

REQUEST FOR RECORDS DISPOSITION AUTHORITY
 (See Instructions on reverse)

LEAVE BLANK	
JOB NO. NOV 145 79	
DATE RECEIVED NOV 6 1978	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-25-79 Date	<i>James B. Hood</i> Archivist of the United States

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Agricultural Stabilization and Conservation Service

3. MINOR SUBDIVISION
Administrative Records
Management Services Division *Washington D.C. & Field*

4. NAME OF PERSON WITH WHOM TO CONFERENCE
Richard J. Bryan *Office* 5. TEL. EXT. **447-6963**

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 21 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE		
10/31/78	<i>Wayne R. Wang</i>	Acting Director, Management Services Division		
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)		9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This records disposition schedule revises and supercedes the previously approved Agricultural Stabilization and Conservation Service records schedules Job Number NN-166-119 dated February 2, 1966 and Job Number NN-171-38 dated September 28, 1971. Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Temporary records covered by the General Records Schedules are disposable without further authorization.</p>			<i>107 items</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<p style="text-align: center;">ADMINISTRATIVE RECORDS OF ASCS</p> <p style="text-align: center;">ADMINISTRATIVE RECORDS LISTED IN THE THE GENERAL RECORDS SCHEDULES</p> <p style="text-align: center;"><u>PERSONNEL RECORDS</u></p> <p><u>Agency Training Aids (GRS 1/30a(1))</u></p> <p>One copy of each manual, syllabus, textbook, and other training aid developed by the agency. Includes such audio visuals as training modules.</p> <p>a. Training aids which document or describe agency history, policy and programs.</p> <p style="padding-left: 40px;">Arranged by agricultural program area. Annual accumulation of 3/4 cubic foot.</p> <p style="padding-left: 40px;">PERMANENT. OFFER TO NARS WHEN 5 YEARS OLD.</p> <p>b. Training aids of general administrative operations.</p> <p style="padding-left: 40px;">DESTROY WHEN OBSOLETE OR WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p> <p style="text-align: center;"><u>PAYROLLING AND PAY ADMINISTRATIVE RECORDS</u></p>		
2.	<p><u>Time and Attendance Report Files (GRS 2/3b)</u></p> <p>Agency copy of Time and Attendance forms.</p> <p>DESTROY WHEN 6 YEARS OLD.</p>		
3.	<p style="text-align: center;"><u>PROPERTY DISPOSAL RECORDS</u></p> <p><u>Property Disposal Case Files (GRS 4/2)</u></p> <p>Case files on disposal of surplus real and related personal property.</p> <p>DESTROY WHEN 10 YEARS OLD.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4.	<p><u>Excess Real Property Reports (GRS 4/3)</u></p> <p>Reports of excess real property.</p> <p>DESTROY WHEN 10 YEARS OLD.</p> <p style="text-align: center;"><u>BUDGET PREPARATION, PRESENTATION, AND APPORTIONMENT RECORDS</u></p>		
5.	<p><u>Budget Policy Files (GRS 5/1)</u></p> <p>Correspondence or subject files documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.</p> <p>DESTROY WHEN 6 YEARS OLD.</p>		
6.	<p><u>Budget Estimates and Justifications Files (GRS 5/2a)</u></p> <p>Copies of budget estimates and justifications including appropriation language sheets, narrative statements, and related schedules and data.</p> <p>a. Washington Budget Office</p> <p style="padding-left: 40px;">DESTROY WHEN 3 YEARS OLD.</p> <p>b. All Other Offices</p> <p>DESTROY WHEN 1 YEAR OLD.</p> <p style="text-align: center;"><u>INFORMATIONAL SERVICES RECORDS</u></p>		
7.	<p><u>Information Files (GRS 14/1)</u></p> <p>a. Formal informational releases and publications, such as press releases, press conference transcripts, official speeches, and indexes thereto.</p> <p style="padding-left: 40px;">DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p> <p>b. Master copy of informational releases, speeches, and publications issued by ASCS. (Excludes press releases issued by USDA).</p>		

