

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

**NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408**

1. FROM (Agency or establishment)
US Department of Agriculture (USDA)

2 MAJOR SUBDIVISION
Agricultural Marketing Service (AMS)

3 MINOR SUBDIVISION
Management Services Division

4. NAME OF PERSON WITH WHOM TO CONFER | 5. TELEPHONE
Julie C. Small, AMS Records Management (202)720-4462

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-136-94-3

DATE RECEIVED
7.29.94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *1-10-95* | ARCHIVIST OF THE UNITED STATES
Audrey Huckamp Peterson

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: 7/25/94 | SIGNATURE OF AGENCY REPRESENTATIVE: *Larry R. Gray* | TITLE: AMS Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>United States Department of Agriculture Agricultural Marketing Service Management Services Division</p> <p>CALL DETAIL RECORDS</p> <p>Use for material generated from call detail reports (issued in paper and/or electronic form), which includes, but is not limited to, information on originating and terminating numbers, time and date of call, and duration of call. The call activity may be generated from telephones, facsimile machines or dial-up modems. These records provide appropriate information in the activity of recorded use, both official and unofficial, of the Agency's telecommunications systems. The following are record series that may be generated as a result of AMS' utilization of the Agency's telecommunications systems.</p>		

Copy sent to Agency (4) 1/25/95

REQUEST FOR RECORDS DISPOSITION AUTHORITY — CONTINUATION

JOB NUMBER

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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)
1.	<p><u>CALL DETAIL REPORTS</u></p> <p>Printouts from master tapes provided to divisions/staffs of the Agricultural Marketing Service (AMS) for verifying appropriate government use of telecommunication resources.</p> <p>Disposition: Cut off files at the end of each FY. Destroy three (3) years after cutoff, or when no longer needed, whichever is sooner.</p>		
2.	<p><u>SUPERVISOR'S FILE</u></p> <p>Materials generated as a result of the documentation of employee misuse of telecommunications equipment. Includes copies of printouts and related notes.</p> <p>Disposition: Cut off files at the end of each FY in which the case closes. Destroy three (3) years after cutoff, or when no longer needed, whichever is sooner.</p> <p>NOTE: Records for those numbers associated with electronic mail (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.</p>		