

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB

NC1-136-85-1

TO GENERAL SERVICES ADMINISTRATION
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408DATE RECEIVED
7-5-85

1 FROM (Agency or establishment)

NOTIFICATION TO AGENCY

2 MAJOR SUBDIVISION
U.S. Department of Agriculture

In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3 MINOR SUBDIVISION
Agricultural Marketing Service

Dairy Division

4 NAME OF PERSON WITH WHOM TO CONFER

5 TELEPHONE EXT

DATE

ARCHIVIST OF THE UNITED STATES

Doris Tench

447-6218

9-3-86 *[Signature]*

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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence ☐ is attached, or ☒ is unnecessary

B DATE

C SIGNATURE OF AGENCY REPRESENTATIVE

D TITLE

7/2/85

*[Signature]*Head, Mail and Records Management Section
Information Management Branch7
ITEM
NO8 DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)9 GRS OR
SUPERSEDED
JOB
CITATION10 ACTION
TAKEN
(NARS USE
ONLY)

This records schedule is an addendum to AMS Records Disposition Schedule NC1-136-79-1, Items 52 through 77, pertaining to Dairy Division. This schedule covers the records of the Dairy Grading and Standardization Branch - Washington and Field Offices of the Dairy Division. This schedule supersedes items 3, 5, 6, 7, 8, 9, 12, and 14 of NN-164-166, and the remaining items are covered by either the AMS Schedule NC1-136-79-1 or the General Records Schedule. The grading, inspection, and standardization activities of the Dairy Division were transferred to AMS from the Food Safety and Quality Service (now the Food Safety and Inspection Service) effective October 1, 1981.

NOTE: 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.

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 INFORMATION MANAGEMENT BRANCH, ADMINISTRATIVE SERVICES DIVISION.

44 items

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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
	<p style="text-align: center;"><u>Grading and Standardization Branch</u></p> <p>This Branch directs the Dairy grading, inspection and sampling programs and checks products for condition and/or compliance with applicable specifications or grade requirements; conducts plant surveys for condition and sanitation; evaluates research and conducts or directs studies and investigations relating to standards; plans, develops, formulates, reviews, or amends, and field tests standards and related plant practices, facilities and packaging; prepares official U.S. Grade Standards for promulgation by the Secretary; formulates, revises, and recommends specifications for milk and dairy products for use in the procurement of these products by Federal and State agencies and others to the Food Quality Assurance (FQA) activity. (Responsibility for managing specifications rests with the FQA activity.)</p> <p style="text-align: center;"><u>Grading Section</u></p> <p>1. <u>Reports</u></p> <p>a. <u>Annual Reports</u>, including summaries of operating statements and of volume data by state and products.</p> <p>(1) <u>Record Copy</u></p> <p>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>Destroy when 3 years 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 quarterly reports.</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>NN-164-166 Item 3a</p> <p>Item 3b</p>	<p>2"/yr. total</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
2.	<p><u>Grading Service Contract Files</u></p> <p>a. <u>Resident Grading Service Files</u></p> <p>Records maintained at the Regional offices which include the application/contract of agreement and the billing cycle (continuous service rendered forms) for full-time resident service.</p> <p>Destroy 1 year after service is terminated.</p> <p>b. <u>Nonresident Grading Service Files</u></p> <p>Records maintained at the Regional offices which include the application for nonresident inspection and the billing cycle forms for services rendered.</p> <p>Destroy 1 year after contract is completed.</p>	NN-164-166 Items 9a & b	
3.	<p><u>Labeling</u></p> <p>a. <u>Label Case Files</u></p> <p>Records relating to grade labels including applications and approval for commercial firms to use official grade identification on their products, copies of packaging material, and related correspondence.</p> <p>Destroy 2 years after discontinuance of label.</p> <p>b. <u>Disapproved Labels</u></p> <p>Includes applications, disapprovals, and related information.</p> <p>Destroy 1 year after label is disapproved.</p>	NN-164-166 Item 14	
4.	<p><u>Salmonella Surveillance Program Files</u></p> <p>General material pertaining to monitoring plant control of salmonella by quarterly USDA sampling and testing of product and environmental samples and followup in the event of a positive result.</p> <p>a. <u>Record Copy</u></p> <p>Destroy when plant closes.</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
4. (cont.)	<p>b. <u>Other Copies</u></p> <p>Destroy when 2 years old.</p> <p><u>NOTE:</u> For Laboratory Sample Files, see Item 11.</p>		
5.	<p><u>Plant Employees Surety Bonds</u></p> <p>Individual surety bonds of licensed plant employees for proper performance of duty under the Farm Products Inspection Act.</p> <p>Destroy 4 years after termination of bond.</p>		
6.	<p><u>Licensing</u></p> <p>a. <u>License Case File</u> including applications, recommendations and approvals of grader/inspector licenses. File may include resumes of qualifications and related information.</p> <p>Destroy 1 year after termination of license.</p> <p>b. <u>License Card File.</u> Records of graders licensed to perform grading services.</p> <p>(1) <u>Record Copy (Washington Office)</u></p> <p>Destroy in Agency when no longer needed for administrative use.</p> <p>(2) <u>Other Copy (Regional Office)</u></p> <p>Destroy 1 year after termination of license.</p>	NN-164-166 Items 12a & b	
7.	<p><u>Billing and Collection Documents</u></p> <p>Copies of billing document listing sheets and applicants bills. The National Finance Center retains the record copy.</p> <p>Destroy when 1 year old.</p>	NN-164-166 Items 8a & b	