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	<p>(1) Informational Releases</p> <p>Arranged numerically by press release number (chronologically). Annual accumulation of 1 1/2 cubic feet.</p> <p>PERMANENT. OFFER TO NARS WHEN 5 YEARS OLD.</p> <p>(2) Speeches of the Administrator and the Administrator's Aides.</p> <p>Arranged alphabetically by speaker's title by year. Annual accumulation of 1/2 cubic foot.</p> <p>PERMANENT. OFFER TO NARS WHEN 5 YEARS OLD.</p> <p>(3) Publications.</p> <p>Arranged alphabetically by subject by year. Annual accumulation of 1/2 cubic foot.</p> <p>PERMANENT. OFFER TO NARS WHEN 5 YEARS OLD.</p>		
8.	<p><u>Information Subject Files (GRS 14/2)</u></p> <p>Subject files of formally designated informational offices, not covered elsewhere in this schedule.</p> <p>DESTROY WHEN 6 YEARS OLD.</p> <p><u>ADMINISTRATIVE MANAGEMENT RECORDS</u></p>		
9.	<p><u>Directive Case Files (GRS 16/1a)</u></p> <p>a. Internal directives issued by ASCS with supporting case file, if any, documenting important aspects of the development of the issuance.</p> <p>DESTROY WHEN 10 YEARS OLD.</p> <p>b. One printed copy of approved directives.</p> <p>Handbooks arranged by numeric-subject designation, notices by subject-numeric designation. Total accumulation of 68 cubic feet. Annual accumulation of 2 cubic feet.</p> <p>PERMANENT. OFFER TO NARS 30 YEARS AFTER DIRECTIVE IS SUPERSEDED OR OBSOLETE.</p>		

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10.	<p><u>Publications (GRS 16/2a)</u></p> <p>a One copy of pamphlets, leaflets, or other published or processed documents, or the last manuscript report if not published, relating to management projects. (Excludes publications printed by the Government Printing Office).</p> <p>Arranged chronologically by subject. Total accumulation of 1 cubic foot. Annual accumulation of 1/4 cubic foot.</p> <p>PERMANENT. OFFER TO NARS WHEN 5 YEAR OLD.</p> <p>b Publications printed by the Government Printing Office.</p> <p>DESTROY WHEN SUPERSEDED OR OBSOLETE.</p> <p>c Supporting papers of the publications which document the inception, scope and purpose of the project.</p> <p>DESTROY WHEN PUBLICATIONS ARE PRINTED AND VERIFIED FOR ACCURACY.</p>		
11.	<p><u>Forms Files (Case Files) (GRS 16/4a)</u></p> <p>One copy of each form created by the agency with related instruction and documentation showing inception, scope, and purpose of the form.</p> <p>DESTROY 5 YEARS AFTER FORM IS SUPERSEDED OR OBSOLETE.</p>		
12.	<p><u>Management Improvement Reports (GRS 16/5)</u></p> <p>Copies of reports submitted to the Office of Management and Budget and related analyses and feeder reports.</p> <p>DESTROY WHEN 5 YEARS OLD.</p>		
13.	<p><u>Organizational Records (GRS 16/13a)</u></p> <p>Arranged chronologically by agency organization. Annual accumulation of 1 cubic foot.</p> <p>Record copy of official organization charts, narrative histories, and related records which document the organization and functions of the agency.</p> <p>PERMANENT. OFFER TO NARS WHEN 5 YEARS OLD.</p>		

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14.	<p><u>ASCS ADMINISTRATIVE RECORDS NOT LISTED IN THE GENERAL RECORDS SCHEDULES</u></p> <p><u>ASCS Official File Copy of Correspondence (Washington Headquarters Central Records)</u></p> <p>Records include official agency copy of all outgoing correspondence, original incoming correspondence, and any related supporting documentation.</p> <p>a. Administrative Files (Yellow Copy)</p> <p>Correspondence relating to audits; investigations (DCF, FBI and OIG); Civil Rights and Equal Employment Opportunity; Freedom of Information Act and Privacy Act; communications and administrative support; data operations; graphics and forms management; procurement and contracting; property and space management; records management; directives management; financial management and fiscal operations; information activities; personnel activities; and, activities of the Technical Services Staff.</p> <p>DESTROY WHEN 6 YEARS OLD.</p> <p>b. Program and Policy Files (Yellow Copy)</p> <p>Arranged by a duplex-numeric filing scheme (chronologically by administrative and program area). Annual accumulation of 20 cubic feet.</p> <p>(1) Correspondence on the administrative areas of committee management; delegations of authority; meetings and conferences including trip reports; organization of state and county committees, including county committee elections; policy and procedures including administrative, program (by commodity or program), CCC Board dockets, and laws and regulations; and, memoranda of understanding or agreements.</p> <p>PERMANENT. TRANSFER TO THE FRC WHEN 4 YEARS OLD. OFFER TO NARS WHEN 10 YEARS OLD.</p>	<p>NN 166-119 (1)</p>	

