

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U. S. Department of Agriculture

2. MAJOR SUBDIVISION

~~Office of Communication~~ *Public Affairs*

3. MINOR SUBDIVISION

Office of Governmental & Public Affairs

4. NAME OF PERSON WITH WHOM TO CONFER

William Mills

5. TEL. EXT.

447-3117

LEAVE BLANK

JOB NO

NCi 16 78 2

DATE RECEIVED

3 FEB 1978

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-6-78
Date

James B. Rhoads
Archivist of the United States

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ **A** Request for immediate disposal.

☒ **B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE
<i>1-30-78</i>	<i>William J. Mills</i>	<i>Administrative Officer</i>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>This comprehensive records disposition schedule supersedes all previously approved records schedules of the Office of Communication, including but not limited to:</p> <p>II NNA 2883 3354 1897 2164 1897 791 612</p> <p>Any records series created subsequent to and/or not disposable by this schedule shall be covered by supplementary records disposition authority to be obtained from the National Archives and Records Service.</p> <p>Records covered by the General Records Schedules are disposable without further authorization.</p> <p><u>OFFICE OF GOVERNMENTAL & PUBLIC AFFAIRS</u></p> <p><u>Delegations of Authority.</u></p> <p>Chronologically.</p>		<p>1"/year</p> <p><i>40 items</i></p>

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2.	<p>PERMANENT. Offer to NARS when 10 years old.</p> <p><u>Cooperative Agreements and Memoranda of Understanding.</u></p> <p>Chronologically.</p> <p>With State Agricultural Experiment Stations, organizations, individuals, groups, and other agencies.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p>		1"/year
3.	<p><u>Press releases.</u></p> <p>Numerically by press release number.</p> <p>a. Master set of all releases issued by the Department. The press releases also contain biographies of important individuals and all of the Secretary's speeches.</p> <p><i>Permanent. Offer to NARS when 10 years old. SC 3-6-78</i></p> <p>b. Other copies: Destroy when no longer needed for reference.</p>		1 1/2 cu. ft./year
4.	<p><u>Speeches of Secretary of Agriculture.</u></p> <p>Chronologically.</p> <p>a. Master set of the Secretary's speeches.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p> <p>b. Other copies: Destroy when no longer needed for reference. (USDA gives a duplicate set to each departing Secretary).</p>		1"/year
5.	<p><u>Index to Press Releases.</u></p> <p>Alphabetically by subject, person, geographic location (country and state), or originating bureau.</p> <p>3 x 5 index cards.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p>		1/3 cu. ft./y
6.	<p><u>Solicitor's Opinions</u></p> <p>Opinions related to the Office of Communication. OGC retains the record copy.</p> <p>DESTROY when 4 years old.</p>		

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7.	<p>Governmental & Public Affairs Office of Communication Memoranda.</p> <p>Memoranda related to procedures and functions of the Office with an accompanying index.</p> <p>a. Numbered Memoranda</p> <p>Numerically.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p> <p>b. Unnumbered Memoranda.</p> <p>Chronologically.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p>		<p>1"/year</p> <p>1"/year</p>
8.	<p><u>Special Reports and Surveys.</u></p> <p>Chronologically.</p> <p>Memoranda, correspondence, reports, and surveys related to meetings and exhibitions in foreign countries. USDA sends copies to State Department.</p> <p>Destroy when 5 years old.</p>		
9.	<p><u>Departmental Awards.</u></p> <p>Chronologically</p> <p>Records relating to awards made at the departmental level or higher (Secretary's Awards, Presidential, etc.).</p> <p>PERMANENT. Offer to NARS when 10 years old.</p>		1"/year
10.	<p><u>State and National Journal Stories.</u></p> <p>Alphabetically by subject.</p> <p>a. Master set of all state and national stories written by USDA employees and published in journals related to agriculture.</p> <p>PERMANENT. Offer to NARS when 10 years old.</p> <p>a.b. Other copies Destroy when no longer needed for reference.</p> <p>b.c. Work papers: Destroy when no longer needed for</p>		1/4 cu. ft./year