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ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
8.	<p data-bbox="243 287 994 319"><u>Grading Certificates and Supporting Documents</u></p> <p data-bbox="243 357 648 389">a. <u>Grading Certificates</u></p> <p data-bbox="315 421 858 453">(1) <u>Record Copy (Issuing Office)</u></p> <p data-bbox="399 485 803 517">Destroy when 3 years old.</p> <p data-bbox="315 549 598 580">(2) <u>Other Copies</u></p> <p data-bbox="399 612 1105 676">Destroy when 2 years old, or earlier if not needed.</p> <p data-bbox="243 719 648 751">b. <u>Supporting Documents</u></p> <p data-bbox="307 783 1172 878">Memorandums, condition of container reports, company manifests, weight worksheets, and other reports of grading, inspection and sampling.</p> <p data-bbox="307 910 1110 942">Destroy 2 years after grading has been completed.</p>	NN-164-166 Items 7a & b	
9.	<p data-bbox="240 1017 462 1049"><u>Plant Surveys</u></p> <p data-bbox="240 1081 967 1112">Status records and reports of plant surveys.</p> <p data-bbox="240 1144 769 1176">a. <u>Record Copy (Issuing Office)</u></p> <p data-bbox="307 1208 1152 1304">Destroy when 5 years old. Except: Destroy surveys of unique plants when no longer needed for administrative use, as dictated by circumstances.</p> <p data-bbox="307 1336 1102 1432"><u>NOTE:</u> A unique plant is one in which new type equipment is in use, resulting in new methods in production/processing of dairy products.</p> <p data-bbox="240 1474 934 1506">b. <u>Other Copies (including penciled copy)</u></p> <p data-bbox="307 1538 1110 1570">Destroy when 1 year old or earlier if not needed.</p>		

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	<p data-bbox="574 261 888 293" style="text-align: center;"><u>Laboratory Analysis</u></p> <p data-bbox="244 327 1172 623">The Dairy Grading Branch Laboratory conducts all phases of sampling, testing, and analysis of dairy products (butter, cheese, and dry milk) for quality and composition factors such as butterfat, moisture, salt, and bacteria levels. This service is available, upon request, to any plant, industry, or private organization that wants its products analyzed. Laboratory analysis is also conducted by Federal resident graders stationed full-time in the dairy plants.</p> <p data-bbox="147 659 574 691">10. <u>Laboratory Notebooks</u></p> <p data-bbox="244 725 1070 821">Notebooks used by laboratory technicians to record methods and procedures used routinely in quality assurance analysis and testing.</p> <p data-bbox="244 855 1169 917">Destroy 3 years after completion of the last analysis or test covered by the notebook.</p> <p data-bbox="147 953 624 985">11. <u>Laboratory Sample Files</u></p> <p data-bbox="244 1019 1136 1081">a. <u>Worksheets</u>. Routine laboratory sample reports and worksheets.</p> <p data-bbox="310 1115 1153 1176">File by type of commodity analysis or as best suits user needs.</p> <p data-bbox="310 1210 723 1242">Destroy when 3 years old.</p> <p data-bbox="244 1276 1070 1338">b. <u>Special Sample Reports</u>. Reports of special or one-time analysis.</p> <p data-bbox="310 1372 905 1404">(1) <u>Record Copy (Requesting Office)</u></p> <p data-bbox="393 1438 806 1470">Destroy when 5 years old.</p> <p data-bbox="310 1504 1169 1566"><u>NOTE:</u> The Requesting Office is usually the National Office.</p> <p data-bbox="310 1600 591 1632">(2) <u>Other Copies</u></p> <p data-bbox="393 1666 806 1698">Destroy when 3 years old.</p>	GRS 19 Item 6b	

