REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED NOV 29 1976	JOB NO. NC1-310-77-2

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

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

2. MAJOR SUBDIVISION
Animal and Plant Health Inspection Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
William C. Hauser

5. TEL. EXT.
436-8293

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-6-77 James B. Rhoads
Date — *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 242 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

11/23/76 — Anthony Smith for — Chief, Paperwork Management Br.
(Date) — (Signature of Agency Representative) — (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	This subject file outline and disposal schedule covers Administrative and Program functional records of the Animal and Plant Health Inspection Service (APHIS). This schedule supersedes all previously approved records schedules of the Agency and its predecessor agencies. Records series created subsequent to and not disposable by this schedule shall be covered by appropriate supplementary records disposition authority. To agency 4/6/77		

2030 items

~~Sent to agency NNB 4/7/77~~

Sent to all FRC's - 10/5/77

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

ADMINISTRATIVE MANAGEMENT

This category deals with material on organization, functions, management, Agency emergency preparedness and civil defense. Use also for general material on administration which is too comprehensive to be filed under one of the more specific outlines, such as BUDGET, FISCAL AFFAIRS, PERSONNEL, PAPERWORK and DATA MANAGEMENT.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADM ADMINISTRATIVE MANAGEMENT	General material relating to Administrative Management too broad to be filed under one of the more specific subjects below. EXCEPT: PAPERWORK and DATA MANAGEMENT, PERSONNEL, BUDGET, and PROPERTY, for which see appropriate subject.	*(Item 1a)* Destroy when 3 years old.	*(Item 1b)* Destroy when 2 years old.
ADM 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency Custom.	*(Item 2a)* Originating Office: ~~PERMANENT~~. Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 2b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
ADM 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under ADM 6 PROJECTS or Agency program reports which should be filed with specific program reports.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 3a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 3b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 4a)* Destroy when superseded or obsolete.	*(Item 4b)* Destroy when 2 years old.
	c. All other reports.	*(Item 5a)* Destroy when 2 years old.	*(Item 5b)* Destroy when 2 years old.
ADM 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 6a)* Destroy when 3 years old.	*(Item 6b)* Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADM 3 COMMITTEES, MEETINGS	Meetings and committees relating to administrative activities and functions not having long term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 7a)* Destroy when 2 years old.	*(Item 7b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by administrative management representatives or records maintained by administrative management representatives on committees to carry out responsibility of assignments. EXCEPT: Program meetings or committees which should be filed under the specific program category.	*(Item 8a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 8b)* Destroy when 2 years old.
ADM 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 9a)* Destroy when 1 year old.	*(Item 9b)* Destroy when 1 year old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADM 4 ORGANIZATION AND FUNCTIONS	History of organization. Includes opening or discontinuance of offices and reorganizations. Also includes organizational function statements. EXCEPT: Budgeting for new units, for which see BUD.	*(Item 10a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 10b)* Destroy when superseded or obsolete.
ADM 4-1 Planning	Includes material relating to organizational goals and objectives.	*(Item 11a)* Destroy 5 years after goals accomplished or 3 years if canceled, superseded, or rescinded.	*(Item 11b)* Destroy 2 years after goals accomplished or immediately if canceled, superseded, or rescinded.
ADM 4-2 Charts	Includes proposed and adopted organizational charts prepared by organizational staff.	*(Item 12a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 12b)* Destroy when 2 years old.
ADM 4-3 Delegations of Authority	Includes order-of-succession and functional or signing delegations. EXCEPT: Travel authorizations, for which see TRV.	*(Item 13a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 13b)* Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
ADM 4-4 Temporary Delegations	Designations for one to act for another on temporary basis, such as during leave and illness.	*(Item 14a)* Destroy when ~~1~~ 3 year old.	*(Item 14b)* Destroy when 1 year old.
ADM 5 EMERGENCY PREPAREDNESS	Material related to Emergency Preparedness Program. Includes material related to Emergency Boards, natural disasters, biological warfare, radiation, and the like.	*(Item 15a)* Destroy 3 years after end of period of applicability.	*(Item 15b)* Destroy when 1 year old.
ADM 6 PROJECTS	General material on projects.	*(Item 16a)* Destroy when 3 years old.	*(Item 16b)* Destroy when 2 years old.
	Reference material.	*(Item 17a)* Destroy when superseded or obsolete.	*(Item 17b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ADM 6 PROJECT No. 00 Service Guide to ASD Operations.	*(Item 18a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 18b)* Destroy when 2 years old.
	All other projects.	*(Item 19a)* Destroy 5 years after completion of project.	*(Item 19b)* Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADM 6 (Continued)	Proposed projects.	*(Item 20a)* Destroy when 5 years old, if no further action is taken.	*(Item 20b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 21a)* Destroy 3 years after completion of project and final report.	*(Item 21b)* Destroy when 2 years old.
ADM 7 COMMUNICATIONS	General material on communications too broad for filing in one of the following tertiary subjects.	*(Item 22a)* Destroy when 3 years old.	*(Item 22b)* Destroy when 2 years old.
ADM 7-1 Directories	Correspondence and other material on updating office directories and listings, Agency directories, organization and/or firms and similar matters.	*(Item 23a)* Destroy when change has been made and verified.	*(Item 23b)* Destroy when change has been made and verified.
	Maintain directories used in day-to-day operations on desk top or in bookcase.	*(Item 24a)* Destroy when superseded or obsolete.	*(Item 24b)* Destroy when superseded or obsolete.
	All other material.	*(Item 25a)* Destroy when 3 years old.	*(Item 25b)* Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADM 7-2 Telephone-Telegraph	Material on commercial, Federal Telecommunications System (FTS), Advance Record System (ARS) of General Services Administration, facsimile transmission facilities, leased wire telegraph, telephone credit cards, etc. EXCEPT: File telegram and facsimile transmission by the appropriate subject. EXCEPT: File billing documents for telephone and telephone services under FISCAL AFFAIRS.	*(Item 26a)* ~~PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.~~ Destroy 2 years after system is terminated or when no longer needed, whichever is sooner.	*(Item 26b)* Destroy when 2 years old.

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AUDIO-VISUAL

This category includes all audio-visual materials created within APHIS program and administrative offices including copies of those materials filed with the Department.

EXCEPT: Audio-visual materials properly part of a case file, (for example; as in MAR, PIV, and TRN), file with the related case file in the appropriate primary subject.

Alternate Method of Filing: Offices having small quantities of audio-visual materials may file the materials under the appropriate primary in a separate folder directly behind the primary subject folder. Use the retentions in this primary.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV AUDIO-VISUAL	General material and correspondence relating to audio-visuals too broad in scope to be filed under one of the specific subjects listed below.	*(Item 27a)* Destroy when 3 years old.	*(Item 27b)* Destroy when 3 years old.
AV 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 28a)* Originating Office: ~~PERMANENT~~. Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 28b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
AV 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under AV 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 29a)* Originating Office: ~~PERMANENT.~~ Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 29b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 30a)* Destroy when superseded or obsolete.	*(Item 30b)* Destroy when 2 years old.
	c. All other reports.	*(Item 31a)* Destroy when 2 years old.	*(Item 31b)* Destroy when 2 years old
AV 1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 32a)* Destroy when 3 years old.	*(Item 32b)* Destroy when 2 years old.
AV 3 COMMITTEES, MEETINGS	Meetings and committees relating to program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 33a)* Destroy when 2 years old.	*(Item 33b)* Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of AV, such as: advisory organizations, interagency committees. Includes committees chaired by AV representatives or records maintained by AV representatives on committees to carry out responsibility of assignments.	*(Item 34a)* PERMANENT. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 34b)* Destroy when 2 years old.
AV 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 35a)* Destroy when 1 year old.	*(Item 35b)* Destroy when 1 year old.
AV 4 MULTI-IMAGE AND SOUND COLLECTIONS	General material relating to management and maintenance of multi-image and sound collections, including motion pictures, audio recordings, video recordings, filmstrips, and slide sets.	*(Item 36a)* Destroy when 3 years old.	*(Item 36b)* Destroy when 3 years old.
AV 4-1 Motion Pictures	Motion picture films produced or acquired by APHIS. a. Substantive motion picture films used to promote, carry on, or document significant Agency program responsibilities; thereby constituting evidence of the organization, functions, policy, development, decisions, procedures, and activities of the Agency.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 4-1 (continued)	1. Films filed with the Department.	*(Item 37a)* Not applicable.	*(Item 37b)* Destroy when obsolete or superseded.
	2. Films not filed with the Department. Includes the original negative or color original plus optical sound track, and the intermediate master positive or duplicate negative plus optical sound track, and a sound track projection print. Also includes finding aids such as data sheets, shot lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.	*(Item 38a)* Originating Office: PERMANENT. Offer to NARS when obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.	*(Item 38b)* Not applicable.
	Duplicate copies.	*(Item 39a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 39b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	b. Films having limited use or interest such as productions whose subject matter is transitory; or which promote, document, or carry on Agency administrative or program responsibilities not considered significant; or of a purely local nature.	*(Item 40a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 40b)* Destroy when obsolete or when 5 years old, whichever occurs first.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 4-1 (continued)	c. Film of inferior technical or photographic quality.	*(Item 41a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 41b)* Destroy when obsolete or when 5 years old, whichever occurs first.
AV 4-2 Audio Recordings	Audio recordings, including audio tape and discs.		
	a. Audio recordings used to promote, conduct, or document substantive or significant Agency procedures, activities, and program responsibilities and developments. Includes the master tape, matrix or stamper, and one disc pressing for each conventional mass-produced multiple copy disc recording or the original tape for each magnetic audio tape recording. Also includes finding aids such as [redacted], catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of audio-visual records.	*(Item 42a)* Originating Office: PERMANENT. Offer to NARS when the media is obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.	*(Item 42b)* Not applicable.
	Duplicate copies.	*(Item 43a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 43b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	b. Audio recording having limited use or interest such as recordings whose subject matter is transitory; or which promote,	*(Item 44a)* Destroy when obsolete or when 5 years old,	*(Item 44b)* Destroy when obsolete or when

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 4-2 (continued)	document, or carry on Agency administrative or program responsibilities not considered significant; or of a purely local nature.	whichever occurs first.	5 years old, whichever occurs first.
	c. Audio recordings of inferior technical quality.	(Item 45a) Destroy when obsolete or when 5 years old, whichever occurs first.	(Item 45b) Destroy when obsolete or when 5 years old, whichever occurs first.
AV 4-3 Video Recordings	Video recordings including recordings considered substantive and those considered routine or nonsubstantive.		
	a. Video recordings used to promote, conduct, or document substantive or significant Agency procedures, activities, and program responsibilities and developments. Includes the original recording or the earliest generation of the recording (or a kinescope of recording). Also includes finding aids such as ~~data sheets, shot lists~~, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.	(Item 46a) Originating Office: PERMANENT. Offer to NARS when obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.	(Item 46b) Not applicable.
	Duplicate copies.	(Item 47a) Destroy when obsolete or when 5 years old, whichever occurs first.	(Item 47b) Destroy when obsolete or when 5 years old, whichever occurs first.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 4-3 (continued)	b. Video recordings having limited use or interest such as recordings whose subject matter is transitory; or which promote, document, or carry on Agency administrative or program responsibilities not considered significant; or of a purely local nature.	*(Item 48a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 48b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	c. Video recordings of inferior technical quality.	*(Item 49a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 49b)* Destroy when obsolete or when 5 years old, whichever occurs first.
AV 4-4 Filmstrips and Slide Sets	Filmstrips and slide sets, and related audio recordings.		
	a. Filmstrips and slide sets used to depict substantive Agency activities; procedures; responsibilities and developments; and significant personalities, events, and conditions. Includes the original filmstrip or slide set and a reference set and any related audio recording and script. Also includes finding aids such as ~~data sheets, shot lists~~, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.	*(Item 50a)* Originating Office: PERMANENT. Offer to NARS when obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.	*(Item 50b)* Not applicable.
	Duplicate copies.	*(Item 51a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 51b)* Destroy when obsolete or when 5 years old, whichever occurs first.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 4-4 (continued)	b. Filmstrips and slide sets, including related audio recordings, having limited use or interest such as those whose subject matter is transitory, or which are of a purely local nature, or which are not directly related to Agency operations and responsibilities.	*(Item 52a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 52b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	c. Filmstrips and slide sets of inferior technical quality.	*(Item 53a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 53b)* Destroy when obsolete or when 5 years old, whichever occurs first.
AV 5 SINGLE-IMAGE COLLECTIONS	General material relating to management and maintenance of single-image collections of audio-visuals, including still photographs and arts and graphics.	*(Item 54a)* Destroy when 3 years old.	*(Item 54b)* Destroy when 3 years old.
AV 5-1 Still Photographs	Still photograph prints and negatives. EXCEPT: Still photograph negatives used in slide sets.		
	a. Still photographs depicting substantive Agency activities; procedures; program responsibilities and developments; and significant personalities, events, and conditions. Includes original negative and a captioned print or its equivalent for each black and white image and the original color transparency or color negative or its equivalent,	*(Item 55a)* Originating Office: PERMANENT. Offer to NARS when obsolete or when 5 years old, whichever occurs first. If not accepted by NARS,	*(Item 55b)* Destroy when obsolete or when 5 years old, whichever occurs first.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 5-1 (continued)	and an internegative (if one exists) for each color image. Also includes finding aids such as ~~data sheets, shot lists~~, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.	destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.	
	Duplicate copies.	*(Item 56a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 56b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	b. Still photographs having limited use or interest such as those whose subject matter is transitory or is of a purely local interest in nature, as well as photographs of subjects and activities not directly related to Agency operations and responsibilities.	*(Item 57a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 57b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	c. Still photographs which are technically or photographically inferior.	*(Item 58a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 58b)* Destroy when obsolete or when 5 years old, whichever occurs first.
AV 5-2 Arts and Graphics	Includes posters, original artwork, etc.		