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	reference, or when 2 years old, whichever is sooner.		
11.	<u>Publications.</u> Numerically by publication series and number. a. Master set of all publications of the Department. PERMANENT. Offer to NARS when 10 years old. b. Other copies: Destroy when no longer needed for reference.		4 1/2 cu. ft./year
12.	<u>Publication Authorizations.</u> Authorizations from the Office of Management and Budget for the publishing of periodicals and publications. Destroy after publication is made available.		
13.	<u>Publication Title Index.</u> Arranged alphabetically by title. 3 x 5 index card with title of all publications.		
14.	<i>Destroy when no longer needed for reference. SC 3-6-78</i> <u>Publication Stock Inventory.</u> Numerically by publication series and number. Gives a stock record of Farmers Bulletins, leaflets, and miscellaneous publications. Destroy when obsolete or superseded.		
15.	<u>Publication Jackets.</u> Case files consisting of correspondence, memoranda, forms, and other papers related to the printing, processing, and distribution of bulletins, circulars, leaflets, pamphlets, miscellaneous publications, and numbered and unnumbered bureau publications, periodicals, soil surveys, and yearbooks. Destroy when obsolete or superseded. This schedule does not authorize transfer to a FARC.		

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16.	<u>Summary File of Inventories.</u> 8 x 5 daily inventory which is summarized monthly on a ten year inventory card. Destroy when obsolete or superseded.		
17.	<u>Correspondence with the Congressional Joint Committee on Printing</u> relating to the procurement of printing equipment and transmittal of printing plant reports. Typical example of this correspondence is request for purchase of offset press for Office of Operations; also included are transmittal letters of field printing reports from the agencies. Destroy when 3 years old.	GRS 13, item 6	
18.	<u>Congressional Orders.</u> Requests submitted to GPO for congressional requests of a large quantity of publications. Destroy 3 months after transmittal or reply.	GRS 14, item 3	
19.	<u>Congressional correspondence.</u> Correspondence received and acknowledged regarding publications of the Department. Destroy 3 months after transmittal or reply.	GRS 14, item 3	
20.	<u>Individual Congressional Account Card.</u> These are unnumbered 8x5 cards used to record quota of Farmers Bulletins and other publications allotted to each Congressman, the number distributed and charged against their quota and the balance. Destroy 4 years after each Congress adjourns.		
21.	<u>Job Printing Card.</u> Filed by requisition number. Used as notification that job work has been ordered from GPO and delivered, etc. Destroy after 5 years.		

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22.	<u>Publication Order and Supply Index.</u> 3x5 un-numbered card used as notification that publications to order from GPO and GPO's report that stock is exhausted. Also states when supply will be printed and available for delivery. Destroy after 1 year.		
23.	<u>Transmittal of requests and remittances to Superintendent of Documents, GPO.</u> Destroy of after 1 year.		

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24.	<p>Motion Picture Production Files</p> <p>These files contain material pertaining to the production of films including clearance signed by individuals for use of their narration, acting, and music rights; and a copy of each release giving full exhibition rights of the film to the television industry.</p> <p>Arranged by production.</p> <p>DISPOSITION: Permanent. Offer to NARS along with the motion picture productions to which they relate.</p>		<i>1/2 cu. ft./yr.</i>
25.	<p>Index to Productions (3X5 cards)</p> <p>The index provides information on titles, production numbers, components, and sponsoring agency.</p> <p>Arranged as indicated.</p> <p>DISPOSITION: Permanent. Offer to NARS cards relating to individual productions when the productions are offered.</p>		<i>1"/yr.</i>
26.	<p>Motion Picture Film</p> <p>Used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the original negative or color original plus optical sound track, an intermediate master positive or duplicate negative plus optical sound track, and a sound projection print for:</p> <p>a. Productions made for distribution</p> <p>Arranged by production number.</p> <p>DISPOSITION: Permanent. Offer to NARS when withdrawn from distribution or when 10 years old.</p> <p>b. Special subject productions for use within the Department</p> <p>Arranged by production number.</p> <p>DISPOSITION: Permanent. Offer to NARS when no longer needed for administrative use or when 10 years old.</p>		<i>5 cu. ft./yr.</i>

