

# REQUEST AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

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

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

2. MAJOR SUBDIVISION

thru: Office of Management Services, Paperwork Mgmt.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Robert G. Prescott

5. TEL. EXT.

76659

75442

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED 10/18/73	JOB NO. 4-000
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.	
11-23-73 Date	James B. Rhoads Archivist of the United States

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10/11/73 (Date) Ray O. Atterbury (Signature of Agency Representative) Chief, Records & Communications Br., (Title) DAS, OMS

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p><u>ADMINISTRATIVE RECORDS</u></p> <p>a. Records pertaining to the Administrative Officer, P&amp;SA, Washington, DC.</p> <p>Basic 4 year disposal authority. For details see OMS Manual, Chapter 2140, EXHIBIT B.</p> <p>b. Records in the OMS divisions pertaining to P&amp;SA are not authorized for disposal by this schedule. In carrying out the disposition of their own records, OMS divisions shall apply applicable retention periods of the General Records Schedules, as amended by the Department.</p> <p>c. Records maintained in field offices relating to T&amp;A, travel, procurement, personnel, duplicating, etc.</p> <p>Basic 4 year disposal authority. For details see OMS Manual, Chapter 2130, EXHIBIT C.</p>		
2.	<p><u>AGENCY PROGRAM ADMINISTRATION</u></p> <p>a. Correspondence and other records essential to document the formulation and revision of program legislation, policies, procedures, and regulations; including cooperation and agency management.</p> <p>(1) <u>RETAIN</u> record copy. (2) <u>DISPOSE</u> other copies after 4 years.</p>	NN-164-133 item 1 (a&b) & 2 (a&b)	21 items

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. Correspondence and operating records which are not of long retention value, such as scale test reports, forms, routine memoranda, and letters, etc., which are created or accumulated as a result of administering the Packers and Stockyards Act.</p> <p>DISPOSE after 4 years.</p>	NN-164-133 item 1(c) 2(c) & 12	
3.	<p><u>ANNUAL REPORTS</u> - These contain information on financial status, transactions, and other operating data; also includes custodial account reports.</p> <p>a. Dealers</p> <p>DISPOSE record copy after 4 years, other copies after 1 year.</p> <p>b. Market Agencies</p> <p>DISPOSE record copy after 6 years, other copies after 1 year.</p> <p>c. Packers</p> <p><u>(1) RETAIN</u> record copy for "Big Ten" packers. <u>(2) Microfilm and DISPOSE</u> record copy of other packer reports after 5 years, other copies after 1 year.</p> <p>d. Poultry Licensees</p> <p>DISPOSE record copy after 4 years, other copies after 1 year.</p> <p>e. Stockyards (Auctions Markets &amp; Terminal Stockyards)</p> <p><del>DESTROY</del> record copy <del>until</del> 4 years after stockyard deposited, other copies after 1 year. <del>* Then dispose, 21 Nov 73</del></p>	NN-164-133 item 10(c)  NN-164-133 item 10(b)  NN-164-133 item 10(a)  NN-164-133 item 10(d)  NN-164-133 item 10(e)	
4.	<p><u>CASES - CIVIL AND CRIMINAL</u></p> <p>Civil and Criminal court actions brought by the Department of Justice and tried in Federal Courts. These involve:</p> <p>1) failure to comply with registration and bonding requirements of the P&amp;S Act.</p>	NN-164-133 item 3	

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>2) failure to comply with annual report requirement of the Act.</p> <p>3) failure to obey an order of the Secretary of Agriculture.</p> <p>4) failure to attend and testify or answer any lawful inquiry, or produce records or evidence in obedience to a subpoena.</p> <p>5) falsification of records.</p> <p>6) falsification of weights.</p> <p>The contents of the files when the cases are closed include record material such as:</p> <p>1) sworn statements.</p> <p>2) copies of documents used as evidence.</p> <p>3) correspondence between the Department of Agriculture, Department of Justice and United States Attorneys.</p> <p>4) complaints and answers to complaints.</p> <p>5) briefs.</p> <p>6) court orders.</p> <p>7) judgements.</p> <p>8) other papers pertaining to the court actions and appeals to such court actions.</p> <p>DISPOSE record copy 10 years after close of court action, other copies as soon as court action closed.</p>		
5.	<p><u>COMPLAINTS AND INVESTIGATIONS</u></p> <p>Audit, complaint and investigation files containing material used in determining violations of the Act and Regulations. These include work papers, audit reports, correspondence, and investigation reports.</p> <p>DISPOSE all copies of material 1 year after case is closed or court action completed.</p>	NN-164-133 item 11 & material not pre- viously scheduled	

