



This record series consists of copies of contracts for temporary help.

This item supersedes State Records Application 87-63, item 280, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for five (5) years after separation of employment, then dispose of provided no litigation is pending or anticipated.

**310.03 Grant Annual Reports (Duplicates)**

Dates: 1986 -  
Volume: 1 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Yearly

The International Agriculture Department is required to submit ten (10) copies of this report to the United States Government. This report details the expenditure of grant funds.

This item supersedes State Records Application 87-63, item 281, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for six (6) years, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**310.04 Country Background Reference File**

Dates: 1980 -  
Volume: 2 Cu. Ft.  
Annual Accumulation: Negligible  
Arrangement: Alphabetical by name of country

This record series consists of information about the country, the government, contracts within the country and type of agricultural assistance needed.

This item supersedes State Records Application 87-63, item 282, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain three (3) years in office, then review files and weed out any material which does not possess any administrative value, then dispose of.

**310.05 Fiscal Transaction Files (Duplicates)**

Dates: 1980 -

Volume: 6 Cu. Ft.

Annual Accumulation: 1 Cu. Ft.

Arrangement: By project, category  
and chronological by sequence

This record series consists of the fiscal transaction files of the International Agriculture Department. These records included purchase orders and requisitions, copies of bills, copies of statistical reports, etc. Original fiscal records are maintained with the General Accounting Office.

This item supersedes State Records Application 87-63, item 283, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in office for three (3) years, then dispose of provided all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.

**310.06 Grant Application Files (Originals)**

Dates: 1980 -

Volume: 14 Cu. Ft.

Annual Accumulation: 2 Cu. Ft.

Arrangement: Alphabetical by project

The International Agriculture Department oversees the training of projects abroad to various countries. Each grant file may contain grant proposals, budget narratives, quarterly reports, final project reports, copies of accounts, contract proposals submitted by faculty which relate to training on international development as project support grants.

This item supersedes State Records Application 87-63, item 284, to provide for the incorporation of the file series into this revised records disposition application. (No change in the previously approved disposition is proposed.)

**Recommendation:** Retain in the office for ten (10) years after completion of the grant, then dispose of providing all audits have been completed under the supervision of the Auditor General, if necessary, and no litigation is pending or anticipated.