

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

NC1-136-83-2

1. FROM (AGENCY OR ESTABLISHMENT)  
U.S. Department of Agriculture

DATE RECEIVED

2. MAJOR SUBDIVISION  
Agricultural Marketing Service (AMS)

NOTIFICATION TO AGENCY

3. MINOR SUBDIVISION Administrative Management, Poultry and  
Commodity Procurement - Washington, Field Offices

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

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

5. TEL. EXT.  
447-7965

12-23-85 *Frank S. Bunker*  
Date Archivist of the United States

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 32 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 8/24/83	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Roland M. Colbert</i>	E. TITLE Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO. ACTION TAKEN
	<p>This records disposition schedule is an amendment of AMS records disposition schedule NC1-136-79-1 and supersedes records disposition schedules NC-136-75-7, NC1-136-77-2, and NN-172-149. This schedule supersedes items 2, 4, 5, 11, 12, 13, 14, 16, 19, and 33 of NC1-136-79-1 and adds a new section to include the records of Poultry Division. This schedule also supersedes items 15, 16, and 17 of program and items 4c and d, 14, 15, 16, and 19 of NCI-462-79-3 which pertain to the commodity procurement program and items 4c and d, 14, 15, 16, and 19 of NCI-462-80-3 insofar as they apply to the Poultry program. The grading, inspection, and commodity procurement activities of Poultry Division were transferred to AMS from the Food Safety and Quality Service (now the Food Safety and Inspection Service) effective October 1, 1981.</p> <p><b>NOTE:</b> Use of this records disposition schedule and the General Records Schedule is mandatory. Agency records may be disposed of in accordance with these schedules without further authorization.</p> <p>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.</p> <p>NO REVISION OF THIS SCHEDULE OR ADDITIONAL INSTRUCTIONS</p>	<p>9/9/85 Date</p> <p><i>Joseph Young</i> Date 9/9/85 Agency Representative</p> <p>138 items</p>

*Copies sent to agency, NCF, NNF 1-6-86*

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>Administrator's Correspondence Subject Files</u></p> <p>Arranged alphabetically by subject.</p> <p>a. <u>Significant</u></p> <p>Memoranda, correspondence, reports and other records documenting significant agency and program policy and procedures pertaining to the establishment, planning and development of AMS programs, such as, limitations of USDA's authority to purchase commodities on the open market; testimony before the Senate committee on Agriculture, Nutrition and Forestry; market news; uniform U.S. grade names for food; promotional assistance; school lunch program; income of farmers; direct marketing between farmers and consumers; the feasibility of electronic marketing for the wholesale meat trade; marketing problems; and regulatory changes. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director.</p> <p>These are not filed in a case file. These files are maintained in the originating office, and may be filed at the branch/staff and/or division level.</p> <p>(1) <u>Washington Office (Record Copy)</u></p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to Archives in 5-year blocks when 20 years old.</p> <p>(2) <u>Field Office</u></p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p> <p>(3) <u>Other Copies</u></p> <p>Destroy when 1 year old.</p>	NC1-136-79-1 Item 2	3"/yr.

