

## DISPOSITION PROCEDURES

**TERM:** “Disposition” can mean retiring, transferring, or destroying records.

**RULES:** **DO NOT DESTROY ANY OFFICIAL GOVERNMENT RECORD WITHOUT WRITTEN AUTHORIZATION.** Disposition procedure and date should appear on every file label.

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1. Determine if the item is a record or nonrecord.

**NON RECORD:** Destroy when it is no longer useful.

**RECORD:** Destroy or dispose of record only with written authorization.

2. For **RECORDS**, look in the APHIS Records Management Handbook Disposition Schedule under the subject code of the record. (To determine the subject code, see the Job Aid: Classifying Records.) Note that the “Office of Primary Responsibility” is the office that (a) received or (b) created the record.

3. Calculate the disposition year by beginning to count at the end of the current fiscal year and ending at the beginning of the fiscal year after the retention period has ended. The formula for calculating the disposal date is:

$$\text{Current Fiscal Year} + \# \text{ of years of retention} + 1 = \text{Disposal Date}$$

4. If there is no subject code in the APHIS Records Management Handbook that fits the record, call the RMO. When you get the code, you will get disposition authorization and directions at the same time.
5. If there is a subject code, but you want to dispose of the records in a manner that is different from that described in the Disposition Schedule, follow these steps:

Submit a request in writing to the Records Officer. Include:

- a. Description of the records.
- b. Proposed period of retention and justification for this position.
- c. Samples of paper records.