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	<p>(2) Correspondence documenting the policy and operations of ASCS and CCC programs administered by the Washington office.</p> <p>PERMANENT. TRANSFER TO THE FRC WHEN 4 YEARS OLD. OFFER TO NARS WHEN 10 YEARS OLD.</p> <p>c. ASCS Locater File (Green Copy)</p> <p>Arranged chronologically by addressee. Annual accumulation of 6 cubic feet.</p> <p>Records include copy of all outgoing correspondence filed alphabetically by addressee, marked to show location of official file copy (yellow copy).</p> <p>PERMANENT. OFFER TO NARS WHEN 10 YEARS OLD.</p> <p>15. <u>Audit Reports (Case Files)</u></p> <p>Case file of internal reviews of agency administrative and program operations conducted by USDA Office of Inspector General.</p> <p>DESTROY WHEN 3 YEARS OLD.</p> <p>16. <u>Investigation Reports (Case Files)</u></p> <p>a. Case files and related correspondence of investigations conducted by the USDA Office of Inspector General of possible civil or criminal violations.</p> <p>DESTROY AFTER ALL ADMINISTRATIVE AND LEGAL ACTION HAS BEEN TAKEN AND FILE HAS BEEN OFFICIALLY CLOSED.</p> <p>b. Records collected to support findings of investigation.</p> <p>DESTROY 7 YEARS AFTER CASE IS CLOSED.</p> <p>17. <u>Delegation of Authority</u></p> <p>Records documenting delegations and redelegations of authority from the Secretary of Agriculture to program officials administering ASCS and CCC programs.</p> <p>DESTROY WHEN 6 YEARS OLD.</p>		

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18.	<p><u>Microfilm Negatives</u></p> <p>a. Personnel Records</p> <p>Position and organization listings furnished by USDA Office of Personnel.</p> <p>(1) Personnel Division (ASCS), Kansas City Commodity Office and Management Field Office.</p> <p>DESTROY UPON RECEIPT OF THE CURRENT FILM.</p> <p>(2) State Offices for County Offices</p> <p>DESTROY 3 MONTHS AFTER FILMING THE CURRENT YEARS'S ORIGINAL.</p> <p>(3) County Office Annual Pay Status Report (Master Microfilm Copy)</p> <p>TRANSFER TO NPRC WHEN PAY RECORDS HAVE BEEN VERIFIED AND/OR CORRECTED.</p> <p>b. County Office Program Records Filmed by State Offices</p> <p>(1) Interim Records</p> <p>DESTROY 3 MONTHS AFTER FILMING THE CURRENT YEAR'S ORIGINAL.</p> <p>(2) Final Records (Except Sugar Beet States)</p> <p>DESTROY 7 YEARS AFTER FILMING THE FINAL ENTRY ON THE CARD.</p> <p>(3) Final Records (Sugar Beet States)</p> <p>DESTROY 8 YEARS AFTER FILMING THE FINAL ENTRY ON THE CARD.</p>		
19.	<p><u>Claims Records (Case Files)</u></p> <p>Records relating to claims by or against ASCS or CCC.</p>		

