

# Request for Records Disposition Authority

(See Instructions on reverse)

**Leave Blank (NARA Use Only)**

Job Number

*NI-016-08-2*

Date Received

*1/30/08*

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10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

*12/21/08*

Archivist of the United States

*[Signature]*

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**

**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 1 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. Snyder*

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 Description of Item and Proposed Disposition	9 GRS or Superseded Job Citation	10 Action taken (NARA Use Only)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>OOES-2 Secretary's Memoranda and Directives Signed by the Secretary</b></p> <p>Record Type: Permanent</p> <p><del>Disposition: Filed numerically and chronologically by year.</del></p> <p>Electronic: <sup>Retire</sup> <del>Transfer</del> electronic records to NARA every 5 years. Maintain separate electronic copy in OES for reference at least 20 years and destroy when no longer needed.</p> <p>Paper: <sup>Retire</sup> <del>Transfer</del> paper records to the Washington National Records Center (WNRC) 5 years after closure. <i>Transfer paper records to NARA when 20 years old.</i></p> <p>As prior year and current records are scanned into a records management application, the paper may be destroyed when quality control is completed.</p> <p style="text-align: center;"><i>See attached sheet. Approved by R/O via e-mail dated 10/23/08</i></p>	<p><b>NCL-16-84-1, Item 3010-1b</b></p>	<p><i>See attached e-mail for USDA approval</i></p>

N1-016-08-1

REQUEST FOR RECORDS DISPOSITION AUTHORITY – Continuation Page 2 of 2

**OOES-2 Secretary's Memoranda and Directives Signed by the Secretary**

Filed numerically and chronologically by year.

**Item 1, Electronic**

DISPOSITION: **Permanent.** Cut off records at the end of calendar year. Retire electronic records to NARA every 5 years after cut off. Maintain separate electronic copy in OES for reference at least 20 years and destroy when no longer needed.

**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.