

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>N1-463-03-01</i>	DATE RECEIVED <i>03/05/2003</i>
1. FROM (Agency or establishment) U.S. DEPARTMENT OF AGRICULTURE		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION ANIMAL AND PLANT HEALTH INSPECTION SERVICE		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION		DATE <i>6-18-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
4. NAME OF PERSON WITH WHOM TO CONFER  LINDA MUDD	5. TELEPHONE  (301) 734 - 8420		
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>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 type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>3/4/03</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature] for Nancy Cooper</i>	TITLE RECORDS MANAGER	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		
<i>cc: To Agency, NR, &amp; NWMW. 6/23/03 Jcl</i>			

N1-463-03-01 Attachment

**FIS 10-3. User Fee Records**

User fee billing and collection forms and background documentation.

- a. Processing office and Customer Service Center: Transfer to the Federal Records Center (FRC) when 3 years old.

Destroy when 6 years 3 months old.

- b. All other offices:

Destroy when 1 year old.

**FIS 14: Electronic Mail and Word Processing System Copies**

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

DELETE within 180 days after the recordkeeping copy has been produced.

- b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

DELETE when dissemination, revision, or updating is complete.