

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCI-463-83-2	
DATE RECEIVED 8/12/83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-13-83 <i>Date</i>	<i>Robert K. Was</i> <i>Archivist of the United States</i>

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

1. FROM (AGENCY OR ESTABLISHMENT)
USDA

2. MAJOR SUBDIVISION
APHIS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
Audrey J. Cheadle, Records Officer

5. TEL EXT
436=7317

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 _____ 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 10/3/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Audrey J. Cheadle</i>	E. TITLE <i>Records Officer</i>
7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO
		10. ACTION TAKEN

Cooperative Agreements (LEG 4-1) and Federal-State Relations (LEG 4-2)

These files are being microfilmed. The retention periods reflect disposition of paper copy after satisfactory microfilming. Also attached is a copy of the current categories for comparison.

Certification: This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to the standards of 41 CFR 101-11.507 and 101-11.508. The first in-agency inspection shall be conducted during FY 1985.

8 items

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LEG 3 (continued)	by legislative representative or records maintained by Legislative representatives on committees to carry out responsibility of assignments. EXCEPT: Program meetings or committees which should be filed under the specific program category.	<i>Same</i>	
LEG 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	(Item 166a) Destroy when 1 year old. <i>(Same)</i>	(Item 166b) Destroy when 1 year old. <i>(Same)</i>
LEG 4 COOPERATION	General correspondence relating to cooperative interagency and interagency relations, including transactions with foreign countries.	(Item 167a) Destroy when 3 years old. <i>(Same)</i>	(Item 167b) Destroy when 2 years old. <i>(Same)</i>
LEG 4-1 Cooperative Agreements	Memorandums of Understanding, and Cooperative Agreements, reflecting cooperation with other Federal agencies, foreign governments, and private companies. Case file as necessary.	(Item 168a(1)) Microfilm copy: DESTROY ^{in agency} 5 years after declared obsolete. DESTROY original paper copy after microfilm has been reviewed and found satisfactory. (Item 168a(2)) <i>(if not filmed)</i> : Paper copy DESTROY 5 years after superseded or terminated.	(Item 168b(1)) Microfilm copy: DESTROY ^{in agency} when superseded or obsolete. (Item 168b(2)) Paper copy: DESTROY when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LEG 4-2 Federal-State Relations	<p>Cooperative Agreement, amendments, and Memorandums of Understanding, relating to programs conducted in cooperation with State Governments.</p> <p>EXCEPT: Survey evaluations, reviews, and other material relating to specific subjects or cases, for which see appropriate subject.</p>	<p>(Item 169a(1)) Microfilm copy: DESTROY ^{in agency} 5 years after declared obsolete. DESTROY original paper copy after microfilm has been reviewed and found satisfactory.</p> <p>(Item 169a(2)) Paper copy ^(if not filmed) ; DESTROY 5 years after superseded or terminated.</p>	<p>(Item 169b(1)) Microfilm copy: DESTROY when superseded or obsolete.</p> <p>(Item 169b(2)) Paper copy: DESTROY when superseded or obsolete.</p>

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED