

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-16-93-2

DATE RECEIVED
3-3-93

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 Information Resources Management/IMD

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

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 | *Arudy Huskamp 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 GRS OR SUPERSEDED JOB CITATION	10.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)
-------------	---	-----------------------------------	----------------------------------

1. Call Detail Summaries.

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.

TEMPORARY. Destroy upon termination of contract with telecommunications service.

2. Summary Printouts.

Printouts from master tapes provided to agencies of the Department of Agriculture for verifying appropriate use of government equipment.

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

3. Supervisor's File.

Materials generated as a result of the documentation of

Copies sent to Agency, NAW, NAX @ 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 Sherie Cozin Date 4/26/94
Departmental Records Manager, USDA