

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>N1-540-06-2</i>	
TO: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received <i>10/20/2005</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		<b>NOTIFICATION TO AGENCY</b>  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Research, Education, and Economics (REE) Mission Area			
3 MINOR SUBDIVISION Cooperative State Research, Education, and Extension Service (CSREES)			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh	5 TELEPHONE NUMBER 202-401-5924	DATE <i>9/11/06</i>	ARCHIVIST OF THE UNITED STATES <i>A. H. Bennett</i>
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>2</u> page(s) are not needed now for the business for 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>10/17/05</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal Zeh</i>		TITLE <i>Records Management Officer</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 Agency, RUMME, MUMMIV</i>			

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
1	<p><u>Newsletters</u></p> <p>CSREES communicates its decisions, developments, opportunities and events via newsletters to its partners and customers within the land-grant system and other universities, agribusinesses, private industry, and others. This includes newsletters from the Administrator and from program offices</p> <p>These instructions apply to the records regardless of their format. Records may be maintained in any format on any medium</p> <p>a. "CSREES Update" and substantive newsletters Includes newsletters that consist primarily of content describing the agricultural-related functions and activities of the Agency</p> <p>Disposition: PERMANENT Cut off newsletters when 3 years old. Transfer HTML and/or PDF files to NARA on a yearly basis at the time of cutoff in accordance with NARA Web Content Transfer Guidance and/or NARA PDF Transfer Guidance</p> <p>b Non-substantive newsletters Includes newsletters that consist primarily of links to non-Agency web sites or and/or contain information describing functions and activities of other Agencies. Also includes internal newsletters that contain information about non-mission Agency functions, such as personnel, payroll, travel, or information technology.</p> <p>Disposition Temporary. Destroy/delete when 3 years old</p> <p>c Other non-record copies of all newsletters</p> <p>Disposition: Temporary Destroy/delete when no longer needed for reference</p>	<p>N1-33-90-2, ES 3070-1, Item 3430 &amp; 3430-4</p>	
2	<p><u>Institutional Files</u></p> <p>Records are used to assess the financial history and makeup of institutions recommended to receive funding from the Agency Information is used by the Agency before awarding funding, to determine the institution's ability to manage federal funding according to federal rules and regulations Records include but are not limited to forms, articles of incorporation, and financial documentation</p> <p>Disposition: Temporary Destroy/delete when superseded or obsolete, or when no longer needed for administrative purposes</p>		

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
3	<p><u>Authorization to Use 4-H Name and/or Emblem Records.</u></p> <p>Use of the 4-H Club name and/or emblem by anyone other than the 4-H Clubs and those authorized by them, representatives of the Department of Agriculture, the Land-Grant colleges and universities, and persons authorized by the Secretary of Agriculture is prohibited by 18 U.S.C 707 The Secretary has delegated authority to the Administrator of the Agency to authorize others to use the 4-H Name and Emblem The Agency has promulgated regulations at 7 CFR Part 8 that govern such use Records document a requestor's proposed uses of the 4-H name and emblem and the Agency's approval or disapproval of that use Records include but are not limited to applications; letters of approval or denial; and other correspondence</p> <p>Disposition: Temporary. Cut off 5 years after authorization expires, or application is denied or withdrawn Destroy/delete 5 years after cut off</p>	N1-33-90-2, 3070-1, Item 5160	
4	<p><u>Electronic Mail and Word Processing Records</u></p> <p>Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by this item Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating</p> <p>a. Copies of records covered by above items 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 procure the recordkeeping copy</p> <p>Disposition: Temporary Destroy/delete within 180 days after the recordkeeping copy has been produced</p> <p>b. Copies for disseminating, revising, or updating that are maintained in addition to the recordkeeping copy</p> <p>Disposition: Temporary Destroy/delete when disseminating, revising, or updating is completed</p>		