Archives and Records Management

Retention Schedules

Specific Schedules: SRDS 0011205

Agriculture Records: I

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These schedules are aimed at the Permanent Secretary, Ministry of Natural Resources, Chief Agricultural Officer, records officers and other stakeholders.

You are kindly requested to apply the Schedules diligently

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Chief Records Management Officer
Deputy Governor's Officer.
September 24, 2004

Records Management: Retention Scheduling

Specific Records Disposal Schedules: SRD011205
Department of Agriculture Records: I

1. Scope and Nature of Records

1.1 The Department of Agriculture is responsible for the production of food crops and the diversification of cash crops through the intensification of rain-fed production and the release of production related activity to the private sector.

2. The Department is organised into five operational departments

- Extension Services
- Livestock Services
- Research and Specialist Service
- Co-operation
- Planning

Retention/Disposal Scheduling

Specific Records Disposal Schedules: SRDS: 0011205
Agriculture Records: I

No.	Type of Record	Retention Period (KIOF)	Action to be taken
1	Files pertaining to the Ministry's responsibility in the formulation of policies in the sector department a) Policies b) Projects c) Food Programmes	 5 years 3 years 3 years	 Review(10 years) Review (5 years) Review (5 years)
2	Programme files consisting of programme documents, schedules and correspondence maintained by the department by the department responsible for the execution, review and analysis of research and development programmes and relating to the general planning and supervision of programmes	5 years	Review(10 years)
3	Correspondence files relating to extension services for the provision of technical services to the farming communities, conservation, control and monitoring of major pests and diseases.	5 years	Review (10 years)
4	Correspondence files relating to livestock services pertaining to animal production, inspection and control of notifiable diseases	5 years	Review (10 years)
5	Files relating to the formation and promotion of cooperative societies, development and marketing activities	5 years	Review (10 years)
6	Correspondence files relating to project preparation, monitoring and evaluation and collection and analysis of statistics	3 years	Review (10years)