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	<p>f. Notice of Lost, Stolen or Destroyed Draft</p> <p>(1) Blue Copy</p> <p>DESTROY ON RECEIPT FROM MANAGEMENT FIELD OFFICE (MFO).</p> <p>(2) White Copy (Original)</p> <p>DESTROY WHEN 6 YEARS OLD.</p> <p>g. Voided Drafts and Certificates</p> <p>DESTROY 1 YEAR AFTER DATE VOIDED.</p> <p>h. County Office Check (ASCS-40)</p> <p>(1) Cancelled Checks</p> <p>DESTROY 5 YEARS AFTER STATEMENT IS BALANCED.</p> <p>(2) County Office Copy of Check</p> <p>DESTROY 3 MONTHS AFTER END OF FISCAL YEAR.</p> <p>i. Sight Draft Registers</p> <p>DESTROY WHEN 6 YEARS OLD.</p> <p>j. Paid Sight Drafts (Microfilm Copy)</p> <p>DESTROY WHEN 6 YEARS OLD.</p>		
22.	<p><u>Cancelled Tariff Files</u></p> <p>Publications of rail freight lines or freight bureaus describing transit rates and terms under which commodities may be shipped. Used to schedule shipments of CCC-owned commodities and to provide information needed in claims actions.</p> <p>a. Cotton Transit</p> <p>DESTROY 12 YEARS AFTER CANCELLATION.</p> <p>b. Grain Transit</p> <p>DESTROY 10 YEARS AFTER CANCELLATION.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	a. ASCS Appropriated Funds DESTROY 5 YEARS AFTER SETTLEMENT OF CLAIM.		
	b. CCC Capital Funds DESTROY 6 YEARS AFTER SETTLEMENT OF CLAIM.		
20.	<u>Legislative History Files</u> Records relating to CCC and ASCS legislative proposals, hearings, and bills. DESTROY WHEN 6 YEARS OLD.		
21.	<u>Sight Drafts and Certificates (All Programs)</u> Checks issued or made as a result of administrative or program obligations incurred by ASCS or CCC. <ul style="list-style-type: none"> a. Issuing Office Copy DESTROY 2 YEARS AFTER ISSUE DATE. b. Accounting Copy (Excluding Initial Disbursements for Cotton and Commodity Loans) DESTROY AS SOON AS ENTERED INTO COMPUTER, AND LISTED ON DRAFT REGISTER. c. Accounting Copy, Initial Disbursements for Cotton and Commodity Loans DESTROY AFTER DRAFT IS PREPARED. d. Paid Copy DESTROY WHEN 6 YEARS OLD. e. Rejected Computer-Prepared Copy DESTROY WHEN 1 YEAR OLD. 		

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	<p>c. Other Transit</p> <p>DESTROY AT DISCRETION OF COUNTY OFFICE, BUT IN NO CASE NOT LESS THAN 6 YEARS AFTER CANCELLATION.</p> <p>23. <u>County ASC Committee Elections</u></p> <p>Records relating to farmer-elected county and community committee members who are responsible for program and administrative policies and decisions at the county level.</p> <p>a. Records of Community Election Nominating Committee Meeting</p> <p>DESTROY 30 DAYS AFTER NOTIFICATION OF STATE COMMITTEE APPROVAL OF ELECTION.</p> <p>b. Acceptance of Nomination</p> <p>DESTROY 30 DAYS AFTER NOTIFICATION OF STATE COMMITTEE APPROVAL OF ELECTION.</p> <p>c. Eligible Voter List</p> <p>DESTROY WHEN 5 YEARS OLD.</p> <p>d. Committee Election Ballots</p> <p>DESTROY 30 DAYS AFTER NOTIFICATION OF STATE COMMITTEE APPROVAL OF ELECTION.</p> <p><u>MACHINE-READABLE RECORDS -- DOCUMENTATION AND PROCESSING FILES</u></p>		
24.	<p><u>Punched Cards</u></p> <p>a. History Cards</p> <p>DESTROY 1 YEAR AFTER END OF THE FISCAL YEAR IN WHICH RELATED TRANSACTIONS WERE RECORDED OR WHEN AUDITED BY GAO, OR BY OA AND ACCEPTED BY GAO.</p>		

