

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. DEPARTMENT OF AGRICULTURE

2. MAJOR SUBDIVISION
ANIMAL AND PLANT HEALTH INSPECTION SERVICE

3. MINOR SUBDIVISION
AUTOMATED DATA SYSTEMS STAFF

4. NAME OF PERSON WITH WHOM TO CONFER
AUDREY J. CHEADLE, RECORDS OFFICER

5. TEL EXT
436-7317

LEAVE BLANK	
JOB NO NC1-463-84-2	
DATE RECEIVED 9-26-84	
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date Oct 26, 84	Archivist of the United States <i>[Signature]</i>

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	D. SIGNATURE OF AGENCY REPRESENTATIVE	E. TITLE	7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
8/27/84	<i>Audrey J. Cheadle</i>	<i>Records Officer</i>		<u>PRESENT Schedule</u> EXPORT CERTIFICATES Certifications for inspected export shipments. Includes certification made at ports, application for export certificates, issuance of export stamps and certificates and the like.	EX 5-1	(Item 559a) Destroy when 4 years old. (Item 559b) Destroy when 2 years old.
			1.	<u>PROPOSED Schedule</u> EXPORT CERTIFICATES Certifications for inspected export shipments. Includes certification made at ports, application for export certificates, issuance of export stamps and certificates and the like, <u>except phytosanitary certificates.</u> EXCEPT: Phytosanitary Certificates <i>All changes agreed to by Mary Ellen O'Brien (APHIS) & Robb Storm (NARS), 7/c 10-24-84. 10-24-84</i>	EX 5-1 (Item 559a) Destroy when 4 years old (Item 559c) Destroy when 2 years old	(Item 559b) Destroy when 2 years old. (Item 559d) Destroy when 1 year old.