

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-463-94-1	DATE RECEIVED 6/20/94
1. FROM (Agency or establishment) ANIMAL AND PLANT HEALTH INSPECTION SERVICES		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION MANAGEMENT SERVICES DIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 DOCUMENT MANAGEMENT BRANCH			
4. NAME OF PERSON WITH WHOM TO CONFER LINDA M. MUDD	5. TELEPHONE 301-436-7705	DATE 10/17/94	ARCHIVIST OF THE UNITED STATES Ralph C. Bledsoe

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 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 6/20/94	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda M. Mudd</i>	TITLE SUPPORT SERVICES SPECIALIST RECORDS 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 GRS OR SUPERSEDED JOB CITATION	10.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)
	<p>The following submission is an entire new section to the Personnel Retention Schedule.</p> <p>PER 18 - Client Files</p> <p>Agreements with clients, evaluations, interview data, working material and notes.</p> <p>(Item 1040a) Originating Office: Temporary. Destroy 4 years after completed.</p> <p>(Item 1040b) All other Offices: N/A</p>		

Copy sent to Agency @ 10/20/94