

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N1-166-02-002

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 Items are either obsolete or have been superseded by newer NARA approved records schedules.

Explanation / Description:

N1-166-02-002/1/A superseded by DAA-0166-2018-0003-0001

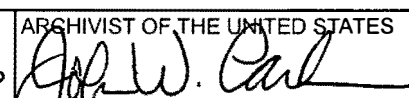
N1-166-02-002/1/B superseded by DAA-0166-2018-0003-0002


N1-166-02-002/2/A superseded by DAA-GRS-2016-0016-0002

N1-166-02-002/2/B superseded by DAA-GRS-2016-0016-0002

Date Reported:

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NI-166-02-02	
1 FROM (Agency or establishment) United States Department of Agriculture		DATE RECEIVED 6/3/2002	
2 MAJOR SUBDIVISION Foreign Agricultural Service		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 "withdraw" in column 10	
3 MINOR SUBDIVISION		DATE 2-4-03	
4 NAME OF PERSON WITH WHOM TO CONFER Clarice A. Crumb	5 TELEPHONE (202) 690 - 1560	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>2</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 05-20-2002	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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
1	FEDERAL REGISTER DOCKETS. a. Case Files including dockets submitted for publication in the Federal Register and related material. These files include the Agency copy with the Office of General Counsel approval. Recordkeeping Copy (Paper). Cut off files at the end of year in which published. Transfer to the FRC 2 years after cut-off. Destroy when 10 years old. b. Divisional copies of dockets, background material and letters of comment from the public. Recordkeeping Copy (Paper). Destroy when 5 years old. Concurrence with RO 1/13/2003		

REQUEST FOR RECORDS DISPOSITION-CONTINUATION	Job Number N1-166 - 02 - 02	Page 2 of 2
--	---------------------------------------	----------------

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
2.	<p>Electronic Mail and Word Processing System Copies</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 other items in this schedule. Also includes electronic copies of the records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.</p> <p>a. Copies that have no further administrative value after 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 produce the recordkeeping copy.</p> <p>TEMPORARY. Destroy/Delete within 180 days after the recordkeeping copy has been produced.</p> <p>b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.</p> <p>TEMPORARY. Destroy/Delete when dissemination, revision, or updating is completed.</p>		