

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>71-462-04-2</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>4-5-2004</i>	
1. FROM (Agency or establishment) Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Center for Nutrition Policy and Promotion		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Nutrition Policy and Analysis			
4. NAME OF PERSON WITH WHOM TO CONFER Teresa M. Frye	4. TELEPHONE NUMBER (703) 305-1629	DATE <i>10-25-04</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
5. 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 _____ 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 <i>04-01-2004</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa M. Frye</i>		TITLE <i>Agency Records Officer</i>
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Center for Nutrition Policy and Promotion (CNPP), Nutrition Policy and Analysis Staff.</p> <p><u>The Family Economics and Nutrition Review (FENR) Journal.</u> The FENR is a semi-annual journal published by the CNPP. The journal consists of manuscripts concerning economic and nutritional issues related to the health and well-being of U.S. families. Special interests in the journal can include studies about U.S. population groups at risk – from either an economic or a nutritional perspective. Research may be based on primary or secondary data as long as it is national or regional in scope or of national policy interest. Subject matters are based on research findings of interest to a wide family of economics and nutritional audiences, including Federal, State, and local government officials, nutrition and economic educators, and social scientists.</p> <p>a. <u>Published Journal.</u> PERMANENT. Transfer 2 copies to the National Archives every fiscal year.</p>		
		<i>cc Agency HR, NWMD, NWME, NWMW, NWET</i>	

b. **Case Files:** The case files contain manuscripts, research articles, and briefs submitted from various authors and researchers. The files are maintained in alphabetical order by the author's name.

1. **Accepted Manuscripts.** The case files include manuscript versions, peer review comments, galleys, routing information, and various types of correspondence between the editor and author.

TEMPORARY. Close files at the end of the fiscal year. Destroy 2 FYs after inclusion into the Journal.

2. **Rejected Manuscripts.** Files contain manuscripts that did not meet the criteria to be included in the journal. Includes justification for the rejection of the manuscript submission and rejection letter.

TEMPORARY. Close files at the end of the fiscal year. Destroy 2 FYs after rejection.

3. **Electronic Mail and Word Processing System Copies.** Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of records. 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.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

see attached sheet

3. Electronic mail and word processing records

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 the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel 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 copies.

Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

Destroy/delete when disseminating, revising, or updating is completed.