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1. Con.	<p>b. <u>Nonsignificant</u></p> <p>Unless described elsewhere in this schedule, memoranda, correspondence, reports, and other records relating to routine program operations.</p> <p>(1) <u>Record Copy</u></p> <p>Destroy when 3 years old.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 1 year old.</p> <p><b>NOTE:</b> For General Administrative Records, see Item 1, NC1-136-79-1.</p>		
2.	<p><u>Lectures and Speeches</u></p> <p>Filed chronologically.</p> <p>a. Lectures and speeches for the AMS Administrator and assistants which pertain to major AMS programs and/or operations.</p> <p>(1) <u>Record Copy</u></p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to Archives in 5-year blocks when 20 years old.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 1 year old.</p> <p>b. All other lectures and speeches which do not pertain to major AMS programs and operations.</p> <p>Destroy when 3 years old.</p>	<p>NC1-136-79-1 Item 4</p> <p>GRS 14 Item 1a</p>	<p>3"/yr.</p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3.	<p><u>Committee Records</u></p> <p>Case filed by name of committee.</p> <p>a. Records of advisory committees and meetings, meetings with interagencies or other Federal agencies, and other meetings (other than staff meetings) chaired by AMS top level employees. Includes records relating to establishment, organization, membership and policy of the committees and records created by committees; i.e., agendas, minutes, final reports and recommendations.</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to Archives, when 25 years old. in 5-year blocks</p> <p>b. Records of committees below the Administrator's level or other association/committee meetings.</p> <p>(1) Records relating to establishment, organization, membership, and policy.</p> <p>Destroy 2 years after termination of committee.</p> <p>(2) Agenda, minutes, final reports, and related records documenting accomplishments.</p> <p>Destroy in Agency when 3 years old or when no longer needed for reference.</p> <p><u>NOTE:</u> For Staff Meetings, see Item 6, NCI-136-79-1.</p>	NCI-136-79-1 Item 5a, b and GRS 16 Item 12a, b	1/4 cu. ft./yr
4.	<p><u>Budget Estimates</u></p> <p>a. The record copy of budget estimates and justifications prepared or consolidated in formally organized budget offices at the Agency level. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p>(1) <u>Record Copy</u></p> <p>Transfer to FARC when 5 years old. Destroy when 25 years old.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 3 years old.</p>	NCI-136-79-1 Item 11	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
4. Con.	<p>b. Working papers, cost statements, and rough data accumulated in the preparation of annual budget estimates, including duplicates of papers described in Item 4a; and originating offices' copies of reports submitted to budget office.</p> <p>Destroy 1 year after end of fiscal year covered by the budget.</p>	GRS 5 Item 4	
5.	<p><u>Legislation</u></p> <p>Records pertaining to the formulation and revision of program planning to include any significant case files or other documents of a precedent nature; including summary of comments and copies of legislative reports or history regarding any proposed legislation, legal opinions, decisions, laws, regulations, and orders.</p> <p>a. <u>Record Copy</u></p> <p>PERMANENT. Transfer to FARC when 15 years old. Offer to Archives when 25 years old.</p> <p>b. <u>Other Copies</u> in 5-year blocks</p> <p>Destroy in Agency when 3 years old or when no longer needed.</p>	NC1-136-79-1 Item 16	6 cu. ft. total/ 10 yrs.
6.	<p><u>Directives, Procedural and Operating Manuals</u></p> <p>Filed numerically.</p> <p>This item covers records created or accumulated in directing and coordinating agency-wide administrative policy procedures and issuances. In addition to the Agency directives, there are Division and Branch directives created and maintained separately from the Agency's directives which are also covered in this item.</p> <p>a. <u>Formal Directives</u></p> <p>Formal directives (including procedural and operating manuals) and all revisions thereof, notices, monthly checklists, and indexes.</p> <p>(1) Directives related to program policies and significant administrative information concerning formal policy for Agency, Division, and Branch formulation, organization, functions, procedures, and operations which have historical value.</p>	NC1-136-79-1 Item 19  GRS 16 Item 1a	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6. Con.	<p>(a) <u>Record Copy</u> PERMANENT. Offer to Archives in 5-year blocks when 20 years old.</p> <p>(b) <u>Other Copies</u> - (such as reference copies) Destroy when superseded or obsolete.</p> <p>(2) Directives related to routine administrative functions (e.g., payroll, procurement, travel, personnel management, etc.). Destroy when superseded or obsolete.</p> <p>b. <u>Directives Case Files</u> Case files related to (a) above consisting of: (1) original submission of directive, including reviewer's comments; (2) background material, working papers, and official regulations supporting need for issuance of directive; (3) clearance and approval documents, including work progress sheets; and (4) printed copy of directive.</p> <p>(1) Case files related to directives, except Notices, described in a(1) above.</p> <p>(a) <u>Record Copy</u> Transfer to FARC 3 years after superseded or obsolete. Destroy 15 years after superseded or obsolete.</p> <p>(b) <u>Other Copies</u> Destroy when superseded or obsolete.</p> <p>(2) Case files related to Notices as described, along with other directives, in a(1) above. Destroy when 2 years old.</p> <p>(3) Case files related to directives described in a(2) above. Destroy when issuance is destroyed.</p>	<p>GRS 16 Item 1c</p> <p>GRS 16 Item 1b</p> <p>GRS 16 Item 1d</p>	<p>1.6 cu. ft./yr</p>

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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6. Con.	<p>c. <u>Administrative Issuances of Temporary Nature</u></p> <p>Agency, Division, Branch, Office informational administrative issuances such as announcements, bulletins, and messagegrams issued to alert employees to matters which require immediate action or attention, or to situations of which they should be aware.</p> <p>(1) <u>Record Copy</u></p> <p>Filed by the issuing office with background documents attached to the printed copy of each issuance, and usually filed in a 3-ring binder.</p> <p>Destroy when 2 years old.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when issuance has served its purpose.</p>		

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7.	<p><u>Cooperative Documents/Agreements</u></p> <p>Filed by State and thereunder by number of program.</p> <p>a. Cooperative Agreements and Memorandums of Understanding with other Federal agencies and with other public and private agencies which are substantive or are of an exceptional or precedent nature.</p> <p>(1) <u>Record Copy</u></p> <p>PERMANENT. Transfer to FARC 5 years after termination of agreement. Offer to Archives in 5-year blocks when 25 years old.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy 3 years after termination of agreement.</p> <p>b. Cooperative Agreements and Memorandums of Understanding which are nonsubstantive or of a routine nature.</p> <p><u>All Copies</u></p> <p>Destroy in Agency 3 years after termination of agreement or when no longer needed for administrative use.</p> <p>Filed by State and thereunder by number of agreement.</p> <p>c. Reimbursable Agreements (including related records) with other Federal agencies and with other public and private agencies.</p> <p><u>All Copies</u></p> <p>Destroy in Agency 3 years after termination of agreement or when no longer needed for administrative use.</p> <p><u>NOTE:</u> Final reports, evaluations, summaries of results, etc., related to the accomplishment of the agreements described in a, b, and c above - see Item 11.</p> <p>d. Case files on activities of State Milk Control Agencies. These case files consist of copies of State and local agreements, such as State Milk Orders, Price Schedules, statistical and background information.</p> <p>Destroy when superseded.</p>	NC1-136-79-1 Item 13	1/2 cu. ft./yr. 16 cu. ft. total