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	<p>b. Accounting Detail and Summary Closed Cards</p> <p>Records include matched and zero-balance or zero-balanced by entry.</p> <p>DESTROY AFTER FINAL LISTINGS HAVE BEEN COMPLETED FOR THE MONTH TO WHICH THEY PERTAIN.</p> <p>c. Superseded Cards Covering Accounting Detail and Summary Operations</p> <p>DESTROY AFTER THE SECOND BALANCING OF THE CORRESPONDING ACTIVE FILE HAS BEEN COMPLETED.</p> <p>d. Special Cards</p> <p>Records include balancing, auditing, recapping, etc., pertaining to non-accounting and summary operations.</p> <p>DESTROY AFTER THE PURPOSE FOR WHICH THE CARDS WERE CREATED HAS BEEN SERVED.</p>		
25.	<p><u>Duplicate Source Documents</u></p> <p>Records consist of all documents created for the sole purpose of entering data into the system, including carbon copies of official documents and original scanner forms. Records do not include paid copies of sight drafts, MQ-72-1, MQ-72-2, or any other documents which in addition to being input documents are official record copies documenting a transaction.</p> <p>DESTROY AFTER 60 DAYS.</p>		
26.	<p><u>Magnetic Tape</u></p> <p>Magnetic tape created in the ASCS data processing centers, consisting of the following process identities:</p> <p>a. Raw Input Data Tape</p>	<p>NN 191-38 (1a)</p>	

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	<p>Containing data initially abstracted from source documents and which are being entered into the system for the first time. Conversion may be from paper tapes, punched cards or scannable documents.</p> <p>RETAIN UNTIL SUBSEQUENT MAGNETIC TAPE WHICH CONTAINS THE ACCEPTABLE DATA HAS BEEN CREATED AND PROOFED.</p>		
b.	<p>Working Tape</p> <p>Containing output data from one run for input into a subsequent run. A means of moving data through the system from the raw data input tape to one or more master record tapes.</p> <p>RETAIN UNTIL THIRD GENERATION TAPE HAS BEEN PRODUCED.</p>	NN171-38 (1b)	
c.	<p>Interim Master Record Tape</p> <p>Containing either detailed or summary data of the cumulative transaction items involved through the last updating process, or the outstanding items or totals representing current status of a record. Becomes the input to subsequent runs producing new, updated interim or final master record tape.</p> <p>RETAIN UNTIL THIRD GENERATION TAPE HAS BEEN PRODUCED.</p>	(1c)	
d.	<p>Source Printing Data Tape</p> <p>Containing data extracted from the system for purposes of producing a printing tape without destroying the source tape.</p> <p>RETAIN UNTIL PRINT-OUT HAS BEEN RELEASED AND APPROVED.</p>	(1e)	
e.	<p>Printing Tape</p> <p>Containing data extracted from the system either directly or through source printing data tape (without destroying the source tape) for the purpose of producing required print-outs.</p>	(1f)	

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	<p>(1) Tape reproduced and disseminated as a publication or used for reproducing a printed publication.</p> <p>RETAIN UNTIL PRINT-OUT HAS BEEN RELEASED AND APPROVED.</p> <p>(2) Tape used for producing required print-outs of tabulations, ledgers, tables, registers and reports.</p> <p>RETAIN UNTIL PRINT-OUT HAS BEEN RELEASED AND APPROVED.</p> <p>f. Program Instruction Tape</p> <p>Containing the sequence of instructions required to accomplish the processing of data or solving a problem and which may be read by the computer. (Duplicate program tape produced and maintained outside computer room.) Tapes amended as program changes dictate, and record kept of such amendments. When program has been completed, a print-out is made for final updating of the related run book.</p> <p>RETAIN AS LONG AS SOURCE DATA OR FILES ARE STORED IN MACHINE-READABLE FORM.</p> <p>27. <u>Systems and Programming Documentation</u></p> <p>RETAIN AS LONG AS ANY OF THE PROGRAM DATA IS STORED IN MACHINE-READABLE FORM.</p> <p><u>MACHINE-READABLE SYSTEMS AND MASTER FILES</u></p> <p>28. <u>Processed Commodities Payment, Accounting, and Control Records</u></p> <p>Machine-readable files used to control and pay valid invoice charges; verify a variety of invoices including processing, storage, freight, etc.; and, make draft payments and prepare financial reports.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTION OF THESE FILES ARE:</p> <p>a. MASTER PMB FILE (BALANCE CONTROL) - 10 DAYS</p>	<p>NN171-38 (1g)</p>	

