

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Animal and Plant Health Inspection Service

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Eugenia A. M. Kissinger

5. TEL. EXT.

68330

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

RG: 136

LEAVE BLANK

DATE RECEIVED

AUG 8 1975

JOB NO

NC-136-76-1

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 "with-drawn" in column 10

8-25-75

Date James E. O'Neill
Acting Archivist of the United States

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 _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

8/6/75 (Date) Eugenia A. M. Kissinger (Signature of Agency Representative) Agency Rec. Officer (Title)

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|-------------|--|----------------------|------------------|
| | <p>This schedule supplements schedule NN 171-146, Item 2, covering certain records maintained and used by APHIS Records Management Section, and consist of forms and reports. These records are created and accumulated in administering the following services and activities:</p> <ol style="list-style-type: none"> 1. Inventoring and describing Agency's records. 2. Determining annual total volume of Agency records holding required by GSA. 3. Providing input data to develop and revise Agency Records filing systems and disposal schedules. 4. Determining total number and utilization of Agency's filing equipment. 5. Determining Agency Annual Postal cost for reimbursement to Postal Service. 6. Providing data to develop and maintain an effective APHIS Mail Management Program. | | |
| 1 | <p>Forms, reports and related correspondence including APHIS mail volume survey forms (APHIS Form 42) which report by organizational unit Agency's mail volume cost.</p> <p>Destroy 90 days after final report is completed.</p> | | |
| 2 | <p>Forms, reports, and related correspondence including Annual Report of Records Holding and Disposition forms (APHIS Form 30), and Records Count Worksheets (APHIS Form 239) used to inventory Agency records and filing equipment.</p> <p>Destroy 2 fiscal years after final report is completed.</p> | <u>9 items</u> | |

Copy to Agency & NCW 8-29-75

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS) | 9. SAMPLE OR JOB NO. | 10. ACTION TAKEN |
|----------------|---|----------------------------|---------------------|
| 3 | Punched cards, coding sheets, and/or punched or magnetic tape prepared from the above forms. Destroy 90 days after final report is completed | | |
| 4 | Preliminary or intermediate material such as trial runs, testing media, edit runs, etc. Destroy after verification and validation of data. | | |
| 5 | Final data recorded on disks, magnetic tape, etc. Destroy 90 days after inclusion of data in printed summary report. | | |
| 6 | Print-outs generated from mail use forms A. Itemized print-outs Destroy 1 year after end of fiscal year in which final report is completed. B. Summarized print-outs Destroy 2 years after end of fiscal year in which final report is completed. | | |
| 7 | Print-outs generated from records inventory forms A. Itemized print-outs Destroy 2 years after end of fiscal year in which final report is completed. B. Summarized print-outs Destroy 3 years after end of fiscal year in which final report is completed. | | |