INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-016-02-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

One-time disposition

Temporary records presumed destroyed. Permanent records accessioned by NARA in 2019 per ARCIS data.

Date Reported: 7/7/2021

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY			LEAVE BLANK (NARA use only)			
(See Instructions on reverse)			JOB NUMBER			
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)			NI-16-02-01			
WASHINGTON DC 20	0408		DATE RECEI	5/2002		
1. FROM (Agency or establishment)			NOTIFICATION TO AGENCY			
U.S. Department of A	griculture					
				lance with the provisions 303a, the disposition requ		
Office of the Secretary 3. MINOR SUBDIVISION			including amendments, is approved except			
Under Secretary for Foo	od Safety			that may be marked "dis d" or "withdrawn" in colum		
•	-					
4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Elizabeth L. Fugitt, Ed.D. 202 720-8020			DATE		A	
		202 720-0020	11-5-0	2 KALLIN	all	
6. AGENCY CERTIFICATION				V		
I hereby certify that I and						
that the records propose						
or will not be needed af						
Accounting Office, und	ler the provisions of Ti	tle 8 of the GAO man	ual for Guid	ance of Federal Agenci	les,	
· · · · · · · · · · · · · · · · · · ·	X is not required;	is attached; or	ha	s been requested.		
DATE SIGNATU	URE OF AGENCY REPRESEN	IATIVE	1	Records Officer, U.S. Department	of Agriculture	
Alixbarry CI	KAROW		Departmentar	Accords Officer, 0.5. Department	or Agriculture	
		COLORADO DE LA COLORA				
7.				9. GRS OR	10. ACTIC	
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1. Records of the Office of the Under Secretary for Food Safety, September 1997-January 20, 2001

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A. Significant records including speeches, weekly reports to the Secretary, strategic plan briefing books, and correspondence. (Boxes 1-11)

Volume on hand: 11 cubic feet Arrangement: Chronological by type of record

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PERMANENT. Retire to office site storage upon approval of this schedule. Transfer to NARA in 2011.

B. Records dealing with Y2K Conversion. (Boxes 12-14)

TEMPORARY. Destroy upon approval of this schedule.

C. Records created using electronic mail and word processing applications.

TEMPORARY. Delete once record-keeping copy has been produced and placed in approved record keeping system.

RECORDS CREATED BY THE OFFICE OF THE UNDER SEPTEMBER 1997 THROUGH JANUARY 20, 2001 SECRETARY FOR FOOD SAFETY

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Diane Coates, Confidential Assistant to the Deputy Under Secretary Cynthia Bowie, Confidential Assistant to the Under Secretary Kristie Kelm, Confidential Assistant to the Under Secretary Clyde S. Teasley, Special Assistant to the Under Secretary Maureen Kelly, Special Assistant to the Under Secretary Caren Wilcox, Deputy Under Secretary for Food Safety Trudy Kareus, Special Assistant to the Under Secretary Catherine E. Woteki, Under Secretary for Food Safety Eric Moy'e, Secretary to the Deputy Under Secretary Vanessa Jones, Receptionist

OFS Chronological and Memorandum Files	OFS Chronological and Memorandum Files	OFS Chronological and Memorandum Files	OFS Official Calendars for Dr. Woteki and Ms. Wilcox	OFS Official Travel for Dr. Woteki	OFS Official Travel for Dr. Woteki	Official Travel and Speeches for Caren Wilcox
September 1997 - December 1999	January 1999 - December 1999	January 2000 - January 20, 2001	September 1997 - January 2001	October 1997 - December 1998	January 1999 - December 2000	January 1998 - December 2000
Box 1	Box 2	Box 3	Box 4	Box 5	Box 6	Box 7

RECORDS CREATED BY THE OFFICE OF THE UNDER SECRETARY FOR FOOD SAFETY SEPTEMBER 1997 THROUGH JANUARY 20, 2001

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Box 8	Official Speeches for Dr. Woteki September 1997 - December 12, 2000
Box 9	OFS Weekly Reports to the Secretary December 1997 - January 2001 Presidents Council on Food Safety Comprehensive Federal Strategic Plan Briefing Books (May 10, 2000 & June 5, 2000)
Box 10	Presidents Council on Food Safety Comprehensive Federal Strategic Plan 1998 - 2001
Box 11	Presidents Council on Food Safety Comprehensive Federal Strategic Plan 1998 - 2001
Box 12	Presidents Council on Year 2000 Conversion Food Supply Working Group 1998 - 2000
Box 13	Presidents Council on Year 2000 Conversion Food Supply Working Group 1998 - 2000
Box 14	Presidents Council on Year 2000 Conversion Food Supply Working Group 1998 - 2000