

PAPERWORK AND DATA MANAGEMENT

This category deals with the development of all phases of paperwork management activities and control of automated data processing systems, information storage and retrieval systems, and other paperwork management techniques.

PDM PAPERWORK AND DATA MANAGEMENT

General material involving paperwork and management improvement which is too broad in scope to be filed under one of the subjects below.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 207a)

PDM 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate category.

EXCEPT: Published instructions or directives which are filed in binders according to Agency custom.

Disposition: Temporary

Recordkeeping Copies: Retire to Federal Records Center (FRC) when 10 years old.
Destroy when 20 years old.

Disposition Authority: (NC1-310-77-2, item 208a)

PDM 2 REPORTS AND STATISTICS

Reports having short term value covering all subjects included under this primary subject. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under PDM 6 PROJECTS.

EXCEPT: Specific feasibility or other studies which should be filed under appropriate subject in this outline.

EXCEPT: Computer generated reports which should be filed under appropriate program.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 209a)

Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

Disposition: Temporary

Recordkeeping Copies: Retire to FRC when 10 years old. Destroy when 20 years old.

Disposition Authority: (NC1-310-77-2, item 210a)

PDM 2-1 Activity Reports

Summaries relating to work activity involved with PDM.

See [Administration / Common Records / item 1](#)

PDM 3 COMMITTEES, MEETINGS

See [General Administration / Boards and Committees](#)

PDM 4 DIRECTIVES MANAGEMENT

General material other than historical data relating to the development, maintenance, and control of the Agency directives system.

Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old.

Disposition Authority: (NC1-310-77-2, item 215a)

Departmental issuances. (Secretary's memorandums and issuances released by other agencies of the Department.) File in 3- ring binders in numerical sequence.

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 216a)

PDM 4-1 Administrative Issuances

Record copy of case file relating to the development and control of Agency administrative directives, other written policy, and background material having precedential significance concerned with the formal policy for Agency's formulation, organization function, procedure, and operation. Includes revision to instruction or historical material relating to clearances, interpretations, and clarification of instructions.

Disposition: Temporary

Recordkeeping Copies: Destroy original paper copy after microfilm has been reviewed and found satisfactory.

Disposition Authority: (NC1-463-82-3, item 217a)

Microfilm.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

Disposition Authority: (NC1-463- 82-3, item 217c)

Agency instructional administrative issuances having short-term effect and value.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 218a)

Checklists, announcements, indexes, bulletins, and notices not made part of a directive case file.

NOTE: File issuances in a 3-ring binder or as otherwise directed by Agency instructions.

Disposition: Temporary

Recordkeeping Copies: Destroy 2 years after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 219a)

PDM 4-2 Program Issuances

Record copy of case file relating to the development and control of program issuances and background material having precedential significance which shows basic procedures for Agency regulatory programs.

Disposition: Temporary

Recordkeeping Copies: Destroy original paper copy after microfilm has been reviewed and found satisfactory.

Disposition Authority: (NC1-463-82-3, item 221a)

Microfilm.

Disposition: PERMANENT

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

Disposition Authority: (NC1-463-82-3, item 221a)

Program instructional issuances having short-term effect and value.

Also see [Administration / Administrative Management / item 1](#)

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 222a)

Program notices, indexes, tables of contents, and similar materials not part of an issuance case file.

NOTE: File all issuances in 3-ring binders or as otherwise directed by Agency instruction.

Disposition: Temporary

Recordkeeping Copies: Destroy 2 years after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 223a)

PDM 5 RECORDS MANAGEMENT

General material related to records management. Includes requests for records maintenance assistance, records system interpretations, and similar matters.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 224a)

Standards and systems for creating, organizing, and maintaining records. Includes related correspondence and Agency file systems and disposal schedules when they are part of a file system.

See [Administration / Administrative Management / item 7](#)

Microfilm systems, including descriptions and approval.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 226a)

Annual Summary of Records Holding and record inventories describing contents and value of records.

See [Administration / Administrative Management / item 4a](#)

Files relating to Guide to Records Retention Requirements for Agency Records.

