

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

Roll NCO 11 May 81

LEAVE BLANK

JOB NO

NCI-136-81-2

DATE RECEIVED

May 11, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

5-24-82
Date

R M W
Archivist of the United States

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

Agricultural Marketing Service (AMS)

3. MINOR SUBDIVISION

Market Research and Development Division (MRD)

4. NAME OF PERSON WITH WHOM TO CONFER

Roland M. Colbert

5. TEL EXT

447-7965

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 7 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

5/27/81 Roland M. Colbert

Records Officer

7. ITEM NO

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

Market Research and Development Division

The Market Research and Development Division conducts a broad-based program designed to facilitate and improve the economic and physical efficiency of agricultural marketing.

The Federal-State Marketing Improvement Program Staff provides leadership, coordination, and consulting services to States in the development and execution of marketing service projects; reviews and recommends for approval or rejection projects proposed by States under matching fund provisions of the Agricultural Marketing Act of 1946, and assists States in reviewing progress, assuring maintenance of administrative and legal requirements, and evaluating benefits attributable to the projects. The Staff also administers, in cooperation with the Science and Education Administration-Extension, a program to improve the direct marketing of agricultural products under the Direct Marketing Act of 1976.

12 items

*Closed Out: 5-28-82: K.T.D.
Copy to NCI, NNF, NNA, NNI & Ag
6-8-82*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>The Marketing Research Branch conducts a national program of research designed to develop ways to increase marketing efficiency, minimize costs of handling and distributing food and other farm products, develop new market outlets, and aid agricultural industries in meeting regulatory requirements.</p> <p>The Statistics Branch provides consulting services and conducts applied research in all areas of statistical and mathematical applications relating to sampling, inspection and grading procedures, experimental design and analysis, regulatory activities, and laboratory services. These projects are conducted in conjunction with the action and research programs of Agricultural Marketing Service (AMS), Federal Grain Inspection Service (FGIS), Office of Transportation (OT), and Agricultural Cooperative Service (ACS).</p> <p>The Regulation Review Staff administers and coordinates AMS's actions in compliance with executive orders and departmental directives pertaining to the Agency's regulations by: evaluating impact statements, reviewing current regulations, expanding public (including consumer) participation in regulatory hearings and reviews, and improving the readability of current and proposed regulations.</p> <p>The Wholesale Market Development Program functions and activities, previously conducted by the Wholesale Market Development Program of the Science and Education Administration (SEA), were transferred to the Agricultural Marketing Service by Secretary's Memorandum No. 1973 of February 16, 1979, entitled: Transfer of Wholesale Market Development Program to Agricultural Marketing Service. Restructuring of the Market Research and Development Division to include the Federal-State Marketing Improvement Programs and the Statistics Branch of the Technical Services Division was announced in AMS/FGIS Notice 80-1 of October 2, 1979. The Division is responsible for administering AMS's compliance with Executive Order 12044, Improving Government Regulations; Executive Order 12291; the Secretary's Memorandum No. 1955, Improving USDA Decisions and Regulations; and Executive Order 12160, Providing for Enhancement and Coordination of Consumer Programs.</p>		

