

Directive 162.2
3/8/85

PUBLICATIONS MAINTENANCE AND DISPOSAL

- I. This Directive:
PURPOSE
- A. Prescribes actions to be taken by the Agricultural Marketing Service (AMS) in the maintenance and disposal of publications consistent with Department regulations.
- B. Sets forth responsibilities and guidelines for carrying out those actions.
- II. This Directive replaces AMS/FGIS Instruction 162-2, Publications Maintenance and Disposal, dated 5-15-81.
REPLACEMENT HIGHLIGHTS
- III. The objectives of the actions prescribed are to ensure that:
OBJECTIVES
- A. Publications stocks are maintained at a sufficient level.
- B. Surplus stocks are used efficiently.
- C. Obsolete stocks are disposed of promptly.
- IV. A publication is reproduced information, including periodicals, that lends itself to distribution, or use by the public. or other agencies and departments.
DEFINITIONS
- B. Public distribution includes distribution to the general public and to groups that cooperate with or have an interest in the programs.
- C. This Directive does not cover:
1. Media material that consists of news releases, speeches, visual instructions, and lecture notes for filmstrips, slides, and video cassettes.
2. Administrative material that consists of regulations, regulatory and administrative announcements, and administrative procedures; forms; letters, except newsletters or periodical letters; and preliminary drafts of publications reproduced in limited quantity for review only.
3. Other material such as market news reports, grade standard, and committee reports.
- V. Division and Staff headquarters offices shall:
RESPONSIBILITIES
1. Routinely update all Division publications.
2. Direct and coordinate maintenance and

distribution of all respective commodity publications issued publicly with Information Management Branch, ASD, APHIS.

3. Maintain an adequate supply of respective commodity publications for public distribution.

4. Notify the Director, INF Staff, by memorandum when publications are surplus or obsolete authorizing transfer or disposal of the publication. Include in the memorandum:

- a. Series number and title of publication.
 - b. Issuance or revision date.
 - c. Number of copies.
 - d. Location of copies.
 - e. Designation "surplus" or "obsolete."
 - f. Contact person to arrange for transfer or disposal of publications.
5. Dispose of obsolete publications approved for disposal as recycled or waste paper.
6. Maintain, update, and submit to INF Staff semiannually a record of all respective publications for public distribution. The record shall contain the series number and title of each publication stocked, issuance or revision date, number of copies received, number distributed, number of surplus or obsolete copies disposed of, and the balance on hand.

B. The Director, INF Staff, shall:

1. Routinely update all general Agency publications.
2. Direct and coordinate the distribution and maintenance of general AMS publications issued to the public.
3. Assure that all general AMS publication stocks are maintained at the level necessary to provide efficient operations.

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4. Maintain oversight responsibilities for publications housed and distributed through contract facilities and APHIS facilities in Hyattsville, Maryland.

5. Notify the Office of Governmental and Public Affairs (OGPA), by memorandum, when publications are surplus or obsolete to the needs of AMS after receiving notification as described in Section V A 4.

6. Maintain and update a central record of all publications issued by AMS for public distribution and provide to Agency Publications Committee for review. (See Section V A 6, above, for record content).

7. At the end of each month, send 8 copies of each publication produced under cooperative agreements to the Publications Division Stockroom, Office of Governmental and Public Affairs, USDA, Washington, DC 20250. Enter on one copy the notation "Produced under cooperative agreement." OGPA will forward 2 copies to the National Agricultural Library to fulfill USDA's requirements, and 4 copies to the Library of Congress to comply with requirements of the Office of Management and Budget.

VI.
GUIDELINES

A. Division and Staff headquarters offices shall determine the number of each publication needed and discuss the requirements with the INF Staff when planning the publication. The INF Staff generally finds it practical to print no more than:

1. A 12-month supply of popular publications such as:
 - a. Farmers' Bulletins.
 - b. Home and Garden Bulletins.
 - c. Leaflets.
 - d. Selected series for Congressional distribution.
2. A 12-month supply of AMS series publications.
3. A 3-year supply of semipopular publications, such as:
 - a. Agriculture Handbooks.
 - b. Agriculture Information Bulletins.
 - c. Marketing Bulletins.
 - d. Marketing Research Reports.
 - e. Program Aids.
 - f. Miscellaneous publications.
4. A 5-year supply of technical publications, such as:
 - a. Statistical Bulletins.
 - b. Technical Bulletins.

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B. Whenever possible, initial distribution of publications should be made through use of mailing lists since this is a more economical distribution method than mailing out publications in response to individual requests.

C. Publications that have not been in demand for a year or longer should generally be declared surplus.

D. Surplus and obsolete publications should be reported immediately so they may be redistributed where needed or destroyed.

E. Division and Staff headquarters offices shall request approval from OGPA before furnishing quantities of publications costing the government \$100 or more to an individual or organization. This restriction includes the free distribution in bulk of publications to individuals or organizations for redistribution. Submit requests for approval, by memorandum, to the Director, INF Staff. The INF Staff may, at its discretion, give advance approval for repetitive distribution of publications in quantities, when such distribution is in the interest of USDA. Include in the memorandum:

1. Name and address where publications are to be sent.
2. Series number and title of publication.
3. Number of copies to be furnished, and the distribution or use to be made of the publication by the organization or individual.
4. How the interests of USDA or the government will be served by such distribution and related supporting information.

F. AMS Information Staff has guidelines on obtaining publications from Printing and Distribution Section, Information Management Branch, ASO, APHIS.

John T. Reeves
Deputy Administrator, Management

Distribution: G07

Originating Office: Public Affairs Staff

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