See [Administration / Administrative Management / item 2](#)

PDM 5-1 Disposition

See [Administration / Administrative Management / item 2a](#)

Files relating to basic documentation of records description and disposition programs, including SF-115, Request for Records Disposition Authority; SF-135, Records Transmittal and Receipt; SF-258, Request for Transfer, Approval, and Receipt of Records to NARA; and related documentation.

See [Administration / Administrative Management / item 2](#)

PDM 5-2 Records Security

General material on the protection, storage, control, classification, and declassification of (security and information.)

See [Security / Classified Info Control / item 1](#)

Case files of systems for protecting and controlling documents and information.

See [Security / Classified Info Control / item 4](#)

Working copies of security clearances (clearances other than the original in the Official Personnel Folder), including debriefing statements.

See [Security / Personnel Security / item 2](#)

Security clearance listings, security equipment listings including security locks, and similar matters.

Lists of security clearances see [Security / Personnel Security / item 3](#)

Keys, locks, and similar items see [Security / Facilities & Protective Services / item 9](#)

PDM 5-3 Accounting and Control

Correspondence regarding the control of and account for specific classified documents.

See [Security / Classified Info Control / item 4](#)

Receipts and logs covering receipts and transmittals of classified documents.

See [Security / Classified Info Control / item 2](#)

PDM 6 PROJECTS

General material on projects.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 238a)

Case file records and related correspondence on approved projects. Basic documentation and final report or other substantive material. Show title and date span of project on folder. Example: PDM 6 PROJECTS NO. 00 - Microfilm Center FY 76.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after completion of project.

Disposition Authority: (NC1-310-77-2, item 239a)

Proposed projects.

NOTE: When a proposed project is approved, remove and file with project case file.

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old, if no further action is taken.

Disposition Authority: (NC1-310-77-2, item 241a)

Work papers and draft report of projects.

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after completion of project and final report.

Disposition Authority: (NC1-310-77-2, item 242a)

PDM 7 EQUIPMENT MANAGEMENT

General material relating to equipment.

For maintenance see [Property / Space & Maintenance / item 5](#)

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 243a)

Standards for determining the suitability of and the need for equipment and supplies. If volume warrants, subdivide by type of equipment; such as automatic data processing, filing, microform, and similar equipment.

Disposition: Temporary

Recordkeeping Copies: Destroy 2 years after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 244a)

PDM 8 CORRESPONDENCE MANAGEMENT

General material relating to correspondence management.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 245a)

Standards for the preparation of correspondence, for format, clearances, and signature requirements. Includes instructions for preparing informal and formal correspondence, telegrams, envelopes, forms of address, and similar matters.

NOTE: A copy of the Agency's most current correspondence manual should be maintained on each secretary's desk for ready reference. Includes copies of current Agency notices and instructions relating to correspondence.

Disposition: Temporary

Recordkeeping Copies: Destroy 2 years after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 246a)

PDM 9 FORMS MANAGEMENT

Forms analysis, design, standardization, control of use, number, and distribution. Includes proposed forms, revisions, clearances, and related correspondence.

See [Administration / Administrative Management / item 3a](#)

Background materials, requests, specifications, processing data, and control records.

See [Administration / Administrative Management / item 3b](#)

PDM 9-1 Forms

Case files of forms, which should be filed by appropriate program and/or form number. Includes one copy of forms and material relating to its development and revision.

See [Administration / Administrative Management / item 3](#)

PDM 10 REPORTS MANAGEMENT

Case files maintained for each Agency report created or proposed, including public use reports. Included are clearance forms, including SF-83; copies of pertinent forms or descriptions of format; copies of authorizing directives; preparation instructions; and documents relating to the evaluation, continuation, revision, and discontinuance of reporting requirements.

EXCEPT: Specific reports which should be filed under REPORTS AND STATISTICS section of appropriate primary subject.

See [Administration / Administrative Management / item 6](#)

Correspondence regarding administration, operation, and effectiveness of the reports control program.

Disposition: Temporary

Recordkeeping Copies: Destroy when 10 years old.

