

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER: **NT 310-95-2**

DATE RECEIVED: **11.22.94**

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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: **2-12-96** ARCHIVIST OF THE UNITED STATES: *John W. Paul*

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

FROM (Agency or establishment): **U.S. Department of Agriculture**

1. MAJOR SUBDIVISION: **Agricultural Research Service**

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER: **Chris Johnson**
 5. TELEPHONE: **301-344-0303**

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: **Nov 18, 1994** SIGNATURE OF AGENCY REPRESENTATIVE: *Chris Johnson* TITLE: **Records Management Officer**

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 GRS OR SUPERSEDED JOB CITATION	10.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

FEB 20 1996 *MHV copy to: agency*
NNT NCF
NIA

•Applied Human Nutrition Project Records

Records for various projects dealing with applied human nutrition, including, but not limited to, food surveys, nutrition monitoring, nutrient data and food codes. Includes all records documenting the development and administration of the project, as well as input and source documents, master files and documentation and publications.

Supercedes NC1-310-80-2/199.

1. Project Background and Administrative Materials.

General information relating to projects, including correspondence, copies of contracts, planning documents, periodic and interim reports and related records.

TEMPORARY. Destroy 12 years after the completion of the project.

2. Input and Source Documents.

Questionnaires, survey forms or other collection tools, in electronic or paper form.

TEMPORARY. Destroy 15 years after information has been entered into master file.

3. Machine-Readable Records.

- a. Master files of food composition databases, such as the USDA Nutrient Data Base for Standard Reference or those used in food consumption surveys, with related documentation.

PERMANENT. Transfer to National Archives upon completion and release of updates.

- b. Master file of each food consumption survey or survey of diet or health knowledge, with related documentation.

PERMANENT. Transfer to National Archives upon release of survey.

4. Reports and Publications.

Handbooks, surveys and other publications produced as the result of a project.

PERMANENT. Transfer to National Archives in one year blocks.