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 5-2 (continued)	a. Posters, original artwork, etc., depicting substantive Agency activities, procedures, program responsibilities and development, and significant personalities, events, and conditions. Includes the original and a reference print. Also includes finding aids such as [redacted], catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.	*(Item 59a)* Originating Office: PERMANENT. Offer to NARS when obsolete or when 5 years old, whichever occurs first. If not accepted, destroy when obsolete or when subject is no longer of interest to the Agency, whichever occurs first.	*(Item 59b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	Duplicate copies.	*(Item 60a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 60b)* Destroy when obsolete or when 5 years old, whichever occurs first.
	b. Posters, original artwork, etc., having limited use or interest such as those arts and graphics whose subject matter is transitory, or is of a purely local interest in nature, as well as posters, original artwork, etc., of subjects and activities not directly related to Agency operations and responsibilities.	*(Item 61a)* Destroy when obsolete or when 5 years old, whichever occurs first.	*(Item 61b)* Destroy when obsolete or when 5 years old, whichever occurs first.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
AV 6 PROJECTS	General material on projects.	(Item 62a) Destroy when 3 years old.	(Item 62b) Destroy when 2 years old.
	Reference material.	(Item 63a) Destroy when superseded or obsolete.	(Item 63b) Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects ~~having precedential significance~~. Includes basic documentation and final report or other substantive material. Show title and date span on project, as: AV 6 PROJECTS NO. 00, Updating of PPQ Motion Pictures FY 77. (NOTE: this item does not include Audio-Visual Case Files, for which see AV 7.) ~~All other projects.~~	(Item 64a) Originating Office: ~~PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.~~ Destroy 5 years after completion of project ~~(Item 65a) Destroy 5 years after completion of project.~~	(Item 64b) Destroy when 2 years old. ~~(Item 65b) Destroy when 2 years old.~~
	Proposed projects.	(Item 66a) Destroy when 5 years old, if no further action is taken.	(Item 66b) Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AV 6 (continued)	Workpapers and draft report of project.	*(Item 67a)* Destroy 3 years after completion of project and final report.	*(Item 67b)* Destroy when 2 years old.
AV [illegible] AUDIO-VISUAL CASE FILES	Case file correspondence and other material produced or acquired by APHIS including approvals, justifications, clearances, film requirements, contracts, scripts, transcripts, releases, and other records relating to the origin, acquisition, and ownership of the audio-visual media. Subdivide as necessary.	*(Item 68a)* Originating Office: PERMANENT. Offer to NARS with related audio-visual. If not accepted, destroy with related audio-visual.	*(Item 68b)* Not applicable.

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BUDGET

This category deals with all phases of the Agency's budget activities; guidelines for, and preparation of budget requests originating in each organizational unit; review and revision of these requests; preparation of the Agency's submission to the Office of Management and Budget; preparation and presentation of the detailed Agency budget request to the Congress, and hearings before Congressional appropriations committees; copies and analyses of proposed appropriations bills and amendments, and the approved legislation; apportionment of the Agency's appropriated funds by the administration of the approved budget.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
BUD BUDGET	General material on budget preparations.	*(Item 69a)* Destroy when 3 years old.	*(Item 69b)* Destroy when 2 years old.
BUD 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 70a)* ~~PERMANENT~~. Transfer to Federal Archives Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 70b)* Destroy when superseded or obsolete.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
BUD 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under BUD 6 PROJECTS, or other reports which should be filed by subject involved.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 71a)* Originating Office: ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 71b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 72a)* Destroy when superseded or obsolete.	*(Item 72b)* Destroy when 2 years old.
	c. All other reports.	*(Item 73a)* Destroy when 2 years old.	*(Item 73b)* Destroy when 2 years old.
BUD 2-1 Activity Reports	Summaries of specific action or work performed by Budget personnel.	*(Item 74a)* Destroy when 3 years old.	*(Item 74b)* Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
BUD 3 COMMITTEES, MEETINGS	Meetings and committees relating to administrative activities and functions not having long term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 75a)* Destroy when 2 years old.	*(Item 75b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by Budget representatives or records maintained by Budget representatives on committees to carry out responsibility of assignments. EXCEPT: Program meetings or committees which should be filed under the specific program category.	*(Item 76a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 76b)* Destroy when 2 years old.
BUD 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 77a)* Destroy when 1 year old.	*(Item 77b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
BUD 4 BUDGET SUBMISSION	Includes instructions (not incorporated in formal Agency issuance), assumptions and guidelines for preparation.	*(Item 78a)* Destroy when 3 years old.	*(Item 78b)* Destroy when 2 years old.
BUD 4-1 Organization Elements	Budget prepared by each organizational entity, and supporting papers.	*(Item 79a)* Destroy when 3 years old.	*(Item 79b)* Destroy when 1 year old.
	Master copy of budgets of Agency organizational components.	*(Item 80a)* Destroy when 3 years old.	*(Item 80b)* Destroy when 1 year old.
BUD 4-2 Estimates	Includes cost estimates and justifications.	*(Item 81a)* Destroy when 4 years old.	*(Item 81b)* Destroy when 2 years old.
BUD 4-3 Multi-Year Funding	Includes Multi-year Program and Financial Plan. Case file each multi-year budget.	*(Item 82a)* Destroy when 4 years old.	*(Item 82b)* Destroy when 2 years old.
BUD 5 OFFICE OF MANAGEMENT AND BUDGET (OMB) REQUEST	Consolidated Agency submission for inclusion by OMB in the Government-wide annual budget. Includes supplementary schedules, exhibits, and special data for OMB review.	*(Item 83a)* Destroy when 4 years old.	*(Item 83b)* Destroy when 2 years old.
BUD 5-1 OMB Hearings	Material regarding scheduling of witnesses, preparation of statements, and arrangements for appearing.	*(Item 84a)* Destroy when 1 year old.	*(Item 84b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
BUD 6 PROJECTS	General material on projects.	*(Item 85a)* Destroy when 3 years old.	*(Item 85b)* Destroy when 2 old.
	Reference material.	*(Item 86a)* Destroy when superseded or obsolete.	*(Item 86b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects or task forces, ~~having precedential significance.~~ Includes basic documentation and final report or other substantive material. Show title and date span of project, as: BUD 6 PROJECT No. 00 APHIS Budget Projects.	*(Item 87a)* ~~PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.~~ Destroy 5 years after completion of project	*(Item 87b)* Destroy when 2 years old.
	~~All other projects.~~	~~*(Item 88a)* Destroy 5 years after completion of project.~~	~~*(Item 88b)* Destroy when 2 years old.~~
	Proposed projects.	*(Item 89a)* Destroy when 5 years old, if no further action is taken.	*(Item 89b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 90a)* Destroy 3 years after completion of project and final report.	*(Item 90b)* Destroy when 2 years old.
BUD 7 CONGRESSIONAL PRESENTATION	Documents the preparation of the detailed Agency budget request to Congress, including such materials as supplementary schedules, exhibits, and Explanatory Notes.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
BUD 7-1 House Appropriations Committee Hearings	Records regarding the coordination and preparation of Congressional presentation of Agency programs, including position papers and related material of the Administrator, statements of witnesses before standing or special Congressional committees; minutes, agenda, and reports of presentation steering groups; copies of reports in hearings of Congressional committees and special studies group files, consisting of copies of reports on surveys of Agency programs prepared by direction of the President or by Congress, and Agency position or points of adverse criticism reported. Includes Statement of Administrator or his designee.	*(Item 91a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 91b)* Destroy when 2 years old.
BUD 7-2 Senate Appropriations Committee Hearings	Records regarding the coordination and preparation of Congressional presentation of Agency programs, including position papers and related material for use of the Administrator; statements of witnesses before standing or special Congressional committees; minutes, agendas, and reports of presentation steering groups; copies of reports in hearings of Congressional committees; and special studies group files, consisting of copies of reports on surveys of Agency programs prepared by direction of the President or by Congress; Agency position on points of adverse criticism reported. Includes Statement of Administrator or his designee.	*(Item 92a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 92b)* Destroy when 2 years old.

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MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
BUD 7-3 Appropriation Bills	Copies and analyses of proposed appropriation bills and amendments thereto, position papers on proposed legislation and appropriation act.	*(Item 93a)* ~~PERMANENT~~. Transfer to FARC when 10 years years old. ~~Offer to to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 93b)* Destroy when 2 years old.
BUD 7-4 Supplemental Budget Requests	Requests for supplemental appropriations within a fiscal year, for that fiscal year necessitated by developments not foreseen in the initial Agency budget submissions.	*(Item 94a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 94b)* Destroy when 2 years old.
BUD 8 PROGRAM APPROVAL	Advice of funds available to Agency.	*(Item 95a)* Destroy when 4 years old.	*(Item 95b)* Destroy when 2 years old.
BUD 9 OPERATIONAL YEAR BUDGET	Operating Year Funding Plan; review and revision. Where volume and use warrant, case file by organizational unit.	*(Item 96a)* Destroy when 4 years old.	*(Item 96b)* Destroy when 2 years old.
BUD 9-1 Apportionment	Records regarding distribution by the Office of Management and Budget of Agency appropriation and other funds available under legislative authorities. Includes material prepared for OMB review in fixing apportionment.	*(Item 97a)* Destroy when ~~2~~ 3 years old.	*(Item 97b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
BUD 9-2 Allocations	Records regarding allocation of Agency funds to participating agencies and budget relationships, including SF 1151, Nonexpenditure Transfer Authorization. Includes shared administrative support.	*(Item 98a)* Destroy when ~~2~~ 3 years old.	*(Item 98b)* Destroy when 2 years old.
BUD 9-3 Allotments	Records regarding requests for and establishment of allotments to headquarters and field offices for each activity, as follows:		
	Notification of amounts and objects, with related correspondence, data, and fiscal information, including suballotments of funds, advice of allotment and reallotment of funds.	*(Item 99a)* Destroy when ~~2~~ 3 years old.	*(Item 99b)* Destroy when 2 years old.
BUD 9-4 Personnel Ceilings	Requests for establishment and control of numerical authorization of staffing levels. Includes employment limitations. EXCEPT: Staffing patterns, for which see PER 5.	*(Item 100a)* Destroy when 4 years old.	*(Item 100b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

FISCAL AFFAIRS

This category groups together material relating to the collection, disbursement, and accounting for Agency funds; the operation of accounting and fiscal reporting systems; accounting procedures for special programs; payroll operations; and allied functions of a fiscal nature. Some of the above records are determined to be Site Audit Records.

NOTE: Site Audit Records, accumulated by APHIS fiscal organizations for on site audit by General Accounting Office, (GAO) consist of only the following specific documents or their equivalent; statements of transactions; statements of accountability; collection schedules, collection vouchers, disbursement schedules, disbursement vouchers.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
FIS FISCAL AFFAIRS	General correspondence and material relating to fiscal affairs too board in scope to be filed under specific subjects below.	*(Item 101a)* Destroy when 3 years old.	*(Item 101b)* Destroy when 2 years old.
FIS 1 POLICY	Policy, guidelines, regulations, and requirements covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 102a)* ORIGINAL OFFICE: ~~PERMANENT~~: Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 102b)* Destroy when superseded or or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
FIS 2 REPORTS AND STATISTICS	General short-term report covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under FIS 6 PROJECTS, or Agency program reports which should be filed with specific program reports.	*(Item 103a)* Destroy when 3 years old.	*(Item 103b)* Destroy when 2 years old.
	a. Records copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 104a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 104b)* Destroy when superseded or obsolete.
	b. Agency copy of above reports.	*(Item 105a)* Destroy when superseded or obsolete.	*(Item 105b)* Destroy when 2 years old.
	c. Computer printout reports on fiscal affairs. Includes monthly printout reports. Includes annual printout reports.	*(Item 106a)* Destroy when final report is completed or when printouts cease to have administrative value, but no later than 3 years, whichever is earlier.	*(Item 106b)* Destroy when 2 years old.
	d. All other reports.	*(Item 107a)* Destroy when 2 years old.	*(Item 107b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
FIS 2-1 Activity Reports	Summaries of specific action or work performed by program or finance personnel.	*(Item 108a)* Destroy when 3 years old.	*(Item 108b)* Destroy when 2 years old.
FIS 3 COMMITTEES, MEETINGS	Meetings and committees relating to fiscal functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 109a)* Destroy when 2 years old.	*(Item 109b)* Destroy when 2 years old.
FIS 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accomodations, authority to attend, work papers, acceptances, and regrets.	*(Item 110a)* Originating Office: Destroy when 1 year old.	*(Item 110b)* Destroy when 1 year old.
FIS 4 APPROPRIATION-ALLOTMENT ACCOUNTING	Allotment records, showing status of obligations and allotments under each authorized appropriation.	*(Item 111a)* Destroy 5 years after close of fiscal year involved.	*(Item 111b)* Destroy when 2 years old.
	EXCEPT: Appropriation and allotment symbols and object classification codes, see FIS 12.		
	GAO Site Audit Records: vouchers, payment schedules, invoices, T&A's, printed reports, trial balance, bills, and collection schedules, SF-224.	*(Item 112a)* Transfer to FARC when 3 years old. Destroy 6 years, 3 months after the period of the account.	*(Item 112b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
FIS 4-1 Obligations	Work Plan Holders only. Subdivide by accounting code and by object class if necessary. Includes basic documents used in recording and accumulating obligations, such as, GB/L's, purchase orders, requisitions, and travel vouchers. Maintain separate folders for liquidated and unliquidated obligations.	*(Item 113a)* Destroy 5 years after liquidation.	*(Item 113b)* Destroy 5 years after liquidation.
	GAO Site Audit Records: voucher, copy of purchase orders, printing requisitions, job orders, and request for training.	*(Item 114a)* Transfer to FARC when 3 years old. Destroy 6 years, 3 months after the period of the account.	*(Item 114b)* N/A
FIS 5 ACCRUAL ACCOUNTING	General correspondence relating to accounting ledgers showing debit and credit entries and reflecting expenditures in summary.	*(Item 115a)* Destroy 3 years after close of fiscal year involved.	*(Item 115b)* Destroy when 2 years old.
	GAO Site Audit Records: General ledgers.	*(Item 116a)* Transfer to FARC when 3 years old. Destroy 6 years, 3 months after the period of account.	*(Item 116b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
FIS 5-1 Accruals and Estimates	Material regarding administrative, project and nonproject expenses, representing supporting documentation for accrual liability reporting requirement. NOTE: Where volume warrants establish case file, or file by month as best suits users' needs.	*(Item 117a)* Destroy when 2 years old.	*(Item 117b)* Destroy when 2 years old.
	GAO Site Audit Records.	*(Item 118a)* Transfer to FARC when 3 years old. Destroy 6 years, 3 months after the period of the account.	*(Item 118b)* N/A
FIS 6 PROJECTS	Case file records and correspondence on special projects or surveys~~, having precedential significance~~. Includes basic documentation and final report or other substantive material. Show correct title and date span of project. EXAMPLE: FIS 6 PROJECT NO. 00, Trust Fund Control, FY-77.	*(Item 119a)* ~~PERMANENT. Basic documentation of project, final report, or other substantive material. Offer to NARS when 15 years old.~~ Destroy 5 years after completion of project.	*(Item 119b)* Destroy when no longer needed but no longer than 5 years after completion of project.
	~~All other projects.~~	~~*(Item 120a)*~~ ~~Destroy 5 years after completion of project.~~	~~*(Item 120b)*~~ ~~Destroy when 2 years old.~~
	Project workpapers and draft reports.	*(Item 121a)* Destroy 3 years after completion of project.	*(Item 121b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
FIS 7 Cost Accounting	Accounting records accumulated, and show data on the cost of Agency operations, the direct and indirect costs of production, administration and performance of program functions of the Agency.	*(Item 122a)* Destroy when 3 years old.	*(Item 122b)* Destroy when 2 years old.
FIS 8 TRUST FUNDS	Accounting records pertaining to trust funds. Subdivide by specific trust fund, or file under appropriate FIS category as best suits users' needs.	*(Item 123a)* Destroy when 3 years old.	*(Item 123b)* Destroy when 2 years old.
	GAO Site Audit Records.	*(Item 124a)* Transfer to FARC when 3 years old. Destroy 6 years, 3 months after the period of the account.	*(Item 124b)* N/A
FIS 9 IMPREST FUNDS	Correspondence and appropriate forms used for monies set aside for emergency payments, or payments which do not exceed limits for which established.	*(Item 125a)* Destroy when 3 years old after audit.	*(Item 125b)* Destroy when 2 years old after audit.
FIS 10 BILLING AND COLLECTION	Accounting records relating to the availability collection, custody, and deposit of funds. If necessary, subdivide by State.	*(Item 126a)* Destroy when 3 years old after collection.	*(Item 126b)* Destroy when 2 years old after collection.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
FIS 11 CLAIMS	Correspondence and supporting material relating to settlement of claims by APHIS, and against APHIS. EXCEPT: Personal injury or death, for which see PER 16-1. EXCEPT: Property loss (vehicles) or damage for which see PRP 13.	*(Item 127a)* Destroy 3 years after settlement.	*(Item 127b)* Destroy 3 years after settlement.
FIS 12 CODES AND SYMBOLS	Material relating to the issuing of or information concerning allotment and appropriation symbols, and object classification codes.	*(Item 128a)* Destroy when 3 years old.	*(Item 128b)* Destroy when 2 years old.
FIS 13 PAYROLLING	Records relating to payrolling, including checks and savings bonds delivery, lost or delayed salary checks, and similar documents. EXCEPT: Time and Attendance Reports, see PER 8.	*(Item 129a)* Destroy when 3 years old.	*(Item 129b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