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	<p>b. MASTER PMC FILE (CONTRACTS) - WEEKLY UPDATE - 10 DAYS MONTHLY UPDATE - 90 DAYS AFTER END OF MONTH</p> <p>c. MASTER PMD (MISCELLANEOUS) - 10 DAYS</p> <p>d. MASTER PMA FILE (ANNOUNCEMENTS) - 15 DAYS</p> <p>e. MASTER PMH FILE (HISTORY) - 5 YEARS</p> <p>f. MASTER PMF FILE (FREIGHT) - 10 DAYS</p> <p>g. FARM ACCOUNTING RECORD FILE - 14 DAYS</p> <p>h. GENERAL LEDGER FILE - 30 DAYS</p> <p>i. CUMULATIVE ACTIVITY FILE - 30 DAYS</p> <p>j. ACCOUNT BALANCE FORWARD FILE - 60 DAYS</p> <p>k. AF PROGRAM COST FILE - 60 DAYS</p> <p>l. AF ACCRUAL STORAGE COST FILE - 60 DAYS</p> <p>m. SIGHT DRAFT FILE (MERGED) - 60 DAYS</p> <p>n. NON-PRODUCER PAYMENT FILE - 30 DAYS</p> <p>o. CLAIMS ACTIVITY FILE - 120 DAYS</p> <p>p. OEO SUMMARIES - 90 DAYS</p>		
29.	<p><u>Producer Payments Reporting Records</u></p> <p>Machine-readable files of payments made under ASCS and CCC programs to farm operators and owners. Files used for reporting certain payments to individual producers and the Internal Revenue Service; net payments by State and county to the Commerce Department; and, for preparation of financial and statistical reports for ASCS management. System comprised of the Calendar Yearend Producers Payment File.</p> <p>DESTROY WHEN 3 YEARS OLD.</p>		

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30.	<p><u>CCC Budget Data Computer</u></p> <p>Machine-readable files of actual and prospected fiscal year financial transactions and actual and projected market or crop year commodity supply and utilization data. Files used in computer preparation of reports for use in the agency and department budgetary process and to submit the CCC Budget to the Office of Management and Budget for approval of projected expenditures and inclusion in the budget of the United States.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTIONS OF THESE FILES ARE:</p> <ul style="list-style-type: none"> a. CCC BUDGET MASTER DATA FILE - DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. b. LAST FILE FOR THE FISCAL YEAR - DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. c. SUPPLY AND UTILIZATION MASTER DATA FILE - DESTROY WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES. 		
31.	<p><u>Financial Accounting System</u></p> <p>Machine-readable files of detail subsidiary account records of all accounts receivable and accounts payable as well as certain assets and liability accounts to assure proper protection and use of corporate funds. Files are used as detail support of general ledger accounts balances and to control collection of amounts due CCC; payments of amount owed by CCC; distribution of collections and disbursements; inventory of CCC equipment and materials and other assets, as well as the control of certain advances and deferred audits.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTIONS OF THESE FILES ARE:</p> <ul style="list-style-type: none"> a. FINANCIAL MASTER FILE - MAINTAIN AS REVOLVING FILE WITH MONTHLY UPDATES. RETAIN EACH MONTHEND UPDATED FILE COPY FOR 127 DAYS. 		

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32.	<p>b. MASTER PROPERTY DESCRIPTION FILE (CODED NAME AND MANUFACTURE FILE USED IN PRINTING ADMINISTRATIVE PROPERTY INVENTORY LISTS) - RETAIN INDEFINITELY AS REVOLVING FILE WITH CONTINUOUS UPDATING.</p> <p><u>Sight Draft Accounting System Records</u></p> <p>Machine-readable files of detailed and subsidiary account information for CCC sight drafts issued by State and county ASCS offices and the Kansas City Commodity Office to farmers, warehouse operators, and other payees. Files used to control the liability of CCC; disclose promptly any drafts fraudulently negotiated or incorrectly paid; accomplish accounting control of program expenditures; and, provide information necessary for reporting purposes. System also contains records of summary issued draft information by program, program/fiscal year, State, county and issue date which are used to produce summary reports on a program for a given period of time when requested by State and county ASCS offices.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTIONS OF THESE FILES ARE:</p> <p>a. UNMATCHED FILE - MAINTAIN AS REVOLVING FILE WITH MONTHLY UPDATES. RETAIN SUPERSEDED MASTER FILES FOR 67 DAYS.</p> <p>b. ON CALL REPORTS FILE (CONTAINS SUMMARY DATA FOR A MAXIMUM OF 3 PROGRAM OR FISCAL YEARS) - MAINTAIN AS REVOLVING FILE WITH MONTHLY UPDATES. RETAIN SUPERSEDED MASTER FILES FOR 97 DAYS.</p>		

