

COMMITTEES

Use this subject for correspondence, reports, and related papers pertaining to committee management and control and for records created by committees.

NOTE: See PERSONAL PROPERTY for Equipment Review Committee.
See EQUAL EMPLOYMENT OPPORTUNITY for EEO Advisory Committee.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
COM	COMMITTEES	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	Biographical Summaries and Related Membership Records		(Item 22b(1)) Committee Management Officer: Destroy when membership is approved. (Item 22b(2)) Executive Secretary: Destroy when committee is terminated or when updated summary is received.	N/A
2	<u>Committee Management and Control</u>	Use for general correspondence not relating to a specific committee.	(Item 23i) Destroy when 3 years old.	(Item 23i) Destroy when 3 years old.
3	Financial Records		(Item 22c(1)) Committee Management Officer and Executive Secretary: Destroy when 7 years old.	(Item 22c(2)) Destroy duplicate copies when 3 years old.
4	<u>Records Created by Committees</u> (Establish individual files by name of committee and arrange in alphabetical order)	Use for correspondence, agendas, directives, minutes, and reports covering committee operations.	See Item 23, Records Control Schedule, for specific committees.	See Item 23, Records Control Schedule, for specific committees.
4-1	Administrator's Council (AC) (case file)			
4-2	Advisory, ARS-sponsored Inter-agency, National Interagency, Departmental, and Liaison Committees	Use for general correspondence, press releases, Committee Control Records (AD-241), etc., and records relating to the establishment, organization, membership, and policy of committees.	(Item 22a(1)(c)) Committee Control Office: Destroy 3 years after termination of committee.	(Item 22a(1)(d)) Destroy 1 year after termination of committee.

COMMITTEES

Job No. NC1-310-80-2

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
	Advisory Committees			
	Crop Advisory Committees (CAC's)			
	Groundwater Subcommittee - Interagency Advisory Committee			
	National Agricultural Research Committee (NARC) 5-year projection			
	Plant Variety Protection Board			
	Radiological Safety Committee			
	Secretary's Advisory Committee on Foreign Animal and Poultry Diseases			
	U.S. Dairy Forage Advisory Committee			
4-3	Departmental Committees			
	Ad-Hoc Working Groups for development of Charles Valentine Riley Memorial Program			
	Beginning Farmers' & Ranchers' Program			
	FCCSET Committee on Materials Comet			
	FCCSET Federal Laboratory Committee			
	Food and Consumer Services			
	Food and Fitness Committee			
	Grain Storage & Handling & Processing Safety			
	Human Nutrition Board of Scientific Counselors			
	Interagency Committee for Human Nutrition Research (CHNR)			
	Large Animal Biological Containment Facility			
	Natural Resources and Environment Committee (NREC)			
	Range - Departmental Committee on Range (DCOR)			
	Reclamation of Lands Affected by Mining (RECLAM)			
	Research and Education Committee			
	R&E Working Group on Small Farm Resources Development			
	Research and Education Subcommittee on Human Nutrition			
	Small Business Innovation Committee			
	Steering Committees			
	Food & Feed Safety Steering Group			
	NAPIAP Steering Committee			
	Scientific Working Group on Biological Control of Vectors			
	Technical Advisory Group (TAG)			
	Subgroup to Coordinate Research on Biological Control of Lygus			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-4	Food & Agriculture Organization (United Nations) Committee on Agriculture FAO Council 1982 FAO Reports 1983 FAO Reports General Materials Other FAO Committees			
4-5	Foreign and International			
4-6	House Appropriations Committee			
4-7	Industry/Agency Committees (case files) Council of Pan American Medical Association Section on Nutrition (PAMA) National Council of University Research Administrators National Industry - State Agriculture Research Council (NISARC) Organ. Comm. for Workshop on Chemical Applications Tech. & Fate of Chemicals Papaya Technical Committee Range & Livestock Management Committee			
4-8	Interagency Committees (case files) Consortium for International Crop Protection (CICP) Dept. of Health & Human Services Research Committee Erosion Productivity Impact Calculator (EPIC) Interdepartmental Committee for Meteorological Services and Supporting Research (ICMSSR) Interagency Committee for Stratospheric Ozone Protection (ICSOP) Interagency Task Force on Postharvest Infestation Treatment Interagency Testing Committee Joint Subcommittee on Human Nutrition Research (JSHNR) NRC Water Sciences & Tech. Board (WST) Recombinant DNA Advisory Committee (A-RAC) University Research Instrumentation USDA/USDI Interior			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-9	Internal Committees	Use for general correspondence, press releases, Committee Control Records (AD-241), etc., and records relating to the establishment, organization, membership, and policy of committees.	(Item 22a(2)(a)) Committee Management Officer: Destroy 2 years after termination of committee.	(Item 22a(2)(b)) Destroy 1 year after termination of committee.
4-10	National Committees (case files)			
	ARS Appeal Board for OMB Circular A-76			
	Council for Agriculture Science & Technology (CASI)			
	CRIS Operations Council			
	ESCOMP Legislative Committee Experiment Station Committee on Policy (ESCOMP)			
	Federal Laboratory Consortium - Technology Transfer			
	Food and Agricultural Policy Forum			
	Insect Neuroscience U.S. Standing Committee			
	Joint Council on Food and Agriculture Sciences			
	National Barley Improvement Committee			
	National Integrated Pest Management Coordinating Committee			
	National Plant Genetic Resources Board (NPGRB)			
	National Plant Germplasm Committee (NPGC)			
	National Soybean Crop Improvement Council			
	National Wheat Improvement Committee (NWIC)			
	Resident Instruction Committee on Policy (RICOP)			
	Soybean Research Advisory Institute			
	Study Committee for a National Conference for Food Protection			
	USERS Advisory Board National Agriculture Research and Extension (UAB)			
4-11	Regional Committees (case files)			
	IR-1 Technical Committee			
	NC-7 Technical Committee			
	NC-11 Technical Committee			
	NE-9 Technical Committee			
	S-9 Technical Committee			
	W-6 Technical Committee			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-12	Secretary's Task Force on Critical Materials			
4-13	Senate Committees Agriculture, Nutrition, and Forestry Committee			
4-14	State Committees			
4-15	Task Force (General) case files ARS Mgmt. Study Task Force - ARMS (Workload Data) ARS - National Publications Committee ARS - NPS Biological Control Research Team			
	ARS - Special Purpose Facilities Computerized Pesticide Information Germplasm Matrix Committee - NPS Global Issues Work Group Gypsy Moth Work Group Information Resource Management - IRM National Automating Task Force National Brucellosis Task Force NER Small Farms - Small Farming Pesticide Program Advisory Committee (PPAC) Small Farms Small Grains - Germplasm			
4-16	World Food Council			
5	Reports-Statistics		(Item 22d) Destroy when 3 years old.	(Item 22d) Destroy when 3 years old.