

WITHDRAWN-RETURN WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0016-2012-0002

Request for Records Disposition Authority

Records Schedule Number DAA-0016-2012-0002
Schedule Status Returned Without Action

Agency or Establishment Department of Agriculture
Record Group / Scheduling Group Records of the Office of the Secretary of Agriculture
Records Schedule applies to Agency-wide
Schedule Subject Department of Agriculture Comprehensive Schedule
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	1

GAO Approval

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Request for Records Disposition Authority

Records Schedule: DAA-0016-2012-0002

Outline of Records Schedule Items for DAA-0016-2012-0002

Sequence Number

1

1300-4 Alphabetical Name File

Disposition Authority Number: DAA-0016-2012-0002-0001

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Records Schedule Items

Sequence Number										
1	<p>1300-4 Alphabetical Name File</p> <p>Disposition Authority Number DAA-0016-2012-0002-0001</p> <p>Used as a record and cross reference of signed incoming and outgoing mail addressed to/by Secretary and his immediate staff</p> <p>Final Disposition Permanent</p> <p>Item Status Withdrawn</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation Applies only to paper records</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p>Disposition Instruction</p> <p>Cutoff Instruction ECR PERMANENT. Offer to NARA in 5 year blocks when 20 yrs. old.</p> <p>Transfer to Inactive Storage ECR PERMANENT. Offer to NARA in 5 year blocks when 20 yrs. old.</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives in 5 year blocks 20 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 1900</p> <p>End year of records accumulation 1993</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown It is believed the dates range from 1920-1993</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown Once</p> <table border="1"><thead><tr><th></th><th>Estimated Current Volume</th><th>Annual Accumulation</th></tr></thead><tbody><tr><td>Electronic/Digital</td><td></td><td></td></tr><tr><td>Paper</td><td>19 Cubic feet</td><td></td></tr></tbody></table>		Estimated Current Volume	Annual Accumulation	Electronic/Digital			Paper	19 Cubic feet	
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Microform		
Hardcopy or Analog Special Media		

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Agency Certification

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/13/2012	Certify	Danita Stanton	Management Analyst, RG16 Records Officer	OCIO - TPA and E/IMD
08/02/2016	Return Without Action	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services

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