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
7. Con.	<p>e. Case files of agreements with transportation companies pertaining to their reporting to Market News Branch of the Fruit &amp; Vegetable Division the rail movements on fruits and vegetables. Includes assigned line codes for reporting purposes.</p> <p>Destroy 2 years following end of calendar year in which agreement is terminated.</p> <p>f. An agreement between USDA, in cooperation with the Cotton Division, and 14 foreign associations to establish universal standards for cotton. The purpose of this agreement is to facilitate and promote foreign commerce of cotton.</p> <p>PERMANENT. Transfer to FARC 5 years after termination of agreement. Offer to Archives 25 years after termination.</p>		
8.	<p><u>Federal Register Dockets</u></p> <p>Case files including AMS dockets submitted for publication in the <u>Federal Register</u> and related material.</p> <p>a. Docket cases which contain material essential to the documentation of program formulation and/or major operations which are not substantially covered by the docket itself. These files include the Agency copy with the Office of General Counsel approval.</p> <p>Transfer to FARC when 3 years old. Destroy when 20 years old.</p> <p><u>NOTE:</u> Hearing Clerk's office maintains official copy.</p> <p>b. Divisional copies of dockets, background material, and public commentary (other than described in item 8a). This includes fee dockets which do not have public commentary. These may or may not result in Administrative proceedings.</p> <p>Break from file at end of fiscal year in which rule is finalized. Destroy 10 years after rule is finalized or when no longer needed for administrative use.</p> <p><u>NOTE:</u> For Purchase Program Dockets, see Item 14.</p>	NCL-136-79-1 Item 14	1" total

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9.	<p><u>Compliance/Enforcement/Litigation</u></p> <p>a. <u>Precedent Cases</u></p> <p>Records pertaining to administrative proceedings, civil and criminal court actions, and claims essential to the documentation of AMS involvement in regulatory violation cases and litigation, including cases against AMS and AMS employees, which are of national importance, and/or result in major changes in AMS policy or procedures. Office of General Counsel retains official copy.</p> <p>Destroy 5 years after case is closed or when no longer needed for administrative use.</p> <p><u>NOTE:</u> Transfer to FARC is not authorized.</p> <p>b. <u>Other Cases</u></p> <p>Records described in Item 9a, as well as records included in violation complaint case files:</p> <p>(1) Which do not result in litigation or court proceedings and/or warnings but may or may not result in formal administrative hearings which are not of precedent importance.</p> <p>Transfer to FARC 3 years after removal from active files. Destroy 7 years after case is closed or when no longer needed for administrative use.</p> <p>(2) Where legal actions have been instituted.</p> <p>Destroy 5 years after close of final court action (adjudicated in all courts involved) or when no longer needed for administrative use.</p> <p>c. <u>Restraining orders</u> issued by courts against commodity handlers.</p> <p>Destroy in Agency when defendant is deceased or when no longer needed for administrative use.</p>	NC1-136-79-1 Item 12	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
9. Con.	<p>d. Cards used to list and/or index violations, alleged violations, and actions taken.</p> <p>Destroy 10 years after all listed violation cases are closed. However, the cards may be maintained longer as a reference file to serve the needs of the users and destroyed when no longer needed.</p> <p><u>NOTE:</u> These cards are not permanent and are not transferable to FARC.</p> <p>e. <u>Reports and related correspondence</u> of complaints, suspected violations, investigations of violations, and actions taken on these reports.</p> <p>Destroy 5 years after calendar year in which administrative action was taken on these reports or when no longer needed for administrative use.</p> <p><u>NOTE:</u> See the Dairy section, Items 73 through 77, NC1-136-79-1. See Fruit and Vegetable schedule, Item 3, NC1-136-80-1. See the Poultry section, Item 22, this schedule. See the Transportation &amp; Warehouse section, Item 130, NC1-136-79-1.</p>		
10.	<p><u>Potential Research and Promotion Board Membership Files</u> for the various Research and Promotion Boards. Includes biographical data, correspondence, letters of appointment or no appointment, and agreements to accept membership.</p> <p>a. <u>Appointed member's file</u></p> <p>Destroy in Agency 3 years after termination of the individual's membership from the board.</p> <p>b. <u>"Not appointed" potential member's file</u></p> <p>Destroy in Agency immediately upon notification of rejection of appointment or when no longer needed for administrative use.</p>	NC1-136-79-1 Item 33	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
11.	<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 and all research studies.</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 Archives in 5-year blocks when 25 years old.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy in Agency 5 years after completion of study or when no longer needed for administrative use, whichever is sooner.</p> <p>b. All other studies/surveys.</p> <p>Destroy in Agency 5 years after completion of study or when no longer needed for administrative use.</p>		1" total

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12.	<p><u>Accountability Records</u></p> <p>a. <u>Forms Stock Control</u></p> <p>Material which relates to the accountability of prenumbered forms, showing forms description, by whom used, quantity received or shipped, balance on hand, etc. May include correspondence related to blank forms.</p> <p>Destroy 3 years after all entries have been completed.</p> <p>b. <u>Certificate Accountability</u></p> <p>Records used to monitor consignment receipt, use and disposition of serially numbered forms.</p> <p>Destroy 3 years after last entry.</p> <p>c. <u>Equipment Accountability</u></p> <p>Records relating to the accountability of equipment issued to graders, inspectors, etc., used in performing official duties.</p> <p>Destroy 1 year after equipment is returned, replaced or otherwise accounted for.</p>	<p>NC-136-75-7 Item 18</p> <p>NC-136-75-7 Item 19</p> <p>NC-136-75-7 Item 14c</p>	
13.	<p><u>Time and Attendance (T&amp;A) Report Files</u></p> <p>a. <u>Form OF-1130 or equivalent (AD-321)</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>T&amp;A Supporting Documents.</u> Supplemental T&amp;A records, such as leave requests, 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>GRS 2 Item 3a(2) deviation</p> <p>GRS 2 Item 3b</p>	

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14.	<p style="text-align: center;"><u>Commodity Procurement</u> <u>Items 14 through 20</u></p> <p>Under Section 32 of the Act of August 24, 1935, as amended (7 U.S.C. 612c), AMS provides price assistance to producers through the purchase of surplus, and as necessary, other agricultural commodities from regular market outlets to maintain programmed levels of assistance to schools, to the elderly and to other domestic food assistance programs.</p> <p><u>Purchase Program Dockets</u></p> <p>a. <u>Docket Case Files.</u> Includes the docket and all pertinent documentation created during docket origination and continuing through final summary of the program. Includes purchase plans, Secretary's directive, statement of funds, original press releases, delegations of authority, and other supporting papers.</p> <p>(1) <u>Washington Office</u></p> <p>(a) <u>Docket Files created prior to FY 1970</u></p> <p style="padding-left: 40px;">PERMANENT. Transfer to FARC when 10 years old. Offer to Archives when 20 years old. <span style="padding-left: 80px;">in 5-year blocks</span></p> <p>(b) <u>Docket Files created after FY 1969</u></p> <p style="padding-left: 40px;">Destroy in Agency when 10 years old or when no longer needed for administrative use, whichever is sooner.</p> <p><b>NOTE:</b> Beginning FY 1970 Food and Nutrition Service maintains official copy.</p> <p>(2) <u>Other Copies</u></p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>b. <u>Docket Security.</u> Material related to the security of dockets. Includes signed agreements for employee to handle dockets and docket security listings.</p> <p style="padding-left: 40px;">Destroy 2 years after separation of employee or when no longer needed for administrative use.</p>	NC1-462-79-3 Item 15 & NN-172-149 Item 43	1/2 cu. ft./yr.

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14. Con.	<p>c. <u>Food Purchase Releases.</u> Copies of food purchase reports and press releases to inform public of the commodity needed for purchase program. (Original documents are filed with Item a above.)</p> <p>(1) <u>Washington Office (Record Copy)</u> Destroy when 3 years old.</p> <p>(2) <u>Other Copies</u> Destroy when 2 years old.</p> <p><u>NOTE:</u> For Federal Register Dockets, see Item 8. For Press Releases, see Item 7c, NC1-136-79-1.</p>		
15.	<p><u>Announcements</u></p> <p>a. Copies of official purchase announcements.</p> <p>(1) <u>Record Copy</u> Destroy in Agency when 10 years old or when no longer needed for administrative use, whichever is sooner.</p> <p>(2) <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Announcement Case Files.</u> Includes background of specification and related material. Includes changes, approvals, and other pertinent information on announcement development. Destroy when 5 years old.</p> <p><u>NOTE:</u> For Federal Register Dockets, see Item 8. For Specifications, see Item 42.</p>		
16.	<p><u>Provisions/Contracting Files</u></p> <p>a. <u>Contract Case File.</u> Contracts awarded under the Purchase Program. Includes invitation or announcement offers, acceptance, administrative statements, bid analysis, rejected bids, and supporting papers.</p> <p>(1) <u>Record Copy</u> Forward to the Agricultural Stabilization and Conservation Service who destroys 6 years and 3 months after contract is completed.</p> <p>(2) <u>Other Copies</u> Destroy 2 years after contract is completed.</p>	NC1-462-79-3 Item 15b & NN-172-149 Item 45a	

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16. Con.	<p>b. <u>Contract Claims</u>. Case files of contract claims which result from nonperformance, contract default, or other contract disputes.</p> <p>(1) <u>Record Copy</u></p> <p>Destroy 3 years after case is closed.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 2 years old.</p> <p>c. <u>Power of Attorney</u>. Material relating to the authorization of signature for bid submission for a private company.</p> <p>Destroy 2 years after inactive.</p>	NC1-462-79-3 Item 15d & NN-172-149 Item 45c	
17.	<p><u>Economic Statistics</u></p> <p>Material relating to special statistics and other economic data to determine market prices, trends, values, and productions. These are also used to develop economic impact statements and program plans.</p> <p>a. <u>Record Copy</u></p> <p>Destroy when 5 years old.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when no longer needed but no later than 2 years.</p>	NN 172-149 Item 21 & NC1-462-79-3 Item 17	
18.	<p><u>Export Program</u></p> <p>General material on the program designed to encourage the export of agricultural products surplus to domestic needs.</p> <p>a. <u>Record Copy</u></p> <p>Destroy in Agency when no longer needed.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when 2 years old.</p>	NN-172-149 Item 54 & NC1-462-79-3 Item 16	