INFORMATION

Material relating to dissemination of information on Agency operations; liaison with news media; arrangement of speaking engagements, and clearance of speeches and articles for publication; use of communications techniques in support of Agency programs.

Extra-copy files of publications, speeches, articles, press releases, etc., are not included in the file categories given in this section. Use bookshelf or other storage apart from regular files for storage of this type of material.

EXCEPT: Procurement, printing, and reproduction of this material for which see PRP.

EXCEPT: Audio-Visuals for which see AV.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF INFORMATION	General material too broad in scope to be filed under one of the more specific subjects below.	*(Item 130a)* Destroy when 3 years old.	*(Item 130b)* Destroy when 2 years old.
INF 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established agency custom.	*(Item 131a)* Originating office: ~~PERMANENT.~~ Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 131b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under INF 6 PROJECTS or Agency Program reports which should be filed with specific program reports.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 132a)* Originating Office: ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 132b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 133a)* Destroy when superseded or obsolete.	*(Item 133b)* Destroy when 2 years old.
	c. All other copies.	*(Item 134a)* Destroy when 2 years old.	*(Item 134b)* Destroy when 2 years old.
INF 2-1 Activity Report	Summaries of specific action or work performed by INF personnel.	*(Item 135a)* Destroy when 3 years old.	*(Item 135b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF 3 COMMITTEES, MEETINGS	Meetings and committees relating to administrative activities and functions not having long term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 136a)* Destroy when 2 years old.	*(Item 136b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by information representatives or records maintained by information representatives on committees to carry out responsibility of assignments. EXCEPT: Program meetings or committees which should be filed under the specific program category.	*(Item 137a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 137b)* Destroy when 2 years old.
INF 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 138a)* Destroy when 1 year old.	*(Item 138b)* Destroy when 1 year old.
INF 4 PUBLIC RELATIONS	Material related to maintaining relations or improving public image of Agency.	*(Item 139a)* Destroy when 3 years old.	*(Item 139b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF 4-1 Inquiries	Requests for information, publications, and printed material from the general public and replies thereto, involving no administrative action, no policy decisions, and no special compilation or research for reply. EXCEPT: Request for information under: Privacy Act, for which see INF 8; Freedom of Information Act, for which see INF 9.	*(Item 140a)* Destroy 6 months after request is filled or referred elsewhere.	*(Item 140b)* Destroy 6 months after request is filled or referred elsewhere.
	Precedent files of the above, used as reference in preparing replies to similar inquiries. EXCEPT: Consumer Complaints, for which see: PIV	*(Item 141a)* Destroy when 5 years old.	*(Item 141b)* Destroy when superseded or obsolete but no later than 2 years.
INF 4-2 Visitors	Material on arrangements for visitors, both foreign and U.S.	*(Item 142a)* Destroy when 5 years old.	*(Item 142b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF 4-3 Press/Radio/ Television	Use of these media in support of Agency programs. Includes press releases, radio and television scripts, prepared or issued, and clearances for same.		
	Agency issuances.	*(Item 143a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 143b)* Destroy when superseded or obsolete, or when 2 years old, whichever is sooner.
	Departmental issuances.	*(Item 144a)* Destroy when superseded or obsolete.	*(Item 144b)* Destroy when superseded or obsolete.
	Unapproved and unissued.	*(Item 145a)* Destroy when 5 years old.	*(Item 145b)* Destroy when 2 years old.
INF 5 PUBLICATIONS	Development of publications by own organizational unit. Includes clearances, and copy of final publication.	~~*(Item 146a)*~~	~~*(Item 146b)*~~
	a. Substantive publications describing the history, overall administration, and general policies of major agency programs.	(Item 146a) PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	(Item 146b) Destroy when superseded or obsolete or no later than 3 years old.
	b. All other publications, including those relating to routine operational procedures, brochures, public information handouts, and similar publications.	(Item 146-1a) Destroy when superseded or obsolete or no later than 3 years old.	(Item 146-1b) Destroy when superseded or obsolete or no later than 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF 5-1 Agency Newsletter	Publication of Agency functions or accomplishments.	*(Item 147a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 147b)* NONRECORD. Destroy when 3 months old.
INF 5-2 Program Newsletter	Same as above.	*(Item 148a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 148b)* NONRECORD. Destroy when 3 months old.
INF 6 PROJECTS	General material on projects.	*(Item 149a)* Destroy when 3 years old.	*(Item 149b)* Destroy when 2 years old.
	Reference material.	*(Item 150a)* Destroy when superseded or obsolete.	*(Item 150b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects or task forces. ~~having precedential significance.~~ Includes basic documentation and final report or other substantive material. Show title and date span of project, as: INF 6 PROJECT No. 00 (name of project) FY 76.	*(Item 151a)* ~~PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.~~ Destroy 5 years after completion of project.	*(Item 151b)* Destroy when 2 years old.
	~~All other projects.~~	~~(Item 152a) Destroy 5 years after completion of project.~~	~~(Item 152b) Destroy when 2 years old.~~

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF 6 (continued)	Proposed projects.	*(Item 153a)* Destroy when 5 years old, if no further action is taken.	*(Item 153b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 154a)* Destroy when 3 years after completion of project and final report.	*(Item 154b)* Destroy when 2 years old.
INF 7 SPEECHES	Developed and prepared by own organizational staff. Includes clearances and final copy.		
	Speeches of Administrator, Deputy Administrator, Associate Administrator, Program or Division Director.	*(Item 155a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 155b)* NONRECORD. Destroy when 3 months old.
	Speeches delivered by lower echelon personnel.	*(Item 156a)* Destroy when 2 years old.	*(Item 156b)* NONRECORD. Destroy when 3 months old.
INF 8 PRIVACY ACT REQUESTS	Requests for and responses to the public for information under the Privacy Act. Includes supporting papers. Specific requests may be case filed under this category if needed.	*(Item 157a)* Destroy when 3 years old.	*(Item 157b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INF 8 (continued)	EXCEPT: Any fees or collections for information. File this material under FIS and cross-reference here. EXCEPT: Material relating to the Act, for which see LEG. Material on Agency policy on the Act, for which see INF 1.		
INF 9 FREEDOM OF INFORMATION ACT (FOIA) REQUESTS	Requests for and responses to the public for information under the FOIA. Includes supporting papers. Specific requests may be filed under this category if needed. EXCEPT: Any fees or collections for information. File this material under FIS and cross-reference here. EXCEPT: Material relating to the Act for which see LEG. Material relating to Agency policy under the Act, for which see INF 1.	*(Item 158a)* Destroy when 3 years old.	*(Item 158b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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LEGISLATIVE AND LEGAL

Use this category for material dealing with legislation of interest to the Agency; cooperative agreements with other agencies, States, countries, or other parties; legal opinions, and determinations made pursuant to legislation; relations with the 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.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LEG LEGISLATIVE AND LEGAL	Material too broad to file in secondaries below.	*(Item 159a)* Destroy when 3 years old.	*(Item 159b)* Destroy when 2 years old.
LEG 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject or policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 160a)* Originating Office: ~~PERMANENT~~. Transfer and Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 160b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
LEG 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file special or recurring reports, as needed.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 161a)* Originating Office: ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 161b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 162a)* Destroy when superseded or obsolete.	*(Item 162b)* Destroy when 2 years old.
	c. All other reports.	*(Item 163a)* Destroy when 2 years old.	*(Item 163b)* Destroy when 2 years old.
LEG 3 COMMITTEES, MEETINGS	Meetings and committees relating to administrative activities and functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 164a)* Destroy when 2 years old.	*(Item 164b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired	*(Item 165a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 165b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
LEG 3 (continued)	by Legislative representatives or records maintained by Legislative representatives on committees to carry out responsibility of assignments. EXCEPT: Program meetings or committees which should be filed under the specific program category.		
LEG 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 166a)* Destroy when 1 year old.	*(Item 166b)* Destroy when 1 year old.
LEG 4 COOPERATION	General correspondence relating to cooperative interagency and intragency relations, including transactions with foreign countries.	*(Item 167a)* Destroy when 3 years old.	*(Item 167b)* Destroy when 2 years old.
LEG 4-1 Cooperative Agreements	Memorandums of Understanding, and Cooperative Agreements, reflecting cooperation with other Federal agencies, foreign governments, and private companies. Case file as necessary.	*(Item 168a)* Destroy 5 years after superseded or terminated.	*(Item 168b)* Destroy when superseded or obsolete.
LEG 4-2 Federal-State Relations	Cooperative Agreement, amendments, and Memorandums of Understanding, relating to programs conducted in cooperation with State Governments. EXCEPT: Survey evaluations, reviews, and other material relating to specific subjects or cases, for which see appropriate subject.	*(Item 169a)* Destroy 5 years after superseded or terminated.	*(Item 169b)* Destroy when superseded or obsolete.*

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LEG 5 LAWS AND REGULATIONS	Development of proposed laws and regulations, and revisions thereto, relating to Agency programs. Includes copy of final inactive law or promulgated regulations, as applicable.	(Item 170a) PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	(Item 170B) Destroy when superseded or obsolete.
	Copies of laws and regulations relating to Agency programs.	(Item 171a) ~~Destroy when 3 years old.~~ Destroy 2 years after superseded or obsolete.	(Item 171B) Destroy when superseded or obsolete.
LEG 5-1 Hearings	General material on hearings.	(Item 172a) Destroy when 3 years old.	(Item 172B) Destroy when 2 year old.
	Case file of hearings and material related to quasi-judicial proceedings involving testimony and arguments which are concerned with proposed or existing legislation, executive orders, Agency regulations, rules and the like.		
	a. Case files of hearings that have precedential significance or were especially widely publicized.	(Item 173a) PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	(Item 173B) Destroy when 3 year old.
	b. Case files of all other hearings.	(Item 173-1a) Transfer to FARC when 10 years old. Destroy when 20 years old.	(Item 173-1B) Destroy when 3 year old.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LEG 5-2 Dockets	General material on dockets for publication in Federal Register. Includes clearances and supporting material.	(Item 174a) Destroy when 6 years old.	(Item 174 B) Destroy when 3 years old.
	Official docket folders, including copy of regulation published in Federal Register and other essential documentation.	(Item 175 a) Transfer to FARC when 6 years old. Destroy when 20 years old.	(Item 175 B) Destroy when 3 years old.
LEG 5-3 Legal Opinions	Legal opinions and decisions on laws, regulations, and executive orders. If necessary, case file by source, such as Attorney General, General Counsel, and Comptroller General decisions.	(Item 176a) PERMANENT. Transfer to FARC when 10 years old. ~~Destroy when 15 years old.~~ offer to NARS when 15 years old.	(Item 176b) Destroy when 2 years old.
LEG 5-4 Constraints	Includes material on external and internal constraints. Cross reference to appropriate subject, if necessary.	(Item 177a) ~~PERMANENT.~~ Transfer to FARC when 10 years old. Destroy when 15 years old.	(Item 177b) Destroy when 2 years old.
LEG 7 CONGRESSIONAL CORRESPONDENCE	Material on, and correspondence with the Congress, both committees and individual members, involving statements of policy and explanation of policy decisions, administrative action, and special research and compilation. Subdivide, if necessary, by name of Committee or member of Congress. Includes replies to congressional requests for pamphlets. Indicate on the white copy the file code under which the yellow copy is filed. Set up separate folders if needed by name of Committee or Member of Congress.	(Item 178a) Destroy when 5 years old.	(Item 178b) Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LEG 7 (Continued)	File white copy of correspondence with the Congress (individual members of the House or Senate), including committees here. File the yellow copy of the correspondence, with attached incoming congressional correspondence, by the subject involved.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

MANAGEMENT ANALYSIS AND REVIEW

The management review and analysis of Agency programs to determine their progress, accomplishments, and deficiencies; development and initiation of changes in the manner or method of planning, directing, controlling, or performing work; simplifying work methods including work programming and manpower utilization; work measurement; and work standards.

