Note” under 210-28.</p> <p>N, R, C, A, F – Forward to the State office for consolidation with their records and all design and construction records within 90 days after construction is completed.</p>	<p>NRCS/CRS-90(a)</p>
	<p>California</p>	<p>PL-556 FP Pilot</p>	<p>Escondido Creek Los Angeles – Los Angeles River Walnut Creek</p>		
	<p>Georgia</p>	<p>PL-556 Pilot</p>	<p>Coosa River – Little River North Fork Broad River</p>		
	<p>Indiana</p>	<p>PL-556 Pilot</p>	<p>Little Raccoon Creek Flat Creek</p>		
	<p>Massachusetts</p>	<p>PL-556</p>	<p>Washington Mountain Brook</p>		
	<p>Mississippi</p>	<p>PL-556</p>	<p>West Hatchie</p>		
	<p>Nebraska</p>	<p>PL-556 Pilot</p>	<p>Buckley Creek Upper Salt Swedeburg Tributary</p>		
	<p>New Hampshire</p>	<p>Pilot</p>	<p>Boboosin River</p>		
	<p>New Jersey</p>	<p>Pilot</p>	<p>Pequest River</p>		
	<p>New York</p>	<p>FP PL-556</p>	<p>Buffalo Creek Cayaga Creek Ischua Creek</p>		
	<p>North Dakota</p>	<p>PL-556 Pilot</p>	<p>Escondido Creek Tongue Creek</p>		
	<p>Oklahoma</p>	<p>PL-556 FP Pilot</p>	<p>Four-Mile Creek Washita River – Oak Creek Mission Creek</p>		
	<p>Pennsylvania</p>	<p>PL-556</p>	<p>Marsh Creek</p>		
	<p>Washington</p>	<p>PL-556 Pilot</p>	<p>Locke Mission Creek</p>		
	<p>West Virginia</p>	<p>FP Pilot</p>	<p>Patterson Creek Salem Fork of Ten-Mile Creek</p>		
	<p>d) Engineering geology records (Forms NRCS-ENG-35a, b, c), related geology report, and soil mechanics report.</p>			<p>Temporary: S – Destroy when 100 years old.</p>	<p>NRCS/CRS-91</p>
<p>210-12-11</p>	<p>“As-Built” Plans – Original “as-built” plans are the construction drawings on which are recorded all changes made during construction. See 210-28, Dam Safety</p>			<p>Permanent : S – Transfer original (except for projects named in 210-12.c) above) to sponsor 10 years after completion of construction. For projects named in 210-12.c), forward original</p>	<p>NRCS/CRS-92</p>

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		with other records and provide sponsors a copy. Transfer the NRCS record copy (including copies of any negatives (35 mm minimum size, 105 mm maximum size)) to FRC after 3 years and destroy 100 years after completion of construction. Destroy tracings and drawings used in the preparation of construction plans when “As-Built” plans have been reproduced, checked, and filed.	
210-12-12	Computation Sheets – Forms and related documents that support quantity or volume measurements.	<u>See 210-12.</u>	
210-12-13	Construction Materials – Forms and related documents that record the extent, nature, and results of tests to insure compliance with specifications. May include data on material sources, price lists, certifications, etc.	See 210-12	
210-12-14	Moisture and Density Determinations. — Forms and related documents which record test data to insure compliance with specifications.	See 210-12.	
210-12-15	Field Notebook. — Survey notes that accurately document practice, structure, or project layout and measurements for determining compliance or making computations.	See 210-12	
210-12-16	Inspector’s Construction Reports – Extracts from job diary entries to inform others of work progress, status, problems, etc.	See 210-12	
210-12-17	Job Diary. — A complete chronological history of events pertaining to the performance of the work and the cause and disposition of each event.	See 210-12.	
210-13	Design – Correspondence and other records relating to the development and implementation of policy, procedures, and criteria for the design of structures and measures. Also includes records in the “Design Folder,” as described by Title 210, National Engineering Manual (NEM), Part 511, Subpart B, Section 511.11 or those related to the following tertiary subjects. Note: See 210-28 for description of records which relate to Dam Safety.	Temporary: N, R, C, S, A, F – Same as described for 210-12. Includes disposition for all tertiary subjects listed below.	NRCS/CRS-88, 90 and 91
210-13-11	Design Data – Includes such material as design assumptions, analyses, and reports; geology and soil mechanics reports with Forms NRCS-ENG-35A, B, and C; construction drawings; specifications; bid schedule; and plan for operation and plan for	Permanent : S – Transfer original (except for projects named in 210-12.c)	NRCS/CRS-88, 90 and 91

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	operation and maintenance. Data for a specific project or site as defined by Title 210, National Engineering Manual (NEM) Part 511, Subpart B, Section 511.10, should be arranged and retained in a Design Folder (210-NEM, Part 511, Subpart B, Section 511.11). A similar folder may be prepared for other designs, or the data filed by use of any or all of the following subjects:	above) to sponsor 10 years after completion of construction. For projects named in 210-12.c), forward original with other records and provide sponsors a copy. Transfer the NRCS record copy (including negatives (35 mm minimum size, 105 mm maximum size) to FRC after 3 years and destroy 100 years after completion of construction. See 210-12-11, “As-Built” Plans, regarding destruction of tracings and drawings used in the preparation of construction plans.	
210-13-12	Geology		
210-13-13	Drainage		
210-13-14	Survey Notebooks		
210-13-15	Hydrology		
210-13-16	Irrigation		
210-13-17	Design Computations		
210-13-18	Sedimentation		
210-13-19	Soil Mechanics		
210-13-20	Specifications		
210-13-21	Standards		
210-14	Drainage – Correspondence and other records pertaining to land drainage work and activities that are not related to a specific project, measure, or practice.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-15	Erosion Control – Correspondence and other records pertaining to erosion control work, including erosion control structures other than for a specific project, measure, or practice.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-16	Geology – Correspondence and other records regarding geology and geology studies other than for a specific project or practice.	Temporary: N – Transfer to FRC	NRCS/CRS-88

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		<p>when 5 years old. Destroy when 30 years old.</p> <p>R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>	
210-16-11	Engineering Geology – Correspondence and other records and information pertaining to site investigation procedures, laboratory testing, methods of analyses, and other aspects of engineering geology.	<p>Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old.</p> <p>R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>	NRCS/CRS-88
210-16-12	Ground Water Geology – Correspondence and other records relating to ground water investigation procedures, methods of analyses, and other aspects of ground water geology.	<p>Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old.</p> <p>R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>	NRCS/CRS-88
210-16-13	Sedimentation – Correspondence and other records relating to sedimentation geology, investigation procedures, and methods of analyses.	<p>Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old.</p> <p>R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>	NRCS/CRS-88
210-17	Energy – Correspondence and general material pertaining to the use of engineering practices in the conservation or production of	<p>Temporary: N – Transfer to FRC</p>	NRCS/CRS-88

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	energy.	when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	
210-18	Hydrology – Correspondence and other records relating to hydrologic and water supply forecast procedures for water management planning and operations in general or for a specific drainage area. Also includes material pertaining to the development and use of water supply forecast equations and to water supply forecasts prepared from snow survey data. Establish case files, by stream, as needed. Also see 290-12-12.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-19	Irrigation – General correspondence and records relating to procedures, considerations, etc., for the design, installation, and operation of irrigation practices.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-20	Maintenance – General records regarding the development of procedures for the operation, modification, repair, or maintenance of structural measures. Does not include O&M plan, agreements, or inspection reports (see 120-12-11-11).	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-21	Grouting – General records regarding standards, procedures, and criteria for soil testing and use of soil engineering analyses in	Temporary: N – Transfer to FRC	NRCS/CRS-88

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	design and construction operations.	when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	
210-22	Soil Mechanics – General records regarding standards, procedures, and criteria for soil testing and use of soil engineering analyses in design and construction operations.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-23	Specifications – Correspondence and other records regarding the development and implementation of specifications for construction, construction methods, materials, etc.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-24	Water Conservation and Management – General records and correspondence relating to water conservation and management.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
210-25	Landscape Architecture – General records and information pertaining to landscape architecture.	Temporary: N – Transfer to FRC	NRCS/CRS-88

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		<p>when 5 years old. Destroy when 30 years old.</p> <p>R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>	
210-26	<p>Environmental Engineering – Correspondence and general material pertaining to practices that affect environmental quality, such as waste management, water quality or pollution abatement facilities. Also see 190-30, Environmental Quality.</p>	<p>Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old.</p> <p>R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>	NRCS/CRS-88
210-27	<p>Surveying – General records and information pertaining to the conduct of engineering surveys, including procedures, documentation, etc.</p>	<p>Temporary: N – Transfer to FRC when 5 years old. Destroy when 30 years old.</p> <p>R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.</p>	NRCS/CRS-88
210-28	<p>Dam Safety – Correspondence and other records and information pertaining to dam safety. Establish case files for each specific site or project. Includes assignments of responsibility, copies of study or inspection reports, and various records pertaining to design, construction, and operation and maintenance (O&M). NOTE: Maintenance of dam safety case files at a location other than the State office does not alter their scheduled disposition. The following design and construction records are to be incorporated in this file (physically, or by reference to their actual location) when construction is complete:</p> <ol style="list-style-type: none"> 1. Hazard classification documentation 2. Geologic investigation report, supported by Forms NRCS-ENG-35A, B, and C and logs of materials encountered in investigation 	<p>Permanent : S – Transfer original (except for projects named in 210-12.c) above) to sponsor 10 years after completion of construction. For projects named in 210-12.c), forward original with other records and provide sponsors a copy. Transfer the NRCS record copy (including copies of</p>	NRCS/CRS-92

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	<ol style="list-style-type: none"> 3. Soil mechanics reports 4. Hydrology reports with floodrouting and branch analysis 5. Design reports with pertinent calculations 6. Material certifications and specifications 7. Construction photographs, supported by an accurate and complete log documenting authenticity of the photographs. See also 210-512.41 and 120-517.72(g) 8. Job diaries (office and field) relating to the site or project 9. Pertinent correspondence between design and construction personnel which documents problems, concerns, decisions, etc., relative to the site or project 10. Copies of contract modifications (with justification statements) that significantly alter the original design or that effect changes not clearly shown on the “As-Built” plans 11. As-Built plans 12. Operation and maintenance (O&M) inspection reports. 13. Color photography of rock core samples (See Geology Note No. 4) 14. Emergency action plan <p>States responsible for PERMANENT records described under 210-2b) may, at their discretion, create electronic or other copies of the above records prior to the transfer of the originals to FRC. In no instance should the original records be physically retained separate from the remainder of the permanent file</p>	<p>any negatives (35 mm minimum size, 105 mm maximum size)) to FRC after 3 years and destroy 100 years after completion of construction. Destroy tracings and drawings used in the preparation of construction plans when “As-Built” plans have been reproduced, checked, and filed.</p>	
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220 – Environmental Coordination

File Code	Description and Filing Instructions	Disposition	Disposition Authority
220	<p>Environment Coordination – Records pertaining to coordination of environmental quality objectives with all programs and activities of NRCS and the development and implementation of policy to assess environmental impact of NRCS programs. See file codes 190-15, National Environmental Protection Act, and 190-30. Environmental Quality</p>	<p>Temporary: Destroy when 5 years old or when no longer needed for reference, whichever is sooner.</p>	NRCS/CRS-96 through 100
220-11	<p>Environmental Justice (EJ) – Records pertaining to a process where all populations, including minority and low-income communities, are provided the opportunity to comment before decisions are rendered on, allowed to share in the benefits of, not excluded from, and not affected in a disproportionately high and adverse manner by Government programs and activities affecting human health or the environment. Also includes EJ infrastructure, EJ coordinator, NEPA principles, operations, strategies, etc.</p>	Submit SF-115	

230 – Equal Opportunity Records

File Code	Description and Filing Instructions	Disposition	Disposition Authority
230	Equal Opportunity		
230-11	Complaint System. — Records pertaining to discrimination complaint case files; files maintained for cases resolved within NRCS, Equal Employment Opportunity Commission (EEOC), USDA, and U.S. Court.	N, S, A, F – Destroy when obsolete.	
	a) Discrimination Complaint Case Files and other material pertaining to complaints with related correspondence, reports and exhibits, withdrawal notices, copies of decisions, records of hearing and meetings and other records. (Secure file folder)	N, S, A, F - Remove and place in inactive files after resolution of case. Destroy 4 years after closure of case file.	GRS-1/25(a)
	b) Copies/duplicates of compliant case files retained in official discrimination compliant case files. (Secure file folder)	N, S, A, F - Remove and place in inactive files after resolution of case. Destroy 1 year after cutoff.	GRS-1/25(b)
230-12	Equal Employment Opportunity Plan. — Equal Employment Opportunity (EEO) plans and Management Directive 715 (MD-715) and related material pertaining to the preparation of EEO plans.	N, S, A, F - Temporary: Destroy 5 years from date of plan.	GRS-1/25(h)(2); 25(h)(3); 25(h)(4)
230-12-11	EEOC – Affirmative Action Feeder Plans – Correspondence, reports, and feeder plans.	N - Temporary: Destroy 5 years from date of feeder plan or when administrative purposes have been served, whichever is sooner.	GRS-1/25(h)(2)
230-12-12	EEOC Complaint Case File – Correspondence, reports, and case files (originating agency's file containing complaints with related correspondence, reports, exhibits, withdrawal notices, copies of decisions, records of hearings and meetings, and other records as described in 29 CFR Section 1613.222). Cases resolved within the agency, by Equal Employment Opportunity Commission, or by a U.S. court.	N - Temporary: Destroy 4 years after resolution of case.	GRS-1/25(a); 25(b)
230-12-13	EEOC Preliminary and Background – Correspondence, reports, and case files. Background records not filed in the official discrimination complaint case files.	N - Temporary: Destroy 2 years after final resolution of case.	GRS-1/25(c)(1); 25(c)(2)
230-12-14	EEOC – Compliance Review – Correspondence and reports.	N - Temporary: Destroy when 7 years old.	GRS-1/25(d)(1)
230-12-15	EEOC – Compliance Reports – Correspondence and reports.	N - Temporary: Destroy when 3 years old.	GRS-1/25(d)(2)
230-12-16	EEOC – Housing Requests – Correspondence and reports.	N - Temporary: Destroy when 1 year old.	GRS-1/25(e)
230-12-17	EEOC – Employment Statistics – Correspondence and reports. Employment statistics relating to race and sex.	N - Temporary: Destroy when 5 years old.	GRS-1/25(f)
230-12-18	EEOC – General Files – Correspondence and reports.	N - Temporary: Destroy when 3 years	GRS-1/25(g)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		old or when superseded or obsolete, whichever is applicable.	
230-12-19	EEOC – Personnel Counseling – Correspondence, reports, and counseling. Alcohol and Drug Abuse Program.	N - Temporary: Destroy 3 years after termination of counseling.	GRS-1/26(a);26(b)
230-13	Federal Women’s Employment Program (FWP) – Records such as National and State bulletins, and National, State, and Field correspondence that pertain to providing equal opportunity for women in all terms, conditions, and benefits of employment.	N, S, A, F, - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-14	Hispanic Employment Program (HEP) – Records such as National and State bulletins, and National, State, and Field correspondence that pertain to providing equal opportunity for Hispanics in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15	Civil Rights – Records pertaining to procedures for incurring NRCS compliance with Civil Rights laws, including documentation of compliance. State schedule of conducting Compliance Reviews in Field Offices; copy of the State or Field Office’s last Civil Rights Compliance Review Report. Note: This file may be further subdivided to individual case files. The following file codes and subjects are to be used as needed to identify specific data in the case file.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15-11	Community Outreach – Records pertaining to procedures for insuring NRCS compliance with Civil Rights laws, including documentation of compliance.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15-12	Delivery of Services – Records pertaining to delivery of technical services to minorities, women, persons with disabilities, historically underserved, etc.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	NRCS/CRS-136
230-15-13	Compliance Review Program – Records pertaining to Compliance Reviews, compliance review files of onsite and desk audit compliance reviews in equal opportunity; ensuring that NRCS programs are operating in compliance with nondiscrimination requirements. Also to include Civil Rights Compliance Review Report files.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-15-13-11	Records and Responsibilities – Strategic or Business Plan with last fiscal year accomplishments.		
230-15-13-12	Program Delivery Training – Civil rights program training.		
230-15-13-13	Public Notification – Publications, meeting materials, reasonable accommodation request, electronic media, newsletters, e-mails, etc.		
230-15-13-14	Program Outreach – Outreach Plan with last fiscal year accomplishments.		
230-15-13-15	Evaluation of Program Delivery Reports – Program participation reports from PROTRACTS, SCIMs, and ToolKit for the last 3 fiscal years with RSNOD status.		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
230-15-13-16	Partnership Responsibility – MOUs; current list of SWCD Board members by RSNOD; documentation/correspondence: Civil Rights training for Board members; and verification of explaining the ‘And Justice For All’ poster. (Field Office only).		
230-15-13-17	Accessibility Evaluation – Form AD 2056; 508 Compliance Training; and required 508 compliance tasks.		
230-15-13-18	Workforce Analysis – State employee list for last 3 fiscal years by RSNOD.		
230-15-13-19	Recruitment – Reports for last 3 fiscal years for all recruitment sources; and State Recruitment Plan.		
230-15-13-20	EO Employee Awareness and EEO Training – State and Field Office employee career training for the last 3 fiscal years; State and Field Office EEO plan with last fiscal year accomplishments; copy of required policy statements and posters; documentation of State and Field Office employee staff meetings where CR/EEO was discussed.		
230-15-13-21	Civil Rights Advisory Committee/Special Emphasis Programs – CRAC Business Plan; SEPM and CRAC member listing; CRAC and SEPM training for respective roles; CRAC and SEPM stand-alone, collateral duty, CR performance element; CRAC and SEPM activities and events for last 3 fiscal years.		
230-16	Disability Emphasis Employment Program (DEP) – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for persons with disabilities in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-17	Black Emphasis Employment Program (BEP) – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for Blacks in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-18	American Indian/Alaskan Native Emphasis Employment Program (AIAN) – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for AIAN in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-19	Asian American Pacific Islander Emphasis Employment Program (AAPI) – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for AAPI in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-20	Gay, Lesbian, Bi-sexual, and Transgender Emphasis Employment Program (GLBT) – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for GLBT in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is applicable.	GRS-1/25(g)
230-21	Veterans Emphasis Employment Program (VEP) – Records such as national and state bulletins, and national, state, and field correspondence that pertain to providing equal opportunity for Veterans in all terms, conditions, and benefits of employment.	N, S, A, F - Temporary: Destroy when 3 years old or when superseded or obsolete, whichever is	GRS-1/25(g)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		applicable.	

240 – RESERVED

250 – Financial Management

File Code	Description and Filing Instructions	Disposition	Disposition Authority
250-11	Accounting -- Records and documents concerned with availability, accountability, and status of public funds. Includes general ledgers and related supporting records such as allotment ledgers and subsidiary records, journal vouchers, and other posting media. Includes records held for audit by the GAO.		
	a) Correspondence, reports, standard forms, optional forms, and agency forms.	Temporary: Destroy 6 years and 3 months after period covered by account.	GRS-6/1(a)
	b) General ledger and obligation records showing status of obligations by appropriation. Includes such forms as SF-133, SCF-010, SCF-300, SCF-301, TFS2108, and TFS6653.	Temporary: Destroy 6 years and 3 months after close of the relevant fiscal year.	GRS-6/1(a)
	c) Expenditure Accounting Internal Procedures – Correspondence, reports, and internal procedures, subject files maintained by operating units responsible for expenditures accounting pertaining to their internal operations and administration.	Temporary: Destroy when 2 years old.	GRS-7/1
	d) Certificates Settlements – Correspondence, certificates, and settlement of accounts of accountable officers, statements of differences, and related records.	Temporary: Destroy 2 years after date of settlement.	GRS-6/3(a), 3(b)
	e) Expenditure Annual Budget Report – Correspondence, reports, postings, and control.	Temporary: Destroy when 3 years old.	GRS-7/4(a)
	f) Expenditure Annual Budget Report Copies – Correspondence, reports, postings, and control.	Temporary: Destroy when 2 years old.	GRS-7/4(b)
250-11-11	Accounting Subsidiary Records – Records maintained to control funds used by NRCS and to classify obligations.	Temporary: Destroy 2 years after date of settlement.	GRS-6/3(a), 3(b)
250-11-12	Accounting Reports – Reports prepared from the MIDAS SPARS accounting records and subsidiary records.	Temporary: Destroy when 6 years and 3 months old.	
250-11-13	Consolidated Financial Statements – The annual copy of the Consolidated Financial Statements (CRS) is prepared from data stored in the NFC CAS and the MIDAS SPARS system. It includes a statement of financial position, statement of operations, statement of cash flow, and statement of budget reconciliation. The CFS meets requirements of the CFO Act of 1990.	Temporary: Destroy 6 years and 3 months after the period covered by the accounts.	
250-11-14	Management Control Accountability – Correspondence,	Temporary:	GRS-16/14(a),

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	reports, working copies, risk analyses, and tracking. Policy, procedure, and guidance files. Comprehensive plans documenting the agency's efforts to ensure compliance with OMB Circular A-123. Reports and 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. 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 or Congress. 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 reviews.	Destroy when superseded.	14(b), 14(c), 14(d), 14(e)
250-11-15	Management Control Review – Correspondence, reports, and reviews. 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 identified as alternative reviews in the management control plan. Office with responsibility for coordinating internal control functions.	Temporary: Destroy when 5 years old.	GRS-16/14(f)(1), 14(f)(2)
250-11-16	Budget Internal Procedures – Correspondence, reports, and internal procedures. Correspondence files in formally organized budget offices pertaining to routine administration, internal procedures, and other matters not covered elsewhere in this schedule, excluding files relating to agency policy and procedure maintained in formally organized budget offices.	Temporary: Destroy when 2 years old.	GRS-5/1
250-11-17	Budget Background – Correspondence, reports, budget estimates, justifications, statements, and schedules. Cost statements, rough data, and similar materials accumulated in the preparation of annual budget estimates, including duplicates of budget estimates and justifications and related appropriation language sheets, narrative statements, and related schedules, and originating offices' copies of reports submitted to budget offices.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-11-18	Annual Budget Report – Correspondence, reports, appropriation, and appointment.	Temporary: Destroy when 5 years old.	GRS-5/3(a)
250-11-19	Budget Reports – Other – Correspondence and reports.	Temporary: Destroy 3 years after the end of the fiscal year.	GRS-5/3(b)
250-11-20	Budget Apportionment – Correspondence, reports, and schedules.	Temporary: Destroy 2 years after the close of the fiscal year.	GRS-5/4
250 -12	Budget Execution – Records relating to budget execution, operations, reporting, financial analysis of appropriation, fund, and object class data.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-12-11	Planning Budgets – Records and documentation of preliminary fiscal year budget plans and funding recommendations.	Temporary: Destroy 1 year after the close of the fiscal year	GRS-5/2

