## **INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE**

Schedule Number: N1-016-02-001

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

One-time disposition

Temporary records presumed destroyed. Permanent records accessioned by NARA in 2019 per ARCIS data.

Date Reported: 7/7/2021

(See Instructions on reverse)  To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  I. FROM Qeency or establishment)  U.S. Department of Agriculture  U.S. JOSON WITH WIGHT TO CONFER  I. RADRE VERY FERSON WITH WIGHT TO CONFER  Elizabeth L. Fugitt, Ed.D.  B. 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 _2- page(s) are not now needed for the business of 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,  U.S. JOSON STATES		ON ALITHOPITY		LEAVE BLANK (NARA use only	W
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON DC 20408  IFROM Agency or establishment) U.S. Department of Agriculture 2. MAJOR SUBDIVISION Office of the Secretary 3. MINOR SUBDIVISION Under Secretary for Food Safety 4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Elizabeth L. Fugitt, Ed. D.  8. 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 _2- page(s) are not now needed for the business of 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,  I signot required; is attached; or has been requested.  DATE  S. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  Record Group 016 - Office of the Secretary of Agriculture, U.S. Department of Agriculture  I lem 1000.4a Schedules of Daily Activities - High Level Officials  Under GRS 23, Item 5.a. Request review of the unique substantive records pertaining to the activities of the saff of the Office of the Under Secretary  End of GRS 23, Item 5.a. Request review of the unique substantive records pertaining to the activities of the saff of the Office of the Under Secretary  End of GRS 23, Item 5.a. Request review of the unique substantive records pertaining to the activities of the saff of the Office of the Under Secretary  End of GRS 23, Item 5.a. Request review of the unique substantive records pertaining to the activities of the Saff of the Deputy Under Secretary  End of GRS 23, Item 5.a. Request review of the unique substantive records pertaining to the activities of the Office of the Under Secretary  End of GRS 23, Item 5.a. Request review of the unique substantive records pertaining to the activities of the saff of the Deputy Under Secretary  End of GRS 23, Item 5.a. Request review of the Under Secretary  End of GRS 23, Item 5.a. Reques	REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBE		"/
MASHINGTON DC 20488  1. FROM (Agency or establishment)  W.S. Department of Agriculture  2. MAJOR SUBDIVISION  Office of the Secretary  3. MINOR SUBDIVISION  Under Secretary for Food Safety  4. NAME OF PERSON WITH WHOM TO CONFER  Elizabeth L. Fugitt, Ed.D.  DATE  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 _2- page(s) are not now needed for the business of 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, is not required; is a stached; or has been requested.  DATE  SIGNATURE OF AGENCY REPRESENTATIVE  WITH  8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  I. Record Group 016 - Office of the Secretary of Agriculture, U.S. Department of Agriculture litem 1000.4 as Schedules of Daily Activities – High Level Officials  Under SR6 23, tens. Request review of the unique adolatantive records pertaining to the activities of the staff of the Office of the Under Secretary of Tood Safety, September 1997 to January 20, 2001:  Caren Willow, Deputy Under Secretary for Food Safety  Caren Willow, Deputy Under Secretary for Food Safety  Caren Willow, Special Assistant to the Under Secretary  Mauricen Kelly, Special Assistant to the Under Secretary  Trudy Karus, Special Assistant to the Under Secretary  Trudy Karus, Special Assistant to the Under Secretary  Eric Moy's, Secgenary to the Deputy Under Secretary  Eric Moy's, Secgenary to Male Secretary  Eric Moy's, Secgenary to Male Secretary  Eric Moy's, Secgenary to the Deputy Under Secretary  Eric Moy's			NI-	16-02-01	
U.S. Department of Agriculture  2. MAJOR SUBDIVISION Office of the Secretary 3. MINOR SUBDIVISION Under Secretary 4. NAME OF PERSON WITH WHOM TO CONFER 5. TELEPHONE Elizabeth L. Fugitt, Ed.D.  202 720-8020  8. 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 -2- page(s) are not now needed for the business of 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, is not required; is attached; or has been requested.  DATE SIGNATURE OF AGENCY REPRESENTATIVE  DATE  SIGNATURE OF	WASHINGTON DC 20408	INISTRATION (NIR)	DATE RECE	5/2m2	
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Al via email on 7/31/02 PISTRIBOTED: CC-AGENCY, NUMD, NUMWA, NWEBG

- 1. Records of the Office of the Under Secretary for Food Safety, September 1997-January 20, 2001
- A. Significant records including speeches, weekly reports to the Secretary, strategic plan briefing books, and correspondence. (Boxes 1-11)

Volume on hand: 11 cubic feet

Arrangement: Chronological by type of record

PERMANENT. Retire to office site storage upon approval of this schedule. Transfer to NARA in 2011.

B. Records dealing with Y2K Conversion. (Boxes 12-14)

TEMPORARY. Destroy upon approval of this schedule.

C. Records created using electronic mail and word processing applications.

TEMPORARY. Delete once record-keeping copy has been produced and placed in approved record keeping system.

## RECORDS CREATED BY THE OFFICE OF THE UNDER SEPTEMBER 1997 THROUGH JANUARY 20, 2001 SECRETARY FOR FOOD SAFETY

Diane Coates, Confidential Assistant to the Deputy Under Secretary Cynthia Bowie, Confidential Assistant to the Under Secretary Kristie Kelm, Confidential Assistant to the Under Secretary Clyde S. Teasley, Special Assistant to the Under Secretary Maureen Kelly, Special Assistant to the Under Secretary Caren Wilcox, Deputy Under Secretary for Food Safety Trudy Kareus, Special Assistant to the Under Secretary Catherine E. Woteki, Under Secretary for Food Safety Eric Moy'e, Secretary to the Deputy Under Secretary Vanessa Jones, Receptionist

Box 1	OFS Chronological and Memorandum Files September 1997 - December 1999 OFS Chronological and Memorandum Files
<b>500</b>	January 1999 - December 1999

OFS Chronological and Memorandum Files	January 2000 - January 20, 2001
Box 3	

OFS Official Calendars for Dr. Woteki and Ms. Wilcox	September 1997 - January 2001
<b>Box 4</b>	

OFS Official Travel for Dr. Woteki	October 1997 - December 1998
Box 5	

OFS Official Travel for Dr. Woteki	January 1999 - December 2000
Box 6	

Official Travel and Speeches for Caren Wilcox	January 1998 - December 2000
Box 7	

## RECORDS CREATED BY THE OFFICE OF THE UNDER SECRETARY FOR FOOD SAFETY SEPTEMBER 1997 THROUGH JANUARY 20, 2001

Box 8	Official Speeches for Dr. Woteki September 1997 - December 12, 2000
Box 9	OFS Weekly Reports to the Secretary December 1997 - January 2001 Presidents Council on Food Safety Comprehensive Federal Strategic Plan Briefing Books (May 10, 2000 & June 5, 2000)
Box 10	Presidents Council on Food Safety Comprehensive Federal Strategic Plan 1998 - 2001
Box 11	Presidents Council on Food Safety Comprehensive Federal Strategic Plan 1998 - 2001
Box 12	Presidents Council on Year 2000 Conversion Food Supply Working Group 1998 - 2000
Box 13	Presidents Council on Year 2000 Conversion Food Supply Working Group 1998 - 2000
Box 14	Presidents Council on Year 2000 Conversion Food Supply Working Group 1998 - 2000