EXCEPT: Review and analysis to develop, change, or modify paperwork systems, including automated systems, see PDM.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
MAR MANAGEMENT ANALYSIS AND REVIEW	General material too broad in scope to be filed in one of the subject categories listed below.	*(Item 179a)* Destroy when 3 years old.	*(Item 179b)* Destroy when 3 years old.
MAR 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 180a)* Originating Office: ~~PERMANENT~~. Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old~~. Destroy when 20 years old.	*(Item 180b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
MAR 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under MAR 6.		
	a. Record copy of substantive reports, such as annual summaries, and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 181a)* Originating Office: ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 181b)* Destroy when no longer needed for reference but no later than 3 years.
	b. Agency copy of above reports.	*(Item 182a)* Destroy when superseded or obsolete.	*(Item 182b)* Destroy when 2 years old.
	c. All other reports.	*(Item 183a)* Destroy when 2 years old.	*(Item 183b)* Destroy when 2 years old.
MAR 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 184a)* Destroy when 3 years old.	*(Item 184b)* N/A
MAR 3 COMMITTEES, MEETINGS	Meetings and committees relating to management functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 185a)* Destroy when 2 years old.	*(Item 185b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
MAR 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of MAR, such as: advisory organizations, interagency committees. Includes committees chaired by MAR representatives or records maintained by MAR representatives on committees to carry out responsibility of assignments. EXAMPLE: MAR 3 COMMITTEES (MPI Review Planning FY 77). EXCEPT: Meetings or committees not relating to MAR which should be filed under the specific program or administrative category.	*(Item 186a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 186b)* Destroy when 2 years old.
MAR 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 187a)* Destroy when 1 year old.	*(Item 187b)* Destroy when 1 year old.
MAR 4 ANALYSIS AND REVIEW	General material dealing with the review and analysis of progress made by or deficiencies of Agency administration or programs. Case file administrative or program reviews, including statistical consultive and analytical services, by program, State, or office depending upon subject, scope, and/or purpose of review. Includes final report and all supporting material such as documents reflecting actual performance, progress,	*(Item 188a)* Destroy when 3 years old.	*(Item 188b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
MAR 4 (continued)	accomplishments, deficiencies, and problems in relation to administrative or program goals. Includes any GAO, OI, OA, and OGC reports dealing with performance of the Agency administration or programs.		
	a. Agency reviews consisting of Agency reviews of program operations.	*(Item 189a)* Reviewing Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 189b)* Destroy upon receipt of next review or when 5 years old, whichever occurs first.
	b. Other reviews. EXCEPT: Files involving APHIS employees, see PER.	*(Item 190a)* Reviewing Office: Destroy after second subsequent review or when 10 years old, whichever occurs first.	*(Item 190b)* Destroy upon receipt of next review or when 5 years old, whichever occurs first.
MAR 4-1 Audits and Investigations	General material dealing with the review and analysis of administrative and Agency programs by GAO, OI, OA, OGC, and others.	*(Item 191a)* Destroy when 3 years old.	*(Item 191b)* Destroy when 3 years old.
	Case file GAO, OI, OA, OGC, etc., audits and investigations by name (and location, if needed). EXCEPT: Audits and investigations made part of a case file, see PIV, MAR 4, or MAR 5, as appropriate.	*(Item 192a)* Action Addressee: Destroy 5 years after case closed or final action taken.	*(Item 192b)* Destroy 2 years after case closed or final action taken.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
MAR 4-1 (Continued)	EXCEPT: Files involving APHIS employees, see PER.		
MAR 5 MANAGEMENT IMPROVEMENT	General material relating to 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, and economy.	*(Item 193a)* Destroy when 3 years old.	*(Item 193b)* Destroy when 2 years old.
	Case file reviews or studies by program and/or by location where review or study was performed.	*(Item 194a)* Reviewing Office: Destroy 5 years after all action has been taken or upon receipt of second subsequent report, whichever is earlier.	*(Item 194b)* Destroy upon receipt of next report or when 2 years old, whichever occurs first.
MAR 6 PROJECTS	General material on projects.	*(Item 195a)* Destroy when 3 years old.	*(Item 195b)* Destroy when 2 years old.
	Reference material.	*(Item 196a)* Destroy when superseded or obsolete.	*(Item 196b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: MAR 6 PROJECT NO. 00 Taskforce - APHIS Reorganization FY 77.	*(Item 197a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 197b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
MAR 6 (continued)	All other projects.	*(Item 198a)* Destroy 5 years after completion of project.	*(Item 198b)* Destroy when 2 years old.
	Proposed projects.	*(Item 199a)* Destroy when 5 years old, if no further action is taken.	*(Item 199b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 200a)* Destroy 3 years after completion of project and final report.	*(Item 200b)* Destroy when 2 years old.
MAR 7 WORK SIMPLIFICATION	Material on work simplification including work programming, manpower utilization, and work measurement.	*(Item 201a)* Destroy when 4 years old.	*(Item 201b)* Destroy when 2 years old.
MAR 7-1 Work Measurement	Includes time and motion studies, established workload, and assignment computations and summary report.	*(Item 202a)* Destroy when 4 years old.	*(Item 202b)* Destroy when 4 years old.
	EXCEPT: Work measurement studies incorporated into work standards, see MAR 7-3.		
MAR 7-2 Work Plans	Work plans and accomplishments. Subdivide as necessary.	*(Item 203a)* Destroy when 4 years old.	*(Item 203b)* Destroy when 4 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AR 7-3 Work Standards	General material on work standards.	*(Item 204a)* Destroy when 4 years old.	*(Item 204b)* Destroy when 4 years old.
	Case file work standards by subject or type of standard.		
	a. Approved work standards.	*(Item 205a)* Destroy 5 years after standard superseded or obsolete.	*(Item 205b)* Destroy when standard superseded or obsolete.
	b. Proposed work standards.	*(Item 206a)* Destroy when 4 years old, if no further action is taken.	*(Item 206b)* Destroy when 4 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

PAPERWORK AND DATA MANAGEMENT

This category deals with the development of all phases of paperwork management activities and control including automated data processing systems, information storage and retrieval systems, records systems, and other paperwork management techniques.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM PAPERWORK AND DATA MANAGEMENT	General material involving paperwork and management improvement which is too broad in scope to be filed under one of the subjects below.	*(Item 207a)* Destroy when 3 years old.	*(Item 207b)* Destroy when 2 years old.
PDM 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to agency custom.	*(Item 208a)* Originating Office: ~~PERMANENT.~~ Transfer to Federal Archives and Records Center FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 208b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
PDM 2 REPORTS AND STATISTICS	Reports having short term value covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be under PDM 6 PROJECTS. EXCEPT: Specific feasibility or other studies which should be filed under appropriate subject in this outline. EXCEPT: Computer generated reports which should be filed under appropriate program.	*(Item 209a)* Originating Office: Destroy when 3 years old.	*(Item 209b)* Destroy when 2 years old.
	Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time report as needed.	*(Item 210a)* Originating Office: ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 210b)* Destroy when 2 years old.
PDM 2-1 Activity Reports	Summaries relating to work activity involved with PDM.	*(Item 211a)* Destroy when 3 years old.	*(Item 211b)* Destroy when 2 years old.
PDM 3 COMMITTEES, MEETINGS	Meetings and committees relating to PDM program functions not having long term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 212a)* Destroy when 2 years old.	*(Item 212b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of PDM such as: advisory organizations, interagency committees. Includes committees chaired by PDM representatives on committees to carry out responsibility of assignments.	*(Item 213a)* ~~PERMANENT.~~ Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 213b)* Destroy when 2 years old.
PDM 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 214a)* Destroy when 1 year old.	*(Item 214b)* Destroy when 1 year old.
PDM 4 DIRECTIVE MANAGEMENT	General material other than historical data relating to the development, maintenance and control of agency directive system.	*(Item 215a)* Destroy when 2 years old.	*(Item 215b)* Destroy when 2 years old.
	Departmental issuances. (Secretary's memos and issuances released by other Agencies of the Department.) File in 3-ring binders in numerical sequence.	*(Item 216a)* Destroy when superseded or obsolete.	*(Item 216b)* Destroy when superseded or obsolete.
PDM 4-1 Administrative Issuances	Record copy of case files relating to the development and control of Agency administrative directives, other written policy, and background material having precedential significance concerned with formal policy for Agency's formulation, organization function, procedure and operation. Includes revision to instruction or historical material relating to clearances, interpretations, and clarification of instructions.	*(Item 217a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 217b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 4-1 (continued)	Agency instructional administrative issuances having short-term effect and value.	*(Item 218a)* Destroy 5 years after superseded or obsolete.	*(Item 218b)* Destroy when superseded or obsolete.
	All other copies of checklists, announcements, indexes, bulletins, and notices.	*(Item 219a)* Destroy 2 years after superseded or obsolete.	*(Item 219b)* Destroy when superseded or obsolete.
	NOTE: Reference copies of instructions, notices indexes, and similar materials. File in a 3-ring binder or as otherwise directed by Agency instructions.	~~*(Item 220a)*~~ ~~Originating Program Destroy when superseded or obsolete.~~	~~*(Item 220b)*~~ ~~Destroy when superseded or obsolete.~~
PDM 4-2 Program Issuances	Record copy of case file relating to the development and control of program issuances and background material having precedential significance which shows basic procedures for Agency regulatory programs.	*(Item 221a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 221b)* Destroy when superseded or obsolete.
	Program instructional issuances having short-term effect and value.	*(Item 222a)* Destroy 5 years after superseded or obsolete.	*(Item 222b)* Destroy when superseded or obsolete.
	Other copies and related material of program notices, indexes, tables of contents, and similar materials.	*(Item 223a)* Destroy 2 years after last revision	*(Item 223b)* Destroy when superseded or obsolete.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 5 RECORDS MANAGEMENT	General material related to records management. Includes requests for records maintenance assistance, record system interpretations, and similar matters.	*(Item 224a)* Destroy when 3 years old.	*(Item 224b)* Destroy when 2 old.
	Standards and systems for creating, organizing, and maintaining records. Includes related correspondence and Agency file systems and disposal schedules when they are part of a file system.	*(Item 225a)* Destroy 5 years after superseded or obsolete.	*(Item 225b)* Destroy when superseded or obsolete.
	Microfilm systems, including descriptions and approval.	*(Item 226a)* Destroy 5 years after superseded or obsolete.	*(Item 226b)* Destroy when superseded or obsolete.
	Annual Summary of Records Holding and record inventories describing contents and value of records.	*(Item 227a)* Destroy 2 years after final report is completed.	*(Item 227b)* Destroy 1 year after final report is completed.
	Files relating to Guide to Records Retention Requirements for Agency Records.	*(Item 228a)* Destroy 5 years after all records covered under system are destroyed.	*(Item 228b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 5-1 Disposition	General material pertaining to the destruction or retirement of records.	*(Item 229a)* Destroy when 3 years old.	*(Item 229b)* Destroy when 2 years old.
	Disposal Schedules. (Unless they are part of a file system.)	*(Item 230a)* Destroy 5 years after ~~all records covered under schedules are destroyed.~~ superseded or obsolete.	*(Item 230b)* Destroy when ~~all records covered under schedule are destroyed.~~ superseded or obsolete.
	Files relating to records retired to National Records Centers (SF-135 - Transmittal and SF-135A its continuation).	*(Item 231a)* Destroy 5 years after records covered under schedule are destroyed.	*(Item 231b)* Destroy when all records covered under schedule are destroyed.
PDM 5-2 Records Security	General material on the protection, storage, control, classification, and declassification of security information.	*(Item 232a)* Destroy when superseded or obsolete.	*(Item 232b)* Destroy when superseded or obsolete.
	Case files of systems for protecting and controlling documents and information.	*(Item 233a)* Destroy 1 year after superseded or obsolete.	*(Item 233b)* Destroy when superseded or obsolete.
	Working copies of security clearances (clearances other than the original in Official Personnel Folder), including debriefing statements.	*(Item 234a)* Destroy 1 year after separation or when superseded or obsolete.	*(Item 234b)* Destroy after separation or when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 5-2 (continued)	Security clearance listings, security equipment listings including security locks, and similar matters.	*(Item 235a)* Destroy 1 year after separation or when superseded or obsolete.	*(Item 235b)* Destroy after separation or when superseded or obsolete.
PDM 5-3 Accounting and Control	Correspondence regarding the control of and accounting for specific classified documents.	*(Item 236a)* Destroy when 3 years old.	*(Item 236b)* Destroy when 2 years old.
	Receipts and logs covering receipts and transmittals of classified documents.	*(Item 237a)* Destroy when 1 year old.	*(Item 237b)* Destroy when 1 year old.
PDM 6 PROJECTS	General material on projects.	*(Item 238a)* Destroy when 3 years old.	*(Item 238b)* Destroy when 2 years old.
	Case file records and related correspondence on approved projects. ~~having precedential significance.~~ Basic documentation and final report or other substantive material. Show title and date span of project on folder. EXAMPLE: PDM 6 PROJECTS No. 00 - Microfilm Center FY 76.	*(Item 239a)* ~~PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.~~ Destroy 5 years after completion of project.	*(Item 239b)* Destroy when 2 years old.
	~~All other projects.~~	~~*(Item 240a)* Destroy 5 years after completion~~ of project.	~~*(Item 240b)* Destroy when 2 years old.~~

