

REQUEST FOR RECORD DISPOSITION AUTHORITY
(See Instructions on reverse)

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TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

JOB NO

NC1 310 77 3

DATE RECEIVED

8 MAR 1977

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Agricultural Research Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

June T. Green

5. TEL EXT

436-8860

3-15-77 *James B. Roode*
Date Archivist of the United States

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 proposed for disposal in 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.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

| | | |
|--------------------------|---|---------------------------------------|
| C. DATE 3/2/77 | D. SIGNATURE OF AGENCY REPRESENTATIVE <i>June T. Green</i> | E. TITLE <i>Management Analyst</i> |
|--------------------------|---|---------------------------------------|

| | | | |
|------------|---|----------------------|------------------|
| 7. ITEM NO | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|------------|---|----------------------|------------------|

1. **Laboratory notebooks created by individual research workers:**

a. **Laboratory notebooks considered to have continuing research value. These notebooks contain technical and scientific data, such as daily observations, detailed procedures, tabulations, charts, analyses, research progress, results of experiments, and other raw data. Much of this material is unpublished.**

DESTROY when 25 years old or when no longer needed for current research, whichever is sooner.

EXCEPTION: Some notebooks may be needed for more than 25 years for current research. When they are 25 years old, these will be reviewed and screened by competent agency research personnel so that a final determination may be made as to those notebooks that must continue to be retained. Notebooks that are retained beyond the normal destruction date of 25 years will be re-reviewed every 10 years thereafter and destroyed as soon as agency personnel have determined they no longer have value for current research.

NC1-310-76-2

Sent to agency, NCW, NNF and all FRO's except 3 NC-M and NCPC, NC 3/15/77 TO

Request for Records Disposition Authority – Continuation

JOB NO.

PAGE OF

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| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|--|----------------------------|---------------------|
| | <p>b. Laboratory notebooks containing data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file.</p> <p>DESTROY 6 months after completion or termination of related project or projects.</p> | <p>GRS 19, Item 6a</p> | |