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		covered by the budget.	
250-12-12	Allowances and Guidelines – Preliminary through final funding guidelines and documentation for State, National Headquarters, and other NRCS allowance holders. Includes correspondence, tables, statistics, analysis, data, etc. Also includes limitations and authorizations in the budget execution cycle such as experts and consultants, and other necessary program financial limitations.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-12-13	Operating Budgets – Records pertaining to the operation of the NRCS financial management system. Includes operating budgets, schedules of obligations, apportionment, and all related supporting records and documentation. Includes any automated format. Includes any financial record developed for control of obligations at any level.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-12-14	Budget Execution Reports – Record copies of formal financial management reports such as annual budget reports or any other specialized report need to execute NRCS financial plans for a fiscal year at any NRCS organizational level.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-12-15	Operating Budget System – Records of financial management system development and implementation. Records of waivers to system control and requirements.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-12-16	Legislative Hearings – Records and documents pertaining to House and Senate budget hearings affecting execution of NRCS financial plans. Documents relating to final and supplemental appropriation acts.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-12-17	NRCS National Apportionment – Records, forms, and reports of NRCS dealing with budget apportionment of NRCS transacted at the National Headquarters level.	Temporary: Destroy 1 year after the close of the fiscal year covered by the budget.	GRS-5/2
250-13	Fiscal Operations – Records created and used with the examination of transactions involving the expenditure and collection of official funds.	Temporary: Destroy when 3 years old.	GRS-6/5(a), 5(b)
250-13-11	Certifying Officer – General correspondence-related material and SF-997, “Unit Certifying Officer Signature Card.”	Temporary: Destroy when superseded, rescinded, or canceled.	NRCS/CRS-3
250-13-12	Designation of Agent – General correspondence, related material, and SF-1195, “Recommendation and Designation of Agent to Receive and Deliver Checks and Bonds.” Case file problems by employee’s name in alphabetical order, as need arises.	Temporary: Destroy 6 years and 3 months after claim is settled.	GRS-6/5(a), 5(b)
250-13-13	Claims Against the United States – Correspondence, reports, claims against the United States, claims by the United States paid in full, and claims not owed to the United States.	Temporary: Destroy when 6 years, 3 months old.	GRS-6/10(a), 10(b)(1), 10(b)(3)
250-13-13-11	4 CFR Part 104 – Claims Not Extended – Correspondence, reports, claims not extended.	Temporary: Destroy 10 years, 3 months after the year in which the Government’s right to collect first accrued.	GRS-6/ 10(b)(2)(a)
250-13-13-12	4 CFR Part 104 – Claims Extended Per 28 U.S.C. Section 2415 – Correspondence, reports, and claims extended.	Temporary: Destroy 3 months after the end of the extended	GRS-6/10(b)(2)(b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		period.	
250-13-13-13	Claims Subject to Litigation – Correspondence, reports, claims, and litigation.	Temporary: Destroy when the court order is lifted, litigation is concluded, or when 6 years, 3 months old, whichever is later.	GRS-6/10 (c)
250-13-13-14	Approved Claims Waivers – Correspondence, reports, and case files.	Temporary: Destroy 6 years, 3 months after the close of the fiscal year in which the waiver was approved.	GRS-6/11(a)
250-13-13-15	Denied Claims Waivers – Correspondence, reports, and case files.	Temporary: Destroy with related claim files in accordance with item 10b and 10c of this schedule.	GRS-6/11(b)
250-13-14	Imprest Fund – General correspondence, related material, such as SF-11, “Request for Changes or Establishment of Imprest Fund,” and charge card. Case files SF-1129, “Cashier and/or Accountability Report, Reimbursement Voucher,” with required supporting document. Case file Form AD-358, “Verification of Imprest Cash,” and Form AD-3359, “Cashier Account Audit,” in one case file folder.		
	a) Vouchers (SF-1129) with supporting documents and material documenting changes in fund amounts, such as SF-1191 and SF-211.	Temporary: Destroy 6 years and 3 months after period covered by account.	NRCS-6/1(a)
	b) General correspondence and other material related to operation of the fund.	Temporary: Destroy when 3 years old.	NRCS-6/4
250-13-15	Meetings – Inservice – General correspondence and related material pertaining to approvals for NRCS in-service meetings. Case file Form NRCS-FNM-72, “Request for Meetings or Attendance,” by date, as needed.	Temporary: Destroy when 3 years old.	NRCS-6/5(a), 5(b)
250-13-16	Meeting – External – General correspondence and related material pertaining to approvals for meetings sponsored by sources outside NRCS. Case file Form NRCS-FNM-35, “Request for Travel Authorization,” by employee’s name in alphabetical order in one case file folder by fiscal year. Case file other material related to these meetings as appropriate.	Temporary: Destroy when 3 years old.	NRCS-6/5(a), 5(b)
250-13-17	Payments – General correspondence and related material pertaining to payments. Case file Miscellaneous Payment System (MISCPAY) vouchers in reverse numerical sequence by fiscal year. Case files active and inactive Forms NRCS-FNM-116, “Voucher Register,” separately by payee’s name in alphabetical order. Case files other material related to payment as appropriate.		
	a) Forms NRCS-FNM-116	Temporary: Destroy 6 years and 3 months after period covered by account.	NRCS-6/1(a)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	b) Remaining material, including forms or lists reporting cost-share payments to producers.	Temporary: Destroy when 4 years old.	NRCS-6/1(a)
250-13-17-11	Expenditure Accounting Internal Procedures – Correspondence, reports and internal procedures, subject files maintained by operating units responsible for expenditures accounting, pertaining to their internal operations and administration.	Temporary: Destroy when 2 years old.	GRS-7/1
250-13-17-12	Expenditure Ledgers and Appropriation Allotment – Correspondence, reports, ledgers, obligations, and allotments.	Temporary: Destroy 6 years and 3 months after the fiscal year involved.	GRS- 7/2,3
250-13-17-13	Expenditure Annual Budget Report – Correspondence, reports, postings, and control.	Temporary: Destroy when 3 years old.	GRS-7/4(a)
250-13-17-14	Expenditure Annual Budget Report Copies – Correspondence, reports, postings, and control.	Temporary: Destroy when 2 years old.	GRS-7/4(b)
250-13-17-15	Accountable Officers’ Files – Correspondence, reports, standard forms, optional forms, and agency forms.	Temporary: Destroy 6 years and 3 months after period covered by account.	GRS-6/1(a)
250-13-17-16	Accountable Officers’ Returns – Correspondence, reports, statements, vouchers, and schedules.	Temporary: Destroy when 1 year old.	GRS-6/1(b)
250-13-17-17	GAO Exceptions – Correspondence, GAO notices of exceptions, such as SF 1100, formal or informal.	Temporary: Destroy 1 year after exception has been reported as cleared by GAO.	GRS-6/2
250-13-17-18	Certificates Settlements – Correspondence, certificates, and settlement of accounts of accountable officers, statements of differences, and related records.	Temporary: Destroy 2 years after date of settlement.	GRS-6/3(a), 3(b)
250-13-17-19	General Fund – Availability, collection, custody, and deposit of funds including appropriation warrants and certificates of deposit.	Temporary: Destroy when 3 years old.	GRS-6/4
250-13-17-20	Accounting Administration – Correspondence, reports, and data relating to voucher preparation, administrative audit, and other accounting and disbursing operations.	Temporary: Destroy when 3 years old.	GRS-6/5(a), 5(b)
250-13-17-21	Federal Personnel Surety Bond Purchased Before January 1, 1956 – Correspondence, reports, and bonds.	Temporary: Destroy 15 years after bond becomes inactive.	GRS-6/6(a)(1), 6(b)
250-13-17-22	Federal Personnel Surety Bonds Purchased After December 31, 1955 – Correspondence, reports, and bonds.	Temporary: Destroy 15 years after end of bond premium period.	GRS-6/6(a)(2), 6(b)
250-13-17-23	Tickets and Bills – Correspondence, reports, gasoline sales ticket, telephone toll ticket, and telegram.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-6/7,8,9
250-13-18	Time and Attendance – Correspondence, reports, OF 1130, and timesheets.	Temporary: Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS-2/ 7, 8

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
250-13-18-11	Leave Application – Correspondence, reports, SF 71, and other forms.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-2/6(b)
250-13-18-12	Final Separation – Correspondence, reports, and SF 1150.	Temporary: Destroy when 3 years old.	GRS-2/9(b)
250-13-18-13	Tax Files – Correspondence, reports, W-2, W-3, W-4, and State form.	Temporary: Destroy 4 years after superseded or obsolete or upon separation of employee.	GRS-2/13(a), 13(b), 13(c)
250-13-18-14	Savings Bond Purchase Authorization – Correspondence, reports, U.S. Savings Bonds, SB 2152.	Temporary: Destroy when superseded or after separation of employee.	GRS-2/14(a)
250-13-18-15	Savings Bond Registration and Receipt – Correspondence, reports, registrations, receipts, and transmittals.	Temporary: Destroy 4 months after date of issuance of bond.	GRS-2/14(b), 14(c)
250-13-18-16	Combined Federal Campaign (CFC) – Correspondence, reports, allotment, and authorization.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-2/15(a), 15(b)
250-13-18-17	Thrift Savings Plan Election Form (TSP) – Correspondence, reports, TSP-1.	Temporary: Destroy when superseded or after separation of employee.	GRS-2/16
250-13-18-18	Direct Deposit Signup – Correspondence, reports, SF 1199A.	Temporary: Destroy when superseded or after separation of employee.	GRS -2/17
250-13-18-19	Levy and Garnishment – Correspondence, reports, IRS Form 668A, change slip, work papers, and income tax.	Temporary: Destroy 3 years after garnishment is terminated.	GRS-2/18
250-13-18-20	Payroll System Reports – Correspondence, reports, error reports, system operations reports, and workload reports.	Temporary: Destroy when 2 years old.	GRS-2/22(a), 22(b)
250-13-18-21	Agency Payroll Fiscal Reports – Correspondence and reports.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-2/22(c)
250-13-18-22	Payroll Changes – Correspondence, reports, pay changes updated, GAO audit, and pay correction.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-2/23(a)
250-13-18-23	Payroll Correspondence – Correspondence.	Temporary: Destroy when 2 years old.	GR-2/24
250-13-18-24	Retirement Files – Correspondence, reports, registers, control documents, SF 2807.	Temporary: For CSRS- and FERS-related records, destroy upon receipt of official OPM acceptance of	GRS-2/28

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		annual summary.	
250-13-19	Travel – General correspondence and related material pertaining to travel by employees, dependents, or other authorized travel.	Temporary: Destroy administrative office files when 3 years old. Destroy other copies of these records when funds are obligated, or when no longer needed for reference.	GRS-9/3
250-13-19-11	Commercial Freight and Passenger Transportation – Correspondence, reports, vouchers, registers, bills of lading, and forms.	Temporary: Destroy 6 years after the period of the account.	GRS-9/1(a), 1(c), 4(a), 4(b)
250-13-19-12	Commercial Freight and Passenger Transportation Settled – Correspondence, reports, vouchers, registers, bills of lading, and forms.	Temporary: Destroy when 10 years old.	GRS-9/1(b), 4(a), 4(b)
250-13-19-13	Obligation Copy Commercial Passenger Transportation Vouchers – Correspondence, reports, and vouchers.	Temporary: Destroy when funds are obligated.	GRS-9/1(e), 4(a), 4(b)
250-13-19-14	Unused Ticket Redemption – Correspondence, reports, SF 1170.	Temporary: Destroy 3 years after the year in which the transaction is completed.	GRS-9/1(e), 4(a), 4(b)
250-13-19-15	Lost or Damaged Shipments – Correspondence, reports, and shipment schedules.	Temporary: Destroy when 6 years old.	GRS-9/2, 4(a), 4(b)
250-13-19-16	Noncommercial Reimbursable Travel – Correspondence, reports, travel orders, and vouchers.	Temporary: Destroy when 6 years old.	GRS-9/3(a), 4(a), 4(b)
250-13-19-17	Obligation Copy Noncommercial Reimbursable Travel – Correspondence, reports, and obligation copy.	Temporary: Destroy when funds are obligated.	GRS-9/3(b), 4(a), 4(b)
250-13-19-18	Official Passport Application – Correspondence, reports, and case files.	Temporary: Destroy when 3 years old or upon separation of the bearer, whichever is sooner.	GRS-9/5(a), 4(a), 4(b)
250-13-19-19	Official Passport Annual Report – Correspondence and reports.	Temporary: Destroy when 1 year old.	GRS-9/5(b), 4(a), 4(b)
250-13-19-20	Official Passport Registers – Correspondence and reports.	Temporary: Destroy when superseded or obsolete.	GRS-9/5(c), 4(a), 4(b)
250-13-19-21	Federal Employee Transportation Subsidy – Correspondence, reports, applications, logs, vouchers.	Temporary: Destroy when 3 years old.	GRS-9/7, 4(a), 4(b)

260 – Public Information

File Code	Description and Filing Instructions	Disposition	Disposition Authority
260	Public Information – General records and reports relating to the creation, dissemination, and use of materials designed to help the public understand conservation of soil, water, and related	In accordance with instructions for specific material described by the	

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	resources and NRCS programs and assistance.	following related subjects.	
260-11	Still Photography – Correspondence, reports, award ceremonies, and social events. Photographs of routine award ceremonies, social events, and activities not related to the mission of the agency.	Temporary: Destroy when 1 year old.	GRS-21/1
260-11-11	Personnel Identification or Passport Photographs – Correspondence, reports, and photos. Personnel identification or passport photographs.	Temporary: Destroy when 5 years old or when superseded or obsolete, whichever is later.	GRS -21/2
260-11-12	Viewgraphs – Correspondence, reports, and viewgraphs.	Temporary: Destroy 1 year after use.	GRS -21/5
260-11-13	Artwork, Reproduction Material – Correspondence, reports, handbills, artwork and negatives. Routine artwork for handbills, fliers, posters, letterhead, and other graphics. Line and halftone negatives, screened paper prints and offset lithographic plates used for photomechanical reproduction. Line copies of graphs and charts.	Temporary: Destroy when no longer needed for publication or reprinting.	GRS -21/6,7,8
260-11-14	Routine Surveillance Footage/Recordings – Routine surveillance footage and recordings.	Temporary: Destroy when 6 months old.	GRS -21/11, 18
260-11-15	Routine Scientific, Medical, or Engineering Footage – Routine scientific, medical, or engineering footage and recordings.	Temporary: Destroy when 2 years old.	GRS - 21/12, 19
260-11-16	Rehearsal and Practice Footage – Rehearsal or practice tapes.	Temporary: Destroy immediately.	GRS -21/16
260-11-17	Meetings and Awards Footage – Correspondence, reports, and footage. Recordings that document routine meetings and award presentations.	Temporary: Destroy when 2 years old.	GRS -21/20
260-11-18	Meeting Recordings Used for Transcription excluding Presidential and Executive Commissions – Recordings of meetings made exclusively for note taking or transcription, dictation belts or tapes excluding recordings of proceedings of presidential commissions and other executive commissions.	Temporary: Destroy immediately after use.	GRS -21/22, 23
260-11-19	News Recordings – Correspondence, reports, news recordings. Daily or spot news recordings available to local radio stations on a call-in basis.	Temporary: Destroy when 6 months old.	GRS - 21/26
260-11-20	Production Working Files – Production files or similar files that document origin, development, acquisition, use, and ownership of temporary audiovisual records. finding aids for identification, retrieval, or use of temporary audiovisual records.	Temporary: Dispose of in accordance with the instructions covering the related audiovisual records.	GRS -21/28, 29
260-12	Sound Working Files – Correspondence, reports, and working files. Premix sound elements created during the course of a motion picture, television, or radio production.	Temporary: Destroy immediately after use.	GRS-21/24
260-13	Educational Relations – Records of cooperative educational programs and projects with youth and adult groups, education agencies and organizations, and other State and Federal Government agencies, including kind and extent of NRCS assistance planned and provided. Includes material pertaining to current status, needs, plans, methods of approach, programs, and available materials for initiating and maintain environmental education efforts with schools, educational institutions, and others. Also includes records and materials on outdoor classrooms, conservation district education policies and programs related to education, sample conservation	Temporary: Destroy when 3 years old.	NRCS/CRS-17

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	education activities, programs, reading lists, and curricula relating to environmental education. Establish case files by group, organization, or agency assisted or by the type or nature of material provided or needed.		
260-14	Historical Programs – Records reflecting the history of NRCS, including special evidence about significant developments in conservation and changes in the role of NRCS.	N – Permanent. Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
260-15	Information Campaigns, Awards, Special Events – Complete packages of materials for each information campaign and evaluation of effects of effects of those campaigns; plans and ideas for future campaigns on specific subjects; followup actions after campaign; written, photographic, and video digital records of special conservation events, including preparation of publicity, plans, and objectives; records of participation in land judging and other contests; awards including recognition of any kind for excellence in some aspect of conservation work.	Temporary: Destroy when 3 years old.	NRCS/CRS-17
260-16	Manuscripts – Published and unpublished manuscripts, including manuscripts prepared by NRCS personnel or cleared through NRCS for comment and intended for publication by NRCS or private firms; all correspondence and clearance forms on manuscripts; policy and procedure for manuscript clearance; and published soil surveys.		
	a) Manuscripts.	Temporary: Destroy published manuscripts 1 year after publication. Destroy unpublished manuscripts when 3 years old.	NRCS/CRS-21
	b) Soil survey reports and published soil surveys.	N – Permanent. Offer to NARA annually. R, S, A, F – Destroy newsletter when updated and revised.	NRCS/CRS-46
260-17	Media Relations – Records of current contacts for all media; approximate extent and kind of audience reached by the different media; working references on approaches and procedures for use with different media.	Nonrecord material. Destroy when obsolete or superseded.	
260-18	Newsletters (NRCS) – Copies of NRCS Chief’s “Current Developments” letter, “NRCS This Week,” State office newsletters, and other general newsletters.	Temporary: N – Destroy records copy of “Current Developments,” “NRCS This Week,” and related supporting or background material when 3 years old. Destroy other material when 1 year old. R, S, A, F – Destroy	NRCS/CRS-16

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		when no longer needed for informational use.	
260-19	News Releases – News deadlines for radio, TV, and print media; news release style guides; copies of news releases from the issuing office and relevant NRCS national releases; and clipping or other evidence of release use.	N – Permanent. Offer to NARA when 20 years old. R, S, A, F – Destroy when no longer needed for informational use.	NRCS/CRS-24
260-20	Photography – General material pertaining to still or motion photography and the processing, handling, and filing of color transparencies, black-and-white photographs, and negatives. Includes procedures and requirements pertaining to photo captions and related identifications. File photographs and negatives at this file location, or in 5x8 cabinets, or in binders.	N – Permanent. Offer to NARA when 20 years old. R, S, A, F – Destroy when no longer needed for informational use.	NRCS/CRS-24
260-21	Printing and Binding – Material pertaining to the development and implementation of policies, regulations, and procedures for obtaining printing and binding work (does not include duplication services) from commercial sources and the Government Printing Office. Includes the semiannual commercial printing report and the annual report.	Temporary: Destroy material relating to services obtained 1 year after completion of order. Destroy remaining material when no longer needed for administrative use.	NRCS/CRS-21
260-22	Publications – Record copies of finished publications, except for those described under 260-16 and 290-11-13. Original artwork is to be retained until no longer needed for reprints. Negatives of photographs printed in publications are filed under 260-20.		
	a) Published by NRCS at the national level.	Permanent: Transfer to FRC when 3 years old. Offer to NARA when 10 years old.	NRCS/CRS-20
	b) Published by NRCS below the national level.	Temporary: Destroy when no longer needed for informational use.	NRCS/CRS-20
260-23	Publications Distribution – Current list of available NRCS publications; requests, inquiries, and replies thereto; records of distribution of NRCS publications; including cumulative annual records the number of copies received, number distributed, and remaining copies in stock; and other information required for national annual publications inventory report. Does not include FOIA request.	Temporary: Destroy publication request and inquiries, with replies forwarding publications, 3 months after reply. Destroy remaining material when 3 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-18 and 23
260-24	Speeches – Copies of speeches prepared together with requests for preparation and delivery; copies of speeches by NRCS personnel, the Secretary of Agriculture, and members of Congress that affect NRCS activities; and speech ideas and notes for future use.		
	a) Official copy of speeches by Chief, Associate Chiefs, Assistant Chiefs, or Deputy Chiefs.	Permanent: Offer to NARA when	NRCS/CRS-15

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	b) Copies of above, and all other speeches.	10 years old. Temporary: Destroy when 2 years old.	NRCS/CRS-15
260-25	Earth Team Program – General records pertaining to success stories, new articles, logo slick and other promotional items relating to the Earth Team or volunteer services. Included are business plans and plan of work, volunteer referral information, newsletter, and campaign information or other volunteer project information.	Submit SF-115	
260-25-11	Newsletters (NRCS) – Copies of NRCS Chief’s “Current Developments” letter, “NRCS This Week,” State office newsletters, and other general newsletters.	Temporary: N – Destroy records copy of “Current Developments,” “NRCS This Week,” and related supporting or background material when 3 years old. Destroy other material when 1 year old. R, S, A, F – Destroy when no longer needed for informational use.	NRCS/CRS-16
260-25-12	Historical Programs – Records reflecting the history of NRCS, including special evidence about significant developments in conservation and changes in the role of NRCS.	Permanent: Transfer to FRC when 3 years old. Offer to NARA when 15 years old. Temporary: Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
260-25-13	Information Campaigns, Awards, Special Events – Complete packages of materials for each information campaign and evaluation of effects of effects of those campaigns; plans and ideas for future campaigns on specific subjects; followup actions after campaign; written, photographic, and video digital records of special conservation events, including preparation of publicity, plans, and objectives; records of participation in land judging and other contests; awards including recognition of any kind for excellence in some aspect of conservation work.	Temporary: Destroy when 3 years old.	NRCS/CRS-17

