

# REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)  
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 Information Resources Management/IMD

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE  
Cherie Cozin | 202-720-9272

LEAVE BLANK (NARA use only)

JOB NUMBER  
N1-16-93-2

DATE RECEIVED  
3-3-93

### 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request, including amendments, is **approved** except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | ARCHIVIST OF THE UNITED STATES

5-20-94 | *Archie Haskamp Peters*

### 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; or  has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
3-1-93	<i>Cherie L. Cozin</i>	<i>Records Manager</i>

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
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|----|--|--|--|
| 1. | <p>Call Detail Summaries.</p> <p>Master tapes of all call detail summaries for telephone calls, electronic mail services and facsimile machines. Summaries include dates, times, number called from, length and cost of call and numbers called.</p> <p>TEMPORARY. Destroy upon termination of contract with telecommunications service.</p> |  |  |
| 2. | <p>Summary Printouts.</p> <p>Printouts from master tapes provided to agencies of the Department of Agriculture for verifying appropriate use of government equipment.</p> <p>TEMPORARY. Destroy when three years old or when no longer needed, whichever is sooner.</p>  |  |  |
| 3. | <p>Supervisor's File.</p>  |  |  |

Materials generated as a result of the documentation of

*Copies sent to Agency, NAW, NUX @ 5/20/94*

employee misuse of telecommunications equipment.  
Includes copies of printouts and related notes.

TEMPORARY. Destroy when three years old or when  
no longer needed, whichever is sooner.

NOTE: Records for those numbers associated with e-mail  
transmissions may be deleted or destroyed if the agency  
has ensured that the transmission data that is necessary  
for the intelligibility of the e-mail record is preserved  
elsewhere.

CONCURRENCE Cherie Cozin Date 4/26/94  
Departmental Records Manager, USDA