

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 NI-462-95-3	DATE RECEIVED 1-25-95
1. FROM (Agency or establishment) U.S. 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 "with raw" in column 10.	
2. MAJOR SUBDIVISION Food and Consumer Service			
3. MINOR SUBDIVISION Former Human Nutrition Infor. Serv. (now CNPP)			
4. NAME OF PERSON WITH WHOM TO CONFER Shirley Ward	5. TELEPHONE (703) 305-2570	DATE 9-11-95	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>

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 1/25/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Joseph M. Jourd'heuil</i>	TITLE Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	(Reference preliminary schedule #NCl-310-80-2) created by Linda Ebben, Archivist, for the Human Nutrition Information Service which the Food and Nutrition Service (now Food and Consumer Service) offered support services from approximately Nov/1981 thru Feb/1994. HNIS fell under the Agricultural Research Service's jurisdiction in a 1994 reorganization. However, a small fraction of this former agency has now been renamed the Center for Nutrition Policy and Promotion and is again assigned to this agency for support services. Because CNPP has broken off from its parent agency (ARS), they will be physically relocating from Maryland to Washington, DC, into small quarters sometime during the end of February 1995. Allegedly, they'll have very little space in which to store closed files; however, no schedule was ever approved by their HNIS Administrator during the time they were assigned to us. The proposed schedule is broadly written but it seems to be all inclusive of their records as inventoried recently by NARA Archivist Michael Grimes.		

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HUMAN NUTRITION PROJECT RECORDS. Records for various projects dealing with applied human nutrition, including, but not limited to, food surveys, nutrition monitoring, nutrient data, the national food supply and food codes. Includes all records documenting the development and administration of the project, collection tools (such as questionnaires), raw data and final products, including data sets, reports and publications.

A. Background and Administrative Materials.

General information relating to the project, including correspondence, copies of contracts, methodological studies, documentation, plans, periodic and interim reports and other project-unique information.

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

B. Unprocessed Data.

Various forms of unprocessed data, including questionnaires and survey forms and other raw data, in textual, ~~audiovisual, and electronic formats~~, that are used in the production of a study, report, data set, or other publicly disseminated product. Data does not currently exist in electronic format. Future electronic files will be appraised later.

TEMPORARY: Retire to Federal Records Center 3 years after completion of project. Destroy when 25 years old.

C. Final Products.

Reports, tables, studies, data sets or other outputs, in textual ~~or electronic forms (including documentation)~~ that are made available to the public or other users. Final products do not currently include electronic records. Future electronic files will be appraised later.

PERMANENT. ~~Transfer to National Archives 1 year after product is available for use by others.~~ Cut-off after completion of project and retire to WNRC. Transfer to National Archives in five year blocks when most recent records are ten years old.

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