

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-545-08-16</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/6/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>7/28/07</i>	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>
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 _____ 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 type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE <i>Russ Cole</i>		TITLE GIPSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

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Item 1	<p align="center"><b>REGULATORY FUNCTION (REG)</b></p> <p>Records of oversight activities related to enforcement of the United States Grain Act (USGSA) and the Agricultural Marketing Act (AMA) of 1946.</p> <p>Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.</p> <p>Agency agrees to transfer all permanent electronic records to the National Archives and Records Administration (NARA) in accordance with 36 CFR 1235 44, 46, 48 and 50.</p> <p align="center"><b>USGSA and AMA INVESTIGATIONS</b></p> <p>These are documents dealing with investigations of violations of the USGSA and AMA.</p> <p><u>BACKGROUND MATERIALS AND WORKING PAPERS</u></p> <p>All documents related to investigations that are not a part of the investigative report.</p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy after final disposition of case.</p>		
Item 2	<p align="center"><b>INVESTIGATIVE REPORT</b></p> <p><u>VIOLATIONS</u></p> <p>Records documenting violations of the USGSA and AMA.</p> <p>Disposition <b>PERMANENT.</b></p>		

Item 3	<p>Recordkeeping Copies Transfer to NARA when no longer needed for business functions.</p> <p><u>NON-VIOLATIONS</u> Records documenting non-violations of the USGSA and AMA</p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies: Destroy 5 years after final disposition of case</p>		
Item 4	<p><u>CONFLICT OF INTEREST RECORDS</u> Records include correspondence such as granted and denials letters, and agreements letters</p> <p>Disposition <b>TEMPORARY</b></p> <p>Recordkeeping Copies Destroy immediately when licensee is deceased or 5 years after license is terminated, whichever is applicable</p>		
Item 5	<p><u>WITNESSES AND LITIGATIONS RECORDS</u> Records include summons and complaints, motions, pre-trial orders, orders, interrogatories, affidavits and dispositions, settlement information, include requests to testify, provide deposition or affidavit, give documents in administrative or legal proceedings on behalf of the Federal Government or other parties, correspondence and miscellaneous notes</p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy 5 years after final disposition of case or when no longer needed for administrative use</p>		
Item 6	<p><u>TORT CLAIMS</u> Claims against the United States for deaths, personal injuries, property losses or damages allegedly caused by the negligent or wrongful act or omission of any employee in the Department</p> <p>Disposition. <b>PERMANENT</b></p>		

<p>Item 7</p>	<p>Recordkeeping Copies Retire to the Federal Records Center (FRC) after 10 years Transfer to NARA 15 years after cut off</p> <p><u>REGISTRATION PROGRAM (GRAIN FIRMS)</u>  These include documents, such as applications, renewals, and fee collections relating to the grain firms required to register to export grain from the USGSA File alphabetically by name of registrant</p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy when 5 years old</p>		
<p>Item 8</p>	<p><b>WAIVERS PROGRAM</b>  Waivers granted under the authority of USGSA</p> <p><u>15,000 METRIC-TON EXEMPTION</u>  Records include paperwork for waivers dealing with the 15,000 metric-ton exemption of registering to export grain</p> <p>Disposition: <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy when 5 years old</p>		
<p>Item 9</p>	<p><u>HIGH QUALITY SPECIALTY GRAIN WAIVER</u>  Records include paperwork for waivers dealing with registered exporters of High Quality Specialty Grain</p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy when 5 years old</p>		
<p>Item 10</p>	<p><u>RESEARCH/PROJECTS/STUDIES/SURVEYS</u>  Records include materials pertaining to research operations, projects, studies and surveys It also includes background materials, survey forms, questionnaires, coordination papers, recommendations, statistical data and actions taken as a direct result</p> <p>Disposition <b>PERMANENT.</b></p>		

	<p>Recordkeeping Copies Retire to FRC 10 years after completion of study or when no longer needed for administrative use, which is sooner Transfer to NARA after 25 years</p> <p style="text-align: center;"><b>AGENCY LIAISON</b></p> <p>Correspondence relating to interpretation and opinions as well as audits conducted</p>		
Item 11	<p><u>OFFICE OF GENERAL COUNSEL (OGC)</u></p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy when 5 years old or when longer needed for business functions</p>		
Item 12	<p><u>OFFICE OF INSPECTION GENERAL (OIG)</u></p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy when 5 years old or when longer needed for business functions</p>		
Item 13	<p><u>GENERAL ACCOUNTING OFFICE (GAO)</u></p> <p>Disposition <b>TEMPORARY.</b></p> <p>Recordkeeping Copies Destroy when 5 years old or when longer needed for business functions</p>		