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 6 (continued)	Proposed projects. NOTE: When a proposed project is approved, remove and file with project case files.	*(Item 241a)* Destroy when 5 years old, if no further action is taken.	*(Item 241b)* Destroy when 2 years old.
	Workpapers and draft report of projects.	*(Item 242a)* Destroy 3 years after completion of project and final report.	*(Item 242b)* Destroy when 2 years old.
PDM 7 EQUIPMENT MANAGEMENT	General material relating to equipment management.	*(Item 243a)* Destroy when 3 years old.	*(Item 243b)* Destroy when 2 years old.
	Standards for determining the suitability of and the need for equipment and supplies. If volume warrants subdivide by type of equipment; such as automatic data processing, filing, microform, and similar equipment.	*(Item 244a)* Destroy 2 years after superseded or obsolete.	*(Item 244b)* Destroy when 2 years old.
PDM 8 CORRESPONDENCE MANAGEMENT	General material relating to correspondence management.	*(Item 245a)* Destroy when 3 years old.	*(Item 245b)* Destroy when 2 years old.
	Standards for the preparation of correspondence, for format, clearances, and signature requirements. Includes instructions for preparing informal and formal correspondence, telegrams, envelopes, forms of address, and similar matters.	*(Item 246a)* Destroy 2 years after superseded or obsolete.	*(Item 246b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
PDM 8 (continued)	NOTE: A copy of the Agency's most current correspondence manual should be maintained on each secretary's desk for ready reference. Includes copies of current Agency notices and instructions relating to correspondence.		
PDM Forms Management	Forms analysis, design, standardization control of use, number, and distribution. Includes proposed forms, revisions, clearances, and related correspondence.	*(Item 247a)* Destroy when 2 years old.	*(Item 247b)* Destroy when 2 years old.
PDM 9-1 ~~Active~~ Forms	Case files of ~~active~~ forms, which should be filed by appropriate program and/or form number. Includes one copy of forms and material relating to its development and revision.	*(Item 248a)* ~~PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.~~ Destroy 5 years after declared obsolete.	*(Item 248b)* Destroy when 2 years old.
~~PDM 9-2 Inactive Forms~~	~~Case files of obsolete forms which should be filed by appropriate program and/or form number.~~	~~(Item 249a) PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.~~	~~(Item 249b) Destroy when 2 years old.~~
PDM 10 REPORTS MANAGEMENT	Reports analysis and control to prevent the creation of or to eliminate unnecessary reports and to develop standards for reporting and distribution requirements. EXCEPT: Specific reports which should be filed under REPORTS AND STATISTICS section of appropriate primary.	*(Item 250a)* Destroy 1 year after report is eliminated or obsolete.	*(Item 250b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 10 (continued)	Correspondence regarding administration, operation, and effectiveness of the reports control program.	*(Item 251a)* ~~PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.~~ Destroy when 10 years old.	*(Item 251b)* Destroy when 2 years old.
PDM 11 MAIL MANAGEMENT	Standards for effective mail and messenger service. Includes use of official mail, postage rates, and mail improvement program.	*(Item 252a)* Destroy when superseded or obsolete.	*(Item 252b)* Destroy when superseded or obsolete.
	Mail use surveys and related correspondence.	*(Item 253a)* Destroy when 2 years old.	*(Item 253b)* N/A
	Daily mail logs, assignment records, route schedule, dispatch records, receipt for special services, and related correspondence.	*(Item 254a)* Destroy when 6 months old.	*(Item 254b)* Destroy when 6 months old.
PDM 12 AUTOMATED DATA PROCESSING	General material relating to the development and use of automated data processing and retrieval systems.	*(Item 255a)* Destroy when 3 years old.	*(Item 255b)* Destroy when 2 years old.
	Case files of ADP systems and final systems report.	*(Item 256a)* Destroy 1 year after superseded or obsolete.	*(Item 256b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 12 (continued)	Coding sheets, punched cards and/or mag tape used as input into the automated data processing system.	*(Item 257a)* Destroy after verification and validation of data.	*(Item 257b)* N/A
	Preliminary or intermediate material such as trial runs, testing media, edit runs, etc.	*(Item 258a)* Destroy after verification and validation of data.	*(Item 258b)* N/A
	File data recorded on disks, magnetic tape, and other machine readable records:		
	ADP Management Reporting System		
	a. Residue Sample Subsystem	*(Item 259a)* Dispose after third update cycle.	*(Item 259b)* N/A
	b. Certified Lab Subsystem	*(Item 260a)* Dispose after third update cycle.	*(Item 260b)* N/A
	c. Documents Subsystem	*(Item 261a)* Dispose after third update cycle.	*(Item 261b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 12 (continued)	d. Boneless Meat Subsystem	*(Item 262a)* Dispose after third update cycle.	*(Item 262b)* N/A
	Safety Survey, Accident Study System	*(Item 263a)* Dispose after third update cycle.	*(Item 263b)* N/A
	Import Information System	*(Item 264a)* Dispose when no longer needed.	*(Item 264b)* N/A
	Residue Data Entry and Retrieval System	*(Item 265a)* Dispose after third update cycle.	*(Item 265b)* N/A
	Chemical Compound Evaluation File System	*(Item 266a)* Dispose when no longer needed.	*(Item 266b)* N/A
	Compliance System	*(Item 267a)* Dispose when no longer needed.	*(Item 267b)* N/A
	Meat and Poultry 5 Region Reporting System	*(Item 268a)* Dispose after third update cycle.	*(Item 268a)* N/A
	Labels Information System	*(Item 269a)* Dispose when no longer needed.	*(Item 269b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 12 (continued)	Data Base Inventory System	*(Item 270a)* Dispose when no longer needed.	*(Item 270b)* N/A
	403/404 Data Entry and Retrieval System		
	a. Update and Data Retrieval Subsystem	*(Item 271a)* Dispose when no longer needed.	*(Item 271b)* N/A
	b. Data Entry and Validation Subsystem	*(Item 272a)* Dispose when no longer needed.	*(Item 272b)* N/A
	Emergency Programs Bibliographic System	*(Item 273a)* Dispose when no longer needed.	*(Item 273b)* N/A
	Licensed Dealers Information System (Animal Care Program)	*(Item 274a)* Dispose when no longer needed.	*(Item 274b)* N/A
	LAB Case Studies System (Serials and Testing)	*(Item 275a)* Dispose when no longer needed.	*(Item 275b)* N/A
	Brucellosis Eradication Study System	*(Item 276a)* Dispose when no longer needed.	*(Item 276b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 12 (continued)	Pest Interception System	*(Item 277a)* Dispose when no longer needed.	*(Item 277b)* N/A
	Plant Disease Survey Reporting System	*(Item 278a)* Dispose when no longer needed.	*(Item 278b)* N/A
	Property System	*(Item 279a)* Dispose when no longer needed.	*(Item 279b)* N/A
	Vehicle System	*(Item 280a)* Dispose when no longer needed.	*(Item 280b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

PERSONNEL

This category covers all phases of personnel administration, including position classification and standards; recruitment, appointment, placement, and separation of employees; employee-management relations and necessary personnel services; evaluation, promotion, and incentive programs; and conditions of employment.

EXCEPT: A. Training and orientation of employees, for which see: TRAINING.

B. Employee travel, for which see: TRAVEL.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES.
PER PERSONNEL	All phases of personnel administration too broad in scope to file in secondaries below.	*(Item 281a)* Destroy when 3 years old.	*(Item 281b)* Destroy when 2 years old.
PER OFFICIAL NAME FILES	Official personnel files maintained by the Personnel Division, in accordance with the Federal Personnel Manual.	*(Item 282a)* Transfer to the Federal Records Center, St. Louis, MO, in accordance with current FPM instructions.	*(Item 282b)* N/A
PER UNOFFICIAL NAME FILES THIS APPLIES ONLY TO THOSE OFFICES AUTHORIZED BY AGENCY DIRECTIVE TO MAINTAIN AN UNOFFICIAL NAME CASE FILE.	For material relating to an individual employee, use an Unofficial Name Case File authorized by Agency regulation. File all material relating to an individual employee here, NOT in subject files listed below.	*(Item 283a)* Destroy 6 months after transfer or separation of employee. If transfer is within the Division or Program,	*(Item 283b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
		screen the folder and transfer it to the appropriate office.	
PER Service Record, SF-7B, or equivalent	Maintained only by offices as authorized by Agency policy.		
	Service Record Card (SF-7)	*(Item 284a)* Personnel Division: Destroy 3 years after employee separates or transfers to another Agency.	*(Item 284b)* N/A
	Employee Record Card (SF-7B)	*(Item 285a)* Offices Authorized to Maintain Unofficial Personnel Files: Destroy SF-7B for employees who leave this Agency. Send cards for employees transferred to other Agency units to the PD.	*(Item 285b)* N/A
		(Item 286a) Personnel Division: Destroy after verification of employee separation.	*(Item 286b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy. Excludes published instructions or procedures, which are filed in binders according to established Agency custom.	*(Item 287a)* ~~PERMANENT~~. Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 287b)* Destroy when superseded or obsolete.
PER 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: T&A reports for which see PER 8. EXCEPT: Final project reports which should be filed under PER 6 PROJECTS or Agency program reports which should be filed with specific program reports.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 288a)* Originating Office: ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 288b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 289a)* Destroy when superseded or obsolete.	*(Item 289b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 2 REPORTS AND STATISTICS (Continued)	c. All other reports. Including computer generated reports, received from NFC either in hard-copy printouts or on microfilm. File here all reports covering subjects included under this primary. As volume requires, prepare separate folders by name or type of report. Use also for personnel biographies when filed as a group.	*(Item 290a)* Destroy when 2 years old.	*(Item 290b)* Destroy when 2 years old.
PER 2-1 Activity Report	Summaries relating to work activity involved with PER.	*(Item 291a)* Destroy when 3 years old.	*(Item 291b)* Destroy when 2 years old.
PER 3 COMMITTEES, MEETINGS	Meetings and committees relating to administrative activities and functions not having long term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 292a)* Destroy when 2 years old.	*(Item 292b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by representatives or records maintained by personnel representatives on committees to carry out responsibility of assignments. EXCEPT: Program meetings or committees which should be filed under the specific program category.	*(Item 293a)* ~~PERMANENT.~~ Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 293b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 294a)* Destroy when 1 year old.	*(Item 294b)* Destroy when 1 year old.
PER 3-2 Labor Management Relation Meetings	Minutes and reports of Labor Organization meetings.	*(Item 295a)* Destroy when 10 years old.	*(Item 295b)* Destroy when 3 years old.
PER 4 CLASSIFICATION	General material pertaining to the classification and reclassification of jobs.	*(Item 296a)* Destroy when 3 years old.	*(Item 296b)* Destroy when 2 years old.
	Desk audits.	*(Item 297a)* Destroy when superseded or obsolete.	*(Item 297b)* Destroy when superseded or obsolete.
PER 4-1 Position Descriptions	Standard position descriptions covering categories of positions, and those covering specific jobs, and qualification standards.	*(Item 298a)* Destroy obsolete descriptions when 5 years old.	*(Item 298b)* Destroy when superseded or obsolete.
	Copies of CSC job series and standards.	*(Item 299a)* Destroy when superseded or obsolete.	*(Item 299b)* Destroy when 2 years old.
PER 5 STAFFING	Records on staffing requirements based on authorized ceilings. Includes staffing patterns. EXCEPT: Requests for and approvals/disapprovals for personnel ceilings, for which see BUD 9-4.	*(Item 300a)* Destroy when 3 years old.	*(Item 300b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 5-1 Vacancy Lists	Listing of vacancies by grade, location, area, and programs.	*(Item 301a)* Destroy when 2 years old.	*(Item 301b)* Destroy when 2 years old.
PER 6 PROJECTS	General material on projects.	*(Item 302a)* Destroy when 3 years old.	*(Item 302b)* Destroy when 2 years old.
	Reference material.	*(Item 303a)* Destroy when superseded or obsolete.	*(Item 303b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects or task forces. ~~having precedential significance.~~ Includes basic documentation and final report or other substantive material. Show title and date span of project, as: PER 6 PROJECT No. 00 SAFETY and HEALTH - FY 76.	*(Item 304a)* ~~PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.~~ Destroy 5 years after completion of project.	*(Item 304b)* Destroy when 2 years old.
	~~All other projects.~~	~~*(Item 305a)* Destroy 5 years after completion of project.~~	~~*(Item 305b)* Destroy when 2 years old.~~
	Proposed projects.	*(Item 306a)* Destroy when 5 years old, if no further action is taken.	*(Item 306b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 307a)* Destroy 3 years after completion of project and final report.	*(Item 307b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
PER 7 EMPLOYMENT	Includes such material as records pertaining to examinations, recruitment, transfers INTO Agency, registers, lists of eligibles, and employment authorizations. See PER 5-1 for details within Agency.	*(Item 308a)* Destroy when 2 years old.	*(Item 308b)* Destroy when 2 years old.
PER 7-1 Applications	General correspondence relating to application for employment.	*(Item 309a)* Destroy when 2 years old.	*(Item 309b)* Destroy when 2 years old.
	Applications for employment. Includes recommendations by others. File alphabetically within folder if active recruitment undertaken.	*(Item 310a)* If selected, include in OPF; if not, return to applicant.	*(Item 310b)* Destroy when 2 years old.
PER 7-2 Recruitment	Correspondence and related material offering positions to potential employees.	*(Item 311a)* If employment develops, destroy immediately. If not, destroy when 2 years old.	*(Item 311b)* Destroy when 2 years old.
PER 7-3 Action Requests	Requests for Personnel Actions (SF-52) and related documents.	*(Item 312a)* Destroy when 2 years old.	*(Item 312b)* Destroy when 2 years old.
PER 7-4 Appointments	Material pertaining to all types of appointments, authorities, extensions, reinstatement, status, conversions, and appointment to excepted positions.	*(Item 313a)* Destroy when 3 years old.	*(Item 313b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 8 TIME AND ATTENDANCE	Material on attendance and leave administration, not included in the "MODE Procedures T&A Report Handbook." Excludes material on individual employees, for which see below.	*(Item 314a)* Destroy when superseded or obsolete.	*(Item 314b)* Destroy when superseded or obsolete.
	Case file, in separate folders, individual Time and Attendance reports, by name of employee. Add Social Security Number when two or more employees have the same name.		
	Active Employees.	*(Item 315a)* Originating Office: Destroy when 3 years old.	*(Item 315b)* Destroy when 1 year old.
	Separated Employees (Final T&A and supporting document).	*(Item 316a)* Originating Office: Upon separation of employee, submit to PD for inclusion in OPF.	*(Item 316b)* Destroy 1 year after separation of employee.
PER 8-1 Transmittals	Completed transmittal forms for T&As.	*(Item 317a)* Destroy after 6 pay periods.	*(Item 317b)* Destroy when 2 years old.
PER 8-2 Leave	General material related to absence and leave, including annual, sick, military, and court leave and leave without pay.	*(Item 318a)* Destroy when 3 years old.	*(Item 318b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 8-3 Tours of Duty	Material relating to the establishment of tours and hours of duty, including working hours which vary from standard tours of duty.	*(Item 319a)* Destroy when 3 years old.	*(Item 319b)* N/A
PER 8-4 Assignments	Includes such material as assignment lists and duty rosters and details within Agency. Subdivide by type of record, if necessary.	*(Item 320a)* Destroy obsolete material when 3 years old.	*(Item 320b)* Destroy when 2 years old.
PER 9 AWARDS AND INCENTIVES	Government incentive and suggestion awards program. Procedures on programs. Includes Length of Service, Fleming, and other awards.	*(Item 321a)* Destroy when 3 years old.	*(Item 321b)* Destroy when 2 years old.
PER 9-1 Special Achievement	Material on awards for superior job performance. Incorporates former Incentive Awards Program. Establish case files as needed.	*(Item 322a)* Destroy after 3 years	*(Item 322b)* Destroy when 2 years old.
PER 9-2 Employee Suggestions	Includes related and supporting papers, and divisional comments on suggestions submitted for review. If needed, establish case files by employee name or suggestion number.	*(Item 323a)* Destroy 2 years after case is closed.	*(Item 323b)* Destroy when 2 years old. (Record copy on individual awards in PE Division.)

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 10 CONDUCT AND DISCIPLINE	Material on the conduct of employees, not relating to an individual employee. Includes outside employment, political activities, social and/or fraternal organizations, investigations, conflict of interest, letters of warning, reprimands, and other disciplinary actions. NOTE: Case file material on individuals by name of employee under category below.	*(Item 324a)* Destroy 3 years after case is closed.	*(Item 324b)* Destroy 2 years after case is closed.
	Material which does not result in investigation.	*(Item 325a)* Destroy when 3 years old or upon separation employee, whichever is earlier.	*(Item 325b)* Destroy when 2 years old.
	Investigation cases:	*(Item 326a)* Destroy 3 years after employee is separated from the Department.	*(Item 326b)* Destroy 2 years after case is closed.
	Conflict of Interest cases:	*(Item 327a)* Destroy 3 years after employee leaves position.	*(Item 327b)* Destroy 2 years after case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 11 COMPENSATION	Material pertaining to premium pay, salary rates for shortage category positions, regular pay, unemployment compensation, salary checks, wage board rates, pay plans, and within-grade salary increases.	*(Item 328a)* Destroy when 3 years old.	*(Item 328b)* Destroy when 2 years old.
PER 11-1 Allowances	Material pertaining to employee allowances and expenses. Including such expenses as: cost of living, uniform allowances, per diem, etc.	*(Item 329a)* Destroy when 3 years old.	*(Item 329b)* Destroy when 2 years old.
PER 12 MERIT PROMOTION	General material relating to Agency Merit Promotion Program. Includes promotions, promotion plans, demotions, performance evaluation, upward mobility, and the like.	*(Item 330a)* Destroy when 3 years old.	*(Item 330b)* Destroy when 2 years old.
	Individual merit promotions. Case file.	*(Item 331a)* Destroy 3 years after obsolete or superseded.	*(Item 331b)* Destroy when superseded or obsolete.
PER 13 EMPLOYEE-MANAGEMENT RELATIONS	Material pertaining to relations between employees or employee groups and management.	*(Item 332a)* Destroy when 3 years old.	*(Item 332b)* Destroy when 2 years old.
PER 13-1 Equal Employment Opportunity	Includes Civil Rights, Equal Employment Opportunity, and other programs for the protection and advancement of rights of minority groups. Includes women's rights, employment of the handicapped, retarded, etc.	*(Item 333a)* Destroy 4 years after case is closed.	*(Item 333b)* Destroy 1 year after case is closed.
PER 13-2 Employee Services	Employee social, recreational, welfare activities, and employee organizations. Includes Credit Unions, fund raising campaigns, bond drives, etc.	*(Item 334a)* Destroy when 3 years old.	*(Item 334b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 14 LABOR-MANAGEMENT RELATIONS	General material relating to Labor Management Relations which does not relate to specific cases listed below. NOTE: All grievances relating to Labor-Management Relations are to be filed in PER-15 GRIEVANCES. Material of an individual labor organization should be case filed by the title of specific labor organizations; if volume warrants, should consist of the principle folders below: Example: PER-14 AFGE-EXCLUSIVE RECOGNITION) FY 76	*(Item 335a)* Destroy when 3 years old.	*(Item 335b)* Destroy when 2 years old.
PER 14 (XXX-EXCLUSIVE RECOGNITION) FY ___	Documentation relating to the authorization given to the labor organization permitting it to become the exclusive representative for all employees of their unit.	*(Item 336a)* Destroy when superseded or obsolete.	*(Item 336b)* Destroy when superseded or obsolete.
PER 14 (XXX-MEMBERSHIP) FY ___	Documentation of elections, resignations of officials, membership rosters, transfers of memberships, counseling of representatives, and similar matters. NOTE: Unless volume warrants this folder, combine this material with the material in PER-14 EXCLUSIVE RECOGNITION folder above.	*(Item 337a)* Destroy when superseded or obsolete.	*(Item 337b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 14 (XXX-AGREEMENTS) FY ___	Negotiated agreements between APHIS and Labor Organizations. Included are negotiations leading to agreements, collective bargainings and evaluation of the agreements. Case file by specific type such as: 1. Basic Agreement 4. Circuit Agreement 2. Regional Agreement 5. Port Agreement 3. Area Agreement 6. Local Agreement	*(Item 338a)* Destroy 10 years after agreement is superseded or obsolete. Transfer to Federal Records Center 2 years after agreement is superseded or obsolete.	*(Item 338b)* Destroy 2 years after agreement is superseded or obsolete.
PER 14 (XXX-MISCELLANEOUS PROVISIONS) FY ___	Material related to various personnel activities covered in a negotiated agreement such as: Dues Withholding, Use of Official Time, Assignments, Leave Policies, Classification Standards, etc.	*(Item 339a)* Destroy 10 years after agreement is superseded or obsolete. Transfer to Federal Records Center 2 years after agreement is superseded or obsolete.	*(Item 339b)* Destroy 2 years after agreement is superseded or obsolete.
PER 14 (XXX-UNFAIR LABOR PRACTICE) FY ___	Material relating to Unfair Labor Practices. Complaints initiated by an employee, a labor organization or APHIS, under the complaint procedure in accordance with executive order 11491. These complaints may involve alleged discriminations with regard to race, creed, sex, age, national origin or unfair treatment relating to procedures and practices under rules of the labor organization or APHIS management and unfair process in disciplinary proceedings.	*(Item 340a)* Destroy 3 years after final administrative action or after case is closed and/or settled.	*(Item 340b)* Destroy 2 years after final administrative action or after case is closed and/or settled.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 14 (XXX-UNFAIR LABOR PRACTICE) FY ___ (Continued)	Case file by name of complainant if needed. Show beginning and closing date of case on folder label. NOTE: Do not file grievances here. For information concerning grievances, see PER-15 GRIEVANCES.		
PER 15 GRIEVANCES	General material on grievances, appeals or complaints. Includes handling procedures not relating to a specific case file.	*(Item 341a)* Destroy when superseded or obsolete.	*(Item 341b)* Destroy when superseded or obsolete.
	Case file by name of complainant and show the beginning and closing dates of case on folder.		
	Case files of grievances, complaints, and appeals initiated by an employee or labor organization under a negotiated grievance procedure, the APHIS Employee Grievance procedure, or the Appeals procedure. These grievances include dissatisfaction due to working conditions, improper application of rules and regulations, disciplinary or adverse actions, etc.	*(Item 342a)* Destroy 3 years after final administrative action is taken or after case is closed and/or settled.	*(Item 342b)* Destroy 2 years after final administrative action is taken or after case is closed and/or settled.
	Performance rating grievances. EXCEPT: Unfair Treatment, for which see PER 13-1.	*(Item 343a)* Destroy when 10 years old.	*(Item 343b)* Destroy 2 years after final action is taken or after case is closed and/or settled.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 16 HEALTH AND SAFETY	Material on health and safety programs, medical facilities, etc.	*(Item 344a)* Destroy when 3 years old.	*(Item 344b)* Destroy when 2 years old.
PER 16-1 Accidents	Case file records on individual accidents by employee's name. If a government-owned vehicle was involved, cross-reference to PRP 11.	*(Item 345a)* Destroy when 6 years old.	*(Item 345b)* Destroy when 2 years old.
PER 17 SEPARATION	Records on resignation, retirement, transfers to other agencies, reduction-in-force, etc. Subdivide by type of separation, if needed. File material on individuals in employee's name file.	*(Item 346a)* Destroy when 3 years old.	*(Item 346b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

PROPERTY-PROCUREMENT

This category deals with policy, procedures, regulations, and operations relating to the procurement of commodities, services, and supplies for Agency programs and administrative needs. It also groups together those papers which deal with internal service operations: acquisition, allocation, and administration of office space; building maintenance, safety, and protection; administration and accountability for supplies and equipment; motor pool services; and reproduction and distribution services.

EXCEPT: Obligation or Fiscal copies of procurement documents, for which see: FIS 4-1.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP PROPERTY-PROCUREMENT	General material relating to all phases of this primary too broad to file in secondary below.	*(Item 347a)* Destroy when 3 years old.	*(Item 347b)* Destroy when 2 years old.
PRP 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 348a)* Originating Office: ~~PERMANENT.~~ Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 348b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
PRP 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under PRP 6 PROJECTS or Agency program reports which should be filed with specific program reports.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time report as needed.	*(Item 349a)* Originating Office: ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 349b)* Destroy when 2 years old.
	b. Agency copy of above reports.	*(Item 350a)* Destroy when superseded or obsolete.	*(Item 350b)* Destroy when 2 years old.
	c. All other copies.	*(Item 351a)* Destroy when 2 years old.	*(Item 351b)* Destroy when 2 years old.
	EXCEPT: Accident reports, for which see PRP 13.		
PRP 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 352a)* Destroy when 3 years old.	*(Item 352b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 3 COMMITTEES, MEETINGS	Material on meetings and committees relating to program functions not having long-term significance. Subdivide meetings and committees if necessary and show name and date span of folder.	*(Item 353a)* Destroy when 2 years old.	*(Item 353b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of PRP, such as: advisory organizations, interagency committees. Includes committees chaired by PRP representatives or records maintained by PRP representatives on committees to carry out responsibility of assignments. EXCEPT: Administrative meetings or committees which should be filed under PRP COMMITTEES OR MEETINGS.	*(Item 354a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 354b)* Destroy when 2 years old.
PRP 3-1 Arrangements	Material on meeting arrangements, invitations, accommodations, authority to attend, workpapers, acceptances, regrets, and extra copies of agendas.	*(Item 355a)* Destroy when 1 year old.	*(Item 355b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 4 SOURCES OF SUPPLY	Includes such material as catalogs, surplus property lists, price lists, and correspondence with manufacturers. Subdivide by type of equipment as best suits user's needs.	*(Item 356a)* NONRECORD. Destroy when superseded or obsolete.	*(Item 356b)* NONRECORD. Destroy when superseded or obsolete.
PRP 5 PURCHASING AND CONTRACTING	Includes such material as correspondence and informational material covering procedures for preparation and use of authorizing documents, and purchase orders.	*(Item 357a)* Destroy when 3 years old.	*(Item 357b)* Destroy when 3 years old.
PRP 5-1 Requisitions	Includes such material as copies of requisitions for equipment, furniture, office supplies, printing, reproduction services, contracts, and related correspondence. Subdivide by type of requisition if needed. EXCEPT: Copies made part of a purchasing case file.	*(Item 358a)* Issuing Office: Destroy when 1 year old.	*(Item 358b)* Destroy when 6 months old or when material is received, whichever is later.
PRP 5-2 Repairs	Includes repairs to office equipment such as typewriters and adding machines as well as repairs to equipment used for program purposes such as laboratory equipment and knife sharpening.	*(Item 359a)* Destroy when 1 year old.	*(Item 359b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 5-3 Reproduction	Includes work orders.	*(Item 360a)* Destroy when 1 year old.	*(Item 360b)* Destroy when 1 year old.
PRP 5-4 Local Purchase	Includes such material as requests for authority and memorandum copy of form used for over-the-counter transactions. Includes GSA Self-Service Stores. See PRP 5-6 for local purchases under authority of a blanket purchase order.	*(Item 361a)* Issuing Office: Destroy 3 years after final payment.	*(Item 361b)* Destroy 1 year after final payment.
	Covers of local purchase order-invoice-voucher books.	*(Item 362a)* Destroy 3 years after year of last wage date listed.	*(Item 362b)* N/A
PRP 5-5 Purchase Orders	Procurement office case file. Includes requisition, purchase order copy, and supporting material. Show total amount of transaction on file folder.		
	Transactions of $10,000 or less.	*(Item 363a)* Procuring Office: Destroy 4 years after completion of purchase.	*(Item 363b)* N/A
	Transactions over $10,000.	*(Item 364a)* Procuring Office: Destroy ~~6~~ 7 years after completion of purchase.	*(Item 364b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 5-5 (continued)	Other copies of purchase orders.	*(Item 365a)* Destroy when no longer needed, but no longer than 3 years.	*(Item 365b)* Destroy after 1 year or when material is no longer needed, whichever occurs first.
PRP 5-6 Blanket Purchase Orders	General material relating to blanket purchase orders.	*(Item 366a)* Destroy when 3 years old.	*(Item 366b)* Destroy when 2 years old.
	Case file individual purchase orders and related documents. Includes requisition, copy of purchase order and cumulative record of amount spent against the authorized amount. Includes any amendments, copies of invoices, blanket purchase orders against contracts, and local purchases on blanket purchase orders. Show total amount of transaction on file folder label.		
	Transactions of $10,000 or less.	*(Item 367a)* Procuring Office and office placing order: Destroy 4 years after completion of purchase.	*(Item 367b)* N/A
	Transactions over $10,000.	*(Item 368a)* Procuring Office and office placing order: Destroy 7 years after completion of purchase.	*(Item 368b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 5-7 Contracts	General material pertaining to contracts, negotiation, leases, awards, abstracts, contracts performance, and amendments. Case file individual contracts. Show total amount of transaction on file folder label.	*(Item 369a)* Destroy when 3 years old.	*(Item 369b)* Destroy when 2 years old.
	Transactions of $10,000 or less.	*(Item 370a)* Contracting Office: Destroy 4 years after completion of purchase.	*(Item 370b)* Destroy when 2 years old.
	Transactions over $10,000.	*(Item 371a)* Contracting Office: Destroy 7 years after completion of purchase.	*(Item 371b)* Destroy when 2 years old.
PRP 5-8 Telephone/Telegraph	Includes such material as requests for service or installation and record of calls. EXCEPT: Copies of telegrams: file these by appropriate subject.	*(Item 372a)* Destroy when 2 years old. Original charge slips go forward for payments.	*(Item 372b)* Destroy when 6 months old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
PRP 6 PROJECTS	General material on projects.	*(Item 373a)* Destroy when 3 years old.	*(Item 373b)* Destroy when 2 years old.
	Reference material.	*(Item 374a)* Destroy when superseded or obsolete.	*(Item 374b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects. ~~having precedential significance~~. Includes basic documentation and final report or other substantive material. Show title and date span on project, EXAMPLE: PRP 6 PROJECTS NO. 00 Personal Property Inventory System.	*(Item 375a)* ~~PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.~~ Destroy 5 years after completion of project.	*(Item 375b)* ~~Destroy when 2 years old.~~
	~~All other projects~~.	~~*(Item 376a)* Destroy 5 years after completion of project.~~	~~*(Item 376b)* Destroy when 2 years old.~~
	Proposed Projects if no further action taken. NOTE: When a proposed project is approved, remove and file with project case files.	*(Item 377a)* Destroy when 5 years old.	*(Item 377b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 378a)* Destroy 3 years after completion of project and final report.	*(Item 378b)* Destroy when 2 years old.
PRP 7 TRANSPORTATION	Records on shipment of equipment and supplies by freight or express.	*(Item 379a)* Destroy when 3 years old.	*(Item 379b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 7-1 Shipping Documents	Includes Bills of Lading. EXCEPT: B/L's may be filed with pertinent procurement transaction if this method best suit user's needs. EXCEPT: Shipments of household goods and personal effects, for which see: TRV 5. EXCEPT: Accountability records for B/L's, for which see: PRP 8-2.	*(Item 380a)* Issuing Office: Destroy when 3 years old.	*(Item 380b)* Destroy when 1 year old.
PRP 8 PROPERTY ACCOUNTABILITY	Administration of and accountability for program and administrative supplies and equipment, including loss, theft, and destruction, and disposal by condemnation, sale, or transfer. For procurement of these items, see PRP 5.	*(Item 381a)* Destroy 2 years after disposal of property.	*(Item 381b)* Destroy 2 years after disposal of property.
PRP 8-1 Inventories	Inventory of accountable property. Approved listings of property in custody of your office.	*(Item 382a)* Destroy when 1 year old or upon receipt of superseding approved inventory, whichever is later.	*(Item 382b)* Destroy upon receipt of superseding approved inventory.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 8-2 Expendables	Accountability records used to maintain control of such items as certificates, accountable forms, ID cards, unused bills of lading. Subdivide by type of item, if needed.	*(Item 383a)* Destroy 3 years after cleared and/or completed.	*(Item 383b)* Destroy 3 years after cleared and/or completed.
	Accountable forms, such as TR's, are to be maintained under lock and key per pertinent instructions.	*(Item 384a)* Destroy 3 years after year of last usage date listed on record.	*(Item 384b)* N/A
PRP 8-3 Warranties	Warranties and instructions covering equipment under your control. Maintenance Manuals. Subdivide by type as best suits user's needs.		
	Warranties.	*(Item 385a)* Destroy upon expiration.	*(Item 385b)* Destroy upon expiration.
	Instructions.	*(Item 386a)* Transfer when equipment is transferred.	*(Item 386b)* Transfer with equipment when transferred.
PRP 9 REAL PROPERTY MANAGEMENT	General material on the construction and maintenance of APHIS owned or leased buildings and facilities.	*(Item 387a)* Destroy when 3 years old.	*(Item 387b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
PRP 9-1 Architectural Engineering	Correspondence and supporting material pertaining to proposed or authorized construction projects for new buildings or facilities, or alterations to existing buildings or facilities, including such documents as design criteria, building plans and layout drawings, blueprints, cost estimates, and the A/E contract. Includes environmental impact statement. Case file by project number.		
	Proposed construction project. PERMANENT. Offer to NARS when 5 years old for representative sampling. Destroy projects not accepted by NARS.	*(Item 388a)* Architectural Engineering Office: ~~Destroy when 5 years old.~~	*(Item 388b)* N/A
	Completed construction project. PERMANENT. Offer to NARS 5 years after facility is disposed of for representative sampling. Destroy projects not accepted by NARS.	*(Item 389a)* Architectural Engineering Office: ~~Destroy 5 years after facility is disposed of.~~	*(Item 389b)* Destroy after facility is disposed of.
PRP 9-2 Inventories	Inventories of Federally-owned and leased real property.	*(Item 390a)* Destroy upon receipt of superseding inventory.	*(Item 390b)* Destroy upon receipt of superseded inventory.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 10 SPACE	General material relating to use, services, and operation of space.	*(Item 391a)* Destroy when 1 year old.	*(Item 391b)* Destroy when 1 year old.
PRP 10-1 Maintenance/ Services	Includes maintenance of assigned space; requests for building or equipment maintenance services; identification signs; janitorial services.	*(Item 392a)* Destroy 3 months after work performed or requisition canceled.	*(Item 392b)* 3 months after work performed or requisition canceled.
PRP 10-2 Building Security	Security of occupied space. Thefts from premises. Related material.	*(Item 393a)* Destroy when 3 years old.	*(Item 393b)* Destroy when 3 years old.
PRP 10-3 Assignments Moves	Includes such material as assignment of space and physical moving of offices	*(Item 394a)* Destroy when 1 year old.	*(Item 394b)* Destroy when 1 year old.
PRP 10-4 Parking Facilities	Parking assignments. Parking restrictions.	*(Item 395a)* Destroy when 1 year old.	*(Item 395b)* Destroy when 1 year old.
PRP 11 VEHICLE OPERATION	Vehicle reports, inspection and operating records, vehicle identification, and other related material. Includes GSA Motor Pool. EXCEPT: Purchase or lease documents on vehicles, for which see PRP 5.	*(Item 396a)* Destroy when 2 years old.	*(Item 396b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 11-1 Assignments	Vehicle assignments and/or authority to store Government-owned vehicle at home.	*(Item 397a)* Destroy when authority or assignment expires.	*(Item 397b)* Destroy when authority or assignment expires.
PRP 12 AIRCRAFT OPERATION	Operating and inspection records, aircraft identification, and the like. EXCEPT: Purchase, lease, or acquisition documents in aircraft, for which, see PRP 5. EXCEPT: Material relating to functional operation of aircraft (example: insect spraying), for which see appropriate subject.	*(Item 398a)* Destroy when 5 years old.	*(Item 398b)* Destroy when 5 years old.
PRP 12-1 Flightlogs	Flight and trip logs maintained for each aircraft.	*(Item 399a)* Destroy when 1 year old.	*(Item 399b)* Destroy when 1 year old.
PRP 12-2 Charts	Aeronautical charts. Arrange alphabetically by name of city.	*(Item 400a)* Destroy when superseded, obsolete, or no longer needed for reference.	*(Item 400b)* Destroy when superseded, obsolete, or no longer needed for reference.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 12-3 FAA	Material on aircraft operations under the jurisdiction of the FAA.	*(Item 400-1a)* Destroy when 3 years old.	*(Item 400-1b)* Destroy when 2 years old.
PRP 13 ACCIDENTS	Accidents involving Government-owned vehicles or aircraft, claims for damage, accident reports, investigations, findings, and recommendations, and Board of Review Actions.	*(Item 401a)* Destroy when 6 years old.	*(Item 401b)* Destroy when 6 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

