

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
 (See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
 WASHINGTON, DC 20408

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

2. MAJOR SUBDIVISION  
 Agricultural Research Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE
Renee Miller, OA	(301) 504-4517

LEAVE BLANK (NARA use only)

JOB NUMBER  
 NI-310-08-3

DATE RECEIVED  
 4/23/08

**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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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	ARCHIVIST OF THE UNITED STATES
8/13/09	Adriana Thomas

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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
04/16/2008	<i>James D. [Signature]</i>	Record Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Please see attached		

**Agricultural Research Service**

**Administrator's Correspondence Tracking Database:** A database containing metadata information about correspondence, reports, and related material signed or originated by the ARS Management Team. The database is used to track all documentation from all offices sent to the Office of the Administrator and contains the name of the inquirer and nature of inquiry. Data are logged, reviewed, tracked, and approved.

1.

**Inputs** consist of metadata information from correspondence, reports, agreements, and research received by and issued from the Office of the Administrator.

- a. Records that document the functions and activities of ARS. Files include material pertaining to program planning and other activities of a precedent-setting, policy-forming nature that apply specifically to ARS in connection with Federal, State, and industrial institutions; trade associations; universities; public and private laboratories; private companies; other non-research groups, and foreign countries. Information pertains to correspondence of a substantive nature and from members of Congress that documents significant policy issues, program functions, plans, objectives, or responsibilities.

- 1. Paper.

Disposition: **PERMANENT.** Cut off at the end of the calendar year. When 5 years old transfer to off-site storage. Transfer to the National Archives when 10 years old.

- 2. Scanned copies of paper records.

Disposition: **TEMPORARY.** Destroy/Delete when no longer needed for reference.

- b. Records documenting routine or administrative matters containing no substantive information.

Disposition: **TEMPORARY.** Destroy/Delete when no longer needed for reference.

2.

**Master Files** containing metadata information about correspondence, reports, agreements, and research received by and issued from the Office of the Administrator. The Master File is a finding aid for the paper records (Item 1a(1) of this schedule).

Disposition: **PERMANENT.** Cut off at the end of the calendar year. Transfer to the National Archives after 10 years in accordance with 36 CFR 1228.270 along

N1-310-80-2/1(a)

N1-310-80-2/1(b)

	with the related correspondence files.		
<del>3.</del>	<p><u>Outputs</u> consist of tracking and management reports.</p> <p>Disposition: <b>TEMPORARY.</b> Destroy/Delete when no longer needed for reference or when superseded.</p>	GRS 20, Item 6	
<del>4.</del>	<p><u>Documentation</u> consists of codebooks, data dictionary, file specifications, record layouts, and user guides.</p> <p>Disposition: <b>PERMANENT.</b> Transfer to the National Archives with the permanent electronic records to which the documentation relates.</p>	GRS 20, Item 11a(2)	