

LEGAL AND LEGISLATION

Use this subject for correspondence and related material pertaining to the legislative matters, relations with Congress, and legal matters that are so general in nature that they cannot be filed under a specific subject.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LEG	LEGAL AND LEGISLATION	Use for policies and procedures covering all items included under this primary subject.	(Item 1a) Legislative Staff: *PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 3-year blocks. Destroy records NARS does not wish to accession.	(Item 55a(1)) Destroy when no longer needed for administrative purposes.
1	<u>Federal Register Dockets</u>	Includes correspondence, clearances, and supporting data.	(Item 55b(1)(a)) <u>Dockets establishing policy or procedure</u> Directives Staff, GSD: Transfer to FARC when 5 years old. Destroy when 20 years old. (Item 55b(2)(a)) <u>Other dockets</u> Directives Staff, GSD: Destroy when 6 years old.	(Item 55b(1)(b)) <u>Dockets establishing policy or procedure</u> Destroy when 5 years old.  (Item 55b(2)(b)) <u>Other dockets</u> Destroy when 3 years old.
2	<u>Legislation</u>	Use for proposed and enacted legislation. Includes reviews and comments. Subdivide by name of act as necessary.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-1	Federal Legislation Structure of Agriculture			
2-1-1	1981 Farm Bill			
2-1-2	Payments In Kind (PIK Program)			
2-1-3	R.P.A. Program			
2-1-4	Technology Transfer (Stevenson-Wydler Act)			
2-2	Legislation - General Committees			

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
2-2-1	Senate House Appropriations			
3	<u>Litigation and Appeals</u>		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3-1	Civil Actions		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3-2	Criminal Actions		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
4	<u>Opinions and Decisions</u>	Use for opinions and decisions that are related to laws, rules, and regulations controlling the activities of ARS.	(Item 1a) *PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 3-year blocks. Destroy records NARS does not wish to accession.	(Item 55a(1)) Destroy when no longer needed for administrative purposes.
4-1	Agency			
4-2	Comptroller General		(Item 1a) *PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 3-year blocks. Destroy records NARS does not wish to accession.	(Item 55a(1)) Destroy when no longer needed for administrative purposes.
4-3	Office of General Counsel		(Item 1a) *PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 3-year blocks. Destroy records NARS does not wish to accession.	(Item 55a(1)) Destroy when no longer needed for administrative purposes.
4-4	U.S. Attorney		(Item 1a) *PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 3-year blocks. Destroy records NARS does not wish to accession.	(Item 55a(1)) Destroy when no longer needed for administrative purposes.

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CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
4-5	U.S. Courts and Judges		(Item 1a) *PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old in 3-year blocks. Destroy records NARS does not wish to accession.	(Item 55a(1)) Destroy when no longer needed for administrative purposes.
5	<u>Reports-Statistics</u>	Use for reports, studies, surveys, progress reports, and significant accomplishment reports.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.	Retention periods vary according to type of report. See Records Control Schedule or contact RMO for specific disposal information.

\*NOTE: These records were formerly part of the Administrator's Central File.