TRAINING

This category deals with policy, plans, procedures, operations, and other material related to training of Agency personnel.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
TRN TRAINING	General material pertaining to Agency training too broad to be filed in subjects below.	*(Item 402a)* Destroy when 3 years old.	*(Item 402b)* Destroy when 2 years old.
TRN 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 403a)* Originating Office: ~~PERMANENT~~. Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to National Archives and Records Service (NARS) when 15 years old.~~ Destroy when 20 years old.	*(Item 403b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
TRN 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary:		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 404a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 404b)* Destroy when no longer needed for reference, but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 405a)* Destroy when superseded or obsolete.	*(Item 405b)* Destroy when 2 years old.
	c. All other reports.	*(Item 406a)* Destroy when 3 years old.	*(Item 406b)* Destroy when 2 years old.
TRN 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 407a)* Destroy when 3 years old.	*(Item 407b)* Destroy when 2 years old.
TRN 3 COMMITTEES, MEETINGS	Meetings and committees relating to TRN program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 408a)* Destroy when 2 years old.	*(Item 408b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
TRN 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of TRN, such as: advisory organizations, interagency committees. Includes committees chaired by Agency TRN representatives or records maintained by Agency TRN representatives on committees to carry out responsibility of assignments.	*(Item 409a)* ~~PERMANENT:~~ Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 409b)* Destroy when 2 years old.
TRN 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 410a)* Destroy when 1 year old.	*(Item 410b)* Destroy when 1 year old.
TRN 4 PLANS AND ESTIMATES	Material relating to Agency or program long- and short-range group training plans and estimates. Subdivide by specific type of plan if necessary. EXCEPT: Individual employee training plans for which see TRN 8 of this primary.	*(Item 411a)* Destroy 3 years after plans are superseded or obsolete.	*(Item 411b)* Destroy when superseded or obsolete.
TRN 5 TRAINING PROGRAMS	General material including information requests relating to training courses or programs not covered by tertiary subjects below.	*(Item 412a)* Destroy when 3 years old.	*(Item 412b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION: OFFICE OF PRIMARY RESPONSIBILITY	RETENTION: ALL OTHER OFFICES
TRN 5 (continued)	NOTE: Specific training courses/programs should be case filed by course title under the appropriate tertiary below; and if necessary, subdivide by type of training; i.e., technical, managerial, supervisory, or clerical.		
TRN 5-1 In-house Training	General material relating to in-house training courses developed and/or sponsored by the Agency.	*(Item 413a)* Destroy when 3 years old.	*(Item 413b)* Destroy when 2 years old.
	Master file of specific in-house training program or courses developed by Agency offices including material and description of and aides used. Subdivide by type of training.	*(Item 414a)* ~~PERMANENT~~. Transfer to FARC when 10 years old. ~~Offer to NARS when 15 years old.~~ Destroy when 20 years old.	*(Item 414b)* Destroy when superseded or obsolete.
TRN 5-2 Departmental Training	General material relating to course or program sponsored by the Department.	*(Item 415a)* Destroy when 3 years old.	*(Item 415b)* Destroy when 2 years old.
	Case file material related to specific courses or programs sponsored by the Department.	*(Item 416a)* Destroy 1 year after superseded or obsolete.	*(Item 416b)* Destroy when superseded or obsolete.
TRN 5-3 Interagency Training	General material relating to courses or programs sponsored by other Agencies within the Department.	*(Item 417a)* Destroy when 3 years old.	*(Item 417b)* Destroy when 2 years old.
	Case file material related to specific courses or programs sponsored by the Department.	*(Item 418a)* Destroy 1 year after superseded or obsolete.	*(Item 418b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
TRN 5-4 Federal Agency Training	General material relating to courses and programs sponsored by other Federal Agencies.	*(Item 419a)* Destroy when 3 years old.	*(Item 419b)* Destroy when 2 years old.
	Case files of material related to specific courses or programs sponsored by other Federal Agencies.	*(Item 420a)* Destroy 1 year after course or program is superseded or obsolete.	*(Item 420b)* Destroy when superseded or obsolete.
TRN 5-5 State Training	General material relating to courses and programs sponsored by States.	*(Item 421a)* Destroy when 3 years old.	*(Item 421b)* Destroy when 2 years old.
	Case files of specific State sponsored programs or courses.	*(Item 422a)* Destroy 1 year after course or program is superseded or obsolete.	*(Item 422b)* Destroy when superseded or obsolete.
TRN 5-6 Training Institutions	General material relating to courses and programs sponsored by training institutions such as, universities, colleges, and private industry.	*(Item 423a)* Destroy when 3 years old.	*(Item 423b)* Destroy when 2 years old.
	Case files of specific programs or courses sponsored by private institutions.	*(Item 424a)* Destroy 1 year after course or program is superseded or obsolete.	*(Item 424b)* Destroy when superseded or obsolete.
TRN 7 TRAINING FACILITIES	Material relating to available training facilities including equipment used for training purposes. EXCEPT: Purchase orders, requisitions, and the like used to acquire facilities for which see PRP.	*(Item 425a)* Destroy when 3 years old.	*(Item 425b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
TRN 8 TRAINEE ADMINISTRATION	Case files of individual employee training. Include copies of individual training plans, course records, request, authorization, and completion forms. EXCEPT: Official Agency files maintained in Official Personnel Folder. EXCEPT: Fiscal copies for which see FIS.	*(Item 426a)* Program or Division Approving Office: Destroy 2 years after employee leaves program or division.	*(Item 426b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

TRAVEL

This category deals with policy, plans, procedures, operations, and other materials related to travel of Agency personnel and the movement of their personal and household effects at Government expense.

EXCEPT: Obligation and fiscal copies of travel documents, for which see: FISCAL AFFAIRS

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
TRV TRAVEL	General material pertaining to Agency travel too broad to be filed in subjects below.	(Item 427a) Destroy when 2 years old.	(Item 427b) Destroy when 2 years old.
	Case files of individual travel. Includes copies of travel voucher, trip authorization, etc.	(Item 428a) Destroy when 2 years old.	(Item 428b) Destory when 2 years old.
TRV 1 POLICY	Policy and guidelines covering subjects included under this primary.	(Item 429a) Originating Office: ~~PERMANENT~~. Transfer to Federal Archives and Records Center (FARC) when 10 years old. ~~Offer to~~ Destroy when 20 years old.	(Item 429b) Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
		~~National Archives and Records Service (NARS) when 15 years old.~~	
TRV 2 REPORTS AND STATISTICS	Periodic and recurring reports and related correspondence covering all phases of travel, including use of transportation request.	*(Item 430a)* Destroy when 3 years old.	*(Item 430b)* Destroy when 2 years old.
TRV 4 PLANS AND ITINERARIES	Material relating to long and short range travel plans and estimates.	*(Item 431a)* Destroy when 3 years old.	*(Item 431b)* Destroy when 2 years old.
	Travel Itineraries.	*(Item 432a)* Destroy when 2 years old.	*(Item 432b)* Destroy when 2 years old.
TRV 5 AUTHORIZATION	General materials on travel authorization.	*(Item 433a)* Destroy when 3 years old.	*(Item 433b)* Destroy when 2 years old.
TRV 5-1 Transportation Requests	Material relating to Transportation Requests. Except: Accountability for TR's. TR's which should be placed in a locked file cabinet.	*(Item 434a)* Destroy when 3 years old.	*(Item 434b)* Destroy when 2 years old.
	TR book cover.	*(Item 435a)* Destroy when all TR's in book have been used.	*(Item 435b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
TRV 7 ALLOWANCES	Material furnishing information and interpretations of policy regarding monetary allowances for travel expenses, including per diem and mileage rates.	(Item 436a) Destroy when 3 years old.	(Item 436b) Destroy when 2 years old.
TRV 7-1 Advances	Material relating to requests, approval, and grants on travel advances for official travelers.	(Item 437a) Destroy when 3 years old.	(Item 437b) Destroy when 2 years old.
TRV 8 EFFECTS	Material relating to the movement of household and personal effects including automobiles and baggage.	(Item 438a) Destroy when 3 years old.	(Item 438b) Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

Kiepan Sekpak

ACCREDITED VETERINARIANS

This category deals with veterinarians approval by APHIS in accordance with the provisions, requirements, and standards for accredited veterinarians.

EXCEPT: Investigations and violations. See Program Investigations and Violations (PIV).

