

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

Withdrawn

| | | | |
|--|----------|--------------------------------|----------|
| DATE RECEIVED | | JOB NO. | |
| 7 | APR 1977 | NC1 | 136 77 1 |
| 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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10. | | | |
| Date | | Archivist of the United States | |

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

**1. FROM (AGENCY OR ESTABLISHMENT) U.S. Dept. of Agriculture
Packers & Stockyards Administration**

**2. MAJOR SUBDIVISION
thru: Agricultural Marketing Service, ASD, PP&SB**

3. MINOR SUBDIVISION

**4. NAME OF PERSON WITH WHOM TO CONFER
Roland Colbert**

**5. TEL. EXT.
77965**

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

| (Date) | (Signature of Agency Representative) | (Title) |
|----------------|--|--|
| 7. ITEM NO. | 8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods) | 9. SAMPLE OR JOB NO. |
| 1. | <p><u>ADMINISTRATIVE RECORDS</u></p> <p>a. Records pertaining to the Administrative Officer, P&SA, Washington, D.C.</p> <p align="center">Dispose record copy after 4 years.</p> <p>b. Records maintained in field offices relating to T&A, travel, procurement, personnel, duplicating, etc.</p> <p align="center">Dispose record copy after 4 years.</p> | <p>NN-174-069 Item-1 (a & b)</p> |
| 2. | <p><u>AGENCY PROGRAM ADMINISTRATION</u></p> <p>a. Correspondence and other records essential to document the formulation and revision of program legislation, policies, procedures, and regulations; including cooperation and agency management.</p> <p>1) PERMANENT record copy. Offer to Archives after 25 years.</p> <p>2) DISPOSE other copies after 4 years.</p> <p>b. Correspondence and operating records which are not of long retention value, such as scale test reports, forms, routine memoranda, and letters, etc., which are created or accumulated as a result of administering the Packers and Stockyards Act.</p> <p align="center">Dispose after 4 years.</p> | <p>Proposed</p> |

25 items

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 |
|----------------|---|---|---------------------|
| 3. | <p><u>ANNUAL REPORTS</u> - These contain information on financial status, transactions, and other operating data; also includes custodial account reports.</p> <p>a. Dealers</p> <p>DISPOSE record copy after 4 years, other copies after 1 year.</p> <p>b. Market Agencies</p> <p>DISPOSE record copy after 6 years, other copies after 1 year.</p> <p>c. Packers</p> <p>1) PERMANENT record copy for "Big Ten" packers offer to Archives after 25 years.</p> <p>2) Microfilm and DISPOSE record copy of other packer reports after 5 years, other copies after 1 year.</p> <p>d. Poultry Licenses</p> <p>DISPOSE record copy after 4 years, other copies after 1 year.</p> <p>e. Stockyards (Auctions Markets & Terminal Stockyards)</p> <p>DISPOSE record copy 4 years after stockyard deposited, other copies after 1 year.</p> | <p>NN-174-069 Item - 3 (a,b,c, (2),d,&e)</p> <p>Proposed</p> | <p>WITHDRAWN</p> |
| 4. | <p><u>CASES - CIVIL AND CRIMINAL</u></p> <p>Civil and Criminal court actions brought by the Department of Justice and the tried in Federal Courts. These involve:</p> <p>a. failure to comply with registration and bonding requirements of the P&S Act.</p> <p>b. failure to comply with annual report requirement of the Act.</p> <p>c. failure to obey an order of the Secretary of Agriculture</p> | <p>NN-174-069 Item-4</p> | <p>WITHDRAWN</p> |

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| | <p>d. failure to attend and testify or answer any lawful inquiry, or produce records or evidence in obedience to a subpoena.</p> <p>e. falsification of records.</p> <p>f. falsification of weights.</p> <p>The contents of the files when the cases are closed include record material such as:</p> <p>a. sworn statements.</p> <p>b. copies of documents used as evidence.</p> <p>c. correspondence between the Department of Agriculture, Department of Justice and United States Attorneys.</p> <p>d. complaints and answers to complaints.</p> <p>e. briefs.</p> <p>f. court orders.</p> <p>g. judgements</p> <p>h. other papers pertaining to the court actions and appeals to such court actions.</p> <p>DISPOSE record copy 10 years after close of court action, other copies as soon as court action closed.</p> | | WITHDRAWN |
| 5. | <p><u>COMPLAINTS AND INVESTIGATIONS</u></p> <p>Audit, complaint and investigation files containing material used in determining violations of the Act and Regulations. These include work papers, audit papers, correspondence, and investigation reports.</p> <p>DISPOSE all copies of material 1 year after case is closed or court action completed.</p> | NN-174-069 Item - 5 | WITHDRAWN |

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| 6. | <p>(NOTE: Record copy of investigation reports are transmitted to Washington and disposed there when case closed, except where determined to be of future reference value. Trade practice correspondence, moving papers and decisions and orders are to be kept in the Trade Practice section of the Packer or Registrant Case files.)</p> <p><u>DOCKETS</u></p> <p>a. Rate Dockets - Administrative proceedings instituted by the Department in the determination of reasonable rates and changes of stockyard companies and market agencies. Material includes property evaluation appraisal and inventory, orders of suspension, notices of hearings and other similar documents, exhibits, transcripts of testimony, final orders of the Secretary, and related correspondence.</p> <p>1) Auction Market Rate Dockets.</p> <p>DISPOSE 4 years after stockyard deposited.</p> <p>2) Market Agency Rate Dockets.</p> <p>DISPOSE 4 years after dismissal of docket.</p> <p>3) Terminal Stockyard Rate Dockets.</p> <p>DISPOSE 4 years after stockyard deposited.</p> <p>b. Trade Practice Dockets - Administrative proceedings instituted by the Department involving violations of the various trade practice provisions of the Act. When closed these include material such as:</p> <p>1) financial and operating reports of the respondents,</p> <p>2) notices of hearings and other similar documents,</p> <p>3) final orders of the Secretary of Agriculture issued in the proceedings,</p> <p>4) exhibits, and</p> <p>5) other related correspondence.</p> | <p>NN-174-069 Item - 6 (a & b)</p> | <p>WITHDRAWN</p> |

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| 7. | <p>DISPOSE record copy 10 years after close of proceedings, other copies as soon as proceedings completed.</p> <p><u>INDUSTRY ANALYSIS AND REPORTS</u></p> <p>Correspondence, reports, and other material regarding P&SA analysis of industry practices, organizations and other subjects which are studied by P&SA; also including publication of reports and automated data processing used to gather and manage needed information.</p> <p>a. <u>PERMANENT record copy.</u> Offer to Archives after 25 years.</p> <p>b. DISPOSE other copies after 4 years, sooner if not needed.</p> | Proposed | WITHDRAWN |
| 8. | <p><u>PACKER CASE FILES</u></p> <p>Packer files contain material on jurisdiction, trade practice, scales and annual reports. Scale test reports and annual reports disposition are covered by items 2(b) and 3(c).</p> <p>DISPOSE remaining case file material after packer has been inactive for two years.</p> | NN-174-069 Item - 9 | WITHDRAWN |
| 9. | <p><u>POULTRY CASE FILES</u></p> <p>Poultry files contain material on jurisdiction, trade practice, scales and annual reports. Scale test reports and annual reports disposition are covered by items 2(b), and 3(d).</p> <p>DISPOSE remaining material after licensee has been inactive for two years ; immediately upon death of licensee.</p> | NN-174-069 Item - 9 | WITHDRAWN |
| 10. | <p><u>REGISTRANT CASE FILES</u></p> <p>a. Dealers</p> <p>Dealer files contain material on jurisdiction, trade practice, bonds, scales registration, and annual reports. Scale test reports and annual reports. Disposition are covered by items 2(b) and 3(a).</p> | NN-174-069 Item - 10 (a & b) | WITHDRAWN |

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| 11. | <p>DISPOSE remaining material upon cancellation of registration or death of registrant; or after registrant has remained inactive for two years.</p> <p>b. Market Agencies</p> <p>Market agency files contain material on jurisdiction, registration, trade practice, bonds, scales and annual reports. Disposition of scale test reports and annual reports is covered by items 2(b) and 3(b).</p> <p>DISPOSE remaining material upon cancellation of registration or after registrant has remained inactive for two years.</p> <p><u>STOCKYARD CASE FILES</u></p> <p>a. Auction Markets</p> <p>Auction market files contain material regarding jurisdiction, registration, trade practice, bonds, services and facilities, tariffs, scales and annual reports. Disposition of scale test reports and annual reports are covered by items 2(b) and 3(e).</p> <p>DISPOSE remaining material upon cancellation of registration of after registrant has remained inactive for two years, except DISPOSE stockyard posting information 1 year after deposing.</p> <p>b. Terminal Stockyards</p> <p>Terminal stockyard files contain material on jurisdiction, trade practice, scales, rates, services, facilities and annual reports. Disposition of scale test reports and annual reports is covered by items 2(b) and 3(e).</p> <p>DISPOSE remaining material 4 years after stockyard deposed.</p> | <p>NN-174-069 Item - 11 (a & b)</p> | <p>WITHDRAWN</p> |