

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

70 NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)
United States Department of Agriculture (USDA)

2 MAJOR SUBDIVISION
Agricultural Marketing Service (AMS)

3 MINOR SUBDIVISION
Executive Resources Office (ERO)/Information Mgmt Branch

4. NAME OF PERSON WITH WHOM TO CONFER
Julie C. Small, AMS Records Management (202)720-4462
Larry R. Gray, AMS Records Officer (202)690-3763

5. TELEPHONE
(202)720-4462
(202)690-3763

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-136-96-1

DATE RECEIVED
11-03-95

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 8-20-96 ARCHIVIST OF THE UNITED STATES
John W. Paul

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 10/30/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Larry R. Gray</i>	TITLE Larry R. Gray AMS Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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 align="center">United States Department of Agriculture Agricultural Marketing Service</p> <p>This schedule covers the following major organization units in the Agricultural Marketing Service (AMS):</p> <p>Fruit & Vegetable Division (Items 1-⁵8) Science Division (Items 7-8)</p> <p>DELETE: NC1 136-83-2, Item 42d NC1 136-80-1, Items 5, 7, 10 NC1 136-79-1, Items 112, 115, 116</p>		

AUG 28 1996 Copy to: NNT, Agency
NCF

Item #	DESCRIPTION AND FILING INSTRUCTIONS	DISPOSITION	
		RECORD OFFICE	SUPERSEDED AUTHORITY
1	<p>DISCIPLINARY CASES.</p> <p><u>Informal Disciplinary Cases</u> including informal cases involving warning letters</p> <p>CUTOFF/RETIRE Cut off files at end of the FY in which case is closed or warning is issued. Retire to FRC after cutoff.</p>	5 years	NC1 136-80-1 Items 3f(1) & 3f(2)
2	<p>DISCIPLINARY CASES.</p> <p><u>Formal Administrative Actions.</u></p> <p>CUTOFF/RETIRE: Cut off files at end of the FY in which case is closed. Retire to FRC after cutoff.</p>	5 years	NC1 136-80-1 Items 3c(1) & 3c(2)
3	<p>DISCIPLINARY CASES.</p> <p><u>Evidence.</u></p>	3 months after case closes	Proposed
4	<p>RESPONSIBLY CONNECTED CASES.</p> <p>CUTOFF/RETIRE: Cut off files at the end of the FY in which case is closed Retire to FRC 1 year after cutoff</p>	5 years	Proposed
5	<p>PACA COPY OF BANKRUPTCY FILES.</p> <p>CUTOFF/RETIRE. Cut off files at the end of the FY in which bankruptcy is discharged or closed by court.</p>	3 years	NC1 136-80-1 Items 6a-c