

PROGRAM AGREEMENTS

Use this subject for material relating to negotiation, execution, management, and evaluation of contracts, grants, and cooperative activities of ARS.

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

CODE	TITLE	DESCRIPTION	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
<b>PAG</b>	<b>PROGRAM AGREEMENTS</b>	Use for policies and procedures covering all items included under this primary subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
1	<u>Contracts</u>		See Items 107a and 107b, Records Control Schedule, for specific disposal information.	See Items 107a and 107b, Records Control Schedule, for specific disposal information.
1-1	Contracts Cases Files		See Items 102 and 103, Records Control Schedule, for specific disposal information	See Items 107a and 107b, Records Control Schedule, for specific disposal information.
2	<u>Cooperation</u>	Use for general correspondence and other material not appropriate for filing in a specific case file.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
2-1	Bilateral Cooperation		See Item 115, Records Control Schedule, for specific disposal information.	See Item 115, Records Control Schedule, for specific disposal information.
2-2	Cooperative Agreements		See Item 110 and 111, Records Control Schedule, for specific disposal information.	See Item 110 and 111, Records Control Schedule, for specific disposal information.
2-3	<b>Memorandums of Understanding</b>		See Item 110 and 111, Records Control Schedule, for specific disposal information.	See Item 110 and 111, Records Control Schedule, for specific disposal information.
2-4	Multilateral Cooperation		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3	<u>Coordination</u>	Includes all programs, issues, and special projects coordinated with other Federal or State agencies and within USDA. May be subdivided as necessary.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition Pending NARS approval.
3-1	Other Federal Agencies		RETAIN: Disposition pending NARS	RETAIN: Disposition pending NARS

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3-2	State Agencies		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
3-3	USDA		RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
4	<u>Dropped or Rejected Proposals</u>		(Item 106) Destroy 5 years after completion of investigation.	(Item 106) Destroy 5 years after completion of investigation.
5	<u>Grants</u>		See Items 107a and 107B, Records Control Schedule, for specific disposal information.	See Items 107a and 107B, Records Control Schedule, for specific disposal information.
5-1	Case Files (Grants)		See Items 102 and 103, Records Control Schedule, for specific disposal information	See Items 102 and 103, Records Control Schedule, for specific disposal information.
5-2	<u>Competitive Grants</u>			
5-3	Domestic Grants			
5-4	<u>Foreign Grants</u> (BARD)			
5-4-1	<u>PL 480 - Special Foreign Currency</u>			
5-4-2	Plant Variety Patents			
6	<u>Pending, Possible, and Proposed Contracts and Grants</u>		(Item 105) Destroy when 5 years old.	(Item 105) Destroy when 5 years old.
7	<u>Program Compliance</u>	Includes correspondence regarding implementation. May be subdivided by subject.	RETAIN: Disposition pending NARS approval.	RETAIN: Disposition pending NARS approval.
8	<u>Reports-Statistics</u>	Use for reports, studies, surveys, program 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.

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9	<u>Research Contract and Grant Award Board</u>		(Item 109a) Executive Secretary: PERMANENT Transfer to PARC when 3 years old. Offer to NARS when 20 years old in 10-year blocks. Destroy records NARS does not wish to accession. (Item 109b) Members: Destroy when 3 years old or when no longer needed for current activities, whichever is sooner.	N/A