

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)

United States Department of Agriculture

2. MAJOR SUBDIVISION

Animal and Plant Health Inspection Service

3. MINOR SUBDIVISION Meat and Poultry Inspection Program

National Headquarters

4. NAME OF PERSON WITH WHOM TO CONFER

Eugenia A.M. Kissinger

5. TEL. EXT.

436-8330

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

LEAVE BLANK

DATE RECEIVED

SEP 9 1974

JOB NO.

NC - 136-75 - 8

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.

10-4-74 *Walter P. Roberts Jr.*
Date acting Archivist of the United States

8/29/74 *Eugenia A.M. Kissinger* Head, Records Management Section
(Date) (Signature of Agency Representative) (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 (does not supersede) schedule NN 172-132, items 3, a, b, and c, covering records of the Meat and Poultry Inspection Program relating to its responsibility to approve all equipment used in Meat and Poultry slaughtering and processing plants.</p> <p>1. Applications and/or correspondence relating to equipment used in meat and poultry slaughter and processing plants:</p> <p>a. Applications and inquiries, and related material, including drawings, neither approved nor disapproved, and which are not converted to microfilm system.</p> <p>Destroy four years after final action taken.</p> <p>b. General correspondence with manufacturers, and related material, not pertaining to a specific application.</p> <p>Destroy after one year..</p>	<p>II-NNA-2521 Item 6 "facilities" 10 years</p>	

Copy to Agency 10/8/74 *ch*
Copy to WNRC 10/8/74 *ch*

TE-MMA-2521

Facilities

assignment

All offices: Dispose after 10 years

B.
SAMPLE OR
JOB NO.

NO.
ACTION TAKEN

X

(348-S-201)

DISPOSAL APPROVED

7

General Correspondence.

Correspondence, memorandums, forms and related material on the following subjects which are included in subject files of the Division.

- (a) Communications.
- (b) Defense activities of the Division.
- (c) Forms
- (d) Public Relations. Letters of complaint and commendation.

All offices: Dispose after 5 years

X

DISPOSAL APPROVED

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Grants.

Correspondence and supporting material relating to applications for meat inspection services, animal foods inspection services, horse meat inspection services, exemption from meat inspection services, grants of inspection services, certificates of exemption from meat inspection services, withdrawals of inspection services and cancellations of exemption from meat inspection services.

- (a) Washington: RETAIN
- (b) Field: Dispose 3 years after case is closed for any reason.

DISPOSAL NOT
APPROVED
DISPOSAL APPROVED

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"Housekeeping" administrative files.

Correspondence, reports and related form records pertaining to accounting, personnel, procurement of

348-S-201 DISPOSAL APPROVED

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
	<p><i>MM-172-132</i></p> <p>d. Correspondence relating to approved blueprints when the correspondence has been converted to a microfilm system approved by ASD: Destroy after microfilming.</p> <p>e. Correspondence relating to approved blueprints when the correspondence has not been microfilmed: Destroy 2 years after grant of inspection is terminated.</p> <p>f. Disapproved blueprints: Destroy 3 years after disapproved, or when blueprints resubmitted and approved, whichever is earlier.</p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
	<p>3. Equipment used in meat and poultry slaughter and processing plants:</p> <p>a. Approved and disapproved equipment and experimental equipment: Destroy drawings and related correspondence when converted to microfilm system approved by ASD.</p> <p>b. Master microfilm file: Destroy 5 years after approval withdrawn, terminated, or superseded by revised or modified equipment.</p> <p>c. Microfilm copies (diaz or other process), reproduced hard copies, and the like, used as working files: Destroy when use ceases.</p>	<p>II-NNA-2521 Item 6 "facilities"</p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>
	<p>4. Chemicals and Compounds:</p> <p>a. Approved chemicals and compounds: Destroy correspondence and labels when converted to microfilm system approved by ASD.</p> <p>b. Master microfilm file: Destroy 5 years after approval withdrawn, terminated, or superseded by revised or modified formulations.</p> <p>c. Microfilm copies (diaz or other process), reproduced hard copies, and the like, used as working files: Destroy when use ceases.</p> <p>d. Disapproved or unapproved chemicals and compounds: Destroy 3 years after final action, or when resubmitted and approved, whichever is earlier.</p>	<p>II-NNA-2521 Item 14 "Cleaning Compounds" only.</p>	<p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p> <p>DISPOSAL APPROVED</p>