

AUG 2 1982

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	NCL-463-82-4
DATE RECEIVED	8-2-82
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
10-18-82 Date	<i>Robert G. Now</i> Archivist of the United States

TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Animal & Plant Health Inspection Service

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Mary Ellen O'Brien

5. TEL EXT

436-8520

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Audrey J. Cheadle</i> Audrey J. Cheadle	E. TITLE Agency Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Real Property Management PRP9</p> <p>Architectural Engineering (PRP9-1)</p> <p>Completed construction project.</p> <p>a) Correspondence and written supporting material.</p> <p>Items 389a and 389b will remain the same and correspond to the above.</p> <p>b) Building plans, preliminary layout drawings, working drawings for contract purposes, and mechanical type equipment drawings for the programs.</p> <p>These drawings are being microfilmed. The retention periods reflect disposition of paper copy after satisfactory microfilming. Also attached is a copy of the current category for comparison.</p> <p>CERTIFICATION: This certifies that the records described in this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506. Storage conditions shall adhere to the standards of 41 CFR 101-11.507 + 101-11.508. The first inspection will be conducted in CY 1984, + every 2 years thereafter.</p>		

closed out: 10-21-82
Copies to NNB, NNF, NA + Agency

5 items

115-107

to agency, 10/20/82, RAB
to NNB, NNF, NNS - 10/21/82

RTB AC 9/28/82

No copies to FRC's

MDC Sheet Not Required

STANDARD FORM 115
Revised April, 1975
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4

~~PROPOSED~~

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP9 Same	Same	Same	Same
PRP9-1 Architectural Engineering	Same	Same (388a)	Same (388b)
	Proposed construction project.		
	Completed construction project.		
	Correspondence and written supporting material.	Item 389a Same [Permanent; offer to NARS 5 yrs. after facility is disposed of for representative sampling. Destroy projects not accepted by NARS.]	Item 389b Same [Destroy after facility is disposed of]
	Building plans, preliminary layout drawings, working drawings, for contract purposes, and mechanical type equipment drawings for the programs.	Item 389c Microfilm - PERMANENT Architectural Engineering Office: PERMANENT. offer to NARS 5 years after facility is disposed of for representative sampling. Destroy projects not accepted by NARS.	Item 389d Same [Destroy after facility is disposed of] N/A RTB 9/28/88 AC
	ditto	Item 389e PAPER - Destroy on-site upon verification of film. RTB 9/28/88 AC	Item 389f Destroy after facility is disposed of. RTB 9/28/88 AC