

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-540-08-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received <i>11/7/07</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>July 20</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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>4</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 October 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal Zeh</i>		TITLE Records Management Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		



Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
1	<p><u>4-H Peer Reviews</u></p> <p><i>Records Description</i></p> <p>Records document the Agency’s peer review of curricula, proposals, programs, workshops, and other documents. These peer reviews are not contingent not connected to the award of agency funding Records consist of peer reviewed documents, peer review scores and commentary, and applications of prospective peer reviewers.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>NOTE Use 015, Funded Award and Agreement Case Files and 016, Unfunded Application Case Files for peer reviews performed as part of competitive or special grants or cooperative agreements</p> <p><i>Records Disposal Instructions</i></p> <p>a. 4-H Juried Curriculum</p> <p>1 Juried curricula and review files. Includes original submissions, letters of intent, applications, and score sheets (individual and composite).</p> <p>a. Published curricula files.</p> <p>Disposition. Temporary Cut off files when curricula are published Destroy/delete immediately upon cutoff.</p> <p>b Conditionally-accepted curricula files.</p> <p>Disposition: Temporary If not eventually published or rejected, cut off when 3 years old Destroy/delete immediately upon cutoff.</p> <p>c Rejected curricula files</p> <p>Disposition Temporary. Cut off files when curricula are rejected Destroy/delete 6 months after cutoff</p> <p>2 Peer reviewer applications</p> <p>Disposition: Temporary Destroy/delete when 5 years old</p>		

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	<p>3 Published curricula tracking log.</p> <p>Disposition. Temporary. Destroy/delete when 4-H juried curriculum function no longer performed</p> <p>b. 4-H Programs of Distinction</p> <p>1. Submitted manuscripts.</p> <p>a. Accepted manuscript files</p> <p>Disposition: Temporary. Cut off 5 years after superseded by a new version, or if not superseded by a new version, when 5 years old. Destroy/delete immediately upon cutoff.</p> <p>b. Revised and resubmitted manuscript files.</p> <p>Disposition: Temporary. If not eventually accepted or rejected, cut off files when 5 years old. Destroy/delete immediately upon cutoff.</p> <p>c. Rejected manuscript files</p> <p>Disposition: Temporary Cut off 1 year after rejected Destroy/delete immediately upon cutoff.</p> <p>2 Peer reviews and score sheets</p> <p>Disposition Temporary Cut off when 5 years old Destroy/delete immediately upon cutoff.</p> <p>3. Peer reviewer applications.</p> <p>Disposition Temporary. Cut off when 2 years old Destroy/delete immediately upon cutoff.</p>		
2	<p><u>Authorization to Use 4-H Name and Emblem Records.</u></p> <p><i>Records Description</i></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</p>	Item 3 supersedes N1-540-06-2, Item 3	

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	<p>promulgated regulations at 7 CFR Part 8 that govern such use</p> <p>The Agency has three ways of authorizing entities to use the 4-H Name and Emblem: (1) charters, (2) memoranda of understanding, and (3) authorization letters. Various rights are attached to each of these means of authorization. Charters are used to authorize entities that are the programmatic focus of the 4-H program, such as 4-H clubs or camps. Charters are written by the National 4-H Headquarters. However, the states and counties track chartered entities and issue, renew, and revoke charters for 4-H clubs and camps within their state or county. Chartered entities are included in the 4-H tax-exempt status and must comply with national 4-H policies.</p> <p>Memoranda of understanding are used to recognize affiliated organizations, which perform work that the national, state, or county 4-H programs cannot, such as the National 4-H Council, 4-H foundations, and 4-H alumni associations. These organizations must comply with national 4-H policies, but cannot authorize others to use the 4-H name and emblem. NOTE: Records related to developing memoranda of understanding are covered under a separate disposition authority entitled, Memoranda of Understanding.</p> <p>Authorization letters grant the use of the 4-H name and emblem to commercial vendors for a specific purpose and period of time, such as to create merchandise or for use at an event.</p> <p><i>Records Disposal Instructions</i></p> <p>a. Records related to IRS tax exempt status.</p> <p>The IRS confers tax exempt status for all of 4-H upon the National 4-H Headquarters, which acts as the conduit between the states and the IRS in reporting chartered 4-H entities that are approved to use the 4-H tax group exemption number and tax identification number. Records include but are not limited to:</p> <ol style="list-style-type: none"> 1 Lists of 4-H entities approved to use the 4-H tax exemption 2 Letters from state extension directors to notify 4-H Headquarters of 4-H entities approved to use the 4-H tax exemption in their state 3. Letters from 4-H Headquarters to 4-H entities certifying that the 4-H entity is part of a tax-exempt group <p>Disposition: Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff.</p>		

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	<p>b. Records related to authorization letters</p> <p>Records include but are not limited to applications; letters of approval or denial; and other related records.</p> <p>Disposition: Temporary. Cut off 5 years after authorization expires, or application is denied or withdrawn. Transfer to Federal Records Center Destroy/delete 5 years after cut off.</p>		