270 – Information Resources Management

File Code	Description and Filing Instructions	Disposition	Disposition Authority
270-11	Model Coordination – Correspondence and material pertaining to formulation and recommendation of policy and procedures relating to the coordination of analytical models. May include material relating to intraagency and interagency coordination activities, including workshops reviews, and related data collection activities.	Temporary: Destroy when 5 years old.	NRCS/CRS-106

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
270-11-11	IT Program Planning Records – Records relating to the development of agency IT programs. Included are records that document agencywide IT goals, specify milestones to be achieved, identify performance measures for the agency’s IT portfolio, or summarize the underlying principles and approach by which the agency will plan for and manage its IT resources. Records may include strategic and tactical plans documenting the implementation and maintenance of IT systems in support of the agency mission and also may include records supporting formally issued plans, such as records of concurrence, comments, clearances, justifications, and other issuance records.	Temporary: Destroy or delete when 7 years old or when no longer needed, whichever is later.	GRS-27/1
270-11-12	Enterprise Architecture Records – Records identifying the IT systems and networks required to perform the agency’s mission and the transitional processes required to implement comprehensive programs to support that mission. Records may include technical reference models, diagrams, graphics, models, and narratives that describe the agency’s baseline architecture, target architecture, and related sequencing plans.	Temporary: Destroy or delete when 7 years old or when no longer needed, whichever is later.	GRS-27/2
270-11-13	Capital Investment Records – Records documenting the integration of IT investments with agencywide strategic planning, budgeting, procurement, and management. Records include routine and periodic reports on IT capital investments; capital asset plans; business cases for major investments, systems, acquisitions, or operational assets identified in the agency’s capital investment portfolio; and clearance and review records.	Temporary: Destroy or delete when 7 years old or when no longer needed, whichever is later.	GRS-27/3
270-11-14	Legal and Regulatory Compliance Records – Records documenting agency compliance with Federal IRM laws and regulations, including systems and reports created to support compliance with the mandates of OMB, GAO, and other Federal IRM and IT oversight agencies.	Temporary: Destroy or delete when 5 years old.	GRS-27/4
270-11-15	CIO Subject and Office Records – Records not otherwise identified in this GRS that include briefings, reports, presentations, studies, correspondence, and other documents created to support IT program objectives; responses to and decisions on matters affecting the IT program; or operational and managerial guidance to all organizational segments of the agency.	Temporary: Destroy or delete when 5 years old.	GRS-27/6
270-12	System Planning – Does not include material pertaining to multiyear plans and annual business plans which are described under PROG-16.	Temporary: Destroy when 5 years old.	NRCS/CRS-106
270-13	Technical Reviews – Correspondence and material pertaining to formulation and implementation of policy, standards, and procedures relating to security of information resources management systems. Includes such material requirements and specifications, costs and benefits of proposed systems, justifications, and completed Forms NRCS-MGT-20.	Temporary: Destroy when 5 years old.	NRCS/CRS-106
270-14	Security – Correspondence and material pertaining or formulation and implementation of policy, standards, and procedures relating to security of information resources management systems. Includes such material as authorizations for computer center access, plans, and procedures for physical security, and security of data files and records.	Permanent: N – Transfer to FRC when 5 years old. Offer to NARA when 10 years old.	NRCS/CRS-106
270-14-11	Classified Documents Correspondence – Correspondence,	Temporary:	GRS-18/1,2,3,4

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	reports, documents, receipts, destruction certificates, and document inventory.	Destroy when 2 years old.	
270-14-12	Top Secret Accounting and Control Files – Correspondence, reports, registers, dispatch, and destruction. Registers maintained at control points to indicate accountability over top secret documents, reflecting the receipt, dispatch, or destruction of the documents. Forms accompanying documents to ensure continuing control, showing names of persons handling the documents, intra office routing, and comparable data.	Temporary: Destroy 5 years after documents shown on forms are downgraded, transferred or destroyed.	GRS-18/5(a), 5(b)
270-14-13	Access Request Files – Correspondence, reports, registers, and authorizations. Requests and authorizations for individuals to have access to classified files.	Temporary: Destroy 2 years after authorization expires.	GRS-18/6
270-14-14	Document Container Security Files – Correspondence, reports, forms, lists, combinations, and names. Forms or lists used to record safe and padlock combinations, names of individuals knowing combinations, and comparable data used to control access into classified document containers. Forms placed on safes, cabinets, or vaults containing security classified documents that record opening, closing, and routine checking of the security of the container, such as locking doors and windows, and activating alarms. Included are such forms as SF 701, “Activity Security Checklist,” and SF 702, “Security Container Check Sheet.”	Temporary: Destroy when superseded by a new form or list upon turn-in of containers.	GRS-18/7(a), 7(b)
270-14-15	Declassification Requests – Granted – Granting access to all the requested records. Official file copy of requested records.	Temporary: Destroy 2 years after date of reply.	GRS-14/ 31(a)(1), 31(b)
270-14-16	Declassification Requests – Nonexistent Records – Request Not Appealed – Responding to requests for nonexistent records, to requesters who provide inadequate descriptions, and to those who fail to pay agency reproduction fees.	Temporary: Destroy 2 years after date of reply.	GRS-14/ 31(a)(2)(a)
270-14-17	Declassification Requests – Denied – Request Not Appealed – Denying access to all or part of the records requested.	Temporary: Destroy 5 years after date of reply.	GRS-14/ 31(a)(3)(a)
270-14-18	Declassification Requests – Sanitizing Instructions – Sanitizing instructions.	Temporary: Destroy when superseded or when requested documents are declassified or destroyed.	GRS-14/31(c)
270-14-19	Declassification Requests – Appealed – Correspondence and supporting documents and official file copy of records under appeal. Files created in responding to administrative appeals under the mandatory review provisions of Executive Order 12356 and its predecessors for release of information denied by the agency. Files consist of the appellant's letter, a copy of the reply thereto, and related supporting documents, which may include the official, file copy of records under appeal or copy thereof.	Temporary: Destroy 4 years after final determination by agency.	GRS-14/32(a), 32(b)
270-14-20	Declassification Control Files – Files maintained for control purposes in responding to requests, including registers and similar records listing date, nature, and purpose of request and name and address of requester.	Temporary: Destroy 5 years after date of document.	GRS-14/33(a), 33(b)
270-14-21	Declassification Reports and Administrative – Reports relating to agency implementation of the mandatory review	Temporary: Destroy when 2 years	GRS-14/34, 35

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	provisions of the current Executive order on classified national security information, including annual reports submitted to the Information Security Oversight Office. Records relating to the general agency implementation of the mandatory review provisions of the current Executive Order on classified national security information, including notices, memoranda, correspondence, and related records.	old.	
270-14-22	Declassification – Erroneous Release – Files relating to the inadvertent release of privileged information to unauthorized parties, containing information the disclosure of which would constitute an unwarranted invasion of personal privacy. Files contain requests for information, copies of replies thereto, and all related supporting documents, and may include the official copy of records requested or copies thereof.	Temporary: Follow the disposition instructions approved for the released official file copy or destroy 6 years after the erroneous release, whichever is later.	GRS-14/36(a), 36(b)
270-15	Equipment Technology and Office Automation – Correspondence and reports.	Temporary: Destroy or delete when 3 years old, or when superseded or obsolete, whichever is longer.	NRCS/CRS-106
270-16	Telecom Correspondence – Correspondence and material pertaining to requests for, and assignment of management of, radio frequencies, use, and restrictions; use of commercial cable, teletype, and similar services; use of FTS and commercial telephone service, facsimile, and other electronic communications equipment; and electronic transmission of text or data originating from word processing equipment. See 120-14 for telephone directory.	Temporary: Destroy correspondence and other material that is not part of a case file when 2 year old. Destroy case files after file is closed.	NRCS/CRS-111
	a) Correspondence related records pertaining to internal administration and operation.	Temporary: Destroy when 2 years old.	GRS-12/2(a)
270-16-11	Telecom General Files – Correspondence, reports, plans, equipment requests, and telephone service.	Temporary: Destroy when 3 years old.	GRS-12/2(b)
270-16-12	Telecom Statistical Reports – Correspondence and reports. Telecommunications general files, including plans, reports, and other records pertaining to equipment requests, telephone service, and like matters.	Temporary: Destroy when 1 year old.	GRS-12/2(c)
270-16-13	Telecom Vouchers – Correspondence, reports, installation, change, removal, and servicing.	Temporary: Destroy 1 year after audit or when 3 years old, whichever is sooner.	GRS-12/2(d)(1), 2(d)(2)
270-16-14	Telecom Agreements – Correspondence, reports, background, and case files.	Temporary: Destroy 2 years after expiration or cancellation of agreement.	GRS-12/2(e)
270-16-15	Telecom Operational – Correspondence, reports, and message registers.	Temporary: Destroy when 6 months old.	GRS-12/3(a)
270-16-16	Telecom Operational Copies – Correspondence, reports, and SF 14.	Temporary: Destroy when 2 years old.	GRS-12/3(b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
270-16-17	Call Detail – Correspondence and reports.	Temporary: Destroy when 3 years old. Initial reports may be destroyed earlier if the information needed to identify abuse has been captured in other records.	GRS-12/4
270-17	Database Management – Material pertaining to formulation and recommendation of policy, standards, and procedures relating to establishing and managing resource, business, and management information in organized data bases. Includes material pertaining to the storage of automated data and the retrieval and use of such data using automated database management tools and techniques case file material for a specific data base, program, etc., as needed.		
	a) Correspondence and other material pertaining to systems, data files, and documentation.	Temporary: Destroy when 5 years old.	NRCS/CRS-106
	b) Machine-readable files and program documentation not elsewhere described.	Temporary: In accordance with instructions for such textual records as provided elsewhere in this guide.	GRS-20
	c) Source or input documents.	Temporary: In accordance with instructions for such textual records as provided elsewhere in this guide.	NRCS/CRS-106
270-18	Software Development – Correspondence and material pertaining to formulation and recommendation of policy, standards, and procedures relating to the development, maintenance, and use of software (computer programs). Includes material pertaining to the design and programming of automated systems and the use and applicability of software.	Temporary: Destroy when 5 years old.	NRCS/CRS-106
270-19	Computer Operations and Technical Support – Correspondence, reports, work load schedule, and maintenance.	Temporary: Destroy or delete when 1 year old.	NRCS-24/8(a)
270-20	Computer Center Liaison – Correspondence, reports, login password, audit trail, system usage, and cost-back.	Temporary: Delete or destroy when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.	NRCS-20/1(c)
270-21	IT Performance Measurements and Benchmarks – Correspondence, reports, and plans.	Temporary: Destroy or delete when 5 years old or 1 year after responsible office determines that there are no unresolved issues,	GRS-24/1(a)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		whichever is longer.	
270-22	IT Oversight and Compliance – Correspondence, reports, C&A, and quality assurances.	Temporary: Destroy or delete when 3 years old or 1 year after responsible office determines that there are no unresolved issues, whichever is longer.	GRS-24/1(b)
270-23	IT Inventories – Correspondence, reports, equipment control network circuits, circuitry, and diagrams.	Temporary: Destroy or delete 1 year after completion of the inventory.	GRS-24/3(a)
270-24	IT Configuration and Change Management – Correspondence and reports.	Temporary: Destroy or delete 1 year after termination of system.	GRS-24/3(b)(1)
270-25	Systems Backup Incrementals	Temporary: Destroy or delete incremental backup tapes when superseded by a full backup or when no longer needed for system restoration, whichever is later.	GRS-24/24(a)(1)
270-26	Systems Backups Full	Temporary: Delete or destroy full backup tapes when second subsequent backup is verified as successful or when no longer needed of system restoration, whichever is later.	GRS-24/4(a)(2)
270-27	Library Tapes	Temporary: Destroy or delete when superseded or obsolete.	GRS-24/4(b)
270-28	IT Maintenance – Correspondence, reports, and work orders.	Temporary: Destroy or delete when 3 years old or 1 year after termination of systems, whichever is sooner.	GRS-24/3(b)(2)
270-29	IT System Security and Disaster Recovery Plans – Correspondence, reports, and plans.	Temporary: Destroy or delete 1 year after system is superseded.	GRS-24/5(a), 5(b)
270-30	IT Passwords Special Accountability – Correspondence, reports, index lists, and logs.	Temporary: Destroy or delete inactive file 6 years after users account is terminated or password is altered, or when no longer needed for investigative or security purposes, whichever is	GRS-24/6(a)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		later.	
270-31	IT Passwords Routine Systems –Correspondence, reports, index lists, and logs.	Temporary: Delete or destroy when the agency determines they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS-24/6(b)
270-32	IT Computer Security Incident Reporting –Correspondence and reports.	Temporary: Destroy or delete 3 years after all necessary followup actions have been completed.	GRS-24/7
270-33	IT Operations Problem Reports – Correspondence and reports.	Temporary: Destroy or delete 1 year after problem is resolved.	GRS-24/8(b)
270-34	IT Operations Benchmarking – Correspondence and reports.	Temporary: Destroy or delete when 3 years old.	GRS-24/ 8(c)
270-35	IT COTR Files – Correspondence, reports, project files, finance and performance criteria.	Temporary: Destroy or delete 3 years after agreement or control measures or procedures are superseded or terminated with no outstanding payments issues.	GRS-24/9(a), 9(b) and 9(c)
270-36	IT Help Desk – Correspondence, reports, FAQ, and logs.	Temporary: Destroy or delete 1 year after record is superseded or obsolete or no longer needed, whichever is later.	GRS-24/10(a), 10(b)
270-37	IT Infrastructure Design and Implementation Files – Not Implemented – Correspondence, reports, design, installation, and testing requirements.	Temporary: Destroy or delete 1 year after final decision is made when 2 years old.	GRS-24/11(a)
270-38	IT Infrastructure Design and Implementation Files – Implemented – Correspondence, reports, design, installation, and testing requirements.	Temporary: Destroy or delete 5 years after project is terminated.	GRS-24/11(b), 11(c)
270-39	Records Created Solely to Test System Performance – Correspondence and reports.	Temporary: Delete or destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS-20/1(a)
270-40	Records Used to Create or Update a Master File – Correspondence, reports, and work files.	Temporary: Delete after information has been transferred to	GRS-20/ 1(b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		the master file and verified.	
270-41	Input/Source Records Nonelectronic – Correspondence and reports.	Temporary: Destroy after the information has been converted to an electronic medium and verified, or when no longer needed to support the reconstruction of, or serve as the backup to, the master file, whichever is later.	GRS-20/2(a)
270-42	Input/Source Records Electronic – Correspondence and reports.	Temporary: Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.	GRS-20/2(b), 2(d)
270-43	Input or Source Records Electronic Received from Another Agency – Electronic records received from another agency and used as input source records.	Temporary: Delete when data have been entered into the master file or database and verified, or when no longer required to support reconstruction of, or serve as backup to, a master file or database, whichever is later.	GRS-20/2(c), 2(d)
270-45	Electronic Records (Hardcopy) – Electronic records that support administrative housekeeping functions when the records are derived from or replace hardcopy records authorized by NARA for destruction in an agency-specific record series, when hardcopy records are retained to meet recordkeeping requirements, correspondence, and reports.	Temporary: Delete electronic versions when the agency determines that it is no longer needed for administrative, legal, audit, or other operational purposes.	GRS-20/3(b)(1)
270-46	Electronic Records – Electronic records that support administrative housekeeping functions when the records are derived from or replace hardcopy records authorized by NARA for destruction in an agency-specific record series, when the electronic record replaces hard copy records that support administrative housekeeping function, correspondence, and reports.	Temporary: Delete after expiration of the retention period authorized for the hardcopy file or when no longer needed, whichever is later.	GRS--20/3(b)(2)
270-47	Electronic Records (Hardcopy Printout) Electronic records that support administrative housekeeping functions when the records are derived from or replace hardcopy records authorized by NARA for destruction in an agency-specific record series, hardcopy printouts created for short-term administrative purposes, support administrative housekeeping functions.	Temporary: Destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS-20/3(b)(3)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
270-48	Data Files Consisting of Summarized Information – Correspondence and reports.	Temporary: Delete when the agency determines that they are no longer needed for administrative, legal, audit or other operational purposes.	GRS-20/4
270-49	Records Consisting of Extracted Information – Correspondence and reports.	Temporary: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes.	GRS-20/5(a), 5(b)
270-50	Backups of Files for Permanent Records – Correspondence, reports, and backups.	Temporary: Delete when the identical records have been captured in a subsequent backup file or when the identical records have been transferred to the National Archives and successfully copied.	GRS-20/8(a)
270-51	Backups of File for Temporary Records – Correspondence, reports, and backups.	Temporary: Delete when the identical records have been deleted or when replaced by a subsequent backup file.	GRS-20/8(b)
270-52	Special Purpose Programs – Correspondence and reports.	Temporary: Delete when related master file or database has been deleted.	GRS-20/10
270-53	Documentation – Correspondence and reports.	Temporary: Destroy or delete when superseded or obsolete, upon authorized deletion of the related master file or data base, or upon the destruction of the output of the system if the output is needed to protect legal rights, whichever is latest.	GRS-20, 11(a), 11(b)
270-54	Downloaded and Copied Data Derived From Existing Agency Data – Correspondence and reports.	Temporary: Delete when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purpose.	GRS-20/12(a), 12(b)
270-55	Downloaded and Copied Metadata and Reference Data –	Temporary:	GRS-20/12(c)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	Correspondence and reports.	Delete from the receiving system or device when no longer needed for processing.	
270-56	Request Files – Correspondence, reports, information requests, referral, acknowledgement.	Temporary: Destroy when 3 months old.	GRS-14/1,2
270-57	Press Service Files – Correspondence, reports, and news.	Temporary: Destroy when 3 months old.	GRS-14/3
270-58	Information Projects – Correspondence, reports, and case files.	Temporary: Destroy 1 year after close of the file or 1 year after completion of project.	GRS-14/4
270-59	Indexes and Checklists – Correspondence, reports, checklists, and indexes.	Temporary: Destroy when superseded or obsolete.	GRS-14/6
270-60	Reports Control – Correspondence, reports, case files, OMB 83. Case files maintained for each agency report created or proposed, including public use reports. Included are clearance forms, including OMB 83 (formerly SF 83); copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.	Temporary: Destroy 2 years after the report is discontinued.	GRS-16/6
270-61	Paperwork Reduction Act – Correspondence, reports, and working files. Reports required by the OMB under the Paperwork Reduction Act about the number of hours the public spends fulfilling agency reporting requirements. Included are associated feeder reports, report exhibits, correspondence, directives, and statistical compilations.	Temporary: Destroy when 7 years old.	GRS-16/12

280 – International Conservation

File Code	Description and Filing Instructions	Disposition	Disposition Authority
280-11	General records pertaining to policies and programs for the conservation of natural resources worldwide. This may include technical assistance efforts, scientific and technical exchanges, international meetings, and training and observational visits of foreign national. As necessary, arrange case files by country or project.	Temporary: N – Transfer to FRC when 3 years old. Destroy when 10 years old. R, S, A, F – Destroy when 3 years old.	NRCS/CRS-137 and 138

290 – Resources Inventory

File Code	Description and Filing Instructions	Disposition	Disposition Authority
290-11	Inventory – Resource inventories such as potential Cropland Inventory, National Resources Inventory, Conservation Needs Inventory, etc.		
	a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.	<p>Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared.</p> <p>R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed.</p>	NRCS/CRS-102, 103 and 104
	b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.	<p>Permanent: N – Offer machine-readable master files to NARA upon completion of survey.</p>	NRCS/CRS-105
	c) Published inventories.	<p>Permanent: Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.</p>	NRCS/CRS-105
290-11-11	Prime and Important Farmland Inventory Maps – Status of maps, guidelines, procedures. Correspondence, progress reports, and file copies of prime and important farmland maps.		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	<p>a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.</p>	<p>Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared.</p> <p>R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed.</p>	<p>NRCS/CRS-102, 103 and 104</p>
	<p>b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.</p>	<p>Permanent: Offer machine-readable master files to NARA upon completion of survey.</p>	<p>NRCS/CRS-105</p>
	<p>c) Published Inventories.</p>	<p>Permanent: Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.</p>	<p>NRCS/CRS-105</p>
<p>290-11-12</p>	<p>Resource Studies – All materials outside the scope of ongoing inventories that require study or testing. Examples are testing Universal Soil Loss Equation (USLE) and determining effects of organics on soil tilth and water supply capacity.</p>		
	<p>a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.</p>	<p>Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3</p>	<p>NRCS/CRS-102, 103 and 104</p>

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		<p>years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared.</p> <p>R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed.</p>	
	<p>b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.</p>	<p>Permanent: N – Offer machine-readable master files to NARA upon completion of survey.</p>	NRCS/CRS-105
	<p>c) Published Inventories.</p>	<p>Permanent: Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.</p>	NRCS/CRS-105
<p>290-11-13</p>	<p>Resource Data Files – Copies of published reports such as Conservation Needs Inventories, Potential Cropland Study, National Resources Inventory, etc. Case file as needed.</p>		
	<p>a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.</p>	<p>Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared.</p>	NRCS/CRS-102,103 and 104

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		<p>R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared or the inventory is destroyed.</p>	
	<p>b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.</p>	<p>Permanent: N – Offer machine-readable master files to NARA upon completion of survey.</p>	<p>NRCS/CRS-105</p>
	<p>c) Published Inventories.</p>	<p>Permanent: Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.</p>	<p>NRCS/CRS-105</p>
<p>290-11-14</p>	<p>Trend Data – Includes correspondence, documentation, and reports related to natural resource trends, land use, etc.</p>		
	<p>a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.</p>	<p>Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared.</p> <p>R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner.</p>	<p>NRCS/CRS-102, 103 and 104</p>

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed.	
	b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent N – Offer machine-readable master files to NARA upon completion of survey.	NRCS/CRS-105
	c) Published Inventories.	Permanent: Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.	NRCS/CRS-105
290-12	Monitoring – Correspondence and related materials pertaining to activities for monitoring various events, such as drought, flood, volcanoes, and tornadoes, that could affect resource availability or use.		
	a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.	Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared. R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed.	NRCS/CRS-102, 103 and 104

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent: N – Offer machine-readable master files to NARA upon completion of survey.	NRCS/CRS-105
	c) Published Inventories.	Permanent: Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.	NRCS/CRS-105
290-12-11	Wind Erosion – Material pertaining to data collection and reporting of wind erosion conditions. Includes copies of reports unless case filed.		
	a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.	Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared. R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed.	NRCS/CRS-102, 103 and 104
	b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent: N – Offer machine-readable master files to NARA upon completion of survey.	NRCS/CRS-105
	c) Published Inventories.	Permanent: Offer a copy of inventories not printed	NRCS/CRS-105

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.	
290-12-12	Snow Surveys – Correspondence, reports, reviews, operational procedures, material, and data related to snow course aerial marker and soil moisture stations. Includes maps, soil moisture data, photo canopy data, and basic hydrometeorological data relating to individual courses.	Temporary: S – Transfer to FRC 3 years after snow course abandonment. Destroy 8 years after snow course abandonment. N, R, A, F – Destroy 5 years after snow course abandonment.	NRCS/CRS-93
290-12-13	Comparative Data – Material documenting trends or changes in functions, activities, or changes in functions, activities, or resources. Includes statistical data, photographs, reports, and the projections assumed from such data.		
	a) Correspondence and related background or other material relating to the inventory or monitoring of soil, water, and related resources, including special inventories.	Temporary: N – Maintain current inventories and monitoring reports. Transfer outdated and one-time inventories or reports to FRC when 3 years old. Destroy when 20 years old. Destroy correspondence and background material when a complete revision of the inventory is prepared. R, S, A, F – Maintain current inventories and monitoring reports. Destroy outdated and one-time inventories or reports when 10 years old or when no longer needed for reference, whichever is sooner. Destroy correspondence and background material when a complete revision of an inventory is prepared, or the inventory is destroyed.	NRCS/CRS-102, 103 and 104
	b) Machine-readable master files of survey data and a copy of each published map, atlas, portfolio, photomap, etc.	Permanent: N – Offer machine-readable master files to NARA upon completion of survey.	NRCS/CRS-105

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	c) Published Inventories.	Permanent: Offer a copy of inventories not printed by GPO to NARA immediately. Destroy other copies, and copies printed by GPO, when no longer needed for reference.	NRCS/CRS-105

300 – Land Treatment Programs

File Code	Description and Filing Instructions	Disposition	Disposition Authority
300	<p>Records relating to land treatment programs (e.g., Environmental Quality Incentives Program (EQIP), Wetlands Reserve Program (WRP), etc.). Includes Farm Service Agency (FSA)-assisted programs (e.g., Grassland Reserve Program), Great Plains Conservation Program (GPCP), reclamation programs, drought or other emergency programs, and conservation initiatives that provide land treatment, financial assistance, or technical assistance. Does not include FSA programs where NRCS does not provide assistance (commodity programs) or the Emergency Watershed Protection Program.</p> <p>Note: Financial assistance and cost-share data pertaining to activities other than GPCP must be retained 3 years after all related contracts have expired or terminated. GPCP, Rural Abandoned Mine Programs, long-term agreements, long-term contracts, and similar contract case files may contain material such as conservation planning notes, schedules of operations, record of decisions, plan map, soils map, design or installation notes for engineering practices, etc. that should be incorporated in files under 180-12-11 or 210-11. Files associated with easement acquisition or 30-year contracts must be maintained for the entire duration of the easement or contract.</p>	<p>Permanent: Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner; except record (as determined by State) of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.</p>	NRCS/CRS-28
300-11	<p>FSA-Assisted Activities – Includes relations with FSA relative to program development and implementation (ACP, CRP, LTAs, etc.), practice approvals, data relating to cost-share rates, and records of technical assistance provided by NRCS. File fund transfer or reimbursement agreements under 120-12. Case file forms, AD-862, and long-term agreements either alphabetically, by program year, by servicing area (see 120-11-11-13), or with individual conservation plans. The system used should be uniform within an administrative area or State. Tertiary subjects as described under 300-13 may be used here, as needed.</p>	<p>Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3</p>	NRCS/CRS-28

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		years beyond termination or expiration of all contracts signed that year.	
300-12	Emergency Conservation Program (ECP) – Material similar to that described under 300-11 that pertains to ECP measures, practices, and program operations. Also includes material relating to program scope and applicability in selected locations. File agreements, forms, and AD-862 as described under 300-11. Tertiary subjects as described under 300-13 may be used here, as needed.	Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	NRCS/CRS-28
300-13	Great Plains Conservation Program (GPCP) – Records relating to policy, procedure, and implementation of the Great Plains Conservation Program. Includes designation of county eligibility, development and approval of county programs and average costs, and general operating instructions. File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file.	Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	NRCS/CRS-28
300-13-11	Assistance – Records pertaining to priorities of assistance, eligibility, limitations, applications, control of operating units, leased land, etc. Establish separate case files of applications (AD-862, LTA, etc., as applicable to a program) for “serviced” and “unserviced” applications. “Serviced” applications may become part of a contract case file	Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and	NRCS/CRS-28

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	
300-13-12	Average Costs – General records pertaining to data collection and summarization procedures; constitution of identifiable units; cost data, sources, and information; etc.	<p>Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.</p>	NRCS/CRS-28
300-13-13	Conservation Practices – General records pertaining to practice definitions and specification, selection, eligibility, maintenance, etc. Case file by county and effective period, as needed.	<p>Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.</p>	NRCS/CRS-28
300-13-14	Cost Sharing – General records pertaining to regulations, policy, and procedures for cost sharing; limitations; certifications or performance; restoration of practices; applications for payment; etc.	<p>Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception:</p>	NRCS/CRS-28

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	
300-13-15	County Designations – Records pertaining to application and approval of counties for participation in the GPCP. Includes designations by the Chief.	<p>Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.</p>	NRCS/CRS-28
300-13-16	County Programs – Records pertaining to county programs, format, contents, amendments, approvals, etc. Case file records pertaining to specific county programs. Includes recommendation and approval letters, approved programs, amendments, reviews, etc. Separate folder may be maintained by effective period for each county.	<p>Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.</p>	NRCS/CRS-28
300-13-17	Violations – Records pertaining to alleged or actual violations of GPCP contracts, procedural and interpretative information, and instructions.	<p>Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.</p> <p>R, S, A, F – Destroy when 10 years old or when no longer needed</p>	NRCS/CRS-28

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	
300-14	Rural Abandoned Mine Program (RAMP) – Records pertaining to activities directed to restoring or reclaiming land to prevent or correct environmental degradation. Includes procedures and criteria for determining eligibility for assistance, applicability, limitations, etc., and related State or local regulations or restoration program standards.	Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	NRCS/CRS-28
300-15	Special Programs – Records relating to various special programs such as drought assistance, State cost-sharing, critical area treatment, etc.	Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	NRCS/CRS-28
300-16	Water Bank Program (WBP) – Records relating to all aspects of program operations. Includes program development and implementation procedures, eligibility criteria, applicability, etc. File individual contracts under 120-11-11-13 or reference that location if filed separately.	Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy	NRCS/CRS-28

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		when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	
300-17	Rural Clean Water Program (RCWP) – Records pertaining to development and implementation of policy and procedures for program activities. May include material such as eligibility, limitations, cost-sharing, etc.	Permanent: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old. R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. Exception: retain a record of GPCP county programs and related cost-share data for a given year for 3 years beyond termination or expiration of all contracts signed that year.	NRCS/CRS-28
300-18	Forestry Incentive Program (FIP) – Records pertaining to providing financial assistance toward tree planting, timber stand improvements, and related practices on nonindustrial private forest lands. Also includes material related to program development and implementation procedures, eligibility criteria, applications, cost-share levels, program accomplishments, followup, etc.	Submit SF-115	
300-19	Environmental Quality Incentives (EQIP) – Records pertaining to policy, procedure, implementation of the Environmental Quality Incentives Program. The program offers financial and technical assistance to plan and implement conservation practices documented in 1- to 10-year contract agreements with eligible producers on eligible agricultural land. Includes policy and guidance for establishment of priority areas, resource concerns, program development, applications, eligibility, and ranking criteria, payment schedules, status reviews, etc. Includes EQIP authorized programs in secondary and tertiary subjects that follow. Also include remaining records of the Colorado River Basin Salinity Control (CRBSC) Program.	File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file.	
300-19-11	Ground and Surface Water Conservation (GSWC)		
300-19-12	Conservation Innovation Grants (CIG) – Records pertaining to the development and adoption of innovative conservation approaches and technologies.		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
300-19-12-11	CIG Announcement for Program Funding – Records pertaining to the CIG Announcement for Program Funding, by fiscal year. File individual grants under 120-12-12, Grant Agreements, or reference to that location if maintained in a separate file.	Temporary N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 15 years old. R, C, S, A, F – Destroy obsolete or inactive material when 10 years old.	NRCS/CRS-28
300-19-12-12	CIG Pre-Proposal Phase – Records pertaining to the CIG pre-proposal phase, by fiscal year. File individual grants under 120-12-12, Grant Agreements, or reference to that location if maintained in a separate file.	Temporary N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 15 years old. R, C, S, A, F – Destroy obsolete or inactive material when 10 years old.	NRCS/CRS-28
300-19-12-13	CIG Full-Proposal Phase – Records pertaining to the CIG full-proposal phase, by fiscal year. File individual grants under the 120-12-12, Grant Agreements, or reference to that location if maintained in a separate file.	Temporary N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 15 years old. R, C, S, A, F – Destroy obsolete or inactive material when 10 years old.	NRCS/CRS-28
300-19-12-14	CIG Adoption and Integration – Records pertaining to the adoption or integration of CIG-related innovative conservation approaches and technologies. As needed, establish case file for individual adoption or integration of innovative conservation approaches and technologies; or, include appropriate documents in individual case files of conservation practices or State-level interim conservation practices (see File Code 210-11), to segregate records for accessibility.	Temporary N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 15 years old. R, C, S, A, F – Destroy obsolete or inactive material when 10 years old.	NRCS/CRS-28
300-19-13	Agricultural Water Enhancement Program (AWEP) – Records pertaining to financial and technical assistance to farmers and ranchers.		
300-20	Wetland Reserve Program (WRP) – Records pertaining to restoring and protecting wetlands on private lands. Also includes material related to program development and implementation procedures, eligibility, easement acquisition procedures,	Submit SF-115	

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	permanent easements, 30-years easement, restoration cost-share agreement, applications, ranking criteria, average cost procedures, practices, contracts, status reviews, cooperating agencies, etc.		
300-21	Wildlife Habitat Incentives Program (WHIP) – Records pertaining to assisting individuals who want to develop and improve wildlife habitat primarily on private and Tribal lands. It provides both technical and financial assistance in 1- to 10-year contracts to help establish and improve fish and wildlife habitat. Also 15-year minimum contracts for essential plant and animal species. It also funds landscape initiatives. Includes material related to program development and implementation procedures, eligibility and ranking criteria, applications, payment schedules, practices, plans, status reviews, etc.	File individual contracts under 120-11-11-13, or reference to that location if maintained in separate file.	
300-22	Conservation Farm Option (CFO) – Records pertaining to the providing of single contract, conservation plan, and payment for implementation of innovative and environmentally sound methods for addressing natural resource concerns and results of the consolidation of payments that would have been available under the Conservation Reserve Program, the Wetlands Reserve Program, Colorado River Basin Salinity Control, and the Environmental Quality Incentives Program. Also includes material related to program development and implementation procedures, eligibility, applications, cost-share development, practices, plans, status reviews, etc.		
300-23	Debt Cancellation Conservation Contract “Debt For Nature.” – Records pertaining to a program that provides an opportunity for certain Farm Service Agency borrowers to enter into contracts to cancel a portion of their indebtedness with USDA in exchange for devoting all or a portion of their eligible acreage for conservation, recreation, or wildlife purpose. Also includes material related to program development and implementation procedures, eligibility applications, practices, plan or contract, status reviews etc.		
300-24	Grazing Lands Conservation Initiative (GLCI) – Records pertaining to providing technical assistance in voluntary partnerships with land users to improve management and condition of private grazing on agricultural lands. Also includes material related to program development and implementation procedures, practices, cooperation with other units of Government, etc.	Submit SF-115	
300-25	Farmland Protection Program – Records pertaining to a program that helps farmers keep their land in agriculture. Also includes material related to program development and implementation procedures, eligibility, applications, conservation plan, perpetual easement, easements of 30 years or more, cooperative arrangements with State, local, or tribal entities, etc.	File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file.	
300-26	Conservation Stewardship Program – Records pertaining to policy, procedure, and implementation of the Conservation Stewardship Program. The program offers financial and technical assistance to plan, install, and maintain conservation activities and practices outlined in 5-year contracts. Includes program development, applications, eligibility and ranking criteria, contracting, status reviews, initiatives (CCPI, CCPI-MRBI, GoMI), etc.	File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file.	

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
300-27	Agricultural Management Assistance Program – Records pertaining to policy, procedure, implementation of the Agricultural Management Assistance (AMA) Program. AMA provides financial and technical assistance to agricultural producers to voluntarily address issues such as water management, water quality, and erosion control by incorporating conservation into their farming operations. Producers may construct or improve water management structures or irrigation structures; plant trees for windbreaks or to improve water quality; and mitigate risk through production diversification or resource conservation practices, including soil erosion control, integrated pest management, or transition to organic farming. AMA is available in 16 States where participation in the Federal Crop Insurance Program is historically low: Connecticut, Delaware, Hawaii, Maine, Maryland, Massachusetts, Nevada, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Utah, Vermont, West Virginia, and Wyoming. Includes designation of program development, applications, eligibility and ranking criteria, payment schedules, status reviews, etc.	File individual contracts under 120-11-11-13, or reference to that location if maintained in a separate file.	
300-27	Healthy Forest Reserve Program – Records pertaining to policy, procedure, and implementation of the Healthy Forest reserve Program (HFRP). The HFRP provides financial and technical assistance to landowners, on a voluntary basis, in restoring, enhancing and protecting forestland resources on private lands through easements, 30-year contracts and 10-year cost-share agreements.	TBA	TBA

310 – Land Use

File Code	Description and Filing Instructions	Disposition	Disposition Authority
310	Land Use – Material pertaining to the development and implementation of policy and procedure for the retention of important farmlands, forest lands, and wetlands. Includes developing land-use planning techniques, determining needs, and evaluating progress.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
310-11	Assistance – Materials relating to assistance provided to private land users and owners and to USDA staff regarding land use. Includes material described by the following tertiary subjects, which may be used, as needed.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-11-11	Site Evaluations – Material relating to systems for evaluating agricultural lands and those for use in rating areas or sites for agricultural viability.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-11-12	Land Retention – Material relating to protection and retention of agricultural lands (prime farmlands, croplands, etc.) at all levels of government. Includes material pertaining to the Farmland Protection Policy Act (Public Law 97-98) and AD-1006, “Farmland Conversion Impact Rating.” Case file other types of requests for farmland determinations and land evaluation information.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project,	Temporary:	NRCS/CRS-31

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	area, or work plan.	N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	
310-11-13	<p>Coastal Zone Management – Material relating to program development, Federal review process, and assistance to States to guide the development of coastal areas. Also includes material relating to Coastal Barriers Resource Systems.</p> <p>a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.</p> <p>b) General records not pertaining to a particular project, area, or work plan.</p>	<p>Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.</p> <p>Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.</p>	<p>NRCS/CRS-30</p> <p>NRCS/CRS-31</p>
310-11-14	<p>Land Use Education – Activities that inform landholders, governing officials, and the general public about national, State, or local land-use issue. Does not include material relating to environmental education as described under 260-13-11.</p> <p>a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.</p> <p>b) General records not pertaining to a particular project, area, or work plan.</p>	<p>Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.</p> <p>Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.</p>	<p>NRCS/CRS-30</p> <p>NRCS/CRS-31</p>
310-11-15	<p>Land Evaluation and Site Assessment (LESA) – Material pertaining to the development and collection of land-use data and related uses made of such information.</p> <p>a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.</p>	<p>Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy</p>	<p>NRCS/CRS-30</p>

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	b) General records not pertaining to a particular project, area, or work plan.	when 5 years old. Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-11-16	National Agricultural Lands Study (NALS) – Material pertaining to the implementation of the NALS recommendations.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-11-17	Natural Rubber Program – Material pertaining to the development of a domestic natural rubber program based on cultivation and extraction of rubber from guayule or other hydrocarbon-containing plants.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-11-18	Strategic and Essential Materials – Material relating to the program to commercialize the production of agricultural commodities that supply strategic and essential industrial materials or that replace petrochemical feedstocks in manufacturing.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use planning techniques, determining needs, and evaluating progress.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old.	NRCS/CRS-30

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		R, S, A, F – Destroy when 5 years old.	
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-12	Community Planning – Material relating to assistance provided to local governments in the development of programs within their jurisdiction to achieve a predetermined objective of community, physical, social, and economic structure.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use responsibilities.	Permanent: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-13	Taxation – Material relating to Federal, State, and local programs authorizing property assessments based on value for use. Also includes inheritance, property, and income tax provisions as they relate to land-use decisions, and programs providing advantage to land owners for voluntary actions related to use of lands.	Temporary: Destroy when no longer needed.	
310-14	Flood Plain Management – Material relating to program development and activities by State and local governments to preserve, restore, or control encroachment and development within flood plains.	Temporary: Destroy when no longer needed.	
310-15	Land Use Planning – Material relating to governmental action to guide development on public and private lands.	Temporary: Destroy when no longer needed.	
310-16	Land Use Policy – Policy of Federal, State, and local government’s relative to use of land; including materials pertaining to policy formulation, testing, and implementation. Establish case files as needed.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use responsibilities.	Temporary: N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-17	Regional Planning – Material relating to planning for multiple units of local or State governments such as planning or zoning commissions.		
	a) Policy, procedures, instructions, and related material pertaining to NRCS land-use responsibilities.	N – Transfer to FRC 5 years after program completion. Offer to NARA when 10 years old. R, S, A, F – Destroy when 5 years old.	NRCS/CRS-30
	b) General records not pertaining to a particular project, area, or work plan.	Temporary: N – Destroy when 3 years old. R, S, A, F – Destroy when 1 year old.	NRCS/CRS-31
310-18	Development Rights – Governmental program to permit transfer of development opportunities from one parcel to another under rules established by local government.	Temporary: Destroy when no longer needed.	

320 – Legislative Affairs

File Code	Description and Filing Instructions	Disposition	Disposition Authority
320-11	Federal Law – Excerpts from the United States Statutes, the United States Code, Executive order, and public laws.	Temporary: Destroy when superseded	
320-12	Legislative Action – Bills, reports, statements, abstracts, and other material relating to legislation prior to enactment.		
	a) Correspondence, draft legislation, comments, background material, etc., relating to proposed and enacted legislation affecting NRCS programs and policies. Includes records of hearings and testimonies.		
	1. Federal legislation.	Temporary: Destroy material relating to proposed legislation when 5 years old. Destroy material relating to enacted legislation when 3 years old.	NRCS/CRS-141
	2. State and local legislation.	Temporary: Destroy material relating to proposed legislation when 5 years old.	NRCS/CRS-141

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		Destroy material relating to enacted legislation when 3 years old.	
	b) Legislative reports and programs, Record Highlights, Digest of Congressional Proceedings, etc.		NRCS/CRS-141
320-13	Legislative Contacts – Copies of budget estimates and justifications prepared or consolidated at the national level. Included are appropriation language sheets, narrative statements, and related schedules and data.		
	a) Private Sector – Material pertaining to individuals; private, commercial, or industrial firms; civic or cultural groups; cooperatives; etc. Includes complaints, suggestions, commendations, and replies.	Temporary: N – Destroy when 5 years old or no longer needed for reference, whichever is sooner. R, S, A, F – Destroy when 3 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS-8
	b) Public Sector – Material pertaining to Congress; Federal, State, and local agencies; schools; etc.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old. R, S, A, F – Destroy when 5 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS-8
320-14	State and Local Laws – Laws and Executive Orders that have been passed or issued at the State and local levels.		
	a) Correspondence, draft legislation, comments, background material, etc., relating to proposed and enacted legislation affecting NRCS programs and policies. Includes records of hearings and testimonies.		
	1. Federal legislation.	Temporary: Destroy material relating to proposed legislation when 5 years old. Destroy material relating to enacted legislation when 3 years old.	NRCS/CRS-141
	2. State and local legislation.	Temporary: Destroy material relating to proposed legislation when 5 years old. Destroy material relating to enacted legislation when 3 years old.	NRCS/CRS-141
	b) Legislative reports and programs, Record Highlights, Digest of Congressional Proceedings, etc.		NRCS/CRS-141

