

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-540-07-6</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD; COLLEGE PARK, MD 20740-6001		Date received <i>JULY 17, 2007</i>	
1. FROM (Agency or establishment) U.S. Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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) <i>NATIONAL INSTITUTE OF FOOD AGRICULTURE</i>			
4. NAME OF PERSON WITH WHOM TO CONFER Crystal Zeh	5. TELEPHONE NUMBER 202-401-5924	DATE <i>21 June 2006</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 8 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 July 12, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Crystal Zeh</i>		TITLE Records Management Officer
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	See attached.		

7. Item No.	8. Description of Item and Proposed Disposition	9. GRS or Superseded Job Citation	10. Action Taken (NARA Use Only)
1	<p><u>Public Correspondence.</u></p> <p><i>Records Description</i></p> <p>Records document the Agency's response to routine requests for information from the public. Correspondence covered by this item requires only a form letter or a response that does not require any administrative action, policy decision, or special research to prepare an answer.</p> <p>Records include but are not limited to requests for publications or public relations material, copies of news releases or news articles prepared for distribution, and replies thereto.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p><i>Records Procedures</i></p> <p>For records in paper format, file copies of the requests and responses in folders by month. For e-mail records, file requests and responses in a "Public Correspondence" public folder in Outlook and empty it every three months.</p> <p>File by month.</p> <p><i>Records Disposal Instructions</i></p> <p>Disposition: Temporary. Cut off at the end of each month. Destroy/delete 3 months after cutoff.</p>	GRS 14 Item 1	
2	<p><u>FOIA Coordination Records.</u></p> <p><i>Records Description</i></p> <p>Records document the coordination of the Agency's response to Freedom of Information Act (FOIA) requests received from the REE mission area FOIA Officers.</p> <p>Records include but are not limited to copies of FOIA requests; copies of responsive records and drafts of the responsive records; one-time or recurring reports to the mission area or the Department about the Agency's implementation of the FOIA; and related records.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p>		

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	<p>NOTE: The complete record copies of the Agency's responses to FOIA requests are maintained by the REE mission area FOIA Officers in accordance with retention requirements set forth in the General Records Schedules. The Agency's records do not constitute record copies of FOIA requests and responses, and thus are maintained in accordance with General Records Schedule retentions for nonrecord copy FOIA files.</p> <p><i>Records Disposal Instructions</i></p> <p>Disposition: Temporary. Close file after last action by Agency. Cut off all closed files at the end of the fiscal year. Destroy/delete 6 years after cutoff.</p>		
3	<p><u>Media Relations Records.</u></p> <p><i>Records Description</i></p> <p>Records document the Agency's outreach to and interaction with the media, general public, and/or Congress.</p> <p>Records include but are not limited to talking points, hot topics lists, and fact sheets; Agency news releases of sufficient importance to be released by the USDA, Office of Communications (OC); other types of news summaries released only by the Agency, such as internal news stories and research results.</p> <p>Some records covered by this item are forwarded to the USDA, OC. USDA, OC copies of agency news releases are scheduled to be transferred to the National Archives for permanent retention.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>SEE ALSO: Use 030, Tracking and Control Records, for tracking spreadsheets for news releases, agency news stories, and media inquiries.</p> <p><i>Records Disposal Instructions</i></p> <p>a. Agency copy of news releases, fact sheets, and other media relations records.</p> <p>Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 10 years after cutoff.</p> <p>b. Drafts and working files.</p> <p>Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 1 year after cutoff.</p>	<p>N1-33-90-1 (ES 3070-1), Item 1440-1</p>	

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4	<p><u>Publications and Promotional Items.</u></p> <p><i>Records Description</i></p> <p>Records include Agency publications and promotional items. Publications include manuals, handbooks, brochures, reports, or pamphlets developed by the Agency or by the Agency and the partnership for use by Agency staff, the partnership, or the public. Promotional items include brochures, flyers, pamphlets, posters, exhibits, postcards, CDs, DVDs, and other related items.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>SEE ALSO: Use 003 for Agency newsletters. Use 015, Funded Award and Agreement Case Files, for final technical reports produced from projects funded by the Agency. Use 071 b for records from professional associations or conferences not sponsored by the Agency. Use 074 for records related to agency-sponsored training courses. Use 080 for Photographs. Use 082 for Video Recordings.</p> <p><i>Records Disposal Instructions</i></p> <p>a. Publications describing the Agency's agricultural mission activities. Includes but is not limited to:</p> <ul style="list-style-type: none"> • Administrator's Report to the Partnership • Any Agency mission-related publications or brochures • Annual reports for Agency programs. <p>Determine medium of recordkeeping copy.</p> <p>(1) Recordkeeping copy.</p> <p>a. If paper.</p> <p style="margin-left: 40px;"><i>Two copies</i></p> <p style="margin-left: 40px;">Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer one copy of each publication to the National Archives and the National Agricultural Library annually after cutoff.</p> <p>b. If electronic.</p> <p style="margin-left: 40px;">Disposition: PERMANENT. Cut off at the end of the calendar year. Transfer one copy of each publication to the National Archives and the National Agricultural Library annually after cutoff.</p>	<p>N1-33-90-1 (ES 3070-1), Item 1410-2</p> <p>CSRS 3070-2, Item 1410-2</p>	

