



<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER N1-572-12-1	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received 3/30/2012	
1 FROM (Agency or establishment) U S Department of Agriculture		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION Rural Development		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION Operations and Management, Rural Housing Service, Rural Business and Cooperative Service, and Rural Utilities Service			
4 NAME OF PERSON WITH WHOM TO CONFER Andrea R Jenkins andrea.jenkins@wdc.usda.gov	5 TELEPHONE NUMBER 202-692-0029	DATE 11 July 12	ARCHIVIST OF THE UNITED STATES 
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>45</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 3/30/2012	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	U S Department of Agriculture Rural Development  (See attached)		

## 1 Records of Daily Activities – High Level Officials and Political Appointees

Records of high level officials within Rural Development, including the Agency Administrator and State Directors

The records consist of calendars, appointment books, briefing books, meeting agendas, schedules, logs, diaries, and other records documenting meetings, appointments, telephone calls, trips, visits, and other agency business by these officials while serving in an official capacity, and documenting agency business and decisions, but excluding materials determined to be personal in nature

Disposition **PERMANENT**. Paper records File in chronological order, retain in originating office Cut off at the end of calendar year or when official departs Retire to Federal Records Center (FRC) 5 years after cut off Transfer to the National Archives 10 years later Electronic records Cut off at end of calendar year or when official departs Transfer a pre-accession copy in 5-year blocks in accordance with applicable NARA standards in place at the time of transfer Transfer legal custody of electronic records to the National Archives 10 years after original cut off