

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-310-96-3</i>	DATE RECEIVED <i>6-17-96</i>
1. FROM (Agency or establishment) DEPARTMENT OF AGRICULTURE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION AGRICULTURAL RESEARCH SERVICE			
3. MINOR SUBDIVISION OFFICE OF THE ADMINISTRATOR		DATE <i>9-3-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER Mary Haley	5. TELEPHONE (202) 720-3985		
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 <u>0</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 6/6/96	SIGNATURE OF AGENCY REPRESENTATIVE <i>Stephen M. Pollard</i> Stephen M. Pollard	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 GRS OR SUPERSEDED JOB CITATION	10.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)
1	Congressional Correspondence Files. Copies of incoming and outgoing correspondence with members of Congress or the public through members of Congress. Temporary. Destroy when five years old or when no longer needed, whichever is later.		