

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-166-02-02	DATE RECEIVED 6/3/2002
1 FROM (Agency or establishment) <b>United States Department of Agriculture</b>		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 "withdraw" in column 10	
2 MAJOR SUBDIVISION <b>Foreign Agricultural Service</b>		DATE 2-4-03	
3 MINOR SUBDIVISION		ARCHIVIST OF THE UNITED STATES <i>J. W. Carl</i>	
4 NAME OF PERSON WITH WHOM TO CONFER <b>Clarice A. Crumb</b>	5 TELEPHONE (202) 690 - 1560		

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 2 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 05-20-2002	SIGNATURE OF AGENCY REPRESENTATIVE <i>Clarice A. Crumb</i>	TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	<p><b>FEDERAL REGISTER DOCKETS.</b></p> <p>a. Case Files including dockets submitted for publication in the Federal Register and related material. These files include the Agency copy with the Office of General Counsel approval.</p> <p>Recordkeeping Copy (Paper). Cut off files at the end of year in which published. Transfer to the FRC 2 years after cut-off. Destroy when 10 years old.</p> <p>b. Divisional copies of dockets, background material and letters of comment from the public.</p> <p>Recordkeeping Copy (Paper). Destroy when 5 years old.</p> <p><i>Concurrence with RO 4/13/2003</i></p>		

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	<p><b>Electronic Mail and Word Processing System Copies</b></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by other items in this schedule. Also includes electronic copies of the records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.</p> <p><b>TEMPORARY.</b> Destroy/Delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p><b>TEMPORARY.</b> Destroy/Delete when dissemination, revision, or updating is completed.</p>		