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19.	<p><u>Commodity Check Loading Records</u></p> <p>Material relating to the check loading performed by graders. Includes shortages, weights, losses, etc.</p> <p>Destroy when 3 years old.</p>	<p>NN-172-149 Item 45b</p>	
20.	<p><u>Shipping and Warehousing Records</u></p> <p>General material relating to shipping and warehousing of products. Includes tabulations to determine transportation plans and the like.</p> <p>Destroy when 3 years old.</p>	<p>NN-172-149 Item 23</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21.	<p style="text-align: center;"><u>Poultry Division</u> <u>Items 21 through 42</u></p> <p>The Poultry (PY) Division, AMS, administers marketing services, expansion of market outlets, regulatory and other related programs for poultry, poultry products, shell eggs, egg products, rabbits, and related products.</p> <p><u>NOTE:</u> Commodity Procurement - See Items 14 through 20, this schedule. Egg Research and Promotion - See Research and Promotion, Items 31 and 32, NC1-136-79-1, and Item 10, this schedule. For violations of the acts, see Item 22 below. Market News Branch - See Market News, Reports for all Divisions, Items 22 through 30, NC1-136-79-1. Fee Development - See Item 8b, this schedule.</p> <p><u>Poultry Division Subject Files</u></p> <p>Arranged alphabetically by subject.</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 Poultry Division programs, such as: mandatory inspection of egg products and surveillance of shell egg packers and hatcheries authorized by the Egg Products Inspection Act of 1970; voluntary inspection of egg products and grading of poultry, poultry products, shell eggs, rabbits, and related products authorized by the Agricultural Marketing Act of 1946, as amended; standards for poultry, poultry products, shell eggs, egg products, rabbits and related products; and purchase of poultry and egg products for the National School Lunch Program/other feeding programs, and diversion to other outlets under Section 32, P.L. 320, and related authorities.</p> <p>Files may include controlled or jacketed correspondence and substantive program interagency correspondence signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director.</p> <p>These are not filed in a case file. These files are maintained in the originating office, and may be filed at the branch and/or division level.</p>		

115-203

Four copies, including original, to be submitted to the National Archives

STANDARD FORM 115-A  
Revised July 1974  
Prescribed by General Services  
Administration  
FPMR (41 CFR) 101-11.4

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
21. Con.	<p>a. <u>Washington Office (Record Copy)</u></p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to Archives in 5-year blocks when 20 years old.</p> <p>b. <u>Other Copies</u></p> <p>Destroy in Agency when 3 years old or when no longer needed for administrative use.</p>		1"
22.	<p><u>Violation Files</u></p> <p>Records pertaining to violations or alleged violations of the Egg Products Inspection Act, the Agricultural Marketing Act of 1946, as amended, the Egg Research and Consumer Information Act, Agricultural Fair Practices Act, and related regulations which relate to the responsibilities delegated to the Poultry Division of the Agricultural Marketing Service.</p> <p>a. <u>Records Pertaining to Alleged Violations, actual violations, and detention of products which are not included in specific Violation Case Files, such as reports concerning specific cases, notices of detention, notices of termination of detention, and other related documents, if needed, such as detained tags and shipper's or receiver's statements.</u></p> <p>(1) <u>Record Copy</u></p> <p>Destroy in Agency when 3 years old or when no longer needed for administrative use.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 1 year old or when no longer needed for administrative use.</p>	NC-136-75-7 Item 23 & NC1-462-80-3 Item 19	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
22. Con.	<p>b. <u>Violation Case Files.</u> Alleged and actual violations, actions taken in each case, and records showing violation records of specific plants.</p> <p>(1) <u>Record Copy</u></p> <p>Destroy in Agency 3 years after end of fiscal year in which final action is taken or case is closed, or when no longer needed for administrative use.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy 2 years after end of fiscal year in which final action is taken or case is closed, or when no longer needed for administrative use.</p> <p>c. <u>Violation Listing.</u> Records listing violations and alleged violations, actions taken in each case, and records showing violations of specific plants.</p> <p>Destroy in agency 10 years after completion of list or when no longer needed for administrative use.</p> <p><u>NOTE:</u> Transfer to FARC is not authorized.</p> <p>d. <u>Product Detention Listing.</u> Records listing detentions of product by region.</p> <p>Destroy when 3 years old.</p> <p><u>NOTE:</u> For Compliance/Enforcement/Litigation, see Item 9.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
23.	<p style="text-align: center;"><u>Grading</u></p> <p>Grading activities are carried out under the terms of the Agricultural Marketing Act of 1946, as amended, and the Egg Products Act of 1970, to certify the grade and quality of agricultural products. Grading involves the policies, programs and application of the voluntary grading and inspection for poultry and poultry products, shell egg, egg products, domestic rabbits, and the mandatory shell egg surveillance and egg products inspection.</p> <p><u>Reports</u></p> <p>a. <u>Annual/Substantive Reports</u>, including summaries of operating statements and of volume of products graded.</p> <p>(1) <u>Record Copy</u></p> <p style="padding-left: 40px;">PERMANENT. Transfer to FARC when 10 years old. Offer to Archives in 5-year blocks when 20 years old.</p> <p>(2) <u>Other Copies</u></p> <p style="padding-left: 40px;">Destroy when 1 year old.</p> <p>b. <u>Routine Reports</u>, unless covered elsewhere in this schedule, including operating statements and reports of volume of products handled and graded. Includes weekly, biweekly, monthly and other periodic reports.</p> <p>(1) <u>Record Copy</u></p> <p style="padding-left: 40px;">Destroy when 3 years old.</p> <p>(2) <u>Other Copies</u></p> <p style="padding-left: 40px;">Destroy when 1 year old.</p>	NC-136-75-7 Items 2, 3, 4	1/4"/yr. 2 1/2"/ 10 yrs. total

