



## United States Department of Agriculture

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Agricultural Marketing Service, Specialty Crops Program, Specialty Crops Inspection Division

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### **RECORDS RETENTION AND DISPOSITION**

The Forms Retention Requirements Index and General Records Schedule (GRS) Handbook and [AMS Directive 270.1](#), provide the SCI Division with information on the rules and regulations covering the disposal of records having no further value to the field or National Office, and on the transfer of inactive records to the Federal Records Centers. In addition, this handbook provides full authority to Division managers and supervisors to dispose of Administrative Records after the lapse of specified retention periods. In general, these records are common to all offices and are accumulated in connection with the administrative activities which facilitate the work of an office, but which are not directly connected with the program work of the Division.

For additional information or any questions contact the SCI Division records manager.

#### **Cut-Off Period for Files**

Disposal of most inactive records is greatly facilitated by cutting off the files every year. It is the Division policy to cut-off files at the end of each Fiscal Year, except T&A's, which are cut-off at the end of the leave year. Bring forward to the new folders material on policy or other material which is still current.

#### **Disposition of Records**

The following actions are required to be taken regarding records no longer needed for current Government business:

- Transfer to Agency storage facilities or Federal Records Center;
- Transfer of permanent records to the National Archives; and
- Disposal of temporary records

The Records Management Handbook is found at the following internet address: <https://www.archives.gov/records-mgmt/handbook>, and helps Federal agencies comply with mandatory requirements for including recordkeeping functions within electronic information systems.

The following forms disposition plans apply to SCI Division records retention:

- SCI Forms Disposition Plan;
- [AMS Forms Disposition Plan](#);
- [Standard Forms and Optional Forms Disposition Plan](#); and
- FOIA Forms Disposition Plan.

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