330 – Operations Management

File Code	Description and Filing Instructions	Disposition	Disposition Authority
330-11	Appraisals – Correspondence, guidelines, and related material pertaining to scheduling and conducting appraisals of operations or programs. Includes all national, regional, State, or area appraisals of subordinate units. Case file operations or program appraisal along with documentation of followup action at this file location, arranged by office, operation, or program appraised.	Temporary: N – Destroy 2 years after superseded or when 5 years old, whichever is sooner. R, S, A, F – Destroy when superseded or when 2 years old, which every is sooner.	NRCS/CRS-131
330-12	Audits – Material relating to audits (OIG, GAO, OPM, etc.) and copy of any resulting reports and followup actions taken. Case files each audit report, as needed, to identify program, activity, or function audited.	Temporary: N – Destroy 2 years after superseded or when 5 years old, whichever is sooner. R, S, A, F – Destroy when superseded or when 2 years old, whichever is sooner.	NRCS/CRS-131
330-13	Reserved		
330-14	Management Analyses – Material relating to management improvement and operations includes total quality management (TQM). Includes analyses and recommendations for specific programs or activities, and related followup correspondence.	Temporary: Destroy when 3 years old.	NRCS/CRS-107(a)
330-15	Management Improvement and Cost Reduction – Material relating to management improvement and operations includes total quality management (TQM). Includes analyses and recommendations for specific program or activities, and related followup correspondence.	Temporary: Destroy when 3 years old.	NRCS/CRS-108
330-16	Business Plan – Includes multiyear program plans, annual plans of operations (except for soil surveys). Workload analyses, time and progress goals, and materials related to their development and implementation, such as Form NRCS-MGT-120. Case file multiyear plans, plans of operations, workload analyses, etc., as needed.	Temporary: Destroy 3 years after last year covered.	NRCS/CRS-108
330-17	Problem Reporting – Correspondence and other documents pertaining to problems that could affect NRCS operations. Includes such items as public misunderstanding of NRCS programs, relations with other agencies or State and local entities, conflicts with resource or community interest groups, or changes in policy or program operation.	Temporary: Destroy case files when 5 years old or when no longer needed for reference, whichever is later. Destroy remaining material when 3 years old.	NRCS/CRS-107(d)
330-18	Productivity – Reports and related material pertaining to productivity measurement activities.	Temporary: Destroy when 3 years old.	NRCS/CRS-108
330-19	Progress Reports – Copy of forms used to report progress and accomplishments (NRCS-MGT-253,-199, etc.) under various programs and material relating to the completion, use, routing, etc., of such forms. Establish case files for progress reports as needed. Arrange case files by employee, organizational group, or other method		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	that best serves the needs of the office and provides easy reference and retrieval.		
	a) Correspondence and other material pertaining to progress reporting.	Temporary: N – Destroy when 5 years old. R, S, A, F – Destroy when 2 years old.	NRCS/CRS-107
	b) Progress reports.	Temporary: S, A – Destroy when data is verified by printout. F – Destroy when 3 years old.	NRCS/CRS-10(b)
330-20	Schedules – Includes weekly, monthly, quarterly, or annual schedules for individuals, organizational units, or the agency and diaries used to record daily activities. Also includes correspondence or other documents reflecting activities that will be included on future schedules. Trip reports resulting from scheduled activities are to be filed as a recurring subject with relating program records.	Temporary: Destroy when obsolete, superseded, or no longer needed for reference.	NRCS/CRS-7(d)
330-21	Summary Printouts – Includes progress printouts and progress summaries, Great Plains or other cost-share program summaries, production unit cost summaries, etc. Also includes “special purpose” time, progress, or cost-share related printouts or summaries pertaining to any program, activity, unit, or function.		
	a) Annual summaries.	Temporary: N – Transfer to FRC when 10 years old. Destroy when 30 years old. S – Destroy when 10 years old, except for the fiscal year time and progress “G” summary, which is to be retained for the life of the project with related project records. A, F – Destroy when a later summary is received and verified.	NRCS/CRS-107
	b) Interim summaries.	Temporary: Destroy when a later summary is received and verified.	NRCS/CRS-107
330-22	Time and Progress Analysis – Material pertaining to recurring and special purpose analyses or studies relating to time, progress, or cost-share reporting.	Temporary: N – Destroy when 5 years old. R, S, A, F – Destroy when 2 years old.	NRCS/CRS-107(a)
330-23	Work Organization – Material relating to organizing for efficiency in all operations. Includes special analyses or recommendations, with supporting documentation.	Temporary: Transfer for FRC when 5 years old. Destroy when 10 years old.	NRCS/CRS-139

340 – Strategic Planning and Accountability

File Code	Description and Filing Instructions	Disposition	Disposition Authority
340-11	The Deputy Chief for Strategic Planning and Accountability (SPA) supports the agency in strategically improving service delivery, planning for the future, promoting continuous performance improvement, and ensuring accountability.	Temporary: Destroy 10 years after close of fiscal year covered by the budget.	NRCS/SCS-130(1)(a)
	a) Administrative Management – Records accumulated by individual offices that relate to internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs; expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office.	Temporary: Destroy when 2 years old.	GRS-23/1
	b) Tracking and Control Records – Logs, registers, and other records used to control or document the status of correspondence, reports, or other records that are authorized for destruction by the NRCS Records Guide.	Temporary: Destroy when 2 years old, or 2 years after the date of the latest entry, whichever is applicable.	GRS-23/8
340-12	Compliance Division – Files, forms, and materials relating to the facilitating of internal and external audit management activities.		
	a) Internal	Temporary: 1. Destroy 5 years after date of last entry.	GRS-14/13(a)
		Temporary: 2. Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS-14/13(b)
	b) External	Temporary: 1. Destroy 5 years after date of last entry.	GRS-14/13(a)
	Temporary: 2. Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS-14/13(b)	
340-12-11	Internal Audits – Materials relating to program results, standardized tools, and processes for the measurement of action plans to mitigate risk and improve agency		

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	operations.		
	a) Internal	Temporary: 1. Destroy 5 years after date of last entry.	GRS-14/13(a)
	b) External	Temporary: 2. Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS-14/13(b)
340-12-12	External Audits – Forms and materials relating to audits, investigations, and reviews of programs conducted by USDA’s Office of Inspector General and General Accounting Office.		
	a) Internal	Temporary: 1. Destroy 5 years after date of last entry.	GRS-14/13(a)
	b) External	Temporary: 2. Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS-14/13(b)
340-12-13	Appeals – Documents and other materials formulating policy and advice for appeals, equitable relief, litigation, and meditation activities.		
	a) Internal	Temporary: 1. Destroy 5 years after date of last entry.	GRS-14/13(a)
	b) External	Temporary: 2. Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS-14/13(b)
340-12-14	Equitable Relief – Documents and other materials implementing formulated policy and advice for appeals, equitable relief, litigation, and meditation activities.		
	a) Internal	Temporary: 1. Destroy 5 years after date of last entry.	GRS-14/13(a)
	b) External	Temporary: 2. Destroy 5 years after final action by the agency or after final adjudication by courts, whichever is later.	GRS-14/13(b)
340-13	Resource Economics, Analysis and Policy – Documents and materials relating to policymaking information on the economic costs and benefits of programs and policies. Conducts economics and policy analyses that are built around a foundation of data and basic program information.	Submit SF-115.	
340-13-11	NRCS Program and Analytical Materials – Provide a variety of reports, analyses, and information to assist agency leaders in following and interpreting guidelines, improving the effectiveness of NRCS program delivery,	Submit SF-115.	

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	and of public spending more generally.		
340-13-12	Economic Impact of Regulations and Policy – Materials relating to the understanding of the costs and benefits of NRCS programs by providing timely, relevant, and accurate economic and policy information.	Submit SF-115.	
340-13-13	Regulations and Policy Processes Forms – Materials providing guidance and consistent standards for policy and rulemaking development.	Submit SF-115.	
340-13-14	Statistics – Data and information to support the development of sound natural resource, environmental, and climate change policies as they relate to agriculture.	Submit SF-115.	
340-13-15	Compiling Data – Materials relating to the formulation of policy for submitting, safeguarding, and securing NRCS data.	Submit SF-115.	
340-13-16	Disseminating Data Files – Formulation of policy for dissemination and use of data internally and externally.	Submit SF-115.	
340-13-17	Strategic and Performance Planning Materials and Documents – Use sound data and economic analysis to increase efficiency and effectiveness, use performance information to guide decisionmaking, and foster collaboration and innovative networks to meet emerging challenges.	Submit SF-115.	
340-13-18	Rulemaking Dockets – Document activities and decisions in formal or informal proceedings related to any statute, OMB guidance, or Executive order that requires rulemaking or legislative procedure to be used in compliance with the Administrative Procedure Act.	Submit SF-115.	
340-14	Strategic Planning and Performance Division’s Files and Materials – Conducting strategic and performance planning activities.	Submit SF-115.	
340-14-11	Continuous Process Improvement Files and Documents – Conduct and implement a continuous process improvement plan.	Submit SF-115.	
340-14-12	Identify and Report Progress on Goals and Actions Materials and Forms – Identifying, monitoring, and reporting progress toward planned performance goals and actions	Submit SF-115.	

350 – Reserved

360 – Personnel

File Code	Description and Filing Instructions	Disposition	Disposition Authority
360-11	Organization – General and administrative material relating to the functional organization of NRCS. Includes organizational charts, functional chart, changes in organization structure or boundaries, and material relating to occupational code reports and the reports themselves. Case files and reports as needed for accessibility.		
	a) Organizational charts, narrative histories, etc.,	N – Transfer to FRC when 3	NRCS/CRS-19

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	that document the organization and functions of NRCS.	years old. Offer to NARA when 15 years old. R, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	
	b) Occupational code reports.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 15 years old. R, S, A, F – Destroy when 4 years old.	NRCS/CRS-9
	c) Material not described above.	Temporary: Destroy when 3 years old.	NRCS/CRS-9 and 19
360-12	Employment – General and administrative material relating to this topic in addition to that described by following tertiary subjects. Includes OPM Certificates of Eligibles and preemployment inquires, as well as qualification requirements. Case file SF-171 used as a skills file and other material as needed. Includes Form AD-139 and other related forms.	In accordance with instructions for specific material described by the following related tertiary subjects.	
	a) Official Personnel Folder Transferred Employee – Correspondence and reports.	Temporary: See chapter 7 of the Guide to Personnel Recordkeeping for instruction relating to folders of employees transferred to another agency.	GRS-1/1(a)
	b) Official Personnel Folder Separated Employees – Correspondence and reports.	Temporary: Transfer folder to National Personnel Records Center (NPRC), St. Louis, MO, 30 days after latest separation, NPRC will destroy 65 years after separation from Federal service.	GRS-1/1(b)
	c) Service Card – Before December 31, 1947 – Correspondence, reports, and service card.	Temporary: Transfer to NPRC (CPR), St. Louis, MO. Destroy 60 years after earliest personnel action.	GRS-1/2(a)
	d) Service Card – After January 1, 1948 – Correspondence, reports, service cards.	Temporary: Destroy 3 years after separation or transfer of employee.	GRS-1/2(b)
360-12-11	Recruitment – Material relating to contacts with recruiting sources, recruitment trips, plans, and evaluation, including the Special Examining Unit.		
	a) Material relating to employee interviews.	Temporary: Destroy 6 months after transfer or separation of employee.	GRS-1/8
	b) Remaining material.	Temporary: Destroy 3 years old.	GRS-1/8
360-12-12	Employment General – Material relating to employment by authorities or procedures not elsewhere described. Includes employment of relatives, experts and	Temporary: Destroy when 3 years old.	GRS-1/3

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	consultants, reemployment of annuitants, etc. Includes correspondence relating to reassignments, changes to lower grade at employees request, realignments, and details within NRCS.		
360-12-12-11	Employment Offers – Accepted – Correspondence, reports, and offers.	Temporary: Destroy when appointment is effective.	GRS-1/4(a)
360-12-12-12	Employment Offers – Declined from Certificate of Eligibles – Correspondence, reports, and offers.	Return to OPM with reply and application.	GRS-1/4(b)1
360-12-12-13	Employment Offers – Declined – Temporary or Excepted Appointments – Correspondence, reports, and offers.	File with applications.	GRS-1/4(b)2
360-12-12-14	Employment Offers – Declined – All Others – Correspondence, reports, and offers.	Destroy immediately.	GRS-1/4(b)3
360-12-12-15	Certificate of Eligible Files – Correspondence, reports, and cards.	Temporary: Destroy when 2 years old.	GRS-1/5
360-12-12-16	Employee Record Card – Correspondence, reports, and cards.	Temporary: Destroy on separation or transfer from employment.	GRS-1/6
360-12-13	Temporary, Indefinite, and Excepted Employment – Material relating to temporary or excepted employment. Includes job-sharing placements.	Temporary: Destroy when 3 years old.	NRCS-1/3
360-12-14	Special Employment Programs – Material relating to selective placement programs and student employment program.	Temporary: Destroy when 3 years old.	NRCS-1/3
360-12-15	Merit Promotion and Internal Placement – Correspondence, reports, examinations, and announcements.	Temporary: Cut off after termination of related register or inventory or after final action is taken on the certificate generated by case examining procedures. Destroy 2 years after cut off.	NRCS-1/33
360-12-15-11	Examining & Certification – Test Answer Sheets – Correspondence, reports, and test answer sheets.	Temporary: Destroy when 6 months old.	GRS-1/33(i)
360-12-15-12	Examining & Certification – Lost or Exposed Test Material Case Files – Correspondence, reports, and lost and exposed.	Temporary: Destroy 5 years after cutoff.	GRS-1/33(j)
360-12-15-13	Examining & Certification – Cancelled and Ineligible Applications – Correspondence, reports, and cancelled and ineligible applications.	Temporary: Destroy 1 year after cutoff.	GRS-1/33(k)
360-12-15-14	Examining & Certification – Active Register Eligible Applications – Correspondence, reports, and active registers.	Temporary: Destroy 90 days after termination of the register or inventory, except for those applications that may be brought forward to a new register or inventory, if any.	GRS-1/33(l)1
360-12-15-15	Examining & Certification – Inactive Register Eligible Applications – Correspondence, reports, and ineligible and eligible applications.	Temporary: Destroy 1 year after cutoff.	GRS-1/33(l)2
360-12-15-16	Examining & Certification – Applications for Positions Filled by Case Examining – Correspondence, reports, and ineligible and eligible applications.	Temporary: Destroy 2 years after cutoff.	GRS-1/33(m); 33(n)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
360-12-15-17	Examining & Certification – Request for Prior Approval of Personnel Action – Correspondence, reports, and forms.	Temporary: Destroy 1 year after cutoff.	GRS-1/33(o)
360-12-15-18	Examining & Certification – Files and Request Control Index – Correspondence, reports, and forms.	Temporary: Destroy 2 years after cutoff.	GRS-1/33(p); 33(q)
360-12-15-19	Examining & Certification – Interagency Placement Program – Correspondence, reports, applications, and registers.	Temporary: Destroy upon expiration of employee's DEP eligibility.	GRS-1/33 (r)
360-12-15-20	Examining & Certification – DEP Control Cards – Correspondence, reports, and DEP cards.	Temporary: Destroy 2 years after cutoff.	GRS-1/33(s)
360-12-15-21	Examining & Certification – Audit Reports of Delegated Examining Operations – Correspondence and reports.	Temporary: Destroy 3 years after date of the report.	GRS-1/33(t)
360-12-16	Payroll Personnel Processing – Materials relating to and including the roster of employees, position organizational listing (POL), 113A and 113G report, printout listing of AD-358s, AD-435s, AD-507s, AD-773s, error listing, retirement listings, and other NFC computer printouts. Includes material relating to problems in processing personnel actions and related requests sent to NFC.	Temporary: Destroy when 3 years old.	GRS-1/3
360-12-17	OPM Examining Functions – Correspondence, reports, and cards.		
	a) Certificates of eligibles, related requests, evidence of selection or reasons for nonselection, etc.	Temporary: Destroy when 2 years old.	GRS-1/5
	b) Remaining material.	Temporary: Destroy when 3 years old.	GRS-1/3
360-12-18	Volunteer Services – Correspondence and material relating to services without compensation under the Earth Team Program. Includes information use volunteers in carrying out programs of the Department. Case files may be established for individual volunteer applications, volunteer interests, and placement summary, agreement for group sponsored volunteer services, time sheets, and other related identification cards.	Temporary: Destroy when 3 years old.	GRS-1/3
360-13	General and administrative material relating to this topic, in addition to that described by the following tertiary subjects.	In accordance with instructions for specific material described by the following related tertiary subjects.	
360-13-11	Classification Evaluation Statements – Correspondence, reports, and position classification standards.	Temporary: Destroy 5 years after position is abolished or description is superseded.	GRS-1/7(a)2(a)
360-13-12	Classification Audits – Correspondence, reports inspections, audits, and surveys.	Temporary: Destroy when obsolete or superseded.	GRS-1/7(c)2
360-13-13	Classification Appeals – Correspondence and reports.	Temporary: Destroy 3 years after case is closed.	GRS-1/7(d)1
360-13-14	Position Management – Material relating to position management evaluation and minutes from Position Management Committee meetings.	Temporary: Destroy when 4 years old, or when no longer needed for reference.	NRCS/CRS-5 and 9
360-13-14-11	Position Classification – Standards – Correspondence, reports, and position classification standards.	Temporary: Destroy when superseded or	GRS-1/7(a)1

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		obsolete.	
360-13-14-12	Position Classification Standards – Review File – Correspondence, reports, and position classification Standards.	Temporary: Destroy when 2 years old.	GRS-1/7(a)2(b)
360-13-14-13	Position Classification – Position Descriptions – Correspondence, reports, and position descriptions.	Temporary: Destroy 2 years after position is abolished or description is superseded.	GRS-1/7(b)
360-13-14-14	Position Classification – Certificate of Classification Issued by OPM – Correspondence and reports.	Temporary: Destroy after affected position is abolished or superseded.	GRS-1/7(d)2
360-13-15	Position Descriptions – Correspondence, reports, and position descriptions.	Temporary: Destroy 2 years after position is abolished or description is superseded.	GRS-1/7(b)
360-14	Time and Attendance – Correspondence, reports, OF 1130, and timesheets.	Temporary: Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS- 2/7, 8
360-14-11	Absence and Leave – Correspondence, reports, OF 1130, and timesheets.	Temporary: Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS- 2/7, 8
360-14-12	Hours of Duty – General material regarding change in hours or duty and change in core hours. Includes overtime, holidays, night differential, part-time, intermittent, etc. Case files may be established for flex-time, flex-tour, compressed schedules, etc., as needed.	Temporary: Destroy after GAO audit or when 6 years old, whichever is sooner.	GRS- 2/7, 8
360-15	Pay Administration – Correspondence, reports, IRS Form 668A, change slip, work papers, and income tax.	Temporary: Destroy 3 years after garnishment is terminated.	GRS-2/18
360-15-11	Final Separation – Correspondence, reports, and SF 1150.	Temporary: Destroy when 3 years old.	GRS-2/9(b)
360-15-12	Tax Files – Correspondence, reports, W-4.	Temporary: Destroy 4 years after superseded or obsolete or upon separation of employee.	GRS-2/13(a)
	a) W-2, State form.	Destroy when 4 years old.	GRS-2/13(b)
	b) W-3 and reports.	Destroy when 4 years old.	GRS-2/13(c)
360-15-13	Savings Bond Purchase Authorization – Correspondence, reports, U.S. Savings Bonds, SB 2152.	Temporary: Destroy when superseded or after separation of employee.	GRS-2/14(a)
360-15-14	Savings Bond Registration and Receipt – Correspondence, reports, registrations, receipts, and transmittals.	Temporary: Destroy 4 months after date of issuance of bond.	GRS-2/14(b), 14 (c)
360-15-15	Combined Federal Campaign (CFC) – Correspondence, reports, allotment, and authorization.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-2/15(a), 15(b)
360-15-16	Thrift Savings Plan Election Form (TSP) – Correspondence, reports, TSP-1.	Temporary: Destroy when superseded or after separation of employee.	GRS-2/16
360-15-17	Direct Deposit Signup – Correspondence, reports, SF	Temporary:	GRS-2/17

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	1199A.	Destroy when superseded or after separation of employee.	
360-15-18	Levy and Garnishment – Correspondence, reports, IRS Form 668A, change slip, work papers, and income tax.	Temporary: Destroy 3 years after garnishment is terminated.	GRS 2/18
360-15-19	Payroll System Reports – Correspondence, reports, error reports, system operations reports, and workload reports.	Temporary: Destroy when 2 years old.	GRS-2/22(a), 22(b)
360-15-20	Agency Payroll Fiscal Reports – Correspondence and reports.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-2/22(c)
360-15-21	Payroll Changes – Correspondence, reports, pay changes, updates, GAO audit and pay correction.	Temporary: Destroy after GAO audit or when 3 years old, whichever is sooner.	GRS-2/23(a)
360-15-22	Payroll Correspondence – Correspondence.	Temporary: Destroy when 2 years old.	GRS-2/24
360-15-23	Retirement Files – Correspondence, reports, registers, control documents, SF 2807.	Temporary: For CSRS- and FERS-related records, destroy upon receipt of official OPM acceptance of annual summary.	GRS-2/28
360-16	(Reserved)		
360-16-11	Standards of Ethical Conduct (Previously Employee Responsibilities and Conduct) – Material relating to Office of Government Ethics, USDA, and NRCS standards of ethical conduct, including ethics advisory opinions, acceptance of gifts, impartiality in performing official duties, conflicts of interest, misuse of position, outside activities and employment, postemployment, postemployment restrictions, and financial reports (SF-450)		
	a) Financial Disclosure Reporting Files – Confidential – OGE 450 Hired – Correspondence, reports, OGE 450, OGE Optional Form 450-As.	Temporary: Destroy when 6 years old, except documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS-25/2(b)2
	b) Financial Disclosure Reporting Files – Confidential – OGE 450 Not Hired – Correspondence, reports, and OGE 450s for individuals not subsequently confirmed by the U.S. Senate.	Temporary: Destroy 1 year after nominee or candidate ceases to be under consideration for position, except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS-25/2(b)1
360-16-11-11	Ethics Program Development and Implementation Files – Correspondence and reports. Records such as determinations regarding attendance at widely attended gatherings that appropriate agency ethics officials determine are related to the routine, nonprecedential application of settled legal standards to common factual situations and are not interpretations of the conflict of	Temporary: Destroy when 6 years or when superseded or obsolete, whichever is later.	GRS-25/1(a), 1(b)

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	interest statutes, 18 U.S.C. Sections 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.		
360-16-11-12	Ethics Program Interpretation – Correspondence and reports. Records such as determinations regarding attendance at widely attended gatherings that appropriate agency ethics officials determine are related to the routine, nonprecedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. Sections 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.	Temporary: Destroy when 6 years or when superseded or obsolete, whichever is later.	GRS-25/1(a), 1(b)
360-16-11-13	Ethics Program Counseling – Correspondence, reports, case files. Records such as determinations regarding attendance at widely attended gatherings which appropriate agency ethics officials determine are related to the routine, nonprecedential application of settled legal standards to common factual situations and are not interpretations of the conflict of interest statutes, 18 U.S.C. Sections 202-209, and other ethics statutes the violation of which may result in criminal penalties or civil fines.	Temporary: Destroy when 6 years or when superseded or obsolete, whichever is later.	GRS-25/1(a), 1(b)
360-16-11-14	Financial Disclosure Reporting Files – Public – SF 278 Hired – Correspondence, reports, SF 278. All other alternative or additional financial disclosure reports.	Temporary: Destroy when 6 years old, except documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS-25/2(a)2, 2(c)2
360-16-11-15	Financial Disclosure Reporting Files – Public – SF 278 Not Hired – Correspondence, reports, and SF 278. SF 278 reports for individuals filing in accordance with section 101 (b) or (c) of the act, and not subsequently confirmed by the U.S. Senate or elected. Reports for individuals not subsequently confirmed by the U.S. Senate.	Temporary: Destroy 1 year after nominee or candidate ceases to be under consideration for position, except that documents needed in an ongoing investigation will be retained until no longer needed in the investigation.	GRS-25/2(a)1, 2(c)1
360-16-11-16	Ethics Conflict of Interest Agreement Files – Correspondence, reports, agreements, and waivers. Records documenting the review and issuance of ethics agreements used to remedy the appearance of potential or actual financial conflicts of interest.	Temporary: Destroy 6 years after waiver or other agreed-upon determination or action has been issued or undertaken or is no longer in effect, whichever is later.	GRS-25/3
360-16-11-17	Ethics Violation Files – Correspondence, reports, working files. Referrals made to inspectors general or the Department of Justice and notifications to OGE concerning ethics violations or suspected violations. This item also covers related background materials, including copies of disciplinary and corrective actions and disposition documents such as declinations of prosecution.	Temporary: Destroy when 6 years old.	GRS-25/4
360-16-11-18	Ethics Nonfederally Funded Travel – Correspondence, reports, and working files. Agency copies of semiannual expense reports for nonfederally funded travel submitted	Temporary: Destroy when 3 years old.	GRS-25/5(a), 5(b)

