

# Request for Records Disposition Authority

(See Instructions on reverse)

To: **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1. From: (Agency or establishment)  
**Department of Agriculture**

2. Major Subdivision  
**Departmental Management**

3. Minor Subdivision  
**Office of Homeland Security**

4. Name of Person with whom to confer  
**Diana Avery**

5. Telephone (include area code)  
**202-720-1308**

## Leave Blank (NARA Use Only)

Job Number  
*NI-016-10-4*

Date Received  
*10/28/09*

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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  
**03-03-2010**

Archivist of the United States  
*Paul M. Weir*

### 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 \_\_\_\_\_ 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

*NMM*

Signature of Agency Representative

Title *Senior*

Date (mm/dd/yyyy)

*Collen C. Dwyer*

*Departmental Records Officer*

*10-27-09*

7. Item Number	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action taken (NARA Use Only)
<i>Item 1.</i>	<p><b>Departmental Management Record Group 16</b></p> <p>Routine Surveillance Recordings: Destroy when 6 months old.</p> <p>Request retention change from 6 months to 30 days. <b>TEMPORARY</b></p>	<p><b>GRS 21, item 18</b></p>	