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
6.	<p>(NOTE: Record copy of investigation reports are transmitted to Washington and disposed there when case closed, except where determined to be of future reference value. Trade practice correspondence, moving papers and decisions and orders are to be kept in the Trade Practice section of the Packer or Registrant Case files.)</p> <p><u>DOCKETS</u></p> <p>a. Rate Dockets - Administrative proceedings instituted by the Department in the determination of reasonable rates and changes of stockyard companies and market agencies. Material includes property evaluation appraisal and inventory, orders of suspension, notices of hearings and other similar documents, exhibits, transcripts of testimony, final orders of the Secretary, and related correspondence.</p> <p>1) Auction Market Rate Dockets.</p> <p>DISPOSE 4 years after stockyard deposited.</p> <p>2) Market Agency Rate Dockets.</p> <p>DISPOSE 4 years after dismissal of docket.</p> <p>3) Terminal Stockyard Rate Dockets.</p> <p>DISPOSE 4 years after stockyard deposited.</p> <p>b. Trade Practice Dockets - Administrative proceedings instituted by the Department involving violations of the various trade practice provisions of the Act. When closed these include material such as:</p> <p>1) financial and operating reports of the respondents,</p> <p>2) notices of hearings and other similar documents,</p> <p>3) final orders of the Secretary of Agriculture issued in the proceedings,</p> <p>4) exhibits, and</p> <p>5) other related correspondence.</p>	NN-164-133 item 4	NN-164-133 item 5

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>DISPOSE record copy 10 years after close of proceedings, other copies as soon as proceedings completed.</p> <p><u>INDUSTRY ANALYSIS AND REPORTS</u></p> <p>Correspondence, reports, and other material regarding P&amp;SA analysis of industry practices, organizations and other subjects which are studied by P&amp;SA; also including publication of reports and automated data processing used to gather and manage needed information.</p> <p><u>a. RETAIN record copy.</u> <u>b. DISPOSE</u> other copies after 4 years, sooner if not needed.</p>	Not pre- viously scheduled	
8	<p><u>PACKER CASE FILES</u></p> <p>Packer files contain material on jurisdiction, trade practice, scales and annual reports. Scale test reports and annual reports disposition are covered by items 2(b) and 3(c).</p> <p>DISPOSE remaining case file material after packer has been inactive for two years.</p>	NN-164-133 item 6	
9	<p><u>POULTRY CASE FILES</u></p> <p>Poultry files contain material on jurisdiction, trade practice, scales and annual reports. Scale test reports and annual reports disposition are covered by items 2(b) and 3(d).</p> <p>DISPOSE remaining material after licensee has been inactive for two years; immediately upon death of licensee.</p>	NN-164-133 item 8	
10	<p><u>REGISTRANT CASE FILES</u></p> <p>a. Dealers</p> <p>Dealer files contain material on jurisdiction, trade practice, bonds, scales registration, and annual reports. Scale test reports and annual reports disposition are covered by items 2(b) and 3(a).</p>	NN-164-133 item 7	

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
11	<p>DISPOSE remaining material upon cancellation of registration or death of registrant; or after registrant has remained inactive for two years.</p> <p>b. Market Agencies</p> <p>Market agency files contain material on jurisdiction, registration, trade practice, bonds, scales and annual reports. Disposition of scale test reports and annual reports is covered by items 2(b) and 3(b).</p> <p>DISPOSE remaining material upon cancellation of registration or after registrant has remained inactive for two years.</p> <p><u>STOCKYARD CASE FILES</u></p> <p>a. Auction Markets</p> <p>Auction market files contain material regarding jurisdiction, registration, trade practice, bonds, services and facilities, tariffs, scales and annual reports. Disposition of scale test reports and annual reports are covered by items 2(b) and 3(e).</p> <p>DISPOSE remaining material upon cancellation of registration or after registrant has remained inactive for two years, except DISPOSE stockyard posting information 1 year after depositing.</p> <p>b. Terminal Stockyards</p> <p>Terminal stockyard files contain material on jurisdiction, trade practice, scales, rates, services, facilities and annual reports. Disposition of scale test reports and annual reports is covered by items 2(b) and 3 (e).</p> <p>DISPOSE remaining material 4 years after stockyard deposited.</p>	NN-164-133 item 9	