

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-16-96-1</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>7-2-96</i>	
1. FROM (Agency or establishment) 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Office of Communication			
3. MINOR SUBDIVISION Video, Teleconference, and Radio Center			
4. NAME OF PERSON WITH WHOM TO CONFER <i>LORI ROSS</i> Don Hulcher	5. TELEPHONE <i>3628</i> 202-720-6746	DATE <i>9-24-96</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</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>1</u> 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, <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>6/28/96</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Ronald E Hulcher</i>	TITLE <i>Management Analyst</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 GRS OR SUPERSEDED JOB CITATION	10.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 sheet.		

OCT - 3 1996 *Copy to: Agency NNT*

Department of Agriculture
Office of Communication
Video, Teleconference, and Radio Center

1. Audiovisual Equipment Inventory Reports, 1983-1993.

Inventories submitted annually by Department of Agriculture agencies listing the type, purchase price, and date of purchase of audiovisual equipment used for public information activities.

Disposition: **TEMPORARY**. Destroy upon approval of this schedule.

2. Audiovisual Production Proposal Forms.

Proposals, such as Form AD-797, submitted by agencies to request the production of an audiovisual product.

Disposition: **TEMPORARY**. Destroy when one year old.