

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 & Plant Health Inspection Service

3. MINOR SUBDIVISION Meat and Poultry Inspection Program
Scientific and Technical Services, Data Services

4. NAME OF PERSON WITH WHOM TO CONFER

Eugenia A. M. Kissinger

5. TEL. EXT.

436-8330

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED DEC 19 1975	JOB NO. NC1-136-76-3
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
<i>1/26/76 James P O'Neil</i> Date 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.

12/15/75
(Date)

Eugenia A. M. Kissinger CRM
(Signature of Agency Representative)

Head, Records Management Section
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This schedule covers reports and forms of the Meat and Poultry Inspection Program used as input data in automated data processing systems to produce periodic statistical reports. The Agency record copies of these forms are maintained elsewhere in the Agency and are covered in other schedules.		
	This schedule supersedes Schedule NC-136-75-6 in its entirety and was developed to update Items 11, 12, 18, and 19.		
1	MP-2. Registration of Poultry and Meat Handlers, including prior or subsequent forms. Destroy when registration superseded or terminated.	None Item	
2	MP-3. MTST Registration of Poultry and Meat Handlers, including prior or subsequent forms. Destroy when final report is completed.	None Item	
3	MP-225. Application for Voluntary Reimbursable Inspection Service, including prior or subsequent forms. Destroy after verification and validation of data.	Superseded MP-225 OF 01 Item 0 in per only	
Copy to Agency & NCW 1-28-76 AD		25 items	

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
4	MP-228, Grant of Voluntary Reimbursable Inspection Service, including prior or subsequent forms. Destroy after verification and validation of data.	Superseded II NNA 2501 Item 8 in part only	
5	MP-229, Voluntary Suspension or Withdrawal of Reimbursable Service, including prior or subsequent forms. Destroy after verification and validation of data.	Superseded II NNA 2501 Item 8 in part only	
6	MP-401, Application for Federal Meat, Poultry, or Import Inspection including prior or subsequent forms. Destroy after verification and validation of data.	Superseded II NNA 2501 Item 05 and b	
7	MP-403, Ante-and Post-Mortem Inspection Summary including prior or subsequent forms. Destroy after verification and validation of data.	Superseded II NNA 2501 Item 26a and b	
8	MP-404, Processing Operations at Official Establishments, including prior and subsequent forms. Destroy after verification and validation of data.	Superseded II NNA 2501 Item 23a and b	
9	MP-407, Meat and Meat Food Products Condemned on Reinspection and Destroyed, including prior and subsequent forms. Destroy after verification and validation of data.	Superseded II NNA 2501 Item 37a, b, and c	
10	MP-407-4, Materials Rejected for Use, including prior and subsequent forms. Destroy after verification and validation of data.	New Item	

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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
11	MP-410, Import Inspection Application and Report, including prior and subsequent forms. A. Shipments passed inspection Destroy after verification and validation of annual summary report. B. Shipments refused entry. Destroy 6 months after date of refused entry or after validation of annual summary, whichever is later.	Supersedes NC-136-75-6 Item 11	
12	MP-412, Application for Export Certificate and/or Stamp, including prior and subsequent forms. Destroy after verification and validation of annual summary report.	Supersedes NC-136-75-6 Item 12	
13	MP-451, Grant of Inspection, including prior and subsequent forms. Destroy after verification and validation of data.	Supersedes NC-136-75-6 Item 8 part only	
14	MP-452, Voluntary Suspension or Withdrawal of Service, including prior and subsequent forms. Destroy after verification and validation of data.	Supersedes NC-136-75-6 Item 8 part only	
15	MP-497, Monthly Personnel Report, including prior or subsequent forms. A. June (end of FY) and December (end of calendar year) reports: Dispose 5 years after date of report. B. All other monthly reports: Dispose after verification and validation of data.	None Item	
16	MP-498, Establishment Report, including prior or subsequent forms. Dispose after verification and validation of data.	None Item	

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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
17	MP-506, Export Certificate, including prior and subsequent forms. Destroy after verification and validation of data.	None-Item	
18	MP-513, Poultry Inspection-Daily Summary, including prior and subsequent forms. Destroy after verification and validation of annual summary report.	Supersedes NC-136-75-6 Item 18	
19	MP-536, Monthly Report of Inspected Poultry, including prior and subsequent forms. Destroy after verification and validation of annual summary report.	Supersedes NC-136-75-6 Item 19	
20	All coding sheets, punched cards, and/or punched or mag tape, prepared from the above forms (Items 1 through 19) used as input into the automated data processing system. Destroy after verification and validation of data.	None-Item	
21	Preliminary or intermediate material such as trial runs, testing media, edit runs, etc. Destroy after verification and validation of data.	None-Item	
22	Final data recorded on disks, magnetic tape, etc. Destroy after inclusion of data in annual printed summary report or other periodic report.	None-Item	
23	Print-outs of data obtained from the forms listed in Items 1, 3, through 19. Destroy when final or periodic report is completed or when print-outs cease to have administrative value, but no later than 3 years, whichever is earlier. (per letter to GAO 1/10/75)	Supersedes NC-136-75-6 Item 18 75-99-10 113-100-10 <i>Annexed</i> <i>1-21-76</i>	