

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-462-04-16</i>	DATE RECEIVED <i>7-28-2004</i>
1. FROM (Agency or establishment) <b>United States Department of Agriculture</b>		<b>NOTIFICATION TO AGENCY</b>	
2. MAJOR SUBDIVISION <b>Food Safety Inspection Service</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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		DATE <i>1-10-05</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Paul</i>
4. NAME OF PERSON WITH WHOM TO CONFER <b>Sherri D. Rardon</b>	5. TELEPHONE <b>202-205-0230</b>		

**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 1 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 <i>6/16/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <b>Bobby L. Byrd</b> <i>Bobby L. Byrd</i>	TITLE <b>CHIEF IMAB, ASD</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	This schedule refers to Y2K records of all types of Food Safety Inspection Service (FSIS). FSIS is a major agency in the United States Department of Agriculture empowered with enforcing the Federal Meat Inspection Act (FMIA) and Poultry Products Inspection Act (PPIA) and Egg Products Act and to ensure all products are wholesome and clean.		

*Send to 11/2/05 Co-ord set to AGO, NWAD, NWME, NWMA, NR, NWST*

## Y2K Records

1. This schedule applies to all records created or received in the process of assessing, reporting, correcting computer hardware and software associated with 2000 Y2K changes. Included are records such as laboratory working records, agencies Y2K certifications, contracts for products and services, implementation, repair and renovation records, planning records, software records and testing records. This documentation exist no where else but this office within FSIS.

TEMPORARY. Cut off files at project completion. Destroy 10 years after cut off.

2. 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.

TEMPORARY. 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.

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