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AVET ACCREDITED VETERINARIANS	General correspondence and related material concerning accreditation of veterinarians too broad to be filed in subjects below.	*(Item 439a)* Destroy when 3 years old.	*(Item 439b)* Destroy when 2 years old.
	Record copy relating to accredited veterinarian case history. Includes prior or subsequent actions or activities for accreditation, such as examination scores, application requests, copy of accreditation certificate, and similar material. File by name of veterinarian.	*(Item 440a)* Originating Office: Destroy when 45 years old or when deceased.	*(Item 440b)* N/A
	Card file.	*(Item 441a)* Headquarters Office: Destroy when veterinarian deceased.	*(Item 441b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AVET 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Publications, instructions, or directives which are filed in binders according to established Agency custom.	*(Item 442a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 442b)* Destroy when superseded or obsolete.
AVET 2 REPORTS AND STATISTIC	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 443a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 443b)* Destroy when 2 years old.
	b. Agency copy of above report.	*(Item 444a)* Destroy when superseded or obsolete.	*(Item 444b)* Destroy when 2 years old.
	c. All other copies.	*(Item 445a)* Destroy when 2 years old.	*(Item 445b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
AVET 4 EXAMINATION	General material relating to examination for accreditation including examination requests.	*(Item 446a)* Destroy when 3 years old.	*(Item 446b)* Destroy when 2 years old.
	Master copy of examination booklet.	*(Item 447a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 447b)* N/A
	Copies of examination booklets.	*(Item 448a)* Destroy when superseded or obsolete.	*(Item 448b)* N/A
	Answer sheet - Self-explanatory.	*(Item 449a)* Destroy when 1 year old.	*(Item 449b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

ANIMAL CARE

This category deals with humane care and treatment in the transportation, sale, and handling of animals. This includes care of animals used for research, pet, and exhibition purposes, and protection against the soring of horses in accordance with the Animal Welfare Act and the Horse Protection Act.

EXCEPT: Investigations and violations. See Program Investigations and Violations (PIV).

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC ANIMAL CARE	Material and related correspondence regarding the humane care of animals too broad in scope to be filed under one of the more specific subjects below.	*(Item 450a)* Destroy when 3 years old.	*(Item 450b)* Destroy when 2 years old.
ANC 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 451a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 451b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC 1-1 Model Laws	Laws enacted by the states regarding the welfare of animals.	*(Item 452a)* Destroy when superseded or obsolete.	*(Item 452b)* Destroy when superseded or obsolete.
ANC 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under ANC 6 PROJECTS or Agency program reports which should be filed with specific program reports.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 453a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 453b)* Destroy when 2 years old.
	b. Agency copy of above reports.	*(Item 454a)* Destroy when superseded or obsolete.	*(Item 454b)* Destroy when superseded or obsolete.
	c. All other reports.	*(Item 455a)* Destroy when 2 years old.	*(Item 455b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 456a)* Destroy when 3 years old.	*(Item 456b)* Destroy when 2 years old.
ANC 3 COMMITTEES, MEETINGS	Meetings and committees relating to ANC program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 457a)* Destroy when 2 years old.	*(Item 457b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of ANC such as: advisory organizations and interagency committees. Includes committees chaired by ANC representatives or records maintained by ANC representatives on committees to carry out responsibility of assignments.	*(Item 458a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 458b)* Destroy when 2 years old.
ANC 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 459a)* Destroy when 1 year old.	*(Item 459b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC 4 COMPLAINTS	Correspondence and related material concerning complaints and inquiries regarding the humane treatment of animals and the various contest activities. If complaints result in violations or investigations, file by case under PROGRAM INVESTIGATION AND VIOLATION (PIV).	*(Item 460a)* Destroy when 3 years old.	*(Item 460b)* Destroy when 2 years old.
ANC 5 HUMANE HANDLING AND CARE	Correspondence and related material regarding the classification of animals and the various elements involved in the care of animals; i.e., shelter, feeding, treatments, and the like. Subdivide by subjects as best suits user's needs.	*(Item 461a)* Destroy when 3 years old.	*(Item 461b)* Destroy when 2 years old.
ANC 6 PROJECTS	General material on projects.	*(Item 462a)* Destroy when 3 years old.	*(Item 462b)* Destroy when 2 years old.
	Reference material.	*(Item 463a)* Destroy when superseded or obsolete.	*(Item 463b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ANC 6 PROJECT NO. 00 Pet Population Control FY - 76.	*(Item 464a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 464b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC 6 (continued)	Proposed projects.	*(Item 465a)* Destroy when 5 years old, if no further action is taken.	*(Item 465b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 466a)* Destroy 3 years after completion of project and final report.	*(Item 466b)* Destroy when 2 years old.
ANC 7 ANIMAL TRANSPORTATION	Material regarding the humane transportation of various animals in different transportation modes, including health certificate and related correspondence.	*(Item 467a)* Destroy when ~~2~~ 3 years old.	*(Item 467b)* Destroy when 2 years old.
ANC 8 ANIMAL WELFARE	Material regarding rules and regulations relating to the humane care and treatment of certain animals transported by common carrier, intermediate handlers, or in the hands of research facilities, dealers, auction markets, and exhibitors.	*(Item 468a)* Destroy when 3 years old.	*(Item 468b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC 9 DEALERS AND BREEDERS	General information, surveys, and correspondence concerning dealers and breeders and potential dealers and breeders.	*(Item 469a)* Destroy when ~~2~~ 3 years old.	*(Item 469b)* Destroy when 2 years old.
	Case files of specific dealers and breeders including application approval/disapproval and licenses.		
	a. Application - Approved.	*(Item 470a)* Destroy 1 year after renewal.	*(Item 470b)* Destroy 1 year after renewal.
	b. Disapproved.	*(Item 471a)* Destroy 1 year after disapproval if no further action is taken.	*(Item 471b)* Destroy 1 year after disapproval if no further action is taken.
	c. Licenses.	*(Item 472a)* Destroy 1 year after license expires.	*(Item 472b)* Destroy 1 year after license expires.
10 EXHIBITORS	General information and surveys regarding licensed and registered exhibitors.	*(Item 473a)* Destroy when ~~2~~ 3 years old.	*(Item 473b)* Destroy when 2 years old.
	Case files of specific exhibitors including application approval/disapprovals and licenses.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC 10 (continued)	a. Application - Approval.	*(Item 474a)* Destroy 1 year after renewal.	*(Item 474b)* Destroy 1 year after renewal.
	b. Disapproval.	*(Item 475a)* Destroy 1 year after disapproval if no further action is taken.	*(Item 475b)* Destroy 1 year after disapproval if no further action is taken.
	c. Licenses.	*(Item 476a)* Destroy 1 year after license expires.	*(Item 476b)* Destroy 1 year after license expires.
ANC 10-1 Registered Exhibitors	Case files of specific exhibitors including applications and registrations.	*(Item 477a)* Destroy 3 years after registration is terminated.	*(Item 477b)* Destroy 3 years after registration is terminated.
ANC 11 RESEARCH	General information, surveys, memos, and correspondence relating to research facilities and the use of animals for research.	*(Item 478a)* Destroy when ~~2~~ 3 years old.	*(Item 478b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ANC 11 (continued)	Case files of specific researches including application and registration.	*(Item 479a)* Destroy 3 years after registration is terminated.	*(Item 479b)* Destroy 3 years after registration is terminated.
ANC 12 HORSE PROTECTION	General correspondence, briefing statement and supporting material, and rules and regulations concerning the care of horses and protection against the inhumane act of soring.	*(Item 480a)* Destroy when 3 years old.	*(Item 480b)* Destroy when 2 years old.
ANC 12-1 Soring of Horses	Material on various techniques for soring, methods of detection, and state laws regarding soring. Subdivide subjects as best suits user's needs.	*(Item 481a)* Destroy when 3 years old.	*(Item 481b)* Destroy when 3 years old.
ANC 12-2 Horse Shows	Programs, schedules, and related material on shows and demonstrations.	*(Item 482a)* Destroy when 3 years old.	*(Item 482b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

ANIMAL DISEASES

This file category deals with the control and eradication of animal and fowl diseases caused by virus or spread by vectors. These diseases include but are not limited to: hog cholera, brucellosis, screwworms, scabies, equine infectious anemia, equine piroplasmosis, the cattle tick fever, Newcastle disease, scrapie, bluetongue, anaplasmosis, salmonella, mycoplasma, fowl cholera, and trichinosis.

This file category also deals with developing and maintaining methods, procedures, and plans to control and eradicate emergency outbreaks which pose a serious threat to United States' livestock and poultry and implementation of such emergency procedures. This involves exotic and domestic diseases declared to be of an emergency nature.

Establish case files for specific diseases or test exercises under the following file categories as in this example: ADIS (Hog Cholera-NJ 1976)

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS DISEASES	General material pertaining to animal diseases too broad to be filed under one of the more specific subjects below.	*(Item 483a)* Destroy when 3 years old.	*(Item 483b)* Destroy when 2 years old.
	Individual disease case file relating to a specific animal or fowl may be subdivided as necessary; i.e., humans, cattle, swine, equine, sheep, goats, zoo animals, wildlife, and such.	*(Item 484a)* Destroy when 25 years old.	*(Item 484b)* Destroy when 10 years old.
ADIS 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 485a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 485b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under ADIS 6 PROJECTS or Agency program reports which should be filed with specific program reports.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 486a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 486b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 487a)* Destroy when superseded or obsolete.	*(Item 487b)* Destroy when 2 years old.
	c. All other reports.	*(Item 488a)* Destroy when 2 years old.	*(Item 488b)* Destroy when 2 years old.
ADIS 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 489a)* Destroy when 3 years old.	*(Item 489b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS 3 COMMITTEES, MEETINGS	Meetings and committees relating to ADIS program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 490a)* Destroy when 2 years old.	*(Item 490b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of ADIS such as: advisory organizations and interagency committees. Includes committees chaired by ADIS representatives or records maintained by ADIS representatives on committees to carry out responsibility of assignments.	*(Item 491a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 491b)* Destroy when 2 years old.
ADIS 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 492a)* Destroy when 1 year old.	*(Item 492b)* Destroy when 1 year old.
ADIS 4 SURVEY	General correspondence and material relating to surveys of diseases.	*(Item 493a)* Destroy when 10 years old.	*(Item 493b)* Destroy when 2 years old.
ADIS 4-1 Declaration of Outbreak	General material including requests for information not related to a specific declaration of outbreak.	*(Item 494a)* Destroy when 3 years old.	*(Item 494b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS 4-1 (cont'd)	Material concerning specific emergency declaration of an exotic animal disease. These case files must include Federal Register notices and supporting documents. NOTE: This file category is used only for an emergency disease outbreak.	*(Item 495a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 495b)* Destroy when 2 years old.
ADIS 4-2 Inspection	Material relating to inspections of suspect animals, premises, and garbage cooking equipment for animal disease.	*(Item 496a)* Destroy when 10 years old.	*(Item 496b)* Destroy when 2 years old.
ADIS 4-3 Diagnosis	Material relating to the diagnosis of animal disease. Includes copies of home premises tests. If necessary, subdivide by type of test.	*(Item 497a)* Destroy when 10 years old.	*(Item 497b)* Destroy when 2 years old.
ADIS 5 CONTROL	Material related to the various control of animal diseases such as biological, chemical, and similar controls. Includes epidemiological findings and recommendation to predict, prevent, or eradicate diseases.	*(Item 498a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 498b)* Destroy when 2 years old.
ADIS 5-1 Vaccination	Material pertaining to vaccination of animals or fowl to control animal disease.	*(Item 499a)* Destroy when 10 years old.	*(Item 499b)* Destroy when 2 years old.
ADIS 5-2 Sterile Fly Release	Material on the release of sterile flies by aircraft for control of an animal disease.	*(Item 500a)* Destroy when 10 years old.	*(Item 500b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS 5-3 Vector Control	Material related to insects, birds, or organisms which carry or transmit an animal disease and measures taken to control the disease.	*(Item 501a)* Destroy when 10 years old.	*(Item 501b)* Destroy when 2 years old.
ADIS 5-4 Dips and Sprays	Material on animal dips and sprays to retard or prevent an animal disease.	*(Item 502a)* Destroy when 5 years old.	*(Item 502b)* Destroy when 2 years old.
ADIS 6 PROJECTS	General material on projects.	*(Item 503a)* Destroy when 3 years old.	*(Item 503b)* Destroy when 2 years old.
	Reference material.	*(Item 504a)* Destroy when superseded or obsolete.	*(Item 504b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ADIS 6 PROJECT NO. 00 VENEZUELAN EQUINE ENCEPHALITIS - FY 77.	*(Item 505a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 505b)* Destroy when 2 years old.
	Proposed projects.	*(Item 506a)* Destroy when 5 years old, if no further action is taken.	*(Item 506b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS 6 (cont'd)	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 507a)* Destroy 3 years after completion of project and final report.	*(Item 507b)* Destroy when 2 years old.
ADIS 7 QUARANTINE	Material on regulation enforcement and quarantine of an affected area.	*(Item 508a)* Destroy when 10 years old.	*(Item 508b)* Destroy when 2 years old.
	EXCEPT: Investigations and violations pertaining to animal disease control and eradication, see PIV.		
ADIS 7-1 Treatment	Material relating to regulatory treatment to avoid spreading of animal disease. Includes fumigation, cooking of garbage, and similar treatments. Subdivide by specific subjects as needed.	*(Item 509a)* Destroy when 10 years old.	*(Item 509b)* Destroy when 2 years old.
ADIS 7-2 Certification	Material pertaining to certification of counties and/or states which are declared free, modified, accredited, or accredited free of a specific animal disease. Case file certificate by state and/or county.	*(Item 510a)* Destroy when 3 years old.	*(Item 510b)* Destroy when 2 years old.
ADIS 8 DEPOPULATION AND DISPOSITION	General material related to the destruction and disposition of affected animals.	*(Item 511a)* Destroy when 10 years old.	*(Item 511b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS 9 APPRAISALS AND INDEMNITY	Material relating to the determination of the value of animals affected by a disease and the resulting indemnity claims.	*(Item 512a)* Destroy when 10 years old.	*(Item 512b)* Destroy when 2 years old.
ADIS 10 TECHNICAL REFERENCE MATERIAL	Articles, reprints, pamphlets, and other data reflecting technical advice related to an animal disease.	*(Item 513a)* Destroy when superseded or obsolete.	*(Item 513b)* Destroy when superseded or obsolete.
ADIS 10-1 Data Bank	Material stored in computer and on microfilm on animal diseases. Includes exotic animal disease index, bibliography on each exotic animal disease, animal diseases of the United States, translated material on animal diseases around the world:		
	Microfilm master copy.	*(Item 514a)* Destroy when data superseded or obsolete.	*(Item 514b)* N/A
	Microfilm security copy.	*(Item 515a)* Destroy when data superseded or obsolete.	*(Item 515b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS 10-1 (cont'd)	Microfilm copies, reproduced hard copies and the like, used as working files.	*(Item 516a)* Destroy when superseded or obsolete.	*(Item 516b)* Destroy when superseded or obsolete.
	Data bank hard copy.	*(Item 517a)* Destroy when placed in computer and/or on microfilm and data has been verified.	*(Item 517b)* Destroy when placed in computer and/or on microfilm and data has been verified.
ADIS 10-2 Profiles	County or state profiles which include statistics, information, and listings on animal populations (including wildlife information), veterinarians, slaughter establishments, feedlots, and diagnostic laboratories.	*(Item 518a)* Destroy when superseded or obsolete.	*(Item 518b)* