

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-16-99- 1	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 3/20/00	
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Office of the Secretary		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of <del>General Counsel</del> Inspector General *			
4. NAME OF PERSON WITH WHOM TO CONFER Elizabeth Behal	5. TELEPHONE 202-720-8020	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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 <u>4</u> 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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE March 15, 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Elizabeth L. Behal</i>	TITLE 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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	Audit Case Files , 1987 - 1989 *  <del>Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting working papers.</del>  A. <b>Temporary.</b> Retire to WNRC when case is closed. Destroy 8 years after cut off.  B. Electronic version of records created by electronic mail and word processing applications.  Delete when file is generated or when no longer needed for reference or updating.  NOTE: Some case files may be considered as permanent if they significantly interpret legislation or regulations, if they are heard by the appellate courts or the U.S. Supreme Court or they gain national attention. Notify NARA so that an analysis of these case files can be conducted and the appropriate disposition authorized.	<del>GRS 22, item 2</del>	WITHDRAWN  * See attached revised description. Changes approved by USDA records officer, via e-mail August 3, 2000. <i>RPH</i>

**United States Department of Agriculture (USDA)  
Office of Inspector General  
Record Group 16 Materials stored at WNRC**

Note: This schedule provides one-time only disposition authority for the USDA records listed that were previously scheduled under GRS 22, Item 2 and reviewed as part of the WNRC End of the Century Project.

**1. Audit Case Files, 1987-1989**

Case files of internal audits of agency programs, operations, and procedures, and of external audits of contractors and grantees, containing audit reports, correspondence, memoranda, and supporting working papers.

**DISPOSITION:** Destroy upon approval of this schedule.

**Accession:** 16-90-0733 (129 cubic feet).

**Justification:** Review of these records determined that none of the case files in this accession warranted permanent retention.