

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

National Headquarters

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

SEP 25 1974

JOB NO.

NC - 136-75 - 5

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.

10-2-74 *Walter F. Roberts Jr.*
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.

9/20/74 *Eugenia A. M. Kissinger*
(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 covers records of the Meat and Poultry Inspection Program relating to approval of trade labels for poultry and poultry products. This is a <u>one-time</u> schedule only and relates to, but does not supersede, schedule NN-172-132, item 1.</p> <p>We have on hand approximately 152 cubic feet of poultry product labels, approved, not acted upon, or disapproved, dated prior to September 1971, which were never entered into the automated data processing or microfilm systems.</p> <p>The subject labels were terminated by letters to the establishments, in several stages, beginning September 1973, and ending April 1, 1974. The establishments were advised to reapply within 60 days from date of letter for any of the subject labels which they wished to continue using since they would be automatically terminated at the end of the 60 day period. Thus, all of these labels were terminated on or before June 1, 1974.</p> <p>The retention period for these labels expires June 1, 1975. Due to a critical space problem, we wish to dispose of the entire 152 cubic feet lot before the end of the retention period.</p> <p>Request a one-time waiver to retention schedule NN172-132 in order to effect immediate disposal of the records described above.</p>		

To Agency 10/3/74

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
	1. Meat and Poultry Labels:		
	a. Approved applications, labels, and related correspondence: Destroy hard copy when converted to microfilm system approved by ASD.	NN-163-70 II-NNA-2648 Item 1a	DISPOSAL APPROVED
	b. Master microfilm label files: Destroy 1 year after label approval terminated.	NN-163-70 II-NNA-2648 Item 1c	DISPOSAL APPROVED
	c. Microfilm copies(diazo or other process), reproduced hard copies, and the like, used as working files: Destroy when use ceases.		DISPOSAL APPROVED
	d. Label sketches (preliminary to final label application) resulting in final approved label: Destroy when superseded by approved final label.		DISPOSAL APPROVED
	e. Sketches not resulting in final approved label: Destroy after 1 year if final approval is not granted during that period and no further action taken.	II-NNA-2648 Item 1d	DISPOSAL APPROVED
	f. Disapproved labels (and related correspondence): Destroy 3 years after disapproved.	II-NNA-2648 Item 1b	DISPOSAL APPROVED
	2. Blueprints of meat and poultry slaughter and processing plants:		
	a. Approved blueprints: Destroy blueprint hard copy drawing when converted to microfilm system approved by ASD.	II-NNA-2521 Item 6 "facilities"	DISPOSAL APPROVED
	b. Master microfilm files: Destroy 2 years after inspection terminated.	II-NNA-2521 Item 70	DISPOSAL APPROVED
	c. Microfilm copies (diazo or other process), reproduced hard copies, and the like, used as working files: Destroy when use ceases.		DISPOSAL APPROVED

Under this category the records in question would be destroyed on 1 June 1976.