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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
24.	<p><u>Billing and Collection Documents</u> including: (a) copies of grading certificates and worksheets used to determine plant billings, (b) volume reports used to determine administrative charges, (c) statements of charges, (d) PY Grading Branch copies of consolidated lists of charges submitted to Financial Management Division, and (e) records pertaining to reimbursement for services conducted by cooperating agency employees. (These are GAO Site Audit Records maintained at the Regional Offices.)</p> <p>Destroy 6 years and 3 months after the period of the account. Transfer to FARC after GAO Site Audit or after 3 years, whichever comes first.</p>	NC-136-75-7 Item 5 & GRS 6 Item 1a	
25.	<p><u>Claims Files</u></p> <p>Records pertaining to delinquent accounts for grading services, or to active claims for or against the Government. (These are GAO Site Audit Records.)</p> <p>Destroy 6 years and 3 months after the end of the fiscal year in which collected and/or settled.</p> <p><u>NOTE:</u> For Compliance/Enforcement/Litigation, see Item 9.</p>	NC-136-75-7 Item 7	
26.	<p><u>Grading Certificates and Memorandums</u></p> <p>Copies of grading certificates and memorandum worksheets which constitute the basis for certificates, and supporting correspondence or other documents which are maintained at the plant facilities.</p> <p>Destroy when 3 years old.</p>	NC-136-75-7 Item 6 & GRS 6 Item 1b	
27.	<p><u>Grading Services Contract Case Files</u></p> <p>a. <u>Resident Case Files</u></p> <p>Records maintained at the National and/or Regional offices which include applications for service and control sheets, applications for off-premises freezing of eggs and egg products, work schedule requests, plant surveys, latest water potability certificates, and notices of termination of services.</p> <p>Destroy 1 year after service is terminated.</p>	NC-136-75-7 Item 8	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
27. Con.	<p>b. <u>Nonresident Case Files</u></p> <p>Records maintained at the National and/or Regional office which include the approval, grading certificate, and graders' logbooks.</p> <p>Destroy 1 year after service is terminated.</p>		
28.	<p><u>Salmonella Program Files</u></p> <p>a. <u>General Material</u> pertaining to the Salmonella Surveillance Program.</p> <p>(1) <u>Record Copy</u></p> <p>Destroy when 3 years old.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 2 years old.</p> <p>b. <u>Results of Sampling and Testing</u> for Salmonella bacteria.</p> <p>(1) <u>Positive Results</u></p> <p>(a) <u>Record Copy</u></p> <p>Destroy when 5 years old.</p> <p>(b) <u>Other Copies</u></p> <p>Destroy when 3 years old.</p> <p>(2) <u>Negative Results</u></p> <p>Destroy when 1 year old.</p> <p><u>NOTE:</u> For Laboratory Sample Files, see Item 38.</p>	NC-136-75-7 Item 21	

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29.	<p><u>Shell Egg Surveillance</u></p> <p>a. <u>Egg Handler Registration</u></p> <p>(1) <u>Individual Registration Record</u> and related documents. Destroy 1 year after firm is deregistered.</p> <p>(2) <u>Cumulative Record of Registrants (National Office)</u> Destroy when superseded or obsolete.</p> <p>b. <u>Shell Egg Regulatory Inspector Reports</u></p> <p>(1) <u>Record Copy (National Office)</u></p> <p>(a) Destroy paper records when 4 years old, or destroy after microfilmed copies are reviewed and found acceptable.</p> <p>(b) Destroy microfilm records when 4 years old.</p> <p>(2) <u>Violation Report Copy (Regional Office)</u> Destroy when 2 years old.</p> <p>(3) <u>Other Copies (State Offices and Plants)</u> Destroy when 1 year old.</p> <p><u>NOTE:</u> Microfilming will be done in accordance with the provisions of <del>FPMR 101-11.5</del> 36 CFR 1230.</p>	<p>NC-136-75-7 Item 12A</p> <p>Item 12B</p> <p>NC-136-75-7 Item 10C</p>	

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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
30.	<p><u>Plant Operations</u></p> <p>Records used to check internal operations of processing plants, grade interpretations, causes of undergrade products, and sanitation.</p> <p>a. <u>Narrative Reports</u> on facilities and operations changes which are needed in official egg products plants to continue compliance with USDA standards, including concurrence by USDA inspectors and plant management on proposed completion dates.</p> <p>Destroy when 3 years old.</p> <p>b. <u>Daily Report of Plant Operation (Egg Products) and Report of Egg Drying Operations</u></p> <p>Destroy when 1 year old.</p> <p>c. <u>Poultry Quality Control Grading Record and Shell Egg Daily Candling Record</u></p> <p>Destroy when 1 year old.</p> <p>d. <u>Inspection of Poultry Packaging Worksheet (Plants)</u></p> <p>Destroy 1 year after completed.</p> <p>e. <u>All Other Forms</u>, unless specifically listed elsewhere in this schedule, related to inplant operations.</p> <p>Destroy when 6 months old.</p>	<p>NC-136-75-7 Item 10A</p> <p>NC-136-75-7 Item 10B</p> <p>Item 10D</p> <p>Item 10E</p>	
31.	<p><u>Plant Surveys/Reviews</u></p> <p>Poultry, shell egg and egg products plant reviews/ audits, supervisor's comparison grading for quality control of service, audit reports, review checklists, field trip reports, and other related documents.</p> <p>Destroy when 3 years old.</p> <p><u>NOTE:</u> For Audits and Investigations, see Item 9, NC1-136-79-1.</p>	<p>NC-136-75-7 Item 11</p>	

