

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-016-08-3

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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

1/12/08

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

[Signature]

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 GRS or Superseded Job Citation	10.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>OOES-4 Secretary's Correspondence and Records</p> <p>Record Group 16 - the Office of the Secretary of Agriculture includes records of the Secretary, the Deputy Secretary, Under Secretaries, Deputy Under Secretaries, Assistant Secretaries, Deputy Assistant Secretaries, Associate Assistant Secretaries, Staff Office Directors, Acting Directors, Special, Confidential and Administrative Assistants reporting to these officials; and political appointees serving in equivalent or comparable positions.</p> <p>Material, formerly referred to as External Affairs, concerning high-level policy issues of concern to the Department and foreign countries, State, and local governments; other Federal departments; and both public and private organizations and institutions. Also includes relationships with the President and members of his staff and Congressional committees, members of Congress and cooperative agreements that are not located in other subject areas of the RG 16 file plan.</p> <p>Record Type: Permanent</p> <p>Disposition: Filed alphabetically by subject and year.</p> <p>Continued next page...</p>	<p>NC1-16-84-1, Item 1300</p>	

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OOES-4 Secretary's Correspondence and Records

Disposition (continued):

Item 1. **Electronic**

Disposition: **PERMANENT**. Cut off records at end of calendar year. Transfer electronic records to NARA 5 years after cut off. Maintain separate electronic copy in OES for reference 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 the NARA when 20 years old.

This disposition authority supersedes: N1-16-84-1, item 1300. As prior year and current records are scanned into a Records Management Application, the paper may be destroyed when quality control is completed.