Schedule Number: N1-016-96-001

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 9/22/2021

ACTIVE ITEMS
These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

Item 2 remains active.

SUPERSEDED AND OBSOLETE ITEMS
The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 1 is obsolete because all records covered by it are presumed destroyed.
REQUEST FOR RECORDS DISPOSITION AUTHORITY

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
    WASHINGTON, DC 20408

1. FROM (Agency or establishment)
   Department of Agriculture

2. MAJOR SUBDIVISION
   Office of Communication

3. MINOR SUBDIVISION
   Video, Teleconference, and Radio Center

4. NAME OF PERSON WITH WHOM TO CONFER
   Don Hutchin

5. TELEPHONE
   202-720-6746

6. 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 on the attached sheet are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

   ☐ is not required; ☐ is attached; or ☐ has been requested.

DATE SIGNATURE OF AGENCY REPRESENTATIVE
6/30/96 Donald E. Hutchin

TITLE
Management Analyst

7. Item No.
8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION
See attached sheet.

OCT 3 1996
PREVIOUS EDITION NOT USABLE

STANDARD FORM SF 115 (REV. 3-91)
Prescribed by NARA 36 CFR 1228

115-109

Inventories submitted annually by Department of Agriculture agencies listing the type, purchase price, and date of purchase of audiovisual equipment used for public information activities.

Disposition: TEMPORARY. Destroy upon approval of this schedule.

2. Audiovisual Production Proposal Forms.

Proposals, such as Form AD-797, submitted by agencies to request the production of an audiovisual product.

Disposition: TEMPORARY. Destroy when one year old.