

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions reverse)

LEAVE BLANK

JOB NO. **11-136-86-1**

DATE RECEIVED **12-27-85**

TO **GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (Agency or establishment)
U.S. Department of Agriculture

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
Federal Grain Inspection Service (FGIS)

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION

4 NAME OF PERSON WITH WHOM TO CONFER
Doris Tench

5 TELEPHONE EXT
475-3047

DATE **5-29-86** ARCHIVIST OF THE UNITED STATES
Frank S. Bunde

6 CERTIFICATE OF AGENCY REPRESENTATIVE

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 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE 12/19/85	C SIGNATURE OF AGENCY REPRESENTATIVE <i>Doris H. Tench for Susan D. Ogliastro</i>	D TITLE Records Officer
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARS USE ONLY)
	<p>This records schedule is an amendment to FGIS Records Disposition Schedule NC1-136-78-1, Items 9 and 13. FGIS plans to microfilm all directives and docket files. The new retention periods reflect disposition of the paper copy after satisfactory microfilming.</p> <p>Note: This certifies that the records described herein will be microfilmed in accordance with the standards set forth in 36 CFR 1230. Permanent records will be retained at the Agency and storage conditions shall adhere to the standards of 1230.20. The first inspection of the microfilm required by 1230.22 will be conducted in October 1987.</p> <p>Use of this records disposition schedule and the General Records Schedule is mandatory. Agency records may be disposed of in accordance with these schedules without further authorization.</p> <p>All files including closed case files, are to be broken annually by calendar or fiscal year, as applicable. This is called a file break. The disposal of records is determined from the year of the file break. Screen and destroy obsolete material.</p> <p>NO REVISION OF THIS SCHEDULE OR ADDITIONAL INSTRUCTIONS ARE AUTHORIZED WITHOUT THE APPROVAL OF THE INFORMATION MANAGEMENT BRANCH, ADMINISTRATIVE SERVICES DIVISION.</p>		

10 items

115-108 Copies to Agency, NCF, & NNF, 6-6-86, emh

NSN 7540-00-634-4064

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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
1.	<p><u>Directives, Procedural and Operating Manuals</u></p> <p>Filed numerically.</p> <p>This item covers records created or accumulated in directing and coordinating agency-wide procedures and issuances. In addition to the Agency directives, there are Division and Branch directives created and maintained separately from the Agency's directives.</p> <p>a. <u>Directives</u></p> <p>Directives (including handbooks, instructions) and all revisions thereof, showing basic procedures in weighing, grading, inspection, equipment tolerances, compliance, etc., and a copy of each periodic issuance of the Subject Index of Agency Instructions and the Table of Contents of Agency Instructions Handbook.</p> <p>(1) <u>Record Copy</u></p> <p>(a) <u>Microfilm Copy</u></p> <p><u>1</u> Issuances related to Agency program functions.</p> <p>PERMANENT. Transfer to FRC is not authorized. Offer two copies (one must be the silver halide copy) to the Archives in 5-year blocks when 20 years old.</p> <p><u>2</u> Issuances related to routine administrative functions (e.g., payroll, procurement, personnel).</p> <p>Destroy when superseded or obsolete.</p> <p>(b) <u>Paper Copy</u></p> <p>Destroy after microfilmed copy has been reviewed and found acceptable.</p> <p>(2) <u>Other Copies (Regardless of Media)</u></p> <p>Destroy when superseded or obsolete.</p>	<p>NC1-136-78-1 Item 9 & Records Disposition Handbook, Code 2340</p> <p>GRS 16 Items 1a and c</p>	<p>0" currently 1½" annually</p>

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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
1 Con.	<p>b. <u>Directives Case Files</u></p> <p>Case files related to (a) above consisting of: (1) original submission of directive, including reviewer's comments; (2) background material, working papers, and official regulations supporting need for issuance of directive; (3) clearance and approval documents, including work progress sheets; (4) printed copy of directive; (5) printed Agency notice transmitting instructions.</p> <p>(1) <u>Record Copy</u></p> <p>(a) <u>Microfilm Copy</u></p> <p>Transfer to FRC 1 year after the close of the fiscal year in which directive is superseded or becomes obsolete. Destroy 10 years after superseded or obsolete.</p> <p>(b) <u>Paper Copy</u></p> <p>Destroy after microfilmed copy has been reviewed and found acceptable.</p> <p>(2) <u>Other Copies (Regardless of Media)</u></p> <p>Destroy when superseded or obsolete.</p>	GRS 16 Items 1b and d Deviation	0" Currently 8" Annually-

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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
2.	<p><u>Federal Register Dockets</u></p> <p>Case filed by date of publication in Federal Register by volume and reference number.</p> <p>Files include FGIS dockets submitted for publication in the Federal Register and related material essential to the documentation of program formulation and/or major operations which are not substantially covered by the docket itself, including public commentary relating to the docket. These files include the Agency copy with the Office of General Council approval. FGIS maintains the official copy (Hearing Clerk's office does not get involved).</p> <p>a. <u>Record Copy</u></p> <p>(1) <u>Microfilm Copy</u></p> <p>Maintain in Agency. Do not transfer to FRC. Destroy when no longer needed for administrative or reference use.</p> <p>(2) <u>Paper Copy</u></p> <p>Destroy after microfilmed copy has been reviewed and found acceptable.</p> <p>b. <u>Other Copies (Regardless of Media)</u></p> <p>Destroy when superseded or obsolete.</p>	N1-136-78-1 Item 13 & Records Disposition Handbook, Code 1150	