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	<p>(2) Agency copies.</p> <p>Disposition: Temporary. Cut off at the end of the calendar year. Destroy/delete 5 years after cutoff or when no longer needed for business. Stocks of publications may be disposed of when no longer needed for business.</p> <p>b. Routine publications or promotional items that do not describe or depict the Agency's agricultural mission activities. Includes but is not limited to:</p> <ul style="list-style-type: none"> • Land-grant universities map • Exhibits • Promotional marketing items for conferences and other events • Staff telephone directory • Working files and drafts generated during the development of publications and promotional items. <p>Disposition: Temporary. Cut off inactive records after publication or when document is superseded, obsolete, or no longer needed to support business. Destroy/delete 1 year after cutoff.</p>	<p>N1-33-90-1 (ES 3070-1), Item 1410</p> <p>CSRS 3070-2, Item 1410</p>	
5	<p><u>Photographs.</u></p> <p><i>Records Description</i></p> <p>Photographs document agricultural and agricultural-related subjects, including programs and projects funded by the Agency. Photograph subjects include 4-H, agribusiness, agriculture generally, agricultural marketing, agricultural research, aquaculture, biotechnology, community, conservation, crops, engineering, environment, families, farms and farm safety, food, forestry, health, higher education, horticulture, livestock, nutrition, pests and pesticides, rural development, sustainable agriculture, and water.</p> <p>Records consist of photographs and the metadata associated with each photograph. Metadata includes the filename; a photograph description including photographer's name and affiliation; descriptive keywords; and the date and time the photograph was taken and the date and time the photograph was catalogued; technical information about the image, such as pixels, etc.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p> <p>File by subject.</p> <p>NOTE: This item applies to all Agency photographs, not just those in the possession of the Communications Staff.</p>		

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	<p><i>Records Disposal Instructions</i></p> <p>a. Photographs of professional quality. Includes but is not limited to professional photographs by Agency employees for agency business and photographs taken by professional photographers hired by the Agency.</p> <p>(1) Recordkeeping copy.</p> <p>Disposition: PERMANENT. Transfer images taken over the course of a calendar year to the National Archives on an annual ^{3 year} basis in accordance with National Archives' guidance for transferring digital photographic records.</p> <p>(2) Agency copies.</p> <p>Disposition: Temporary. Destroy/delete when no longer needed for business.</p> <p>b. All other photographs. Includes but is not limited to photographs of internal Agency functions and events.</p> <p>Disposition: Temporary. Destroy/delete when no longer needed for business.</p>	<p>N1-33-90-1 (ES 3070-1), Items 1480-1 and 1480-2</p> <p>CSRS 3070-2, Item 1422</p>	
6	<p><u>Video Recordings.</u></p> <p><i>Records Description</i></p> <p>Video recordings document the programs and accomplishments of the partnership between the Agency and the Land-grant university system in the areas of research, education, and extension. Video recordings include but are not limited to Partners Video Magazine, which is produced thrice yearly.</p> <p>Records include final video recordings, final scripts, and the working files that are generated in the production of each video recording. Records also document the rights and permissions afforded for services, works, and footage used in the production of Agency video recordings. These records include but are not limited to talent release forms, which are consent forms granting the Agency permission to use an individual's image in Agency video recordings or other media; rights to music composed expressly for the Agency; records documenting permissions to shoot footage for Agency video recordings in various private and public locations; and other forms and correspondence.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics. Records may be maintained in any format on any medium.</p>		