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	<p>by all executive branch agencies to the Office of Government Ethics in accordance with guidance given at 31 U.S.C. Section 1353, as implemented by 41 CFR Chapter 304 and the use of SF 326 and SF 326A. Reports summarize payments made to the agency from non Federal sources for travel, subsistence, and related expenses of an employee who attends a meeting or similar function relating to official duties. Statements, forms, and other records used to compile semiannual expense reports for nonfederally funded travel.</p>		
360-16-11-19	<p>Ethics Program Review – Correspondence, reports, and working files. OGE program review reports, agency 60-day response letters, and other followup records sent to OGE on the resolution of program deficiencies. All other records produced during OGE program reviews, including notes and background materials.</p>	<p>Temporary: Destroy when 6 years old.</p>	GRS-25/6(a), 6(b)
360-16-11-20	<p>Agency Annual Ethics Questionnaire – Correspondence, reports, and questionnaire. Questionnaire completed by ethics officials on an annual basis in compliance with section 402(e)(1) of the Ethics in Government Act of 1978, as amended, and associated records. All other records related to responses to annual agency ethics program questionnaires.</p>	<p>Temporary: Destroy 3 years after submission.</p>	GRS-25/7(a), 7(b)
360-16-11-21	<p>Ethics Program Procedures – Correspondence, reports, and procedures. Procedures and related supporting records on the administration of ethics programs including, but not limited to, public and confidential financial disclosure reports systems, outside employment and activities approval systems, and referrals of violations of criminal conflict of interest statutes.</p>	<p>Temporary: Destroy when 6 years old or when superseded or obsolete, whichever is later.</p>	GRS-25/9
360-16-11-22	<p>Ethics Employee Training – Correspondence, reports, annual plans, class schedules, rosters, and orientations. Records relating to the administration of new employee ethics orientations, annual, and other types of ethics training and education. Records include, but are not limited to, annual plans, schedules of classes, rosters of employees required to attend, verification of training completion, and other related records.</p>	<p>Temporary: Destroy when 6 years old.</p>	GRS-25/8(a)
360-16-11-23	<p>Ethics Employee Training Material – Correspondence, reports, training materials, and communications. Record copy of materials used in providing new employee ethics orientations, annual, and other types of ethics training and education including, but not limited to, instructors guides, handbooks, handouts, and other materials used in training classes, bulletins, and newsletters.</p>	<p>Temporary: Destroy when 6 years old or when superseded or obsolete, whichever is later.</p>	GRS-25/8(b)
360-16-12	<p>Investigations – Material relating to requests sent to the Office of the Inspector General (OIG), pertaining to individual employees’ complaints, and related correspondence with the OIG, OIG reports; correspondence relating to OIG reports; and all material relating to misconduct investigations conducted by OIG-certified NRCS investigators.</p>	<p>Temporary: Destroy 5 years after case is closed.</p>	GRS-22/1(a)

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360-16-13	Personnel Security Program – Correspondence, reports, case files, and index.	Temporary: Destroy upon notification of death or not later than 5 years after separation or transfer of employee or no later than 5 years after contract relationship expires, whichever is applicable.	GRS-18/ 22(a), 22(b), 22(c)
	a) Security Clearance Subject – Correspondence and reports.	Temporary: Destroy when 2 years old.	GRS-18/21
	b) Personal Security Clearance Status – Correspondence, reports, lists, and rosters.	Temporary: Destroy when superseded or obsolete.	GRS-18/23
	c) Security Violations – Correspondence, reports, and case files.	Temporary: Destroy 5 years after close of case.	GRS-18/24(a), 24(b)
360-16-14	Adverse and Disciplinary Actions – Material relating to letters of reprimand, suspension from duty, reductions in pay or grade, furloughs of 30 days or less, or removals.	Temporary: Destroy no sooner than 4 years but no later than 7 years after case is closed.	GRS-1/30, (a), 30(b)
360-16-15	Grievance System – Material relating to the NRCS grievance system. Also includes cross-reference for any negotiated agreement between NRCS and a labor organization concerning grievance system matters.	Temporary: Destroy 3 years after case is closed.	GRS-1/30
360-16-16	ADR – General Correspondence – Correspondence and reports. General files: general correspondence and copies of statutes, regulations, meeting minutes, reports, statistical tabulations, evaluations of the ADR program, and other records relating to the agency’s overall ADR program.	Temporary: Destroy when 3 years old. Longer retention is authorized if records are needed for agency business.	GRS-1/27(a)
360-16-16-11	ADR – Records Documenting ADR Proceedings – Correspondence, reports, and proceedings. Case files: records documenting ADR proceedings. These files may include an agreement to use ADR, documentation of the settlement, or discontinuance of the ADR case, parties’ written evaluations of the process or the neutral third party mediator, and related correspondence.	Temporary: Destroy 3 years after settlement is implemented or case is discontinued.	GRS-1/27(b)
360-16-17	Reduction In Force – Material relating to reduction-in-force actions, position paper or studies on reduction-in-force issues, and retention registers and furloughs of over 30 days.	Temporary: Destroy 3 years after case is closed.	GRS-1/30(l)
360-16-18	Labor Management Relations – Material relating to communication with labor organizations, Federal labor relations authority, various petitions, elections, and contracts with unions.		
	a) Correspondence, reports, and other records relating to relations with employee unions or other groups.	Temporary: Destroy records in the office negotiating agreements when 5 years old. Destroy records in other offices when obsolete or superseded.	GRS-1/28
	b) Correspondence, forms, and background material relating to labor arbitration case.	Temporary: Destroy 5 years after final resolution of case.	GRS-1/28

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
360-16-19	Campaigns and Drives – Savings bonds, blood donations, fund raising, etc.	Temporary: Destroy when 3 years old.	GRS-1/3
360-17	Safety and Health – Correspondence and reports. Reports and logs (including Occupational Safety and Health Administration (OSHA) Forms 100, 101, 102, and 200, or equivalents) maintained as prescribed in 29 CFR Part 1960 and OSHA pamphlet 2014 to document all recordable occupational injuries and illnesses for each establishment.	Temporary: Destroy when 5 years old.	GRS-1/34
360-17-11	Occupations Health – Material relating in general OWCP claims, health unit information (other than medical confidential files), multimedia Red Cross training. CPR training, medical surveillance information, etc.	Temporary: Destroy when 5 years old.	GRS-1/34
360-17-12	Occupational Safety – Material relating to reporting injuries or accidents; safety committee minutes; safety inspections; employee hazard complaints; safety studies and evaluation; safety newsletters; safety plans; defensive driving records; completed SF-46, SF-47, AD-872; fire and safety reports; and safety policy instructions.	Temporary: Destroy when 5 years old.	GRS-1/34
360-18	(RESERVED)		
360-18-11	NRCS Training – Material relating to training provided through NRCS facilities and staff.		
	a) Correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences.	Temporary: Destroy when 5 years old or 5 years after completion of a specific training program.	GRS-1/29(a)1
	b) Background and working files.	Temporary: Destroy when 3 years old.	GRS-1/29(a)2
	c) Training Filmstrips and Slides – Personnel and Administrative Training Only – Correspondence, reports, filmstrips, and slides.	Temporary: Destroy 1 year after completion of training program.	GRS-21/3
	d) Training Footage – Correspondence, reports, and footage.	Temporary: Destroy 1 year after completion or training program.	GRS-21/9,14,17
	e) Obligation Copy Noncommercial Reimbursable Travel – Correspondence, reports, and obligation copy.	Temporary: Destroy when funds are obligated.	GRS-9/3(b), 4(a), 4(b)
	f) Official Passport Application – Correspondence, reports, and case files.	Temporary: Destroy when 3 years old or upon separation of the bearer, whichever is sooner.	GRS-9/5(a), 4(a), 4(b)
	g) Official Passport Annual Report – Correspondence and reports.	Temporary: Destroy when 1 year old.	GRS-9/5(b), 4(a), 4(b)
	h) Official Passport Registers – Correspondence and reports.	Temporary: Destroy when superseded or obsolete.	GRS-9/5(c), 4(a), 4(b)
	i) Federal Employee Transportation Subsidy – Correspondence, reports, applications, logs, vouchers.	Temporary: Destroy when 3 years old.	GRS-9/7, 4(a), 4(b)
360-18-12	Outside Training – Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other Government agencies or non-	Temporary: Destroy when 5 years old or when superseded or obsolete, whichever is sooner.	GRS-1/29(b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	Government institutions.		
360-18-13	Administrative Trainee Program – Material relating to the Administrative Trainee Program. May include copies of agreements, etc.	Temporary: Destroy when 3 years old.	GRS-1/3
360-18-14	Career Development – Material relating to career development plans and programs including records of participation by individuals and individual development plans.	Temporary: Destroy when 3 years old.	GRS-1/3
360-18-15	Executive Development – Material relating to executive development programs and employee participation.	Temporary: Destroy when 3 years old.	GRS-1/3
360-18-16	Supplying Opportunities for Achievement and Redirection (SOAR) (Career Enhancement Program) – General material relating to program operation, data on participants, etc.	Temporary: Destroy when 3 years old.	GRS-1/3
360-19	Employee Performance – General and administrative material relating to employee performance and material relating to establishing performance standards and the completing of performance evaluations.	Temporary: Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.	GRS-1/23(a)(1)
360-20	Awards Program – Material relating to special achievement awards, quality within-grade increases, other performance awards, honor awards, length of service awards, safety awards, and employee suggestions. Case file employee suggestions, including followup correspondence.	Temporary: Destroy 2 years after approval or disapproval.	GRS-1/12(a)(1); 12(a)(2); 12(b); 12(c); 12(d)
360-21	Employee Benefits – General and administrative material related to employee benefits in addition to that described by the following tertiary subjects.	Temporary: Destroy when 3 years old.	GRS-1/3
360-21-11	Health Benefits – material relating to employee organizations, health benefits brochures, open season, self-support determinations, health benefits during retirement, etc.	Temporary: Destroy when 3 years old.	GRS-1/3
360-21-12	Injury Compensation – General information related to Office of Worker’s Compensation programs and retirement benefits.	Temporary: Destroy when 3 years old.	GRS-1/3
360-21-13	Life Insurance – Material relating to life insurance coverage, benefits payable, and changes of beneficiary.	Temporary: Destroy when 3 years old.	GRS-1/3
360-21-14	Retirement – Material relating to verification of creditable service; retirement letters; optional, disability, discontinued service, and deferred retirement; Thrift Savings Plan (TSP) inquiries; cost-of-living adjustments; and deposit and redeposit question. Material relating to benefits, etc., affecting and individual employee are to be maintained in OPF, or provided similar security.	Temporary: Destroy when 1 year old.	GRS-1/39
360-22	Performance Rating Board Case Files – Correspondence and reports.	Temporary: Destroy 1 year after case is closed.	GRS-1/9
360-23	Temporary Employment – Individual Employee Records – Correspondence and reports.	Temporary: Destroy when superseded or obsolete, or upon separation or transfer of employee, unless specifically required to be	GRS-1/10(a)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		transferred with OPF item 10b for disposition of I-9 Forms and item 23 of this schedule for disposition of temporary performance-related records.	
360-23-11	Temporary Employment – Individual Immigration and Naturalizing Service Form (I-9) – Correspondence, reports, and Form I-9.	Temporary: Destroy 3 years after employee separation from service or transfers to another agency.	GRS-1/10(b)
360-24	Position Identification Strips – Correspondence, reports, and strips.	Temporary: Strips, such as the former SF 7D, containing summary data on each position.	GRS-1/11
360-25	Employee Awards – Correspondence, reports, case files, and awards.	Temporary: Destroy 2 years after approval or disapproval.	GRS-1/12(a)1; 12(a)2; 12(b); 12(c); 12(d)
360-26	Incentive Awards Program Reports – Correspondence and reports.	Temporary: Destroy when 3 years old.	GRS-1/13
360-27	Notifications of Personnel Actions and Operations Statistical Reports – Correspondence, reports, and SF50.	Temporary: Destroy when 2 years old.	GRS-1/14(a); 14(b); 16
360-28	Retention Registers – Correspondence, reports, and registers.	Temporary: Destroy when 2 years old.	GRS-1/17(b)(1); 17(b)(2)
360-29	Supervisor’s Personnel Files and Duplicate OPF Documentation – Correspondence, reports, OPF, and case file.	Temporary: Review annually and destroy superseded or obsolete documents, or destroy relating to an employee within 1 year after separation or transfer.	GRS-1/18(a); 18(b)
360-30	Individual Nonoccupational Health Records – Correspondence and reports.	Temporary: Destroy 6 years after date of last entry.	GRS-1/19
360-31	Health Unit Control Files – Correspondence, reports, logs, and registers.	Temporary: If information is summarized on statistical reports, destroy 3 months after last entry; if information is not summarized, destroy 2 years after last entry.	GRS-1/20(a), 20(b)
360-32	EMF (Employee Medical Folder) – Long-Term – Transferred Employee – Correspondence, reports, and EMF.	Temporary: See 5 CFR Part 293, Subpart E, for instructions.	GRS-1/21(a)1
360-32-11	EMF (Employee Medical Folder) – Long-Term – Separated Employee – Correspondence, reports, and EMF.	Temporary: Transfer to NPRC, St. Louis, MO, 30 days after separation. NPRC will destroy 75 years after birth date of employee; 60 years after date of the earliest document in the folder, if the date of birth cannot be ascertained; or 30 years after latest separation, whichever is later.	GRS-1/21(a)2
360-32-12	EMF (Employee Medical Folder) – Temporary or	Temporary:	GRS-1/21(b)

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	Short-Term – Correspondence, reports, and EMF.	Destroy 1 year after separation or transfer of employee.	
360-32-13	EMF (Employee Medical Folder) – Case Files Prior to Establishment of EMF – Correspondence and reports.	Temporary: Destroy 60 years after retirement to the NARA records storage facility.	GRS-1/21(c)
360-33	Employee Health Statistical Reports – Correspondence and reports.	Temporary: Destroy 2 years after date of summary or report.	GRS-1/22
360-34	Employee Performance – Non-SES – Unacceptable Appraisals – Correspondence, reports, and unacceptable appraisals.	Temporary: Destroy after the employee completes 1 year of acceptable performance from the date of the written advance notice of proposed removal or reduction-in-grade notice.	GRS-1/23(a)1
360-34-11	Employee Performance – Non-SES Superseded by Judicial Procedures – Correspondence, reports, and unacceptable appraisals.	Temporary: Destroy when superseded.	GRS-1/23(a)2
360-34-12	Employee Performance – Non-SES – Former Employee Performance Records – Correspondence, reports, and appraisals.	Temporary: Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee separates (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of these documents in accordance with items 23(a)(30)(b) of this schedule; destroy other performance plans and ratings when 4 years old.	GRS-1/23(a)3, 2; 23(a)3(b)
360-34-13	Employee Performance – Non-SES – Summary and Supporting Documents for Performance Appraisals – Correspondence, reports, and appraisals.	Temporary: Destroy 4 years after date of appraisal.	GRS-1/23(a)4; 23(a)5
360-34-14	Employee Performance – SES – Superseded by Judicial Procedures – Correspondence, reports, and appraisals.	Temporary: Destroy when superseded.	GRS-1/23(b)1
360-34-15	Employee Performance – SES – Former Employee Performance Records – Correspondence, reports, and appraisals.	Temporary: Place records on left side of the OPF and forward to gaining Federal agency upon transfer or to NPRC if employee leaves Federal service (see item 1b of this schedule). An agency retrieving an OPF from NPRC will dispose of those documents in accordance with item 23(b)(2)(b) of this schedule; destroy other performance ratings and plans when 5 years old.	GRS-1/23(b)2(a) 23(b)2(b)
360-34-16	Employee Performance Summary and Supporting Documents for Performance Appraisals –	Temporary: Destroy 5 years after date of	GRS-1/23(b)3; 23(b)4

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	Correspondence, reports, and appraisals.	appraisal.	
360-35	Reasonable Accommodation Requests – Correspondence and reports.	Temporary: Destroy general files 3 years after supersession or when no longer needed for reference, whichever is later; destroy employee case files 3 years after employee separation from agency or all appeals are concluded, whichever is later; destroy supplemental files 3 years after end of fiscal year in which accommodation is decided or all appeals are concluded, whichever is later; delete or destroy tracking system 3 years after compliance report is filed or when no longer needed for reference.	GRS-1/24(a); 24(b); 24(c); 24(d)
360-36	Denied Health Benefits Requests Under Spouse Equity – Correspondence, reports, and requests.	Temporary: Destroy 3 years after denial.	GRS-1/35(a); 35(b)(1); 35(b)(2)
360-37	Drug Testing – Program Plans and Procedures – Correspondence, reports, plans, and procedures.	Temporary: Destroy when 3 years old or when superseded or obsolete. See note (2) after item 35(e)(2).	GRS-1/36(a)
360-37-11	Drug Testing – Employee Acknowledgement of Notice – Correspondence, reports, and notices.	Temporary: Destroy when employee separates from testing-designed position. See note (2) after items 36(e)(2).	GRS-1/36(b)
360-37-12	Drug Testing – Selection/Schedule Records – Correspondence, reports, and selection schedules.	Temporary: Destroy when 3 years old. See note (2) after item 35(e)(2).	GRS-1/36(c)
360-37-13	Drug Testing – Record Books – Correspondence, reports, and record books.	Temporary: Destroy 3 years after date of last entry. See note (2) after item 35(e)(2).	GRS-1/36(d)1
360-37-14	Drug Testing – Chain of Custody Records – Correspondence, reports, and chain of custody.	Temporary: Destroy when 3 years old. See note (2) after item 35(e)(2).	GRS-1/36(d)2
360-37-15	Drug Testing – Results – Positive For Employees – Correspondence, reports, and test results.	Temporary: Destroy when employee leaves the agency or when 3 years old, whichever is later.	GRS-1/36(e)1(a)
360-37-16	Drug Testing – Results – Positive For Applicants – Correspondence, reports, and test results.	Temporary: Destroy when 3 years old. See note (2) after item 35(e)(2).	GRS-1/36(e)1(b)
360-37-17	Drug Testing – Results – Negative – Correspondence, reports, and test results.	Temporary: Destroy when 3 years old.	GRS-1/36(e)2
360-38	Donated Leave Program – Correspondence, reports, and donated leave.	Temporary: Beginning in January 1994, destroy 1 year after the end of the year in which the file is closed.	GRS-1/37

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
360-39	Wage Survey – Correspondence, reports, and surveys.	Temporary: Destroy after completion of second succeeding wage survey.	GRS-1/38
360-40	Handicapped Individuals Appointment Case File – Correspondence, reports, and case files.	Temporary: Destroy 5 years following the date of approval or disapproval of each case.	GRS-1/40
360-41	Pay Comparability Records – Correspondence and reports.	Temporary: Destroy 3 years following the date of approval upon completion of the relevant service agreement or allowance, whichever is later.	GRS-1/41
360-42	Alternative Worksite – Approved Requests – Correspondence, reports, and requests.	Temporary: Destroy 1 year after end of employee’s participation in the program.	GRS-1/42(a)
360-42-11	Alternative Worksite – Unapproved Requests – Correspondence, reports, and requests.	Temporary: Destroy 1 year after request is rejected.	GRS-1/42(b)
360-42-12	Alternative Worksite – Program Evaluation – Correspondence, reports, and evaluations.	Temporary: Destroy when 1 year old or when no longer needed, whichever is later.	GRS-1/42(c)

370 – RESERVED

380 – RESERVED

390 – Project Development and Maintenance

File Code	Description and Filing Instructions	Disposition	Disposition Authority
390	Project Development and Maintenance – Records pertaining to the development and implementation of policy, standards, and procedures for the planning, installation, and maintenance of watershed protection and flood prevention projects, and emergency watershed protection (as well as any historic resource conservation and development measures).	In accordance with instructions for specific material described by the following related subjects.	
390-11	Watershed Protection (PL 83-566) – General records relating to project activities carried out under this authority. Establish case files for each project with records arranged by watershed name, or file with project records arranged in the following tertiary and case file folders, if needed, to segregate records or facilitate retrieval.		

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	a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost sharing, land treatment, preliminary investigations, structural measures, work plan, etc., and not to any specific project or case files.	Temporary: N, R, C, S – Destroy when 2 years old. A, F – Destroy when 1 year old.	NRCS/CRS-38 and 39
	b) Case file material for a specific project, consisting of such material as described above, including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications that are later withdrawn or disapproved.	N, R, C, A, F – Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or authorized, or after the termination of planning. S – Consolidate each case file and destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-12) to FRC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning.	NRCS/CRS-38 and 39
390-11-11	Applications – Records pertaining to validity, format, content, signature, approvals, coverage across State lines, etc. Includes operations, first starts, authorizations, etc., and arrangements with sponsors to facilitate installation.		
	a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost sharing, land treatment, preliminary investigations, structural measures, work plan, etc., and not to any specific project or case files.	Temporary: N, R, C, S – Destroy when 2 years old. A, F – Destroy when 1 year old.	NRCS/CRS-38 and 39

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	b) Case file material for a specific project, consisting of such material as described above, including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications that are later withdrawn or disapproved.	N, R, C, A, F – Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or authorized, or after the termination of planning. S – Consolidate each case file and destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-12) to FRC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning.	NRCS/CRS-38 and 39
390-11-12	Assistance – Material pertaining to criteria for providing assistance, project scheduling (NRCS-PDM-404), priorities, and requirements to be met by sponsors, States, and Federal agencies, etc.		
	a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost sharing, land treatment, preliminary investigations, structural measures, work plan, etc., and not to any specific project or case files.	Temporary: N, R, C, S – Destroy when 2 years old. A, F – Destroy when 1 year old.	NRCS/CRS-38 and 39
	b) Case file material for a specific project, consisting of such material as described above, including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications that are later withdrawn or disapproved.	N, R, C, A, F – Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or authorized, or after the termination of planning. S – Consolidate each case file and destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-12) to FRC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning.	NRCS/CRS-38 and 39
390-11-13	Basic Data – General records pertaining to policy and procedures for collecting, recording, and using data for planning. Establish case files for specific data by using the following file subjects, as needed: 390-11-13-11 through 390-11-13-28.		

