

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIRA)
WASHINGTON, DC 20408

1 FROM (Agency or establishment)

US Department of Agriculture

2 MAJOR SUBDIVISION

Agricultural Marketing Service (AMS)

3. MINOR SUBDIVISION

Information Mgmt Management Services Division (MSD), Branch (IMB)

4. NAME OF PERSON WITH WHOM TO CONFER

Larry R. Gray, AMS Records Officer

5. TELEPHONE

(202)690-3763

LEAVE BLANK (NARA use only)

JOB NUMBER

NI-136-94-2

DATE RECEIVED

6-15-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

11/23/94

ARCHIVIST OF THE UNITED STATES

James W. Moore

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 1 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required;

is attached; or

has been requested.

DATE

June 14, 1994

SIGNATURE OF AGENCY REPRESENTATIVE

Eric Small for Larry R. Gray

TITLE

AMS Records Officer

7. TEM NO.

8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION

UNITED STATES DEPARTMENT OF AGRICULTURE
AGRICULTURAL MARKETING SERVICE
POULTRY DIVISION/GRADING BRANCH

GRADING CERTIFICATES & MEMORANDUMS -

Copies of grading certificates used to show the official grade of the product and not used as a billing and collection document; memorandum worksheets which constitute the basis for certificates; and supporting correspondence or other documents which are maintained at the plant facilities and by fee graders. This would include the Poultry Forms, PY-210 (used for showing grade of product only), PY-210A and PY-211.

Disposition: Cut off files after the close of the fiscal year (FY) in which it was created or completed. Destroy one (1) year after cutoff.

9. GRS OR SUPERSEDED JOB CITATION

NC1 136-83-2
Item #26

10. ACTION TAKEN (NARA USE ONLY)

Copies sent to Agency 11/30/94