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32.	<p><u>Poultry Plant Liaison</u></p> <p>Records used to designate employees of poultry plants as liaison with Government graders.</p> <p>Destroy 1 year after end of fiscal year in which designation is withdrawn, superseded, or canceled.</p>	NC-136-75-7 Item 13	
33.	<p><u>Plant Blueprints</u> prepared in connection with plant applications for resident inspection services.</p> <p>a. <u>Record Copy (National Office)</u></p> <p>Destroy 1 year after inspection service is terminated.</p> <p>b. <u>Other Copies (State Offices and Plants)</u></p> <p>Destroy when inspection service is terminated.</p>	NC-136-75-7 Item 9	
34.	<p><u>Labeling</u></p> <p>a. <u>Label Case Files.</u> Includes material for both fully and temporarily approved labels for shell eggs and egg products.</p> <p>(1) Destroy paper records 1 year after the close of the fiscal year in which the label becomes inactive <u>or after microfilmed copies have been reviewed</u> and found acceptable.</p> <p>(2) Destroy microfilm 1 year after the end of the fiscal year in which all label cases on the roll become inactive.</p> <p><u>NOTE:</u> Microfilming will be done in accordance with the provisions of <del>FPMR 101-11.5</del> 36 CFR 1230.</p> <p>b. <u>Disapproved Labels.</u> Includes applications, sketches and related information.</p> <p>Destroy 1 year after label is disapproved.</p>	NC1-136-77-2 Item 15	

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35.	<p><u>Licensing</u></p> <p>a. <u>License Case File</u> including applications, recommendations and approvals of grader/inspector licenses. Also includes resumes of qualifications and related information.</p> <p>Destroy 1 year after termination of license.</p> <p>b. <u>License Card File.</u> Record of grader, inspector, and/or license cards.</p> <p>Destroy 1 year after termination of license.</p>	NC-136-75-7 Item 14A	
36.	<p><u>Import/Export</u></p> <p>Material related to import and export of products. Includes clearances for the importation of egg products and shell eggs.</p> <p>a. <u>Record Copy</u></p> <p>Destroy when 3 years old.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when 1 year old.</p> <p><u>NOTE:</u> For Fee Certificates, see Item 24.</p>	NC-136-75-7 Item 22	

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	<p style="text-align: center;"><u>Laboratory Analysis</u></p> <p>The USDA Poultry Laboratories conduct all phases of sampling, testing and analysis. This includes the chemical, microbiological, and physical laboratory analysis on assigned products (poultry, rabbits, meat, and related products) for quality, fat content, class, condition, keeping properties, and wholesomeness. Analysis is conducted through cooperation between AMS Divisions, in agreement with the Food Safety and Inspection Service, or audit of laboratory analysis done by State agencies.</p>		
37.	<p><u>Laboratory Notebooks</u></p> <p>Notebooks used by laboratory technicians to record methods and procedures used routinely in quality assurance analysis and testing.</p> <p>Destroy 3 years after completion of the last analysis or test covered by the notebook.</p>	GRS 19 Item 6b	
38.	<p><u>Laboratory Sample Files</u></p> <p>a. <u>Worksheets.</u> Routine laboratory sample reports and worksheets.</p> <p>File by type of commodity analysis or as best suits user needs.</p> <p>Destroy when 3 years old.</p> <p>b. <u>Special Sample Reports.</u> Results of special or one-time sample analysis.</p> <p>(1) <u>Record Copy (Requesting Office)</u></p> <p>Destroy when 5 years old.</p> <p><u>NOTE:</u> The Requesting Office is usually the National Office.</p> <p>(2) <u>Other Copies</u></p> <p>Destroy when 3 years old.</p>	NC1-462-80-3 Item 4c & NC-136-75-7 Item 21	NC1-462-80-3 Item 4c