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33.	<p><u>ABR Financial and Budget Master System Records</u></p> <p>Machine-readable files of summary information for ASCS and CCC general ledger accounts including the ASCS and CCC Financial and Budget Master Daily Totals files and the Budget Master Year to Date Totals files. Records used to produce monthly general ledger, trial balance, and report listings on ASCS and CCC accounts.</p> <p>MAINTAIN AS REVOLVING FILES WITH MONTHLY UPDATES. DESTROY SUPERSEDED MASTER FILE WHEN NO LONGER NEEDED FOR ADMINISTRATIVE PURPOSES.</p>		
34.	<p><u>ASCS Claims System Records</u></p> <p>Machine-readable file of detailed and subsidiary account information of outstanding ASCS claims, including claims against ASCS as well as claims by ASCS. Files are used as detail support of general ledger account balances and to provide lists to ASCS offices in the annual reconciliation of their claims.</p> <p>MAINTAIN AS REVOLVING FILE WITH MONTHLY UPDATES. RETAIN SUPERSEDED MASTER FILES FOR 97 DAYS.</p>		
35.	<p><u>Annual Report of County Office Claims, By Age System Records</u></p> <p>Machine-readable files of summarized claims that are itemized by type of claim and by age. These claims represent those items which are outstanding and reported by ASCS county offices as of December 31 each year. Files are used to provide management at the ASCS national level with the status of claims reports and to supply the States with information copies of these reports.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTION OF THESE FILES ARE:</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>a. ASCS OPEN CLAIMS FILE - MAINTAIN AS REVOLVING TAPE FILE WITH MONTHLY UPDATES. RETAIN SUPERSEDED MASTER FILES FOR 97 DAYS.</p> <p>b. CCC CLAIMS (PART OF THE FINANCIAL ACCOUNTING SYSTEM MASTER FILE) - MAINTAIN AS A REVOLVING TAPE FILE WITH MONTHLY UPDATES. RETAIN SUPERSEDED MASTER FILES FOR 127 DAYS.</p> <p>c. FCIC CLAIMS (FROM THE AGENCY'S TAPE FILE) - RETAIN FOR 76 DAYS.</p> <p>d. CURRENT PERIOD TOTALS TAPE AND THE PREVIOUS PERIOD TOTALS TAPE (USED FOR PRINTING TOTAL LINES ON THE REPORTS) - RETAIN FOR 400 DAYS.</p>		
36.	<p><u>Fund Distribution System Records</u></p> <p>Machine-readable file of all transactions processed in the MFO Accounting station and reported on the SF-224 report to the Treasury Department during each month. Files are used to produce listings which serve as the tool for manually preparing the SF-224 report. Files also used to produce detailed listing of deposits which accompany the SF-224 report. The system is comprised of the Master Activity Tape file.</p> <p>MAINTAIN MASTER ACTIVITY TAPE FILE AS A REVOLVING FILE WITH DAILY UPDATES DURING EACH CALENDAR MONTH. RETAIN 7 DAYS AFTER SUBMISSION OF SF-224 REPORT.</p>		
37.	<p><u>ASCS Allotment and Cost Distribution System Records</u></p> <p>Machine-readable file of all ASCS and OGSM detail allotment and cost data that is processed during the month. This activity file is, upon request, separated into a cost records file and allotment records file. The allotment file is used to produce an interim listing for liquidating obligations and for posting to the allotment and</p>		