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	a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost sharing, land treatment, preliminary investigations, structural measures, work plan, etc., and not to any specific project or case files.	Temporary: N, R, C, S – Destroy when 2 years old. A, F – Destroy when 1 year old.	NRCS/CRS-38 and 39
	b) Case file material for a specific project, consisting of such material as described above, including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications that are later withdrawn or disapproved.	N, R, C, A, F – Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or authorized, or after the termination of planning. S – Consolidate each case file and destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-12) to FRC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning.	NRCS/CRS-38 and 39
390-11-13-11	Archeology – Historical	See 390 -11-13	
390-11-13-12	Biology		
390-11-13-13	Drainage		
390-11-13-14	Economics		
390-11-13-15	Engineering		
390-11-13-16	Environmental Evaluation		
390-11-13-17	Geology		
390-11-13-18	Hydraulics		
390-11-13-19	Hydrology		
390-11-13-20	Land Treatment		
390-11-13-21	Maps and Photographs		
390-11-13-22	Public Participation Comments		
390-11-13-23	Sedimentation		
390-11-13-24	Soil Condition and Land Use		
390-11-13-25	Valley Sections		
390-11-13-26	Water Quality		
390-11-13-27	Work Plan or Measure Plan and EIS		
390-11-13-28	A-95 Review		
390-12	Flood Prevention (Public Law 78-534) – General records pertaining to projects carried out under this authority. Each project is to be case filed by project name.		

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	a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost sharing, land treatment, preliminary investigations, structural measures, work plan, etc., and not to any specific project or case files.	Temporary: N, R, C, S – Destroy when 2 years old. A, F – Destroy when 1 year old.	NRCS/CRS-38 and 39
	b) Case file material for a specific project, consisting of such material as described above, including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications that are later withdrawn or disapproved.	N, R, C, A, F – Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or authorized, or after the termination of planning. S – Consolidate each case file and destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-12) to FRC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning.	NRCS/CRS-38 and 39
390-13	Resource Conservation and Development (RC&D) – General records pertaining to projects or measures carried out under this program authority. Each project or measure may be case filed by project or measure name.	Temporary: N – Destroy when 3 years old. R, C, S, A, F – Destroy when 1 year old.	NRCS/CRS-31 and 32
390-14	Emergency Watershed Protection – General records pertaining to work performed under this authority. Establish case files for each specific project or activity.		
	a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost sharing, land treatment, preliminary investigations, structural measures, work plan, etc., and not to any specific project or case files.	Temporary: N, R, C, S – Destroy when 2 years old. A, F – Destroy when 1 year old.	NRCS/CRS-38 and 39

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	b) Case file material for a specific project, consisting of such material as described above, including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications which are later withdrawn or disapproved.	N, R, C, A, F – Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or authorized, or after the termination of planning. S – Consolidate each case file and destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-12) to FRC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning.	NRCS/CRS-38 and 39
390-15	Watershed Rehabilitation – Records pertaining to initiatives of addressing public safety problems associated with aging structures and measures that were installed under the PL-534 and PL-566 programs. Also includes material related to policy development, procedural development and all other activities, etc.		
	a) General records pertaining to applications, approvals, basic data, benefit-cost comments, cost estimates, cost sharing, land treatment, preliminary investigations, structural measures, work plan, etc. and not to any specific project or case files.	Temporary: N, R, C, S – Destroy when 2 years old. A, F – Destroy when 1 year old.	NRCS/CRS-38 and 39
	b) Case file material for a specific project, consisting of such material as described above, including the related environmental assessment or evaluation, negative declaration, or finding of impact. Include material pertaining to applications which are later withdrawn or disapproved.	N, R, C, A, F – Forward all case file material to the State office 1 year after the end of the installation period, after the project has been closed out or authorized, or after the termination of planning. S – Consolidate each case file, destroy duplicate records. Transfer consolidated files (EXCEPT for permanent case files named in 210-12) to FRC 2 years after the end of the installation period or after the termination of planning. Destroy 20 years after the end of installation period, after the project has been closed out or deauthorized, or after the termination of planning.	NRCS/CRS-38 and 39
390-16	Project Controls – Correspondence, reports, memos, working files, and status.	Temporary: Destroy 1 year after the year in which the project is closed.	GRS-16/5

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390-17	Feasibility Studies – Correspondence, reports, projects, and feasibility studies.	Temporary: Destroy 5 years after completion or cancellation of study.	GRS-16/9
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400 – Public Participation Coordination

File Code	Description and Filing Instructions	Disposition	Disposition Authority
400	Public Participation – Records relating to public participation, long-range policy, procedures, standards, guidelines, techniques, training, and/or evaluation for public participation related to NRCS responsibilities at national, State, and field levels.	Temporary: N – Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-13
400-11	Consumer Affairs – General records or information related to USDA efforts to respond to needs or requests of consumers.	Temporary: N – Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-13
400-12	Public Participation Interest List – List of individuals and organizations that have requested copies of publications, rules, policies, plans, etc, that NRCS is required to provide under public participation policy.	Temporary: N – Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-13
400-13	Techniques – Material pertaining to information about public participation techniques or methods, such as conducting meetings, examples of brochures used by other agencies, or descriptions of public participation activities.	Temporary: N – Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-13
400-14	Reviewable Records – Records that clearly document the nature and extent of public participation. A separate reviewable record is to be maintained for each watershed project, river basin study, RC&D area, etc. The record contains such items as a list of people or groups invited to participate and signup sheets or other records of attendance, meeting notes, issues decisions, extent of controversy, views expressed, positions taken, and decisions made. These records may also include views expressed in letters, telegrams, etc.	Temporary: N – Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner. R, C, S, A, F – Destroy when 3 years old.	NRCS/CRS-13

410 – Rural Development

File Code	Description and Filing Instructions	Disposition	Disposition Authority
410-11	<p>Organization – Records pertaining to the organization of rural development committees and subcommittees at the national, State, and local levels. Includes correspondence with other Federal, State, and local agencies, groups, and organizations for rural development activities. Agreements for specific NRCS programs are to be filed in accordance with 120-12-11. File committee records by use of recurring subjects codes or as case files if appropriate.</p>	<p>Temporary: Destroy agenda, minutes, reports, etc., when 3 years old or when no longer needed for reference. Destroy remaining material when 5 years old.</p>	NRCS/CRS-5
410-12	<p>Rural Communities – Correspondence, reports, and other requests for assistance made by small communities that are normally accomplished through interagency cooperation and program coordination. Case files are to be established for community economic assistance programs for the elderly, poor, minorities, etc., as needed</p> <p>Individual community profiles of growth patterns and evaluations of natural resource conditions for historic and cultural sites within the existing boundaries of communities are to be maintained according to NCPM, 180-506.</p>		
	<p>a) Private Sector – Material pertaining to individuals; private, commercial, or industrial firms; civic or cultural groups; cooperatives, etc. Includes complaints, suggestions, commendations, and replies.</p>	<p>Temporary: N – Destroy when 5 years old or no longer needed for reference, whichever is sooner.</p> <p>R, S, A, F – Destroy when 3 years old or no longer needed for reference, whichever is sooner.</p>	NRCS/CRS-8
	<p>b) Public Sector – Material pertaining to Congress; Federal, State, and local agencies, schools, etc.</p>	<p>Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old.</p> <p>R, S, A, F – Destroy when 5 years old or no longer needed for reference, whichever is sooner.</p>	NRCS/CRS-8
410-13	<p>Family Farms – Records and general correspondence relating to procedures, applications, etc., for assistance by NRCS and other Federal, State, and local agencies or organizations to small and moderate-size family farm operations. Case files for assisting individuals are to be maintained according to the NCPM, 180-506.</p>		
	<p>a) Private Sector – Material pertaining to individuals; private, commercial, or industrial firms; civic or cultural groups; cooperatives, etc. Includes complaints, suggestions, commendations, and replies.</p>	<p>Temporary: N – Destroy when 5 years old or no longer needed for reference, whichever is sooner.</p> <p>R, S, A, F – Destroy when 3</p>	NRCS/CRS-8

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		years old or no longer needed for reference, whichever is sooner.	
	b) Public Sector – Material pertaining to Congress; Federal, State, and local agencies, schools, etc.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old. R, S, A, F – Destroy when 5 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS-8
410-14	Native Americans – Correspondence, reports, and other materials pertaining to special interagency activities relating to Indians. This includes rural development needs of tribal councils and organizations as well as requests from individual Indian families. Case files for conservation planning and application assistance are to be maintained according to instructions in the NCPM and this guide.		
	a) Private Sector – Material pertaining to individuals; private, commercial, or industrial firms; civic or cultural groups; cooperatives, etc. Includes complaints, suggestions, commendations, and replies.	Temporary: N – Destroy when 5 years old or no longer needed for reference, whichever is sooner. R, S, A, F – Destroy when 3 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS-8
	b) Public Sector – Material pertaining to Congress; Federal, State, and local agencies; schools; etc.	Temporary: Transfer to FRC when 5 years old. Destroy when 10 years old. R, S, A, F – Destroy when 5 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS-8

420 – Social Sciences

File Code	Description and Filing Instructions	Disposition	Disposition Authority
420	Social Sciences – Records pertaining to the sociological, political, cultural, psychological, and other impacts of NRCS programs, activities, functions. Records include documents pertaining to the attitudes and behaviors of individuals and groups in relation to the planning and implementation (application) of conservation practices/systems impacting soil, water, air, plant, animal, and energy resources. Methods used in the application of sociology include case studies, statistical analyses, focus	Permanent N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	groups, surveys, field discussion, and community analysis. See 260-14, History.		
420-11	Adoption – Diffusion – Records pertaining to the adoption and/or diffusion aspects of the sociological aspects of the sociological aspects regarding individuals and groups involved in the planning and implementation (application) of conservation practice standards and conservation practice systems impacting soil, water, air, plant, animal and energy resources.	Permanent. N - Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-12	Socio-demographic Characteristics – Records pertaining to the sociological and demographic characteristics of individuals and groups involved in the planning and implementation (application) of conservation practice standards and conservation practice systems impacting soil, water, air, plant, animal, and energy resources.	Permanent. N - Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-13	Sociology and the Farm Bill – Records pertaining to Farm Bill sociological implications regarding individuals and groups.	Permanent. N - Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-13-11	Limited Resource Farmers – Records pertaining to implications of the Farm Bill regarding limited resource farmers.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-13-12	Socially Disadvantaged Farmers and Ranchers – Records pertaining to implications of the Farm Bill regarding socially disadvantages farmers and ranchers.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-14	Social Considerations – Records pertaining to the sociological implications of natural resource conservation programs, activities, or initiatives.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-14-11	Agroforestry – Records pertaining to the sociological implications of agroforestry programs, activities, or initiatives.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old.	NRCS/CRS-19

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	
420-14-12	Organic Production – Records pertaining to the sociological implications of organic production and farming programs, activities, or initiatives. See 190-27, Organic Farming.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-14-13	Climate Variability – Records pertaining to the sociological implications of climate variability. See 190-11-11, Climate, 190-28, Climate and 190-24-11-12, Climate Features.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-14-14	Racial and Ethnic Composition – Records pertaining to the racial and ethnic composition of individuals and/or groups impacted by or involved with natural resource conservation programs, activities, and/or initiatives.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-14-15	Small Scale Farmers – Records pertaining to the sociological impact or implications of natural resource conservation programs, activities, and/or initiatives regarding small scale farmers.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-15	Outreach – Records pertaining to sociological outreach activities to individuals and groups involved in the planning and implementation (application) of conservation practice standards and conservation practice systems impacting soil, water, air, plant, animal and energy resources. File records pertaining to Environmental Justice in File Code 220-11.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19
420-15-11	Marketing – Records pertaining to marketing aspects of sociological outreach activities to existing and/or potential individuals and groups involved in the planning and implementation (application) of conservation practice standards and conservation practice systems impacting soil, water, air, plant, animal and energy resources. File records pertaining to “Public Participation Coordination” in File Code 400.	Permanent. N- Transfer to FRC when 3 years old. Offer to NARA when 15 years old. R, C, S, A, F – Transfer to FRC when 3 years old. Destroy when 15 years old.	NRCS/CRS-19

430 – Soil Survey

File Code	Description and Filing Instructions	Disposition	Disposition Authority
430	General records pertaining to the overall function of soil classification, soil correlation, soil technology, and soil research coordination.	In accordance with instructions for specific material described by the following related subjects.	
430 - 11	Classification – Records pertaining to the classification of soils, including analytic charts, published and unpublished reports, and related correspondence.	Temporary: R, S – Destroy when 10 years old. A, F – Destroy when 3 years old.	NRCS/CRS-40
430 -11-11	Series Descriptions – Series descriptions and companion interpretations. They may be case filed alphabetically by series or taxonomically, or maintained in machine-readable formats.	Temporary: N, R, S – Maintain hardcopy as long as the National Cooperative Soil Survey is active. Transferring to FRC is not authorized. Destroy when no longer needed for administrative use.	NRCS/CRS-40
		Temporary: N, R, S – Destroy machine-readable records consisting of soil classification by series with present type location after third update cycle or when no longer needed for administrative purposes.	NRCS/CRS-41
430 -11-12	Soil Taxonomy – Records pertaining to soil taxonomy in general, and supporting evidence suggesting changes and improvements, makeup of work groups, and final decisions. Includes listing of soil series and soil families. Prepare a separate case file for each proposal, series, or family, as needed.	Temporary: N – Maintain hardcopy as long as the National Cooperative Soil Survey is active. Transferring to FRC is not authorized. Destroy when no longer needed for administrative use. Destroy machine-readable records consisting of soil classification by series with present type location after third update cycle or when no longer needed for administrative purposes. R, S – Destroy when 15 years old.	NRCS/CRS-42
430 - 12	Interpretations – Records pertaining to soil survey interpretations related to the following subjects. If needed, prepare a separate case field for records pertaining to interpretations for a particular land use or characteristic.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
430-12-11	Agronomic – Records pertaining to kinds of crops, yields, and quality from specific soils under defined management and the effects of cultivation on the soil. CPPE, pasture and hayland groups, EPIC, GLEAMS, etc.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44
430-12-12	Biology – Records pertaining to the potential of kinds of soil for wildlife habitat for different species, wetland hydrology, riparian wildlife habitat development, and hydrophytic vegetation.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44
430-12-13	Engineering – Records pertaining to behavior of kinds of soil when used in construction of sanitary facilities, in community development, as source materials, in mechanical soil and water conservation practice, and in water management. Includes unified ASSTO. If needed, prepare a separate case file for each use.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44
430-12-14	Land Capability – Records pertaining to land capability class, subclass, and unit; prime and highly erodible land; hydric soils; land evaluations; soil potentials; definition; guides; etc.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44
430-12-15	Range – Records pertaining to kinds of grasses, yields, etc., as related to specific soils under defined management, and the effects of grazing on the soil. Includes rangeland suitability, range site data, grazing management practices, range improvement practice, and rangeland hydrology.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44
430-12-16	Woodland – Records pertaining to kinds of trees, timber yields, etc., as related to quality from specific soils and related management. Includes woodland site data, woodland and windbreak suitability, logging practices, silviculture practice, woodland grazing, regional and local interpretations.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44
430-12-17	Recreation – Records pertaining to behavior of soils when used for camp areas, picnic areas, playgrounds, paths and trails, etc. Includes recreation development and practice and regional and local interpretations.	Temporary: R, S – Destroy when 5 years old. N, A, F – Destroy when 3 years old.	NRCS/CRS-44
430-13	Investigations – Records pertaining to soil formation, geomorphology.	Temporary: N – Destroy when 10 years old or when no longer needed for reference, whichever is sooner. S, A, F – Destroy when 5 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-47
430-13-11	Specific Investigation Case File – Records of plans, work done, data developed, results and conclusions, and interpretation of data for specific investigations and special	N – Maintain records as long as NCSS is active.	NRCS/CRS-48

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	studies. Establish case files by kind of investigation or study and by the area for which investigation is being made.	R, S – Discard preliminary data when replaced by more current or completed data. Retain completed data for 30 years. Records may be transferred to FRC for the balance of the 30 years that they are no longer of administrative value.	
430-13-11-11	Check Data – Records of small reference projects, such as texture check and pH checks.	N – Maintain records as long as NCSS is active. R, S – Discard preliminary data when replaced by more current or completed data. Retain completed data for 30 years. Records may be transferred to FRC for the balance of the 30 years that they are no longer of administrative value.	NRCS/CRS-48
430-13-11-12	Primary Data – Data record books, primary data sheets, and punch cards from which completed data are calculated.	Temporary: N, R, S – Destroy primary data 20 years after completion or termination of a project. Records may be transferred to FRC when they have no further administrative use.	NRCS/CRS-48
430-13-12	Benchmarks Soils – Listing by series for State, regions, or Nation.	N, R, S – Retain current printout or list only.	NRCS/CRS-52
430-14	Operations – Records pertaining to the planning, scheduling, and managing of soil surveys. Includes monthly, quarterly or annual schedules and material pertaining to the preparation, content, submission, etc., of memorandum of understanding or soil survey work plans and orders for published soil surveys.	Temporary: Destroy 1 year after end of the planning period.	NRCS/CRS-53
430-14-11	Field Reviews – Record of a general nature pertaining to soil survey identification legends and initial, progress, comprehensive, and final field reviews. Case files legends and field reviews by survey area.	Temporary: N – Destroy when 10 years old. S, A, F – Destroy when 5 years old or when no longer needed for reference, whichever is sooner.	NRCS/CRS-54
430-14-12	Progress Maps – Record and maps showing status and progress of soil surveys.	N – Destroy when 4 years old. R, S, A, F – Retain most recent edition.	NRCS/CRS-56
430-14-13	Field Sheets – Correspondence and other material relating to aerial photographs annotated with soil survey information. Includes all interim field sheets, mosaics, orthophotographs, etc., which may be prepared in any step of completing and publishing the survey which contain annotated data.		
	a) Original soil survey field sheets prepared prior to	Permanent:	NRCS/CRS-73

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	1970.	N – Transfer to FRC after the published soil survey is released. Offer to NARA 20 years after the soil survey is released.	
	b) Soil survey field sheets prepared 1970 or later.	Permanent: Transfer to FRC after the published soil survey is released. Destroy 20 years after the soil survey publication date.	NRCS/CRS-73
	c) Remaining material.	Temporary: Destroy 1 year after publication of the soil survey or when no longer needed.	NRCS/CRS-60
430-14-14	Manuscript – Record copy of the most recent soil survey manuscript draft and supporting data for the soil survey manuscript such as census data, field studies, soil grouping, summary of yield records and laboratory records, weather data, block diagrams, correspondence, and geologic data. Prepare a separate case file for each soil survey area or multiple case files if the volume of supporting data justifies a separate case file. Published manuscripts are filed under 260-16.	Temporary: Destroy 1 year after publication of the soil survey or when no longer needed.	NRCS/CRS-45 55
430 - 15	Soil Correlation – Records pertaining to field and final correlations. Includes descriptive legends for the survey area and related material. Prepare a separate file for each soil survey area to contain correlation data and descriptive legends or use additional case files if needed.		
	a) Soil Correlation Records.	Temporary: N – Maintain as long as NCSS is active. Destroy when no longer needed for administrative use. S – Transfer to FRC 2 years after publication of the soil survey. Destroy 20 years after survey publication. R, A, F – Destroy 1 year after survey publication.	NRCS/CRS-43
	b) Descriptive legends records	Temporary: N – Destroy when 10 years old. S, A, F – Destroy when 5 years old or when no longer needed or reference, whichever is sooner.	NRCS/CRS-54
430 - 16	Techniques – Records pertaining to the discussion of techniques for carrying out soil survey activities such as photo interpretation, equipment, use of multispectral imagery, investigative techniques, etc. Establish case files	T – Transfer to FRC when 10 years old. Offer to NARA when 30 years old.	NRCS/CRS-57

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	where needed to segregate records for accessibility, such as techniques, infrared spectrometry, etc.	N, S, A, F – Destroy when 5 years old.	
430 - 17	Resource Areas – Records pertaining to land resource areas, conservation problem areas, STATSGO, and soil data pertaining to resource areas.	Temporary: Destroy when no longer needed for administrative use.	NRCS/CRS-59
430 - 18	General Soil – Records pertaining to map unit identification, description, etc., including analytic charts, reports, maps, and related correspondence.	Temporary: R, S – Destroy when 10 years old. A, F – Destroy when 3 years old.	NRCS/CRS-40
430 - 19	World Soil Resources – General records pertaining to relations with other regarding soil technological assistance, soil research coordination, soil classification, soil descriptions, or surveying and mapping procedures.		
	a) Private Sector – Material pertaining to individuals; private, commercial, or industrial firms; civic or cultural groups; cooperatives, etc. Includes complaints, suggestions, commendations, and replies.	Temporary: N – Destroy when 5 years old or no longer needed for reference, whichever is sooner. R, S, A, F – Destroy when 3 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS – 8
	b) Public Sector – Material pertaining to Congress; Federal, State, and local agencies; schools; etc.	Temporary: N- Transfer to FRC when 5 years old. Destroy when 10 years old. R, S, A, F – Destroy when 5 years old or no longer needed for reference, whichever is sooner.	NRCS/CRS – 8

440 – Programs

File Code	Description and Filing Instructions	Disposition	Disposition Authority
440	General records pertaining to the overall development, establishment, guidelines, standards, and policy applying to multiple programs (e.g., Part 512, “Contracting Policy”; Part 537, “Easement Common Provisions”; Part 504 “Technical Service Providers”; and Part 501, “State Technical Committees”), to include agency programs as follows: <ul style="list-style-type: none"> • Agriculture Conservation Program • Agricultural Management Assistance (<i>See 300-LTP</i>) • Agricultural Water Enhancement Program (<i>See 300-LTP</i>) • Chesapeake Bay Watershed Initiative • Colorado River Salinity Control Program • Conservation Innovation Grants (<i>See 300-LTP</i>) • Cooperative Conservation Partnership Initiative 	In accordance with instructions for specific material described by the primary subjects.	

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	<ul style="list-style-type: none"> • Conservation of Private Grazing Land Program • Conservation Security Program (<i>See 300-LTP</i>) • Conservation Stewardship Program • Drought-Flood Conservation Program • Emergency conservation measures • Emergency Watershed Protection Program • Environmental Quality Incentives Program (EQIP) (<i>See 300-LTP</i>) • Farm and Ranch Lands Protection • Forestry Incentive Program (<i>See 300-LTP</i>) • Grassland Reserve Program • Great Plains Conservation Program (<i>See 300-LTP</i>) • Ground and Surface Water Conservation Program (<i>See 300-LTP</i>) • Healthy Forest Reserve Program (<i>See 300-LTP</i>) • Klamath Basin Program • Resource Conservation and Development Program • Rural Abandoned Mine Program (<i>See 300-LTP</i>) • Rural Clean Water Program (<i>See 300-LTP</i>) • Small Watershed Rehabilitation • Socially disadvantaged ranchers and beginning farmers • Water Bank Program (<i>See 300-LTP</i>) • Watershed Rehabilitation Program • Wetlands Reserve Program (<i>See 300-LTP</i>) • Welton-Mohawk Irrigation Program • Wildlife Habitat Incentive Program (<i>See 300-LTP</i>) 		
440-11	Farm Bill – Correspondence and materials pertaining to the formulation and recommendations to the Farm Bill and final rule. Materials may include feedback and comments received from open forums and other forms of communications.	Temporary: Destroy when superseded or obsolete.	GRS-16/1(a), 1(b)
440-12	Reports – Recorded Information, regardless of media, made or received by NRCS that pertains to program objectives. Does not include reports for which disposition is specified elsewhere in this guide.		
	a) Administrative – Reports such as trip, comparative, statistical, monthly narrative, etc.	Temporary: Destroy when 4 years old or when no longer needed for reference.	NRCS/CRS-9
	b) Routine – Reports such as nonrecurring, internal, operational, technical, activities, etc.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 15 years old. R, S, A, F – Destroy when 4 years old.	NRCS/CRS-9
440-13	Research – Correspondence, reports, and other material containing technical and scientific research data used in NRCS program development, planning, and operation. Includes records of research needs identified by NRCS, reports of coordination with research activities of other	Temporary: N – Transfer to FRC when 5 years old. Destroy when 20 years old.	NRCS/CRS-4

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	agencies, and related materials.	R, S, A, F – Destroy when 5 years old or no longer needed for administrative use.	

450 – Science and Technology

File Code	Description and Filing Instructions	Disposition	Disposition Authority
450	Science and Technology – General records pertaining to the development and implementation of policy, procedures, guidelines for technology development and acquisition, technology transfer, and technical activities supporting inter-disciplinary science-based natural resources conservation. File specific files concerning these topics in respective specific sub-folders, including: Cooperative Ecosystem Studies Units (CESUs), People’s Gardens, technical guide, etc. See file codes 190, Ecological Sciences; 200, Economics; 210, Engineering; 220, Environmental Coordination; 280, International Conservation; 290, Resources Inventory; 420, Social Sciences; and 430, Soil Survey; and 460, Water Quality, for specific records. See 210-11, Conservation Practices, for individual, specific conservation practice standards.	Disposition: In accordance with instructions for specific material described by the following related files.	
450-11	Technical Guide – Correspondence and general material pertaining to preparation, content, use, etc., of these guides. Case file background and supporting material used in the development of technical guides, arranged by corresponding section of the guide.	Temporary: Destroy when superseded or obsolete.	GRS-16/1(a), 1(b)
450-12	Metric Conversion – Material relating to NRCS use of metric units, guidance material from U.S. Metric Committee, conversion factors, definitions, etc.	Temporary: Destroy obsolete or inactive material when 1 year old or when no longer needed for reference, whichever is later.	NRCS/CRS-151
450-13	Cooperative Ecosystem Studies Units – General records pertaining to the development and implementation of policy, procedures, guidelines related to NRCS involvement in the National Cooperative Ecosystem Studies Units (CESUs) Network, including: verification of institute membership within the CESU Network, development of individual cooperative agreements, fund	Temporary: N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 30 years old.	NRCS/CRS-89

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	obligations, reviews, and renewals. The National CESU Network is composed of 17 (as of 2012) individual CESUs. Each CESU is composed of Federal agencies, a host university, and partner institutions and organized around biogeographic areas. File specific records pertaining to network memberships, statements of interest, and the CESU national database in the respective tertiary files. File individual CESU agreements under 120-12-11, Cooperative Agreements, or reference to that location if maintained in a separate file.	R, C, S, A, F – Destroy obsolete or inactive material when 5 years old.	
450-13-11	CESU Network Memberships – Records pertaining to the multi-dimensional National Cooperative Ecosystem Studies Units partnerships wherein NRCS is a member (of all 17 CESUs, as of 2012). Each CESU is composed of Federal agencies, a host university, and partner institutions. File individual CESU agreements under 120-12-11, Cooperative Agreements, or reference to that location if maintained in a separate file.	Temporary: N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete or inactive material when 5 years old.	NRCS/CRS-89
450-13-12	CESU Statements of Interest – Records pertaining to solicitations for proposed CESU projects and Statements of Interest, by fiscal year. File individual CESU agreements under 120-12-11, Cooperative Agreements, or reference to that location if maintained in a separate file.	Temporary: N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete or inactive material when 5 years old.	NRCS/CRS-89
450-13-13	CESU National Database – Records pertaining to NRCS involvement in maintaining the CESU National Database, including data entry, information technology security of the database, report capabilities (including compilation, distribution, posting to approved Web-based applications, and archiving of generated reports), sharing of CESU National Database-generated data and reports within the National CESU Network, and any other activities related to the CESU National Database. File individual CESU agreements under 120-12-11, Cooperative Agreements, or reference to that location if maintained in a separate file.	Temporary: N – Transfer obsolete or inactive material to FRC when 10 years old. Destroy when 30 years old. R, C, S, A, F – Destroy obsolete or inactive material when 5 years old.	NRCS/CRS-89
450-14	Reserved		

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
450-15	People's Gardens – General correspondence and materials pertaining to USDA or NRCS People's Gardens	Temporary: N – Destroy when 5 years old.	GRS-5/2
		R, C, S, A, F – Destroy when replaced or when 5 years old, whichever is sooner.	NRCS/CRS-96
450-15-11	Coordination and Development – Correspondence, records, and documentation pertaining to the coordination, development, and/or promotion of the People's Garden program.	Temporary: N, R, C, S, A, F – Destroy records pertaining to NRCS-created or assisted gardens 3 years after the garden is removed or after NRCS is no longer involved in the garden project.	NRCS/CRS-145
450-15-12	Design and Construction – Correspondence, records, and documentation pertaining to the design, construction, and maintenance of People's Garden structures.	Temporary: N – Transfer to FRC when 5 years old. R, C, S, A, F – Destroy obsolete and inactive material when 10 years old or when no longer needed for reference, whichever is later.	NRCS/CRS-88
450-15-13	Planting, Maintenance, and Donations – Correspondence, records, and documentation pertaining to the planning, planting, and maintenance and/or harvesting and donations of produce from People's Gardens.	Temporary: N, R, C, S, A, F – Destroy records pertaining to NRCS-created or assisted gardens 3 years after the garden is removed or after NRCS is no longer involved in the garden project.	NRCS/CRS-88
450-16	Partnership Management Team (PMT) – General correspondence and other materials pertaining to USDA's Partnership Management Team, a collaboration of NRCS-ARS-NIFA regarding research needs. Also includes materials regarding research activities of other agencies, and related materials. Establish files by other agencies (other than NRCS, ARS, and NIFA), as needed.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 20 years old. R, S, A, F – Destroy when 5 years old or no	NRCS/CRS-4

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
		longer needed for administrative use.	
450-16-11	PMT Meetings – Correspondence, reports, meeting minutes, and other materials pertaining to USDA’s Partnership Management Team meetings.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 20 years old. R, S, A, F – Destroy when 5 years old or no longer needed for administrative use.	NRCS/CRS-4
450-16-12	NRCS Research Needs – Records pertaining to NRCS research needs, reports, and related materials. Establish files by fiscal year, as needed.	Temporary: N – Transfer to FRC when 5 years old. Destroy when 20 years old. R, S, A, F – Destroy when 5 years old or no longer needed for administrative use.	NRCS/CRS-4

460 – Water Quality

File Code	Description and Filing Instructions	Disposition	Disposition Authority
460	Water Quality – Records pertaining to water quality and the effects of watershed management and wetlands, etc., on water quality. File records pertaining to River Basin water quality case studies in File Code 150-14-14-24, Water Quality. File records pertaining to Watershed Protection basic data water quality cases in File Code 390-11-13-26, Water Quality. File records pertaining to wetlands regarding ecological sciences-biology in File Code 190-13-14, Wetlands.	In accordance with instructions for specific material described by the following related subjects.	
460-11	Water Quality Project Implementation – Records pertaining to the development and implementation of policy, standards, and procedures for the selection and installation of projects such as Colorado River Salinity Control, Wellton Mohawk Program, “Section 208”, Model Implementation Program (MIP), and Pollution from Land Use Activities Reference Groups (PLUARG). Includes	Temporary: N – Transfer to FRC when 10 years old. Offer to NARA when 15 years old.	NRCS/CRS-28

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File Code	Description and Filing Instructions	Disposition	Disposition Authority
	data and records necessary to measure program progress, and to assure that program objectives are met. Establish case files by project, activity, or program as needed. File records pertaining to Rural Clean Water Program (RCWP) activities in file code 300-17.	R, S, A, F – Destroy when 10 years old or when no longer needed for reference, whichever is sooner.	

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408.64 Glossary

A

Access.—The availability of, or the permission to consult, records.

Accession.—The transfer of the legal and physical custody of permanent records from an agency to the National Archives or of temporary records from an agency to a federal records center for temporary storage, wherein the agency retains legal custody of the records.

Administrative Records.—Records created in performing common facilitative functions that support the agency's mission activities but do not directly document the performance of mission functions. These records relate to activities such as budget and finance, human resources, equipment and supplies, facilities, public and congressional relations and contracting.

Archives.—The noncurrent records of an organization preserved because of their continuing, or enduring, value.

Archiving.—In electronic records, the process of creating a backup copy of computer files, especially for long-term storage.

B

Backing Up.—Making a copy of a computer file for use if the original is lost, damaged or destroyed. Sometimes referred to as archiving.

Binary Code.—A code using two distinct characters, normally 0 and 1.

Block.—One of more chronological segments of cutoff, or closed, records that are in the same series and are dealt with as a unit for disposition purposes, especially during the transfer of permanent records to the National Archives. For example, a transfer of records in 5-year blocks.

Business Needs.—An agency's need to conduct its business, maintain a record of its essential activities and decisions for its own use, support oversight and audit of those activities, fulfill legal requirements and permit appropriate public access.

C

Closed File.—A file unit or series containing documents on which action has been completed and to which more documents are not likely to be added.

Convenience Files.—Nonrecord copies of correspondence, completed forms and other documents kept solely for ease of access and reference.

Copy.—A reproduction of the contents of an original document, prepared simultaneously or separately and usual identified by function or by method of creation. Copies identified by function include action copy, information or reference copy, official file copy and reading or chronological file copy.

Correspondence.—Letters, postcards, memorandums, notes, telecommunications and any other form of addressed, written communications that are sent and received.

Current Records.—Records necessary to conduct the current business of an office and therefore generally maintained in office space and equipment.

Custody.—Guardianship, or control, of records, including both physical possession (physical custody) and legal responsibility (legal custody), unless one of the other is specified.

Cutoff.—Breaking, or ending, files at regular intervals, usually at the closer of a fiscal or calendar year, to permit their disposal or transfer in complete blocks and, for correspondence files, to permit the establishment of new files.

D

Data.—Symbols, or representations, of facts or ideas that can be communicated, interpreted or processed by manual or automated means. Often associated with electronic data or with statistics or measurements.

Data Base.—In electronic records, a set of data, consisting of at least one file or of a group of integrated files, usually stored in one location and made available to several users at the same time for various applications.

Depository.—A place where records are kept and made available for use. Also called repository.

Description.—The process of giving a written account of the contents and characteristics of a record series or system.

Destruction.—The major type of disposal action. Methods of destroying records include selling or salvaging the record medium and burning, pulping, shredding, macerating or discarding with other waste materials.

Digital.—Representing data as discrete variables in the form of numerical characters, as in a digital clock or a digital computer.

Disposal/Disposition.—The actions taken when a record is no longer needed for current Government business, including any activity with respect to—

- 1) Destruction or donation of temporary records when they are no longer needed.
- 2) Transfer of records to Federal agency storage facilities or records centers.
- 3) Transfer to NARA of records determined to have sufficient historical or other value to warrant continued preservation.
- 4) Transfer of records from one Federal agency to another Federal agency.

Disposition Authority.—The legal approval (i.e., the Archivist's signature) that allows an agency to dispose of temporary records and/or transfer permanent records to NARA.

Disposition Instructions.—Directions for cutting off records and carrying out their disposition in compliance with NARA's regulations or directions for screening nonrecord materials and carrying out their disposal when no longer needed by the agency.

Document.—Recorded information regardless of physical form or characteristics. Often used interchangeably with record.

E

Electronic Copies.—An electronic record created using word processing or electronic mail software that remains in storage on the computer system after the recordkeeping copy is produced.

Electronic Mail.—The process or result of sending and receiving messages in electronic form via remote computer terminals.

Electronic Record.—Any information that is recorded in a form that only a computer can process and that satisfies the definition of a Federal record.

Email.—See Electronic Mail.

Evidential Value.—The usefulness of records in documenting the organization, functions and activities of the agency creating or receiving them. Considered by NARA in appraising records for permanent retention.

F

Federal Records Center (FRC).—A records center operated by NARA.

File Plan.—A plan designating the physical location(s) at which an agency's files are to be maintained, the specific types of files to be maintained there and the organizational element(s) having custodial responsibility.

Files.—A collective term usually applied to all records and nonrecord materials of an office or agency.

Files Custodian.—A files custodian, or records custodian, is an individual who has been assigned responsibility or is accountable for the operation of a file station, or in some cases, a particular records series.

Files Management.—Applying records management principles and techniques to filing practices in order to organize and maintain documentary materials properly, retrieve them rapidly, ensure their completeness and make their disposition easier.

Filing System.—A set of policies and procedures for organizing and identifying files or documents to speed their retrieval, use and disposition.

Final Disposition.—The end of the records life cycle in which temporary records are disposed of and permanent records are transferred to the National Archives.

Finding Aids.—Indexes or other lists, whether manual or automated, that are designed to make it easier to locate relevant files or retrieve information.

Fiscal Value.—The usefulness of records in documenting an agency's financial transactions and obligations.

Frozen Records.—In records disposition, those temporary records that cannot be destroyed on schedule because special circumstances, such as a court order or an investigation, require a temporary extension of the approved retention period.

G

General Correspondence File.—Records arranged and filed according to their general information, or subject, content. Mainly letters and memorandums but also forms, reports and other material, all relating to program and administrative functions, not to specific cases. Also called central, correspondence or subject files.

Government Records.—Information created, collected, processed, transmitted, disseminated, used, stored, preserved permanently or disposed of by the Federal Government.

H

Hard Copy.—(1) Recorded information copied from a computer onto paper or some other durable surface such as microfilm. To be distinguished from a temporary image on a display screen and from the electronic information on a magnetic tape or disk or in the computer's main memory. (2) A paper record that may later be filmed or digitized.

I

Information Copy.—A nonrecord copy sent to individuals or offices interested in, but not acting on, a matter.

Informational Value.—The usefulness of records in documenting the persons, places, things or matters dealt with by an agency, in contrast to documenting the agency's organization, functions and activities. Considered by NARA in appraising records for permanent retention.

Intrinsic Value.—In archives administration, the value of those permanent records that should be preserved in their original form rather than as copies.

Inventory.—A survey of agency records and nonrecord materials that is conducted primarily to develop records schedules and also to identify various records management problems, such as improper applications of recordkeeping technology.

L

Legal and Financial Rights Records.—Legal and Financial rights records are that type of vital records essential to protect the legal and financial rights of the Government and of the individuals directly affected by its activities. Examples include accounts receivable records, social security records, payroll records, retirement records and insurance records.

Legal Value.—The usefulness of records in documenting legally enforceable rights or obligations, both those of the Federal Government and those of persons directly affected by the agency's activities.

Life Cycle of Records.—The management concept that records pass through three stages.—creation, maintenance and use and disposition.

M

Medium.—The physical form of recorded information. Includes paper, film, disk, magnetic tape and other materials on which information can be recorded.

Metadata.—Data about the data, that is, the description of the data resources, its characteristics, location, usage, and so on. Metadata is used to identify, describe and define user data.

Migration.—In electronic records, the process or result of moving files from one computer system to another.

N

National Archives and Records Administration (NARA).—The Federal administration responsible for appraising, accessioning, preserving and making available permanent records.

Noncurrent Records.—Records no longer required to conduct agency business and therefore ready for final disposition.

Nonrecords Materials.—U.S. Government-owned documentary materials excluded from the legal definition of records or not meeting the requirements of that definition. Includes extra copies of documents kept only for convenience or reference, stocks of publications and of processed documents and library or museum materials intended solely for reference or exhibition.

O

Optical Character Recognition (OCR).—A method of entering data into a computer by using an optical scanning device to read the contents of documents.

P

Permanent Records.—Records appraised by NARA as having sufficient historical or other value to warrant continued preservation by the Federal Government beyond the time they are needed for administrative, legal or fiscal purposes. Also called archival records.

Personal Papers.—Documentary materials belonging to an individual that are not used to conduct agency business. Related solely to an individual's own affairs or used exclusively for that individual's convenience. Must be clearly designated as such and kept separate from the agency's records. Also called personal files or personal records.

Preservation.—(1) The provision of adequate facilities to protect, care for or maintain records. (2) Specific measures, individual and collective, undertaken to maintain, repair, restore or protect records.

Printed Records.—Published materials, such as books, maps and posters, or serial issuances, such as directives and press releases, produced by or for a particular agency, in contrast to extra copies kept in stock or distributed inside or outside that agency.

Processing.—Handling files to prepare them for use or storage.

Program.—A mission, function or activity carried out by an organization.

Program Records.—The records created by each Federal agency in performing the unique functions that stem from the distinctive mission of the agency.

R

Record.—All books, papers, maps, photographs, machine-readable materials, or other documentary materials, regardless of physical or characteristics, made or received by an agency of the U.S. Government under Federal law or in connection with the transaction of public business and preserved or appropriate for preservation by that agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the Government or because of the informational value of data in them. (44 U.S.C. 3301)

Record Group.—A body of organizationally related records established by an archival agency after considering the organization's administrative history and complexity and the volume of records. NARA uses record group numbers to keep track of agency records during and after the scheduling process, including those transferred to Federal records centers and/or the National Archives.

Record Series.—A records series consists of documents or file units arranged according to a filing system or kept together because they relate to a particular subject or function or result from the same activity. In addition to paper documents, records series may contain records in other nonpaper formats, including electronic, microform, audio or video recordings, photographs, motion pictures, maps, aerial photograph or remote sensing imagery.

Recordkeeping.—The act or process of creating and maintaining records. Assumes the need for their proper disposition.

Recordkeeping Requirements.—Statements in statutes, regulations or agency directives providing general and specific guidance on particular records to be created and maintained by an agency. Since each agency is legally obligated to create and maintain adequate and proper documentation of its organization, functions and activities, it needs to issue recordkeeping requirements for all activities at all levels and for all media and to distinguish records from nonrecord materials and personal papers

Records Guide.—A document providing mandatory instructions for what to do with records no longer needed for current Government business, with provision of authority for the final disposition of recurring or nonrecurring records.

Records Liaison.—A person responsible for ensuring records management program policies and procedures are implemented in a headquarters or field office in cooperation with the agency records management officer.

Records Maintenance and Use.—Any action involving the storage, retrieval and handling of records kept in offices by, or for, a Federal agency.

Records Management.—The planning, controlling, directing, organizing, training, promoting and other managerial activities related to the creation, maintenance and use and disposition of records to achieve adequate and proper documentation of Federal policies and transactions and effective and economical management of agency operations.

Records Management Officer.—The person assigned responsibility by the agency head for overseeing an agencywide records management program.

Records Management Program.—A planned, coordinated set of policies, procedures and activities needed to manage an agency's recorded information. Encompasses the creation, maintenance and use and disposition of records regardless of media. Essential elements include issuing up-to-date program directives, properly training those responsible for implementation, publicizing the program and carefully evaluating the results to ensure adequacy, effectiveness and efficiency.

S

Scanning.—In electronic records, the process of converging alphanumeric or graphic information on paper or microforms to picture elements, or bit-mapped representation. Also called image scanning.

Scheduled Records.—Records whose final disposition has been approved by NARA.

Scheduled Transfer.—The act or process of moving permanent records to the National Archives for preservation, as authorized by a NARA-approved records schedule and as implemented by NARA’s approval of an agency-submitted Standard Form 258 and by NARA’s receipt of the records. Formerly called a scheduled offer.

Scheduling.—The process of developing a document that provides mandatory instructions for what to do with records (and nonrecord materials) no longer needed for current Government business.

T

Temporary Records.—Records approved by NARA for disposal, either immediately or after a specified retention period. Also called disposable records or nonpermanent records.

Transfer.—The process of moving records from one location to another. This may include moving records to a federal records center or to the National Archives.

Transitory Records.—Records of short-term interest which have no documentary or evidentiary value and normally need not be kept more than 90 days.

U

Unscheduled Records.—Records whose final disposition has not been approved by NARA in a records schedule. These records are not authorized for disposition and must be treated as if they were permanent records.

V

Vital Records.—Records essential to the continued functioning or reconstitution of an organization during and after an emergency and also those records essential to protecting the legal and financial rights of that organization and of the individuals directly affected by its activities. Sometimes called essential records. Include both emergency-operating and rights-and-interests records. Vital records considerations are part of an agency’s records disaster prevention and recovery program.

W

Working Files.—Documents such as rough notes, calculations or drafts assembled or created and used to prepare or analyze other documents. Also called working papers.