

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

RG136

LEAVE BLANK	
DATE RECEIVED <i>10/18/73</i>	JOB NO.
DATE APPROVED	174-070
NOTIFICATION TO AGENCY	
IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.	
<i>11-12-73</i> DATE	<i>James P. O'Neil</i> ARCHIVIST OF THE UNITED STATES <i>acting</i>

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
U. S. Department of Agriculture
2. MAJOR SUBDIVISION
Agricultural Marketing Service
3. MINOR SUBDIVISION **Fruit and Vegetable Division, Fresh Products Standardization & Insp. Br., Washington Field**
4. NAME OF PERSON WITH WHOM TO CONFER
M. Fisher Kee
5. TEL. EXT.
447-2482
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 described on this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10-16-73
(Date)

William C. Hauser
William C. Hauser
(Signature of Agency Representative)

Agency Records Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
Item 2b	<p>AMENDMENT TO JOB NO. NN-168-113</p> <p>Inspection Certificates for all other products, completed Requests for Inspection/Reinspection, note sheets, correspondence pertaining to inspection, appeal inspections (wires and letters), Import-Export, Diversions and Purchases, Food and Drug seizures.</p> <p>FLORIDA FIELD STATIONS: ^xa) Dispose of original certificates and related papers 3 years following the end of fiscal year in which issued, by donation to the State of Florida (Tallahassee), except those cases associated with an alleged violation or pending litigation. b) Dispose of violation and litigation cases by transfer to State of Florida (Tallahassee) a minimum of 1 year following end of fiscal year in which case is closed.</p> <p>NATIONAL, (FPS&I BRANCH), AND OTHER FIELD OFFICES: <u>1/</u></p> <p>a) Dispose of 5 years following end of fiscal year in which issued, except those cases associated with an alleged violation or pending litigation. b) Dispose of violation and litigation cases 5 years following end of fiscal year in which case is closed.</p> <p>REGIONAL OFFICES: a) Dispose of 1 year following end of fiscal year in which issued, except those cases associated with an alleged violation or pending litigation. b) Dispose of violation and litigation cases 1 year following end of fiscal year in which case is closed.</p>	<p>Replaces Item 2B of NN-168-113 Approved 5-14-68</p>	<p>a) DISPOSAL APPROVED</p> <p>b) DISPOSAL APPROVED</p> <p>a) DISPOSAL APPROVED</p> <p>b) DISPOSAL APPROVED</p> <p>a) DISPOSAL APPROVED</p> <p>b) DISPOSAL APPROVED</p> <p>7 item</p>

[*change made 11/6/73 CSR]

NN-174-070

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><u>1</u> Cooperating Federal-State Agencies desiring to microfilm these records may do so providing the microfilm copies are adequate substitutes for the original records and serve the purposes for which such records were created or maintained. Paper records may be destroyed as soon as verification of microfilming is made. Dispose of microfilm records 5 years following end of fiscal year in which issued, except those cases associated with an alleged violation or pending litigation. Dispose of violation and litigation cases 5 years following end of fiscal year in which case is closed.</p> <p>Recommended:</p> <p><u>M Fisher Kee</u> M. Fisher Kee, Head, Inspection Section</p> <p>Date: <u>10/12/73</u></p> <p><u>Donald S Matheson</u> Donald S. Matheson, Chief, FPS&I Branch</p> <p>Date: <u>10/12/73</u></p> <p><i>Concur:</i></p> <p><u>Floyd F Hedlund</u> Floyd F. Hedlund, Director Fruit and Vegetable Division</p> <p>Date: <u>OCT 16 1973</u></p>		<p>DISPOSAL APPROVED</p>