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	<p>general ledgers. The cost records file is used to produce lists used for reconciling to the Administrative Expense General Ledger account at monthend. A special Cost Distribution Ledger is produced at fiscal yearend for Financial Management Division. In addition, the cost records file is used to produce numerous listings for aid in preparing accounting entries each month.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTIONS OF THESE FILES ARE:</p> <ul style="list-style-type: none"> a. ACTIVITY TAPE - MAINTAIN AS REVOLVING TAPE FILE WITH CONTINUOUS UPDATES OF NEW DATA AND CORRECTIONS TO THE FILE. RETAIN SUPERSEDED MASTER FILES FOR 67 DAYS. b. FY APPROPRIATION ACTIVITY TAPE FILE (USED FOR ASSIGNING APPROPRIATION SYMBOLS TO OUTPUT LISTINGS) - MAINTAIN AS A REVOLVING TAPE FILE WITH UPDATES ON A CONTINUING BASIS. RETAIN SUPERSEDED MASTER FILES FOR 400 DAYS. <p>38. <u>BU-162R, Obligation and Outlay Report System</u></p> <p>Machine-readable file of budgetary information for the Agricultural Conservation Program, Emergency Conservation Measures Program, and the Forestry Incentives Program. Files used to provide the Obligation and Outlay Report, BU-162R.</p> <p>MASTER FILES COMPRISING THIS SYSTEM AND CURRENT RETENTIONS OF THESE FILES ARE:</p> <ul style="list-style-type: none"> a. ACP MASTER FILE - MAINTAIN FOR 3 YEARS AFTER THE END OF EACH FISCAL YEAR. b. ECM MASTER FILE - BLANK TAPE AT THE END OF EACH FISCAL YEAR. c. FIP MASTER FILE - BLANK TAPE AT THE END OF EACH FISCAL YEAR. 		

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39.	<p><u>Administrative Property Inventory System Records</u></p> <p>Machine-readable file of detail subsidiary account information for ASCS and OGSM capitalized equipment. File used primarily for nationwide inventory management purposes.</p> <p>RETAIN INDEFINITELY AS A REVOLVING FILE WITH CONTINUOUS UPDATING.</p>		
40.	<p><u>ASCS Depreciation System Records</u></p> <p>Machine-readable file of detail information by allottee of the ASCS/OGSM capitalized equipment property items and their current status of depreciation. File used to produce monthly listings which serve as the tool for recording depreciation expense activity in the ASCS/OGSM general ledger accounts. Also, the ASCS Depreciation Open Items listing can be produced upon request.</p> <p>MAINTAIN AS REVOLVING FILE WITH MONTHLY UPDATES. RETAIN SUPERSEDED MASTER FILES FOR 66 DAYS.</p>		
41.	<p><u>MFO Work Measurement, Annual Master File</u></p> <p>Machine-readable file of employee codes, work codes, application codes, workdays, system and subsystem codes, with data elements summarized and listed. Listings are used for measuring work accomplished and for local budgeting purposes.</p> <p>MAINTAIN AS REVOLVING FILE WITH QUARTERLY UPDATES. RETAIN FILES PRODUCED AT THE END OF EACH QUARTER FOR 120 DAYS.</p>		
42.	<p><u>Communication Management - MFO</u></p> <p>Machine-readable file of telephone data of all employees in the Kansas City offices. Contains employee name, business telephone extension, individual employee number, office name and location. Data used to monitor requests to add, remove, or change features of instruments; verify and establish the location of instruments used for initiating official long distance telephone calls; and, to produce a currently updated business telephone directory file.</p> <p>RETAIN FOR 360 DAYS.</p>		

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43.	<p><u>Community Services Administration Reporting System Records (Federal Outlays)</u></p> <p>Machine-readable file of summary information by county, city (25,000 or more population) and a program of payments made by ASCS offices. Files used to produce reports at fiscal yearend of payments by county, city and program.</p> <p>MAINTAIN AS REVOLVING FILE WITH MONTHLY AND SEMI-ANNUAL UPDATES. RETAIN SUPERSEDED MASTER FILE FOR 365 DAYS.</p>		
44.	<p><u>Racial Reporting System</u></p> <p>Machine-readable file of program participation by racial groups for Report DS-65R, Program Participation by Racial Groups. Data used to produce management reports for selected counties. Files include Election Data Tape; Selected State and County Name File (Tape); and, Sorted, Selected, Reconsiderations, Meeting and Program Data (Tape).</p> <p>RETAIN FOR 400 DAYS.</p>		