

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-463-84-1	
DATE RECEIVED 10-20-83	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
1-12-84 <i>Date</i>	<i>John W. May</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

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 4 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 10/6/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Audrey J. Cheadle</i>	E. TITLE <i>Records Officer</i>
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
816a(1) and 816a(2) 816b(1) and 816b(2)	<p>Plant Pest Category</p> <p>Projects (PLP 6)</p> <p>These files are being microfilmed. The retention periods reflect disposition of paper copy after satisfactory microfilming. Also attached is a copy of the current category for comparison.</p> <p>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, and inspections will be held every 2 years thereafter.</p>		

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 6 (continued)	<p>Case file records and related correspondence on approved projects. Include basic documentation and final report or other substantive material. Show title and date span of project, as: PLP 6 PROJECT NO. 00 Gypsy Moth FY - 76.</p> <p>Proposed Projects.</p> <p>NOTE: When a proposed project is approved, remove and file with project case files.</p> <p>Workpapers and draft report of project.</p>	<p>(Item 816a(1)) Paper copy: PERMANENT. Transfer to FARC 5 years after completion of project. Offer to NARS 15 years after completion of project. Destroy upon verification of film.</p> <p>(Item 816a(2)) Microfilm copy (original and ^{id. (acc)} copies): PERMANENT. Transfer to FARC 5 years after completion of project. Offer to NARS 15 years after completion of project.</p> <p>(Item 817a) Destroy when 5 years old, if no further action is taken.</p> <p>(Item 818a) Destroy 3 years after completion of project and final report.</p> <p>(Item 819a) Destroy when 5 years old.</p>	<p>(Item 816b(1)) Paper copy: 1. If filmed, DESTROY upon verification of film. 2. If not filmed, DESTROY when 2 years old.</p> <p>(Item 816b(2)) Microfilm copy: DESTROY when 2 years old.</p> <p>(Item 817b) Destroy when 2 years old.</p> <p>(Item 818b) Destroy when 2 years old.</p> <p>(Item 819b) Destroy when 3 years old.</p>
PLP 7 CONTROL	<p>General correspondence and related material on pest control and State pest control programs, including such aircraft operation activities as testing, remote sensing, and similar activities.</p>	<p>(Item 819a) Destroy when 5 years old.</p>	<p>(Item 819b) Destroy when 3 years old.</p>

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED