

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

22 SEP 81 HY

LEAVE BLANK

JOB NO.

NCI-136-82-1

DATE RECEIVED

September 22, 1981

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

7-16-82 *Robyn Was*  
Date Archivist of the United States

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Federal Grain Inspection Service (FGIS)

3. MINOR SUBDIVISION

Washington and Field (All Divisions)

4. NAME OF PERSON WITH WHOM TO CONFER

Roland M. Colbert

5. TEL. EXT.

447-7965

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

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

D. SIGNATURE OF AGENCY REPRESENTATIVE

E. TITLE

9-14-81

*Roland M. Colbert*

Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM  
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR  
JOB NO.

10. ACTION TAKEN

This records disposition schedule is both an addition to and amendment of FGIS records disposition schedule NCI-136-78-1. It supersedes Items 3, 10, 11, 12, 16, 17, and 18.

NOTE:

FGIS records covered by the General Records Schedules (GRS) of the General Services Administration (GSA) are disposable by those schedules without further authorization.

All files, including closed case files, are to be broken annually by fiscal year. This is called file break. The disposal of records is determined from the year of the file break. Screen and destroy obsolete material.

NO REVISION OF THIS SCHEDULE OR ADDITIONAL INSTRUCTIONS ARE AUTHORIZED WITHOUT THE APPROVAL OF THE ADMINISTRATIVE SERVICES DIVISION, RECORDS MANAGEMENT STAFF.

91 items

to agency (by hand) 7/19/82

TO NNB, NNS, NNF, all FRC'S except 3FN-M & 6NCP - 7/20/82

Closed out: 7-22-82:cm Mass Data Change Sheet Attached to Copies to All FRC'S (except 3FN-M & 6NCP), NNF, NNB; NNS FRC copies

**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.	<p><u>Organizational Records</u></p> <p>a. Official organization charts, narrative histories, mission statements and related records which document the organization and functions of the agency.</p> <p><u>NOTE:</u> Record copy maintained by Personnel Division.</p> <p>1. <u>Record Copy</u>                      PERMANENT. Transfer to FARC 10 years after revised. <i>in 5-yr. blocks</i>                      Offer to Archives <sup>^</sup>when <u>25</u> years old. <i>most recent records are</i></p> <p>2. <u>Other Copies</u>                      Destroy when superseded or obsolete.</p> <p>b. Other correspondence regarding organization, reorganization, transfer of functions, working papers, etc.</p> <p>-- Transfer to FARC when 5 years old.                      -- Destroy when 10 years old.</p> <p>c. Requests to establish, close, or relocate field offices.</p> <p><u>NOTE:</u> Record copy maintained by Director, Administrative Services Division (ASD).</p> <p>1. <u>Approved Requests</u></p> <p>(a) <u>Record Copy</u>                      Destroy when 3 years old or when no longer needed for administrative use.</p> <p>(b) <u>Other Copies</u>                      Destroy when no longer needed for administrative or reference purposes, <u>EXCEPT</u> - Requests to Establish, Close, or Relocate Field Offices received for action in Space Management office. That office's records retention is governed by GRS Schedule 11.</p>		<p><i>1/4"/yr.</i></p> <p><i>RTB 5/28/82</i></p>

(continued next page)

**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>1. (Cont'd)</p>	<p>2. <u>Disapproved Requests</u></p> <p>(a) <u>Record Copy</u>                      Destroy 2 years after request is disapproved or when no longer needed for administrative or reference purposes.</p> <p>(b) <u>Other Copies</u>                      Destroy when no longer needed for administrative or reference purposes.</p> <p>2. <u>Time and Attendance Report Files</u></p> <p>a. <u>Form SF-1130 or equivalent.</u></p> <p><u>All Offices</u></p> <p>-- Destroy 2 years after the end of the pay period.</p> <p><u>NOTE:</u>                      The payroll preparation and processing record copies are maintained at the National Finance Center.</p> <p>b. <u>Flexitime Records.</u> Supplemental T&amp;A Records, such as sign-in/sign-out and work records used for time accounting under flexitime systems.</p> <p>-- Destroy after GAO audit or when 3 years old, whichever is sooner.</p> <p>3. <u>Activity Reports</u></p> <p>Filed chronologically.</p> <p>Periodic summaries of specific action or work performed by program or administrative personnel.</p> <p>-- Destroy when 1 year old.</p>	<p>NCJ-16-78-1 (1b)</p> <p>GRS2-36</p>	

**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
4.	<p><u>Management Improvement Files</u></p> <p>Records documenting reviews or studies which may result in the initiation of changes in the manner or method of planning, directing, controlling, or performing work which results in increased effectiveness, efficiency, or economy.</p> <p>-- Destroy when 3 years old.</p>		
5.	<p><u>Management Information Systems (MIS) Files</u></p> <p>Records created or accumulated in identifying and monitoring the FGIS management information needs, such as: planning, directing and conducting studies in coordination with Agency program and support units to determine the feasibility of adopting automated systems and processing; reviewing and evaluating existing MIS systems and computer programs; creating and maintaining an inventory of all ongoing automated and manual information systems within FGIS.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy when 3 years old.</li><li>2. <u>Other Copies</u> Destroy when 2 years old.</li></ol>		
6.	<p><u>Legislative and Legal Files</u></p> <p>Records dealing with legislation of interest to FGIS; cooperative agreements with other agencies, States, countries, or other parties; legal opinions and determinations made pursuant to legislation; relations with Congress and its Committees, and Congressional hearings and investigations relating to Agency activities (exclusive of hearings on Agency budget); development and preparation of regulations and dockets; and similar subjects of a legal nature.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy when 6 years old.</li><li>2. <u>Other Copies</u> Destroy when 3 years old.</li></ol>		

**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
7.	<p><u>Audiovisuals</u></p> <p>FGIS is office of record for photographs and slides taken by Agency personnel and those taken by the Office of Governmental and Public Affairs (OGPA) when OGPA is under contract to FGIS. The negatives of FGIS prints are maintained at FGIS. OGPA is office of record for photographs taken by OGPA when OGPA is not under contract to FGIS. News films are produced through OGPA; training films are produced by the FGIS Training Unit, the office of record.</p> <p>a. <u>Still Photographs. Black and white print file</u> consisting of original negatives and prints which document or promote substantive agency activities, procedures, and programs. Arranged by subject. <u>Photographs are not routinely captioned. When a photograph is used for information purposes, it is captioned.</u></p> <p>-- PERMANENT. Break file every 5 years and offer to NARS when no longer needed for administrative use or 10 years after file break.</p> <p>b. <u>Color Photographs. 2 x 2 slides. Arranged by subject.</u></p> <p>-- PERMANENT. Break file every 5 years and offer the original color transparency or color negative and a captioned print to NARS when no longer needed for administrative use or 10 years after file break.</p> <p>c. <u>Slide Sets and Film Strips. Slide sets or film strips and accompanying audio recordings or scripts of training packages specifying safety requirements and actual conditions of grain elevators and other activities reflecting the mission of FGIS.</u></p> <p>-- PERMANENT. Break file every 5 years. Offer 2 copies of each to NARS when no longer needed for administrative use or 5 years after file break.</p>		

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7. (cont'd)	<p>d. <u>Training Films.</u> Films produced by FGIS to support the Safety Program. Arranged numerically.</p> <p>-- PERMANENT. Break file every 5 years. Offer <u>3</u> copies (<sup>original negative or color original</sup> <del>original negative or color original</del> <sup>plus separate optical sound track, intermediate master positive or duplicate negative plus optical sound track; and sound projection print</sup>) to NARS 5 years after file break.</p> <p>e. <u>Caption Lists.</u> Lists of captions of photographs taken up to 1962. Lists contain negative numbers and captions and are filed in two looseleaf binders.</p> <p>-- PERMANENT. Transfer records to NARS with the still photography files to which they pertain.</p>		
8.	<p><u>Correspondence Management Files (Standards)</u></p> <p>Standards for the preparation of correspondence for format, clearances, and signature requirements published in formal directives. Includes instructions for preparing informal and formal correspondence, telegrams, envelopes, forms of addresses, and similar matters.</p> <p>1. <u>Record Copy</u></p> <p>Destroy 2 years after superseded or obsolete.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when superseded or obsolete.</p>		

**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
9.	<p><u>Forms Files</u></p> <p>Forms files created and accumulated by FGIS, predecessor agencies, as well as forms files that may be created and accumulated as a result of future acts and/or reorganizations.</p> <p>a. One record copy of each form created by FGIS with related instructions and documentation showing inception, scope, and purpose of the form.</p> <p style="padding-left: 40px;">-- Destroy 5 years after form is superseded or obsolete.</p> <p>b. Working papers, background materials, requisitions, specifications, processing data and control records.</p> <p style="padding-left: 40px;">-- Destroy when related form is discontinued, superseded or obsolete.</p>		
10.	<p><u>Employee Services Files</u></p> <p>Files relating to the general administration and operation of social, fraternal, and recreational organizations. This includes welfare activities, credit unions, fund raising campaigns, bond drives, etc.</p> <p style="padding-left: 40px;">-- Destroy after 2 years.</p>		
11.	<p><u>Performance Standards Files</u></p> <p>Standards developed for use in evaluating employee performance. Includes material concerning supervisory grade level scoring and merit pay.</p> <p style="padding-left: 40px;">-- Destroy when superseded or obsolete.</p>		

**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
12.	<p><u>Administrator's Correspondence Subject Files</u>                      Arranged <del>chronologically</del> <i>numerically by file code number.</i></p> <p>Records documenting significant agency and program policy and procedure. Memoranda, correspondence, reports and other records pertaining to the establishment, planning and development of major functions and programs of FGIS. Includes controlled or jacketed correspondence and substantive interagency program correspondence which are signed by the Secretary, Assistant Secretary, Administrator, and/or Deputy Administrator. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p><u>a.1. Record Copy (Washington Office)</u>                      PERMANENT. Transfer to FARC when 3 years old.                      Offer to Archives <sup>in 5-year blocks</sup> when 15 years old.</p> <p><u>b.2. Other Copies</u>                      Destroy when 3 years old or when no longer needed for administrative use.</p> <p><u>NOTE:</u>                      Other Policy and Procedures are issued in Agency Directives and Instructions. (See Item 9 of Records Disposal Schedule NCI-136-78-1.)</p>	<p>RTB 6/3/82</p>	<p>2 cu.ft./yr.</p>

**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
13.	<p><u>Compliance Program Subject File</u></p> <p>Arranged chronologically.</p> <p>Records documenting significant agency and program policy and procedures. Memoranda, correspondence, reports and other records pertaining to the registration of domestic grain handlers engaged in export trade, licensing of grain inspectors and weighers, designation of private and State agencies to perform inland inspection and weighing, delegation to State agencies to perform export grain inspection and weighing, and regulations control. Includes controlled or jacketed correspondence which is signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the division and/or branch level.</p> <p>a. 1. <u>Record Copy</u>  <i>Transfer to FARC when 5 years old.</i>                      PERMANENT. <sup>^</sup> Offer to <del>FARC</del> <sup>NARS</sup> when 15 years old <i>in 10-year blocks.</i> SC 5/20/82</p> <p>b. 2. <u>Other Copies</u> - including routine correspondence</p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p> <p><u>NOTE:</u>                      Other Policy and Procedures are issued in Agency Directives and Instructions. (See Item 9 of Records Disposal Schedule NCI-136-78-1.)</p>		3 1/2 yr.

**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
14.	<p><u>Standardization Program Subject Files</u></p> <p>Arranged chronologically.</p> <p>Records documenting significant agency and program policy and procedures. Memoranda, correspondence, reports and other records pertaining to the establishment, planning and development of new and revised standards for grain, beans, peas, etc., and related products; research for the purpose of developing methods to improve accuracy and uniformity in grading grain; evaluation of new or modified methods, devices, and equipment used in inspection and grading; coordination of uniform interpretation and application of standards; and a final appeal service. Includes controlled or jacketed correspondence which is signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the division and/or branch level.</p> <p>a. <u>Record Copy</u>  <i>Transfer to FARC when 5 years old.</i>                  PERMANENT. Offer to <del>FARC</del> <sup>NARS</sup> when 15 years old <i>in 10 year blocks</i></p> <p>b. <u>Other Copies</u> - including routine correspondence</p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p> <p><i>sc 5/20/82</i></p> <p><u>NOTE:</u>                  Other Policy and Procedures are issued in Agency Directives and Instructions. (See Item 9 of Records Disposal Schedule NCl-136-78-1.)</p>		2"/yr.

**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
15.	<p><u>Safety Program Subject Files</u></p> <p>Arranged chronologically.</p> <p>Records documenting significant agency basic safety and health policies and procedures. Memoranda, correspondence, reports and other records pertaining to the establishment, planning, development, and administration of the agency internal safety program and the program for improving safety and health in the private industry elevators, such as: detailed studies of grain explosions to determine causes, prevention, and solutions; inspection reports; fact sheets and checklists; research/studies of grain handling procedures, and analysis of historical data. Includes controlled or jacketed correspondence which is signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the division and/or branch level.</p> <p>a. 2. <u>Record Copy</u>  <i>Transfer to FARC when 5 years old,</i>                  PERMANENT. <sup>^</sup> Offer to <del>FARC</del> <sup>NARS</sup> when                  15 years old <i>in 10-year blocks</i> SC 5/20/82</p> <p>b. 2. <u>Other Copies</u> - including routine correspondence</p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p> <p><u>NOTE:</u>                  Other Policy and Procedures are issued in Agency Directives and Instructions. (See Item 9 of Records Disposal Schedule NCI-136-78-1.)</p>		4 <sup>1</sup> /yr.

**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
16.	<p><u>Weighing Program Subject Files</u></p> <p>Arranged chronologically.</p> <p>Records documenting significant agency and program policy and procedures. Memoranda, correspondence, reports and other records pertaining to the Federal-State weighing at export locations; State-private weighing at inland locations; emergency Federal weighing at inland locations; Federal-State certification of weights at export points; and State-private certification of weights at inland points. Includes controlled or jacketed correspondence which is signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained at the originating office, and may be filed at the division and/or branch level.</p> <p>a.1. <u>Record Copy</u>  <i>Transfer to FARC when 5 years old.</i>                  PERMANENT. Offer to <del>FARC</del> <sup>NARS</sup> when 15 years old <i>in 10-year blocks.</i> <i>SC 5/20/82</i></p> <p>b.2. <u>Other Copies</u> - including routine correspondence</p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p> <p><u>NOTE:</u>                  Other Policy and Procedures are issued in Agency Directives and Instructions. (See Item 9 of Records Disposal Schedule NCI-136-78-1.)</p>		14/y.

**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
17.	<p><u>Inspection Program Subject Files</u></p> <p>Arranged chronologically.</p> <p>Records documenting significant agency and program policy and procedures. Memoranda, correspondence, reports and other records pertaining to Federal-State grain inspection at export locations; State-private and emergency Federal grain inspection at inland locations; monitoring quality of U.S. grain shipped to foreign ports; grading of rice, beans, peas, and lentils, and inspection of assigned processed products under the Agricultural Marketing Act of 1946 and check testing of inspection equipment. Includes controlled or jacketed correspondence which is signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the division and/or branch level.</p> <p><i>1. Record Copy</i>  <i>a</i> PERMANENT. <i>Transfer to FARC when 5 years old.</i>  <i>Offer to FARC when 15 years old.</i>  <i>NARS</i>  <i>in 10-year blocks</i> <i>sc 5/20/82</i></p> <p><i>2. Other Copies - including routine correspondence</i>  <i>b</i>                  Destroy when 3 years old or when no longer needed for administrative use.</p> <p><u>NOTE:</u>                  Other Policy and Procedures are issued in Agency Directives and Instructions. (See Item 9 of Records Disposal Schedule NCI-136-78-1.)</p>		70/yr.

**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
18.	<p><u>Delegations and Designations Files</u></p> <p>a. <u>Delegation of Authority</u></p> <p>File chronologically.</p> <p>Delegation of authority for inspection and weighing services under the authority of the Grain and Standards Act. These delegations will be signed by the Administrator of FGIS and the Secretary of USDA, and those State agencies granted the authority.</p> <p><i>W.A.</i> 1. <u>Record Copy (Washington Office)</u></p> <p>PERMANENT. Transfer to FARC 3 years after canceled or revoked. Offer to Archives <sup>in 5-year blocks</sup> 25 years after canceled or revoked.</p> <p><i>RTB 6/3/58</i></p> <p><i>W.A.</i> 2. <u>Other Copies</u></p> <p>Destroy when canceled or revoked.</p> <p>b. <u>Temporary Delegations</u></p> <p>Includes authority to represent FGIS at hearings and delegation to sign official documents or act in official capacity, etc.</p> <p>1. <u>Record Copy</u></p> <p>Destroy 3 years after superseded or obsolete.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when superseded or obsolete.</p> <p><u>NOTE:</u> Other Official Delegations are issued in Agency Directives and Instructions.</p>	NC1-136-78-1 Items 10 and 11	1/10 cu.ft.

(Continued next page)

**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
18. (cont'd)	<p>c. <u>Designations</u></p> <p>Filed alphabetically by agency names.</p> <p>Applications, issuances, terminations, cancellations, suspensions and revocations of designations to perform inspection and weighing functions under the authority of the Grain and Standards Act. These designations will be signed by the Administrator of FGIS and the Secretary of USDA, and by those States, local governmental agencies, or persons granted the authority. Designations automatically terminate after 3 years. Federal Register docketts which are published in conjunction with these actions are included.</p> <p>1. <u>Record Copy</u></p> <p>Transfer to FARC when 6 years old.                      Destroy when 20 years old.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when superseded or obsolete.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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19.	<p><u>Complaints Files</u></p> <p>Correspondence concerning complaints about the weighing, inspection, compliance, standardization and safety programs of the Federal Grain Inspection Service. Includes complaints on inspection or sampling of grain and commodities other than under the International Monitoring Program.</p> <p>a <input checked="" type="checkbox"/> <u>Record Copy</u> Transfer to FARC when 2 years old. Destroy when 6 years old.</p> <p>b <input checked="" type="checkbox"/> <u>Other Copies</u> Destroy when 2 years old.</p>		
20.	<p><u>Fee Schedules</u></p> <p>Documents relating to applications, issuances, terminations, cancellations, and revocations. This includes Federal Register docket files which are published in conjunction with these actions.</p> <p>Fee Schedules are filed alphabetically by the name of each Official Agency in 3-year blocks. Cut off at the end of each 3-year designation period.</p> <p>a <input checked="" type="checkbox"/> <u>Record Copy</u> Destroy when 6 years old.</p> <p>b <input checked="" type="checkbox"/> <u>Other Copies</u> Destroy when 2 years old.</p>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

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21.	<p><u>Review Team Files</u></p> <p>a. Correspondence, review reports and background material documenting the surveys conducted by FGIS review teams. These surveys are for the purpose of monitoring the inspection and grading of grain and include such teams as Commodity Review Teams, Labor Management Review Teams, Administration Review Teams, Processed Products Review Teams.</p> <p>1. <u>Record Copy</u> Destroy when 5 years old.</p> <p>2. <u>Other Copies</u> Destroy when 3 years old.</p> <p>b. <u>Situation Files</u> Items of interest which need follow-up by review teams. Case filed by Field and Regional Office names. -- Destroy when 3 years old.</p> <p>c. <u>Survey Findings</u> Case filed as needed.</p> <p>1. <u>Record Copy</u> Destroy when 5 years old.</p> <p>2. <u>Other Copies</u> Destroy when 3 years old.</p> <p>(Continued next page)</p>		

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21. (cont'd)	<p>d. <u>Review Team Checklists</u></p> <p>Current checklists, background material, comments and suggestions from branch and division personnel on items to be included in review team surveys.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy when 5 years old.</li><li>2. <u>Other Copies</u> Destroy when 2 years old.</li></ol> <p>e. <u>Review Information Systems</u></p> <p>Documents, correspondence, and reports relating to the Review Branch Automated Data Processing System.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy when 3 years old.</li><li>2. <u>Other Copies</u> Destroy when 1 year old.</li></ol>		

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

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22.	<p><u>Compliance/Enforcement/Litigation</u></p> <p>Material relating to the enforcement of the U.S. Grain Standards Act and regulations, including administrative proceedings, court actions, claims and litigations.</p> <p>a. <u>Precedent cases</u> - Records pertaining to administrative proceedings, court actions, and claims essential to the documentation of FGIS involvement in regulatory violation cases and litigation, including cases against FGIS and FGIS employees, which are of national importance and/or result in major changes in FGIS policy or procedures. Office of General Counsel (OGC) retains record copy.</p> <p>1. <u>Record Copy</u></p> <p>Break from active file when case is closed.          Transfer to FARC when 8 years old.          Destroy when 20 years old.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when 2 years old.</p> <p>b. <u>Non-precedence cases</u> - Records described in 21a, as well as records included in violation complaint case files which do not result in litigation or formal administrative or court proceedings and/or warnings, which are not of precedent importance. FGIS retains record copy.</p> <p>1. <u>Record Copy</u></p> <p>Break from active file when case is closed.          Transfer to FARC when 5 years old.          Destroy when 7 years old.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when 2 years old.</p>	NCL-136-78-1 Item 12	

**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
23.	<p><u>Facility Handbook</u></p> <p>Handbooks compiled by FGIS personnel detailing all procedures followed at each grain elevator in a given Region. The handbook is maintained at each grain elevator and a master set is on file in each Regional office.</p> <p>Filed alphabetically by elevator name and/or location.</p> <p><i>a</i> <input checked="" type="checkbox"/> <u>Record Copy</u> (maintained at Region)</p> <p>Destroy 5 years after superseded or obsolete.</p> <p><i>b</i> <input checked="" type="checkbox"/> <u>Other Copies</u></p> <p>Destroy when superseded or obsolete.</p>		
24.	<p><u>Reinspection and Appeal Inspections</u></p> <p>Correspondence and documents relating to reinspection, appeal inspections, grading, sampling and stowage examinations.</p> <p><u>NOTE:</u> Inspection and Weighing Work Record Forms are described in Item 18 of NCl-136-78-1.</p> <p>Case filed.</p> <p><i>a</i> <input checked="" type="checkbox"/> <u>Washington or Field</u> - whichever has record copy</p> <p>Transfer to FARC when 3 years old.                      Destroy when 6 years old unless otherwise requested by the Administrator to maintain for a longer period, not to exceed 8 years total.</p> <p><i>b</i> <input checked="" type="checkbox"/> <u>Other Copies</u></p> <p><i>b</i> Destroy after 2 years.</p>		

**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
25.	<p><u>Board Appeal Inspections</u></p> <p>Case filed.</p> <p>Documents pertaining to Board appeal inspections which include a review of all official factors that may determine the grade, or are shown on the certificate for the official appeal inspection service, and are required to be shown on a certificate of grade.</p> <p><u>1. Record Copy</u>                      a Transfer to FARC when 3 years old.                      Destroy when 6 years old, unless otherwise requested by the Administrator to maintain for a longer period, not to exceed 8 years total.</p> <p><u>2. Other Copies</u>                      b Destroy when 2 years old.</p>		
26.	<p><u>Inspection Points</u></p> <p>Arranged alphabetically by inspection point.</p> <p>Correspondence, grain elevator blueprints, personnel staffing data, number of inspections conducted relating to relocation or renovation of grain laboratory space.</p> <p><u>1. Washington or Field</u> - whichever has record copy                      a Transfer to FARC when 2 years old.                      Destroy when 6 years old, unless otherwise requested by the Administrator to maintain for a longer period, not to exceed 8 years total.</p> <p><u>2. Other Copies</u>                      b Destroy when 2 years old.</p>		

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
27.	<p><u>Inspection Point Directory Files</u></p> <p>Directories, logs and registers of licensed inspectors, code numbers, names and listings of Federal and State inspection points.</p> <p><u>1.</u> <u>Record Copy</u> w Destroy when superseded or obsolete.</p> <p><u>2.</u> <u>Other Copies</u> v Destroy when superseded or obsolete.</p>		
28.	<p><u>Commodity Inspection Locations</u></p> <p>Material relating to annual sanitation inspections and supervision visits conducted at mills, plants, warehouses, and dock facilities.</p> <p>Filed alphabetically by name of location.</p> <p>-- Destroy when 1 year old.</p>		

**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
29.	<p><u>Grain Inspection Monitoring System Files (GIMS)</u></p> <p>a. Correspondence, monthly logs for selected random number cards, monthly service point sample logs and bi-monthly summary computer printouts used in the FGIS supervisory program to maintain grain grading accuracy of official inspection personnel. The summary printout is sent to Regional Offices and then to the Field Offices. This information is also used in preparing special studies and reports. Rice or commodities are not monitored under GIMS.</p> <p>-- Destroy when 1 year old.</p> <p>b. Supervision control logs and workload reports.</p> <p>-- Destroy when no longer needed for administrative use, not to exceed 1 year.</p> <p>c. Working aids consisting of tolerance table graphs used as ready reference guides by field office personnel to pinpoint significant problem areas. These are updated periodically on an as needed basis.</p> <p>1. <u>Headquarters</u></p> <p>Destroy when no longer needed for administrative use.</p> <p>2. <u>Field</u></p> <p>Destroy when superseded or obsolete.</p>		

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
30.	<p><u>Alpha Analyze Program Files</u></p> <p>Documents and reports pertaining to the research and development of a test for the inspection of wheat for alpha analyze.</p> <p><i>a</i> 1. <u>Record Copy</u></p> <p>Transfer to FARC when 2 years old. Destroy when 6 years old.</p> <p><i>b</i> 2. <u>Other Copies</u></p> <p>Destroy when 2 years old.</p>		

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
31.	<p><u>Research/Projects/Studies/Surveys</u></p> <p>Research/projects/studies/surveys conducted to determine the effectiveness of the procedures adopted to achieve established policy goals; to examine operating methods, organizational structures, and missions, etc. These may include evaluation of both program and administrative operations, and studies determined to be of future research value. Includes documents reflecting requests or authorization to conduct the research/study/survey, the finished report, coordination papers, recommendations, statistical data, staff evaluations, comparable or similar documents, and actions taken as direct results of the survey.</p> <p>a. Studies recommending significant changes in policy or procedural violations <i>and all research studies.</i></p> <p>1. <u>Record Copy</u></p> <p>PERMANENT. Transfer to FARC 10 years after completion of study or when no longer needed for administrative use, whichever is sooner.              Offer to NARS <sup>in 5-year blocks</sup> when 25 years old. <span style="float: right;">RTB 6/3/82</span></p> <p>2. <u>Other Copies</u></p> <p>Destroy when 5 years old or when no longer needed for administrative use, whichever is sooner.</p> <p>b. All other studies/surveys.</p> <p>-- Destroy when 5 years old or when no longer needed for administrative use.</p>		1 cu. ft./gr.

