

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

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  
**Office of the Executive Secretariat**

4 Name of Person with whom to confer  
**Danita M. Stanton**

5 Telephone (include area code)  
**202/720-7550**

Job Number

**NI-016-08-1**

Date Received

**12/31/07**

### 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request including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

**12/29/08**

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       has been requested

Signature of Agency Representative

*Colleen C. Smyth*

Title

**USDA Records Officer**

Date (mm/dd/yyyy)

7 Item Number	8 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)
1	<p><b>1000-4.a Schedules of Daily Activities - High Level Officials.</b></p> <p>This schedule authorizes the disposition of the record copy in any media (media neutral). Records designated for permanent retention must be transferred to NARA in accordance with NARA standards at the time of transfer.</p> <p>Record Group 16 - Records of high level officials of the Office of the Secretary of Agriculture including but not limited to those of the:</p> <ul style="list-style-type: none"> <li>-Secretary, Deputy Secretary,</li> <li>-Under Secretaries, Deputy Under Secretaries,</li> <li>-Assistant Secretaries,</li> <li>-Deputy Assistant Secretaries,</li> <li>-Associate Assistant Secretaries,</li> <li>-Heads of Departmental staff offices and their deputies</li> <li>-Anyone acting in any of the above positions,</li> <li>-Political appointees.</li> </ul> <p>Calendars, appointment and briefing books, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other agency business by these officials while serving in an official capacity, and documenting agency business, but <b>EXCLUDING</b> materials determined to be personal.</p>	<p><b>GRS 23, Item 5.a [NOTE]</b></p>	

**1000-4a Schedule of Daily Activities – High Level Officials**

File in chronological order; retain in originating office. Close at end of calendar year or when official departs.

Item 1. **Electronic**

Disposition. **Permanent.** Cut off records at end of calendar year. Transfer electronic records to the National Archives and Records Administration (NARA) 5 years after cut off.

Item 2. **Paper**

Disposition. **Permanent.** Cut off records at end of calendar year. Retire paper records to the Washington National Records Center (WNRC) 5 years after cut off. Transfer to NARA when 20 years old.

**This disposition authority supersedes:** N1-016-00-1, N1-016-00-2, and N1-016-02-01.