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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. (cont.)	<p>c. <u>Testing Requests for Certificates</u></p> <p>Testing requests received or copies of certificates issued by the laboratory for analysis performed.</p> <p>Destroy when 3 years old.</p> <p>NOTE: Upon request of a firm or person, results will be telephoned collect when analysis is completed.</p> <p>d. <u>Comparison Sample Files</u></p> <p>Correspondence, results, and related material pertaining to comparison laboratory 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>Receiving Sheets</u></p> <p>Documents reflecting each sample received in the laboratory for analysis.</p> <p>Destroy when 3 years old.</p>		
12.	<p><u>Methodology Files</u></p> <p>Records relating to: standard methods of testing of dairy products; adaptations of methods developed outside the Agency (e.g., a university) or within the Agency (at the laboratory); and development of new methods of analysis. Includes copies of documents relating to methods developed by private industry.</p> <p>a. <u>Record Copy (Chicago Laboratory)</u></p> <p>Transfer of FARC 3 years after method is discontinued. Destroy when 20 years old.</p> <p>b. <u>Other Copies (Includes Outside Reference Material)</u></p> <p>Destroy when superseded or obsolete.</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
14. (cont.)	<p>c. <u>Other Standards</u></p> <p>General material, related information and copies of standards for equipment, containers, etc., and foreign standards (import or export standards developed by other agencies). The Food Quality Assurance activity has record copy of container standards.</p> <p>Case file as needed.</p> <p>Destroy when superseded or obsolete.</p>		
15.	<p><u>Specifications</u></p> <p>a. <u>Agency Specifications</u></p> <p>Case files relating to formulation, revision, and recommendations of specifications or revisions of specifications for milk and dairy products for use in the procurement of these products by Federal and State agencies and others. Includes copies of specifications proposed for inclusion in purchase announcements. (See Commodity Procurement, Item 15, NCI-136-83-2.)</p> <p>(1) <u>Record Copy</u></p> <p>Destroy in Agency when 5 years old or no longer needed for administrative use.</p> <p><u>NOTE:</u> Transfer to FARC not authorized.</p> <p>(2) <u>Other Copies</u></p> <p>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>		

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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
13.	<u>Outside Laboratories</u> Correspondence and reports related to State, Federal, educational, and commercial laboratories. a. <u>Record Copy</u> Destroy when 3 years old. b. <u>Other Copies</u> Destroy when 2 years old.		

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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
14. (cont.)	<p>b. <u>State Standards</u></p> <p>Case files arranged alphabetically within State breakdowns.</p> <p>Review annually and destroy material of no further reference value.</p> <p>c. <u>Other Standards</u></p> <p>General material, related information and copies of standards for equipment, containers, etc., and foreign standards (import or export standards developed by other agencies). The Food Quality Assurance activity has record copy of container standards.</p> <p>Case file as needed.</p> <p>Destroy when superseded or obsolete.</p>		
15.	<p><u>Specifications</u></p> <p>a. <u>Agency Specifications</u></p> <p>Case files relating to formulation, revision, and recommendations of specifications or revisions of specifications for milk and dairy products for use in the procurement of these products by Federal and State agencies and others. Includes copies of specifications proposed for inclusion in purchase announcements. (See Commodity Procurement, Item 15, NC1-136-83-2.)</p> <p>(1) <u>Record Copy</u></p> <p>Destroy in Agency when 5 years old or no longer needed for administrative use. Transfer to FARC not authorized.</p> <p>(2) <u>Other Copies</u></p> <p>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>		

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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
15. (cont.)	<p data-bbox="244 272 852 304">c. <u>Commodity Exchange Specifications</u></p> <p data-bbox="310 336 1017 400">Case files of individual commodity exchange specifications.</p> <p data-bbox="310 436 898 468">Destroy when superseded or obsolete.</p> <p data-bbox="244 500 670 532">d. <u>Private Specifications</u></p> <p data-bbox="310 566 964 597">File alphabetically by name of customer.</p> <p data-bbox="310 634 1047 729">Case files including all material relating to the development, modification, etc., of specifications.</p> <p data-bbox="310 763 574 795">(1) <u>Record Copy</u></p> <p data-bbox="393 829 948 861">Destroy 5 years after termination.</p> <p data-bbox="310 895 591 927">(2) <u>Other Copies</u></p> <p data-bbox="393 961 981 993">Destroy when superseded or obsolete.</p>		