

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1. FROM (Agency or establishment)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Office of the Secretary

3. MINOR SUBDIVISION

Under Secretary for Food Safety

4. NAME OF PERSON WITH WHOM TO CONFER

Elizabeth L. Fugitt, Ed.D.

5. TELEPHONE

202 720-8020

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-16-02-01

DATE RECEIVED

1/15/2002

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

11-5-02

ARCHIVIST OF THE UNITED STATES

[Signature]

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 2-page(s) 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 <i>[Signature]</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Departmental Records Officer, U.S. Department of Agriculture
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7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1.	<p>Record Group 016 – Office of the Secretary of Agriculture, U.S. Department of Agriculture</p> <p>Item 1000.4a Schedules of Daily Activities – High Level Officials</p> <p>Under GRS-23, Item 5.a. Request review of the unique substantive records pertaining to the activities of the staff of the Office of the Under Secretary for Food Safety, September 1997 to January 20, 2001:</p> <ul style="list-style-type: none"> • Catherine E. Woteki, Under Secretary for Food Safety • Caren Wilcox, Deputy Under Secretary for Food Safety • Clyde S. Teasley, Special Assistant to the Under Secretary • Maureen Kelly, Special Assistant to the Under Secretary • Diane Coates, Confidential Assistant to the Deputy Under Secretary • Kristie Kelm, Confidential Assistant to the Under Secretary • Trudy Kareus, Special Assistant to the Under Secretary • Cynthia Bowie, Confidential Assistant to the Under Secretary • Eric Moy'e, Secretary to the Deputy Under Secretary • Vanessa Jones, Receptionist <p>Please see attached list.</p> <p>Disposition: Permanent. Transfer to National Archives and Records Administration upon approval of this schedule.</p>		

All revision attached. Approved by RO via email on 7/31/02
DISTRIBUTED: CC - Agency, NAWAD, NAWWA, NAWBC

1. Records of the Office of the Under Secretary for Food Safety, September 1997-January 20, 2001

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

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
SECRETARY FOR FOOD SAFETY
SEPTEMBER 1997 THROUGH JANUARY 20, 2001**

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

- Box 1** **OFS Chronological and Memorandum Files
September 1997 - December 1999**

- Box 2** **OFS Chronological and Memorandum Files
January 1999 - December 1999**

- Box 3** **OFS Chronological and Memorandum Files
January 2000 - January 20, 2001**

- Box 4** **OFS Official Calendars for Dr. Woteki and Ms. Wilcox
September 1997 - January 2001**

- Box 5** **OFS Official Travel for Dr. Woteki
October 1997 - December 1998**

- Box 6** **OFS Official Travel for Dr. Woteki
January 1999 - December 2000**

- Box 7** **Official Travel and Speeches for Caren Wilcox
January 1998 - December 2000**

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

- 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**