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	<p>c. TV film Newsfeatures Sound on film newsclips sent to commercial television stations from which a representative selection of 5 newsfeatures will be made annually by the Department.</p> <p>Arranged by production number.</p> <p>DISPOSITION: Permanent. Offer 5 year accumulations of selected items to NARS every 5 years.</p> <p>d. TV Public Service Announcements These are 10 to 60 second spot announcements on agricultural subjects which have a general public interest focus from which a representative selection of 5 announcements will be made annually by the Department.</p> <p>Arranged by production number.</p> <p>DISPOSITION: Permanent. Offer 5 year accumulations of selected items to NARS every 5 years.</p> <p>e. Additional duplicate prints of items identified in (a), (b), and those items not selected under (c) and (d).</p> <p>DISPOSITION: Destroy in accordance with FPMR 101-42.303-1 when no longer needed for administrative use.</p> <p>f. Other films having limited administrative use or interest such as productions whose subject matter is transitory or not related to or needed to document substantive agency activities, operations, or responsibilities.</p> <p>DISPOSITION: Destroy in accordance with FPMR 101-42.303-1 when no longer needed for administrative use.</p> <p>g. Stock Motion Picture Film Unedited footage produced for use in USDA film productions consisting of original negatives or color originals and work prints.</p> <p>Arranged by can number and roll number.</p> <p>DISPOSITION: Offer to NARS Stock Film Library (NNVS) for</p>		

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27.	<p>evaluation. Accepted footage is maintained pending archival appraisal; rejected footage is destroyed in accordance with FPMR 101-42.303-1.</p> <p>Still Picture Files</p> <p>a. Still photographs maintained in the central negative file held by the Photographic Laboratory which are used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the original negative and a captioned print for each black and white image including photography bearing the following identifying designation: N, BN, DN, PN, CEN, ST, ARS (C&F), BPI (G), ARS (M&A), (TC), (CI), and State file (SCS), <u>and BAI (A) and (C)</u>. Arranged by alphabetic designation and thereunder numerically.</p> <p>DISPOSITION: Permanent. Break individual files every 10 years and offer to NARS 10 years thereafter.</p> <p>b. Still photographs having limited administrative use or interest such as line copy negatives made for publications, or not related to or necessary to document substantive agency activities, operations, or responsibilities including photography bearing the following identifying designations: ARS-Home Economics; BIA (A) and (C); TX; ARS-VIS; OFAR-Charts and Maps; and PMA (Numerical) and similar photography that lacks significance or longterm value.</p> <p>DISPOSITION: Destroy when no longer needed for administrative use.</p> <p>c. Color photographs maintained in the Photographic Library which are used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of original color transparencies.</p> <p>Arranged by subject (USDA photographic index guide) and thereunder numerically.</p> <p>DISPOSITION: Permanent. Break file every 5 years and offer to NARS 5 years thereafter.</p>		<p><i>1 cu. ft./yr.</i></p> <p><i>1/4 cu. ft./yr.</i></p>

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	<p>d. Color photography having limited administrative use or interest or not related to or needed to document substantive agency activities, operations, or responsibilities.</p> <p>DISPOSITION: Destroy when no longer needed for administrative use.</p> <p>Sound Recordings (Arranged by subject, production or series title and thereunder chronologically.)</p>		
28.	<p>Used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the master tape, matrix or stamper, and one disc pressing for each mass-produced multiple copy disc recording and the original tape for each magnetic audio tape recording of</p> <p>a. historical programs in USDA radio series; remarks, interviews, and press conferences of USDA and government officials; programs prepared for individual radio stations; and other miscellaneous programs which are more than 5 years old.</p> <p>DISPOSITION: Permanent. Offer to NARS immediately.</p> <p>b. programs in weekly series such as "Agriculture USA" and "Consumer Time" from which a selection of 5 installments from each series will be made annually by the Department.</p> <p>DISPOSITION: Permanent. Offer 5 year accumulations to NARS every 5 years.</p> <p>c. other recorded items not included in (a.) or (b.).</p> <p>DISPOSITION: Destroy or erase and reuse when no longer needed for administrative use.</p>		<p>1/4 cu. ft./yr.</p>
29.	<p>Video Recordings</p> <p>a. Used to document, carry on, or promote substantive agency activities, procedures, and programs consisting of the original recording or the earliest generation of the recording. Included are productions in the following series "A Better Way"; "Across the Fence";</p>		<p>1/4 cu. ft./yr.</p>

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	<p>and "Down to Earth" as well as other video programs. The Department annually will make a representative selection of 5 video productions.</p> <p>Arranged by title and thereunder chronologically.</p> <p>DISPOSITION: Permanent. Offer yearly accumulations of productions to NARS on an annual basis.</p> <p>b. Video recordings not selected under (a.) and other recordings having limited administrative use or interest or recordings not related to substantive agency activities, operations, or responsibilities.</p> <p>DISPOSITION: Destroy or erase and reuse when no longer needed for administrative use.</p>		