

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on page 2.)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <div style="font-family: cursive; font-size: 1.2em;">01-16-10-5</div>	
		DATE RECEIVED <div style="font-family: cursive; font-size: 1.2em;">5/3/10</div>	
		NOTIFICATION TO AGENCY	
1 FROM (Agency or establishment) U S Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Office of the Secretary			
3 MINOR SUBDIVISION Office of the Chief Information Officer			
4 NAME OF PERSON WITH WHOM TO CONFER Colleen Snyder	5 TELEPHONE (202) 720-8020	DATE <div style="font-family: cursive; font-size: 1.2em;">1 Nov 10</div>	ARCHIVIST OF THE UNITED STATES <div style="font-family: cursive; font-size: 1.2em;">[Signature]</div>

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/30/10	<div style="font-family: cursive; font-size: 1.2em;">Colleen C. Snyder</div>	Senior Departmental Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Continuity of Operation (COOP) Site Agency-Wide This schedule authorizes the disposition of the record copy in any media (media neutral) (See attached)		

Continuity of Operations COOP

All Staff Offices

Agency-Wide

This schedule authorizes the disposition of the record copy in any media (media neutral)

1. Plans

Description

Contains continuity of operations (COOP) plans and directives for the continued operation of USDA in times of an emergency or disaster. Includes related background documents such as correspondence, reports and instructions, charts, plans, evacuation shelters, emergency relocation and the vital records protection program.

Disposition Instructions

a Plan or directive

Temporary Close inactive records when superseded or canceled. Destroy 5 years after file closure.

b Background documents

Temporary Close inactive records when superseded or canceled. Destroy 3 years after file closure.

2. Exercises

Description

Contains consolidated or comprehensive reports reflecting Agency-wide results of tests conducted under continuity of operations plans. Also includes background documents such as instructions to members participating in test, staffing assignments, messages, and tests of communication and facilities.

Disposition Instructions

a Consolidated and comprehensive reports

Temporary Close inactive records when report is completed. Destroy 5 years after file closure.

b Background documents

Temporary Close inactive records when report is completed Destroy 3 years after file closure

3. Disaster Response

Description

Includes records that document USDA's response to disasters or emergencies Records include, but are not limited to damage surveys, inspection reports, correspondence, interagency documentation and administrative support documents

Disposition Instructions

a Presidential declared major disasters

Includes records documenting disasters of an extraordinary nature, i e , major natural disasters such as floods, earthquakes, and hurricanes, as well as man-made disasters such as space accidents and terrorism

Permanent Close inactive records upon completion Transfer to the National Archives 10 years after file closure

b Other Presidential declared emergencies

Includes records documenting short-term federal emergencies requiring federal assistance to supplement state and local efforts to save lives, protect property, or to lessen or avert the threat of a catastrophe

Temporary Close inactive records upon completion of final inspection Destroy 10 years after file closure

c Local USDA emergencies

Includes emergencies occurring in or near USDA facilities (e g , flooding due to a broken pipe) affecting the ability to conduct USDA business

Temporary Close upon completion of all clean up and restoration activities Destroy 10 years after file closure