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38. Con.	<p>c. <u>Sampling and Testing Certificates.</u> Copies of certificates issued by the laboratories for analysis performed.</p> <p>Destroy when 3 years old.</p> <p><u>NOTE:</u> Positive results are reported to National, Regional, State, or Plant levels, as appropriate.</p> <p>d. <u>Comparison Sample Files.</u> Correspondence, results, and related material relating to comparison lab sample testing for quality control of resident laboratory.</p> <p>Subdivide by area and plant.</p> <p>Destroy when 3 years old.</p> <p>e. <u>Logs.</u> Daily record which shows each sample received in laboratory. Includes listing of analysis for mandatory and voluntary programs.</p> <p>Destroy 3 years after last entry.</p>	<p>NC1-462-80-3 Item 4d</p>	
39.	<p><u>Methodology Files</u></p> <p>Records relating to: standard methods of testing; adaptation of methods developed outside the Agency (e.g., a university) for use in inspecting and testing eggs; development of new methods of analysis; and reagent production (development of substances used in the test system to identify diseases, chemicals, residues, and the like, in laboratories). Includes copies of methods developed by private industry.</p> <p>File by name of specific method.</p> <p>a. <u>Record Copy (Gastonia Laboratory)</u></p> <p>Transfer to FARC 3 years after method is discontinued or substance is no longer used in the test system, as applicable. Destroy when 20 years old.</p> <p>b. <u>Other Copies (Includes Outside Reference Material)</u></p> <p>Destroy when superseded or obsolete.</p> <p><u>NOTE:</u> Published reports regarding adaptation of methods for egg inspection are disposable under Publicity and Information Records, Item 7, NC1-136-79-1.</p>	<p>NC1-462-80-3 Item 15</p>	

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40.	<p><u>Outside Laboratories</u></p> <p>Correspondence and reports related to State and commercial laboratories. Includes lab visits and performances.</p> <p>Subdivide by State labs, commercial labs, and area, or as best suits user needs.</p> <p>a. <u>Record Copy</u></p> <p>Destroy when 3 years old.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when 2 years old.</p> <p style="text-align: center;"><u>Standardization</u></p> <p>The Agricultural Marketing Act of 1946, as amended, authorizes the development and revision of grade standards for poultry, poultry products, shell eggs, egg products, rabbits, and related products. Standards are developed from input from those industries directly affected and others interested, and help buyers and sellers trade on agreed-upon quality levels.</p>	NC1-462-80-3 Item 16	
41.	<p><u>Standards</u></p> <p>a. <u>Case Files.</u></p> <p>Records essential to the development, revision, field testing and authority of poultry standards. Includes <u>Federal Register</u> background material.</p> <p>(1) <u>Significant</u></p> <p>Records documenting the development of/or major changes to standards of national importance, such as those for shell eggs.</p> <p>(a) <u>Record Copy (National Office)</u></p> <p>PERMANENT. Transfer to FARC when 10 years old. Offer to Archives in 5-year blocks when 20 years old.</p> <p>(b) <u>Other Copies</u></p> <p>Destroy when superseded or obsolete.</p>	NC1-462-80-3 Item 14 & NN-172-149 Items 33-38	1"/yr. 10"/10 yrs. total

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41. Con.	<p>(2) <u>Nonsignificant</u></p> <p>Records relating to the development of/or changes to standards which are not of national importance.</p> <p>(a) <u>Record Copy (National Office)</u> Destroy when 10 years old or no longer needed, whichever is sooner.</p> <p>(b) <u>Other Copies</u> Destroy when superseded or obsolete.</p> <p>b. <u>Proposed Standards Files</u> relating to poultry standards and including <u>Federal Register</u> dockets, background material, and public commentary, are described in Item 8b. Case file as necessary.</p> <p>c. <u>Other Standards.</u> General material, related information and copies of standards for equipment, containers, etc., and foreign standards (import or export standards developed by other agencies). Food Quality Assurance activity has record copy of container standards. Case file as needed. Destroy when superseded or obsolete.</p> <p>d. <u>Dockets Historical Files.</u> Historical records of poultry breeding in the United States, of grading and marketing of poultry, and of significant changes in standards.</p> <p>PERMANENT. Transfer to FARC when 10 years old. Offer to NARA in 10-year blocks when 20 years old.</p>		2"/yr.

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42.	<p style="text-align: center;"><u>Specifications</u></p> <p>Poultry Division provides input supplied by the Grading Branch to the Food Quality Assurance (FQA) activity for development of poultry and poultry products specifications. Responsibility for managing specifications rests with the FQA activity.</p> <p><u>Specifications</u></p> <p>a. <u>Agency Specifications</u></p> <p>Case files relating to proposed poultry quality specifications or revisions of specifications. Includes copies of specifications proposed for inclusion in purchase announcements. (See Commodity Procurement, Item 15.)</p> <p>(1) <u>Record Copy</u></p> <p style="padding-left: 40px;">Destroy in Agency when 5 years old or no longer needed for administrative use.</p> <p>(2) <u>Other Copies</u></p> <p style="padding-left: 40px;">Destroy when 2 years old.</p> <p>b. <u>Other Federal Specifications</u></p> <p>Case files of Department of Defense and other Federal agencies' specifications.</p> <p>Destroy when superseded or obsolete.</p> <p>c. <u>Commodity Exchange Specifications</u></p> <p>Case files of individual commodity exchange specifications.</p> <p>Destroy when superseded or obsolete.</p> <p>d. <u>Private Specifications</u></p> <p>Filed alphabetically by name of customer.</p> <p>Case files including all material relating to the development, modification, etc. of specifications.</p> <p>(1) <u>Record Copy</u></p> <p style="padding-left: 40px;">Destroy 5 years after termination.</p> <p>(2) <u>Other Copies</u></p> <p style="padding-left: 40px;">Destroy when superseded or obsolete.</p>	<p>NN-172-149 Items 33-38 NC-136-75-7 Items 16-17</p>	