

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLA ()
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-462-04-16
1. FROM (Agency or establishment) United States Department of Agriculture		DATE RECEIVED 7-28-2004
2. MAJOR SUBDIVISION Food Safety Inspection Service		NOTIFICATION TO AGENCY
3. MINOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.
4. NAME OF PERSON WITH WHOM TO CONFER Sherri D. Rardon	5. TELEPHONE 202-205-0230	ARCHIVIST OF THE UNITED STATES 1-10-05 <i>[Signature]</i>
6. AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to it and that the records proposed for disposal on the attached <u>1</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 6/16/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> CHIEF IMAB, ASD	

1. ITEM NO.	8. DESCRIPTION OF IT	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	This schedule refers to Y2K records of all types of Food Safety Inspection Service (FSIS). FSIS is a major agency in the United States Department of Agriculture empowered with enforcing the Federal Meat Inspection Act (FMIA) and Poultry Products Inspection Act (PPIA) and Egg Products Act and to ensure all products are wholesome and clean.		

115-109

NSN 7540-00-634-4064
PREVIOUS EDITION NOT USABLE

STANDARD FORM 115 (REV. 3-91)
Prescribed by NARA
36 CFR 1228

ADMINISTRATION/PSG ELECTRONIC FORM

Send 1/12/05 copy set to HQ: NARA, NWD, NWDME, NWDMA, NR, NWDOT

Y2K Records

1. This schedule applies to all records created or received in the process of assessing, reporting, correcting computer hardware and software associated with 2000 Y2K changes. Included are records such as laboratory working records, agencies Y2K certifications, contracts for products and services, implementation, repair and renovation records, planning records, software records and testing records. This documentation exist no where else but this office within FSIS.

TEMPORARY. Cut off files at project completion. Destroy 10 years after cut off.

2. Electronic mail and word processing records

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 the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel 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 copies.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

TEMPORARY. Destroy/delete when disseminating, revising, or updating is completed.