



United States Department of Agriculture
Research, Education, and Economics
Agricultural Research Service

February 6, 2003

SUBJECT: ARIS CRIS Project Files Management Guidelines

TO: NPA LAO's and Secretaries

FROM: Mike Wiggett /s/
NPA Administrative Officer

Background: A Records Management Briefing session was presented during the NPA Leadership Conference by Mr. Stephen Pollard, USDA-ARS, and Mr. Mark Ferguson, National Archives and Records Administration.

Discussion Point: Several administrative staff members inquired about the following items:

- How long should ARIS "D" project files be retained?
- Which office has responsibility for retention and disposal of the "D" project files?

The Area Office initiated discussions with Stephen Pollard, USDA-ARS, Information Technology Division, Records Management Officer, in Washington, DC.

Information obtained: Mr. Pollard's research into the above questions resulted in the following:

- The research unit/location initiating the ARIS "D" project is responsible for retention and disposal of the files.
- ARIS "D" project files need to be retained for 7 years after the cutoff date.

Files Management Information/Procedure: CRIS is an automated system for storing and retrieving information about research projects of USDA research agencies, including the Agricultural Research Service, Economic Research Service, State Agricultural Experiment Stations, Foreign Agriculture Service, Forest Service (Forestry Schools), as well as other participating institutions. The CRIS is maintained by the Cooperative State Research Education and Extension Service (CSREES) in conjunction with the National Agricultural Library.

Management information files of input on ARS research projects forwarded to the Cooperative State Research and Education Extension Service (CSREES) for inclusion in the USDA Current Research

Information System (CRIS). ARS CRIS files reflect research projects currently in progress, or completed within the current calendar year. These files include copies of the Research Resume (AD-416); Research Work Unit/Project Classification of Research (AD-417); Research Work Unit/Project Description Progress Reports (AD-421); request for and approvals of extensions and terminations; annual reports; and correspondence.



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TEMPORARY. Cut off files at end of year in which project is completed or discontinued. Transfer to FRC (Federal Records Control) three (3) years after cutoff. Destroy seven (7) years after cutoff.

Sibling CRIS project files: The Official Files for Specific Cooperative Agreements; Trust Fund Cooperative Agreements; Reimbursable Cooperative Agreements; and Grant Agreements are held in the Area Office.

- The Authorized Departmental Officer of the Extramural Agreements Section retains the official files and has responsibility for records retention and disposal.
 - Records held at the Unit/Location level are considered “working files” only.
 - Working files can be disposed of three (3) years after closure of the agreement, which includes receipt of all Final Payment and Performance Report documents.
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Questions: Please contact me at (970)229-5000 or Michael.Wiggett@ars.usda.gov or Marcie.Currie-Gross at (970)229-5522 or grosscm@ars.usda.gov.

cc:
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