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	<p>SEE ALSO: Use 079 for postcards and other promotional items publicizing Agency films.</p> <p><i>Records Disposal Instructions</i></p> <p>a. Final, edited tape master video recording, final script, and rights and permissions records for each production.</p> <p>(1) Recordkeeping copy.</p> <p>Disposition: PERMANENT. Transfer one copy of the final, edited master video recording, one copy of the final script, and one copy of the rights and permissions records for each video recording produced during a calendar year to NARA annually at the end of the calendar year in accordance with applicable NARA transfer instructions.</p> <p>(2) Agency copies.</p> <p>Disposition: Temporary. Destroy/delete when no longer needed for business.</p> <p>b. Working files. Includes but is not limited to records generated during the pre-production, production, and post-production phases of each project. Records include transcribed interviews used to prepare the final scripts; correspondence with subjects, and related documentation.</p> <p>Disposition: Temporary. Cut off file when the video product is released. Destroy/delete 1 year after cutoff.</p> <p>c. Raw footage stored at the USDA, Office of Communications, Broadcasting, Media, and Technology Center.</p> <p><i>✓ TEMPORARY.</i> Disposition: Transfer to the USDA, Office of Communications, Broadcasting, Media, and Technology Center. <i>DESTROY WHEN NO LONGER NEEDED FOR AGENCY BUSINESS.</i></p> <p>d. Video News Releases. Consists of short videos created from Partners Video Magazine footage. USDA, OC, BMT supplies Video News Releases to syndicated television programming outlets. The Agency writes the scripts and the USDA, OC, BMT edits the footage to produce the VNR.</p> <p><i>✓ TEMPORARY.</i> Disposition: Transfer scripts and any other relevant material to the USDA, Office of Communications, Broadcasting, Media and Technology Center. <i>DESTROY WHEN NO LONGER NEEDED FOR AGENCY BUSINESS.</i></p>	<p>N1-33-90-1 (ES 3070-1), Item 1490-2</p> <p>N1-33-90-1 (ES 3070-1), Item 1490-1</p>	

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7	<p><u>Cooperative State Research Education and Extension (CSREES) Web site.</u></p> <p>The CSREES public web site is the Agency's primary tool for informing its partners, customers, and the general public of its mission and activities. It includes such information as general agency information, information on competitive grants; agency programs; business and administrative procedures and policies; and information about its partner institutions and organizations. The web site is maintained technically by the Information Systems and Technology Management unit. The Communications unit develops, maintains, and administers the site editorially.</p> <p>The disposition instructions apply to records regardless of physical form or characteristics, except for Item 7b, Web Site Backup Tapes. Records may be maintained in any format on any medium.</p> <p>a. <u>Web Site Content.</u> Includes content published on the web site in a variety of formats including HTML, PDF, and word processing formats.</p> <p>Disposition: Temporary. Remove from public web site when content is superseded, obsolete, or no longer needed for agency business. Delete when 3 years old.</p> <p>b. <u>Web Site Backup Tapes.</u> Backup tapes of web site content are created for potential site restoration in the vent of failure or other unintentional loss of content.</p> <p>Disposition: Temporary. Delete content on backup tapes when tape is overwritten according to backup rotation.</p> <p>c. <u>Web Site Management Records.</u></p> <p>(1) <u>Content Management Records.</u> Includes but is not limited to records documenting the context and structure of site content, such as design records; templates that determine the placement of content; standards describing the look and feel of the site; and procedures describing the process by which information is added, changed and/or deleted from the site. Includes records documenting changes and additions to web site pages, such as content providers' requests for modifications to existing web pages and requests for new pages. Also includes responses to requests.</p> <p>Disposition: Temporary. Destroy/delete when superseded, obsolete, or no longer needed for agency business.</p> <p>(2) <u>Web Site User Reports, Broken Links Reports, and Search Result Reports.</u></p>		

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	<p>Disposition: Temporary. Destroy/delete when superseded, obsolete, or no longer needed for agency business.</p> <p>d. <u>Technical Records</u>. Includes traffic logs, server configuration files that provide a history of changes made on web site servers, and software records that describe software products used to create and maintain web material.</p> <p>Disposition: Temporary. Destroy/delete when superseded, obsolete, or no longer needed for agency business.</p>		

6/16/2010 - USDA/NIFA AGREES TO TRANSFER ELECTRONIC RECORDS TO NARA IN ACCORDANCE WITH APPLICABLE STANDARDS IN PLACE AT THE TIME OF TRANSFER.

- CONCURRENCE BY THE AGENCY RECORDS OFFICER ROBERT MARTIN.