Disposition Authority: (NC1-310-77-2, item 251a)

PDM 11 MAIL MANAGEMENT

Post Office and private mail company forms and supporting papers, exclusive of records held by the United States Postal Service. Records relating to incoming or outgoing registered mail pouches, registered, certified, insured, overnight, express, and special delivery mail including receipts and return receipts.

See [Communication & Printing / Communications / item 5a](#)

PDM 11-1 Mail and Delivery Services

General files including correspondence, memoranda, directives, and information relating to the administration of mailroom operations.

See [Communication & Printing / Communications / item 6g](#)

Records of receipt and routing of incoming and outgoing mail and items handled by private delivery companies such as United Parcel Service, Federal Express, Airborne, etc.

See [Communication & Printing / Communications / item 6a](#)

Statistical reports and data relating to handling of mail and volume of work performed.

See [Communication & Printing / Communications / item 6d](#)

Requisition for U.S. Postage stamps (exclusive of copies used as supporting documents to payment vouchers).

See [Communication & Printing / Communications / item 6c](#)

PDM 11-2 Penalty Mail Report

Official penalty mail reports and all related papers.

See [Communication & Printing / Communications / item 5c](#)

PDM 11-3 Postal Irregularities

Correspondence, reports, and other records relating to irregularities in the handling of mail, such as loss or shortage of postage stamps, or loss or destruction of mail.

See [Communication & Printing / Communications / item 8](#)

PDM 12 AUTOMATED DATA PROCESSING

General material relating to the development and use of automated data processing (ADP) and retrieval systems.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old.

Disposition Authority: (NC1-310-77-2, item 255a)

Case files of ADP systems and final systems.

Disposition: Temporary

Recordkeeping Copies: Destroy 1 year after superseded or obsolete.

Disposition Authority: (NC1-310-77-2, item 256a)

Preliminary or intermediate material such as trial runs, testing media, edit runs, etc.

Disposition: Temporary

Recordkeeping Copies: Destroy after verification and validation of data.

Disposition Authority: (NC1-310-77-2, item 258a)

File data recorded on disks, magnetic tape, and other machine-readable records:

ADP Management Reporting System

a. Residue Sample Subsystem

Disposition: Temporary

Recordkeeping Copies: Dispose after third update cycle.

Disposition Authority: (NC1-310-77-2, item 259a)

b. Certified Lab Subsystem

Disposition: Temporary

Recordkeeping Copies: Dispose after third update cycle.

Disposition Authority: (NC1-310-77-2, item 260a)

c. Documents Subsystem

Disposition: Temporary

Recordkeeping Copies: Dispose after third update cycle.

Disposition Authority: (NC1-310-77-2, item 261a)

d. Boneless Meat Subsystem

Disposition: Temporary

Recordkeeping Copies: Dispose after third update cycle.

Disposition Authority: (NC1-310-77-2, item 262a)

Safety Survey, Accident Study System

Disposition: Temporary

Recordkeeping Copies: Dispose after third update cycle.

Disposition Authority: (NC1-310-77-2, item 263a)

Import Information System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 264a)

Residue Data Entry and Retrieval System

Disposition: Temporary

Recordkeeping Copies: Dispose after third update cycle.

Disposition Authority: (NC1-310-77-2, item 265a)

Chemical Compound Evaluation File System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 266a)

Compliance System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 267a)

Meat and Poultry 5 Region Reporting System

Disposition: Temporary

Recordkeeping Copies: Dispose after third update cycle.

Disposition Authority: (NC1-310-77-2, item 268a)

Labels Information System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 269a)

Data Base Inventory System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 270a)

403/404 Data Entry and Retrieval System

a. Update and Data Retrieval Subsystem

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 271a)

b. Data Entry and Validation Subsystem

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 272a)

Emergency Programs Bibliographic System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 273a)

Licensed Dealers Information Systems Animal Care Program

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 274a)

Lab Case Studies System (Serials and Testing)

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 275a)

Brucellosis Eradication Study System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 276a)

Pest Interception System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 277a)

Plant Disease Survey Reporting System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 278a)

Property System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 279a)

Vehicle System

Disposition: Temporary

Recordkeeping Copies: Dispose when no longer needed.

Disposition Authority: (NC1-310-77-2, item 280a)