

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-136-01-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY	N4-136-01-1
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To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408	DATE RECEIVED NOV 02 2000
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1 FROM (Agency or establishment) USDA/Agricultural Marketing Service	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
2 MAJOR SUBDIVISION Compliance and Analysis	
3 MINOR SUBDIVISION Information Management Branch	

4 NAME OF PERSON WITH WHOM TO CONFER Julie Small (julie_small@usda.gov)	5 TELEPHONE (202) 720-4462	DATE 3-13-01	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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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 October 3, 2000	SIGNATURE OF AGENCY REPRESENTATIVE <i>Roberta A. Swerdlow</i>	TITLE Roberta A. Swerdlow, AMS Records 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7 Item No.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>US Department of Agriculture Agricultural Marketing Service Record Group 136</p> <p>See attached.</p>		

US Department of Agriculture, Agricultural Marketing Service

1. Electronic Mail and Word Processing System Copies.

a This series of records include electronic copies of *AMS Administrative Management* records that are

- the live version of records created on electronic mail and word processing systems;
- covered by File Codes 6000 – 6249 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B**, excluding 6060a-c: and,
- excluding those found in the General Records Schedules

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.

b This series of records include electronic copies of *AMS Cotton Programs* records that are

- the live version of records created on electronic mail and word processing systems,
- covered by File Codes 6250 – 6499 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B**, and,
- excluding those found in the General Records Schedules

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.

US Department of Agriculture, Agricultural Marketing Service (continued)

c. This series of records include electronic copies of *AMS Dairy Programs* records that are.

- the live version of records created on electronic mail and word processing systems,
- covered by File Codes 6500 – 6999 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B,** and,
- excluding those found in the General Records Schedules

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.

d. This series of records include electronic copies of *AMS Fruit and Vegetable Programs* records that are

- the live version of records created on electronic mail and word processing systems,
- covered by File Codes 7000 – 7299 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B,** and,
- excluding those found in the General Records Schedules

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.

US Department of Agriculture, Agricultural Marketing Service (continued)

e This series of records include electronic copies of AMS Livestock and Seed Programs records that are:

- the live version of records created on electronic mail and word processing systems;
- covered by File Codes 7300 – 7499 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B,** and,
- excluding those found in the General Records Schedules.

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.

f This series of records include electronic copies of **AMS Poultry Programs** records that are:

- the live version of records created on electronic mail and word processing systems,
- covered by File Codes 7500 – 7999 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook; Appendix B,** and,
- excluding those found in the General Records Schedules

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.

US Department of Agriculture, Agricultural Marketing Service (continued)

g. This series of records include electronic copies of *AMS Science and Technology Programs* records that are:

- the live version of records created on electronic mail and word processing systems;
- covered by File Codes 8000 – 8299 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B**, and,
- excluding those found in the General Records Schedules

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.

h. This series of records include electronic copies of *AMS Tobacco Programs* records that are:

- the live version of records created on electronic mail and word processing systems,
- covered by File Codes 8300 - 8499 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B**, and,
- excluding those found in the General Records Schedules

1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Delete when the recordkeeping copy is produced.

2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Delete when dissemination, revision, or updating is completed.

US Department of Agriculture, Agricultural Marketing Service (continued)

- i This series of records include electronic copies of *AMS Transportation and Marketing Programs* records that are:
- the live version of records created on electronic mail and word processing systems,
 - covered by File Codes 8500 - 8999 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B,** and,
 - excluding those found in the General Records Schedules.
- 1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy
- Delete when the recordkeeping copy is produced.*
- 2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy
- Delete when dissemination, revision, or updating is completed.*
- j This series of records include electronic copies of *AMS Market News Programs* records that are:
- the live version of records created on electronic mail and word processing systems,
 - covered by File Codes 9000 - 9499 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook, Appendix B,** excluding 9010c: and,
 - excluding those found in the General Records Schedules.
- 1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy
- Delete when the recordkeeping copy is produced.*
- 2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.
- Delete when dissemination, revision, or updating is completed.*

US Department of Agriculture, Agricultural Marketing Service (continued)

k This series of records include electronic copies of *AMS Research and Promotion Programs* records that are

- the live version of records created on electronic mail and word processing systems,
 - covered by File Codes 9500 - 9599 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook; Appendix B,** and,
 - excluding those found in the General Records Schedules
- 1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy

Delete when the recordkeeping copy is produced.

- 2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Delete when dissemination, revision, or updating is completed.

l This series of records include electronic copies of *AMS Commodity Procurement Programs* records that are

- the live version of records created on electronic mail and word processing systems,
 - covered by File Codes 9600 - 9699 in the AMS-unique records schedules found in **AMS Handbook 202, AMS Records Management Handbook; Appendix B,** and,
 - excluding those found in the General Records Schedules
- 1) Electronic copies that have no further value after the recordkeeping copy is made. Includes copies maintained by AMS employees in files, electronic mail directories, or other directories on local hard disks or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.

Delete when the recordkeeping copy is produced.

- 2) Electronic copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy

Delete when dissemination, revision, or updating is completed.