

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

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

**LEAVE BLANK (NARA use only)**

JOB NUMBER  
N1-16-94-1

DATE RECEIVED  
6-10-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 9-26-94 ARCHIVIST OF THE UNITED STATES  
Cindy Huskamp Peter

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; or  has been requested.

DATE 5/26/94	SIGNATURE OF AGENCY REPRESENTATIVE Cherie Cozin	TITLE Departmental Records Manager
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p><b>ELECTRONIC RECORDS.</b></p> <p>Electronic records that replicate the information contained in series covered by ASAR 3040-1:</p> <p>1. Temporary Series.</p> <p>a. If paper is still retained and filed, <del>electronically maintained</del> information will be destroyed when no longer needed. GRS 23-22</p> <p>b. If electronic records are maintained in lieu of paper, they will be retained for the retention period approved for the <del>analogous</del> paper files. GRS 23-26</p> <p>2. Permanent Series.</p> <p>a. If paper is still retained and filed, <del>electronically maintained</del> information will be destroyed when no longer needed. GRS 23-22</p> <p>b. If electronic records are maintained in lieu of paper, they will be transferred to NARA, with the related documentation, according to the instructions approved for the analogous paper files. NOTE: NARA may review the records prior to transfer.</p>		

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