

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-540-07-1</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received <i>11/3/06</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		<b>NOTIFICATION TO AGENCY</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION Research, Education, and Economics (REE) Mission Area			
3 MINOR SUBDIVISION Cooperative State Research, Education, and Extension Service (CSREES)			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh <i>Crystal Zeh</i>	5 TELEPHONE NUMBER 202-401-5924	DATE <i>10/20/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Wentz</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>2</u> 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE	
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	See attached		

*signed by the Archivist 11/3/07 RF*

*Sel 2/8/07 copies sent to Agency, NWMD, NWMW, NR*

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
1	<p>This schedule is media-neutral.</p> <p><u>Program of Research Reports.</u></p> <p>Records are received to administer funding authorized by the McIntire-Stennis and Animal Health and Disease Acts to the State Agricultural Experiment Stations, State schools of forestry, and cooperating schools of veterinary medicine. To obtain funding, these institutions must annually report to the Agency all active research projects that are entitled to receive funding through one of the two programs, McIntire-Stennis or Animal Health. The report details anticipated funding efforts, at the research project level, for the upcoming fiscal year. An approved report authorizes the institution to expend the funds on those projects, but does not obligate spending within the program to any particular project(s). Records include but are not limited to reports, working files, correspondence, and other related documentation.</p> <p>Arranged by fiscal year and then by Station</p> <p>a. Final Reports and Working Files (Record Copy).</p> <p>Disposition. Temporary. Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff.</p> <p>b. Other Copies.</p> <p>Disposition. Temporary. Destroy/delete when no longer needed for reference.</p>		
2	<p><u>Research Funds and Staff Support Summary Reports</u></p> <p>Records summarize the research funding expenditures and staff support at State Agricultural Experiment Stations, State land-grant colleges and universities, State schools of forestry, and cooperating schools of veterinary medicine. The report is produced annually by summarizing data on funding expenditures and staff support which is reported to the Agency by the cooperating institutions for each of their research projects. Records include but are not limited to reports, working files, including exception reports, correspondence, and related documentation.</p> <p>a. Final Reports and Working Files (Record Copy)</p> <p>Disposition. Temporary. Cut off at the end of the fiscal year. Destroy/delete 3 years after cutoff.</p> <p>b. Other Copies.</p>		

Item No.	Description of Item and Proposed Disposition	GRS or Superseded Job Citation	Action Taken (NARA Use Only)
	Disposition: Temporary Destroy/delete when no longer needed for reference		
3	<p><u>Research and Education Salary Survey Reports.</u></p> <p>Records provide an annual analysis of salaries of agricultural research workers and agricultural research administrators at State Agricultural Experiment Stations, State land-grant colleges and universities, State schools of forestry, and cooperating schools of veterinary medicine. Reports are prepared to assist managers of agricultural research programs. Records include but are not limited to reports, working files, forms, correspondence, and related documentation</p> <p>a Final Reports and Working Files (Record Copy)</p> <p>Disposition: Temporary Cut off at the end of the fiscal year Destroy/delete 3 years after cutoff</p> <p>b Other Copies.</p> <p>Disposition: Temporary. Destroy/delete when no longer needed for reference.</p>		