**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
32.	<p><u>Certificates</u> (Case files or otherwise)</p> <p>Certificates issued to applicants for inspection and weighing services. These files include appeals to FGIS and other related correspondences.</p> <p><u>NOTE:</u></p> <p>The filing practices regarding items 32, 33, and 34 vary among the field offices. These items may or may not be merged together depending upon the submitting field office.</p> <p>a. Washington or Field - whichever has the record copy.                      Transfer to FARC when 2 years old.                      Destroy when 5 years old, unless otherwise requested by the Administrator to maintain for a longer period, not to exceed 8 years total.</p> <p>1. General Correspondence - 3 years.</p> <p>b. Other Copies - Destroy when 2 years old.</p>	<p>NC1-136-78-1                      Item 16</p> <p><del>U.S. Code                      Title 7                      87a(b)</del></p>	

**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
33.	<p><u>Application for Inspection</u> (Case files or otherwise)</p> <p>Applications for weighing, inspection and appeal services and for registration certificates.</p> <p><u>NOTE:</u></p> <p>The filing practices regarding items 32, 33, and 34 vary among the field offices. These items may or may not be merged together depending upon the submitting field office.</p> <p>a. Washington or Field - whichever has the record copy.                      Transfer to FARC when 2 years old.                      Destroy when 5 years old, unless otherwise requested by the Administrator to maintain for a longer period, not to exceed 8 years total.</p> <p>1. General Correspondence - 3 years.</p> <p>b. Other Copies - Destroy when 2 years old.</p> <p><i>FGIS FILES MAINTENANCE AND RECORDS DISPOSITION                      HANDBOOK FILE CODES AFFECTED BY THIS ITEM:</i></p> <p>7000-4-1; 7150-3; 7300; 7310; 7340.</p>	<p>NCl-136-78-1                      Item 17</p> <p><del>U.S. Code                      Title 7                      87a(b)</del></p>	

**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
34.	<p><u>Inspection and Weighing Work Record Forms</u> (Case files or otherwise)</p> <p>Sampling tickets, analysis and inspection, weighing, equipment testing, reports, shipping logs, commodity sampling report on physical and chemical tests (made to determine compliance with contract specifications, and to supervise laboratories which test these commodities for the Department) and related documents, but not file samples.</p> <p><u>NOTE:</u></p> <p>The filing practices regarding items 32, 33, and 34 vary among the field offices. These items may or may not be merged together depending upon the submitting field office.</p> <p>a. Washington or Field - whichever has the record copy.                      Transfer to FARC when 2 years old.                      Destroy when 5 years old unless otherwise requested by the Administrator to maintain for a longer period, not to exceed 8 years total.</p> <p>1. General Correspondence - 3 years.</p> <p>b. Other Copies - Destroy when 2 years old.</p> <p><i>FGIS FILES MAINTENANCE AND RECORDS DISPOSITION HANDBOOK FILE CODES AFFECTED BY THIS ITEM:</i></p> <p>6400-4; 8000-4; 8110; 8120; 8130; 8140; 8150; 8410; 8420; 8430; 8440; 8450; 8460; 8470; 9000-4; 9100-2; 9110; 9200; 9300-1; 9310; 9320; 9400-1; 9400-2; 9410; 9420; 9440; 9450; 9460; 9500-1; 9510; 9700-1; 9710-1.</p>	<p>U.S. Code                      Title 7                      87a(b)</p> <p>NCl-136-78-1                      Item 18</p>	

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
35.	<p><u>Committee Meetings and Task Forces</u></p> <p>Case filed by name of committee.</p> <p>a. Agendas, minutes, final reports, and/or recommendations and related material of substantive or significant meetings or committees concerned with broad aspects of the Agency, such as advisory and interagency committees and Task Forces. Includes committees chaired by FGIS top level employees and Administrative management representatives.</p> <p>1. <u>Record Copies</u></p> <p>PERMANENT. Transfer to FARC when 3 years old.                      Offer to Archives <sup>in 5-year blocks</sup> when 25 years old.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when 3 years old.</p> <p>b. Working papers relating to 35a. (above) and material pertaining to administrative activities and functions not having long term significance and not chaired by FGIS top level personnel.</p> <p>-- Destroy when 3 years old.</p> <p>c. Arrangements. Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, acceptances and regrets.</p> <p>-- Destroy when 1 year old.</p>	<p>NCl-136-78-1                      Item 3</p>	<p>6"/yr.</p> <p>RTB 6/3/82</p>