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	<p>This schedule is mandatory and supersedes those items indicated in AMS schedule NN-162-21 and Agriculture Research Service schedule NN-173-18 insofar as it applies to programs transferred to AMS.</p> <p>Market Research and Development Division (MRD), as a division of AMS, is authorized to dispose of MRD records not covered by this schedule in accordance with the Agricultural Marketing Service records disposal schedule NCI-136-79-1 of October 4, 1979. In addition, records covered by the General Records Schedules (GRS) of the General Services Administration (GSA) are disposable by those schedules without further authorization.</p> <p><u>NOTE:</u> Among others, the following records are covered by AMS records disposal schedule NCI-136-79-1.</p> <p>Publicity & Information Records - See Item 7 Audiovisuals - See Item 8 Coop Agreements - See Item 13 Market News - See Items 22 through 30</p> <p>All files, including closed case files, are to be broken annually by fiscal year. This is called a file break. The disposal of records is determined by the year of the file break. Screen and destroy obsolete material.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Market Research and Development Division Correspondence Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports, and other records pertaining to the establishment, planning, and development of AMS programs, such as: in-depth marketing research to improve the economic and physical efficiency of agricultural marketing, Federal-State Marketing Improvement Program, State direct marketing activities, statistical analysis, regulatory review, and public participation in the agency rulemaking process. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p>a. <u>Record Copy</u></p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old <i>in 5 yr. Weeks.</i></p> <p>b. <u>Other Copies</u></p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p>	Proposed	<i>1/4" / yr.</i>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10 ACTION TAKEN
2.	<p><u>Federal-State Marketing Improvement Program Staff</u></p> <p><u>Project Files</u></p> <p>a. <u>Record copies of correspondence, memoranda, and forms</u> relating to the review, approval, and accomplishment of projects prepared by the States under the matching funds program.</p> <p>Arranged by State and thereunder by number of project.</p> <p>-- Destroy 5 years after final Marketing Improvement Program Project Report.</p> <p>b. <u>Progress Reports.</u> Printed copies of reports from the States, including correspondence, memoranda, news clippings, and processed copies of notes, pertaining to accomplishments and progress of projects.</p> <p>-- Destroy 6 months after completion of project, or sooner if no longer needed.</p> <p>c. <u>Summaries.</u> Final reports, published and unpublished, of each Federal-State Matching Fund Project.</p> <p>(1) <u>Record Copy</u></p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 10 years old in 5-year blocks.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 3 years old.</p>	<p>NN-162-21 Item 1</p> <p>Item 4</p> <p>Proposed</p>	<p></p> <p><i>1 1/4 y.</i></p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p><u>Direct Marketing Program</u></p> <p>Correspondence, progress reports, final reports, publications, and other significant information with regard to the improvement of direct marketing of agricultural products under the Direct Marketing Act of 1976.</p> <p>a. <u>Final Report</u></p> <p>(1) <u>Record Copy</u></p> <p>PERMANENT. Transfer to FARC when 10 years old. Offer to Archives when 25 years old <i>in 5 year blocks.</i></p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 5 years old or when no longer needed for administrative use.</p> <p>b. <u>Related Data</u></p> <p>Working papers, background materials, studies, and other related data needed for final report.</p> <p>-- Destroy 10 years after completion of final report.</p>	Proposed	15 cu. ft. total

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4.	<p style="text-align: center;"><u>Marketing Research Branch</u></p> <p><u>Research Project Information System</u></p> <p>Records used to record information on research projects and tasks of USDA and State Agricultural Experiment Stations designed to provide scientists with leads so they will know who to contact for specific details regarding research projects. The system does not provide complete, detailed information on the projects. Records include: research resume; research work unit/project description--program reports; requests for and approvals of extensions and terminations; proposals for new or expanded projects; and, other correspondence. Records are paper, computer printouts, and machine-readable records (diskettes).</p> <p><u>NOTE:</u> These records were accumulated when the Marketing Research Branch (MRB), (formerly the Agricultural Marketing Research Institute), was an activity of the Science and Education Administration (SEA). MRD is no longer participating in the program. SEA maintains the data base (record copy).</p> <p style="text-align: center;">-- Destroy at the close of fiscal year 1984.</p>	Proposed NN-173-18 Item 28	
5.	<p><u>Research Background Working Papers</u></p> <p>Records consist of correspondence; research data created as a result of studies and surveys such as drawings, photographs, charts, raw data, tabulations, and related material.</p> <p>a. <u>Published Data</u></p> <p style="padding-left: 20px;">Destroy 2 years after data is included in formal reports or publications.</p> <p>b. <u>Unpublished Data</u></p> <p style="padding-left: 20px;">Destroy when 10 years old or sooner if a determination is made by competent research personnel that the records are of no further research value.</p>	Proposed	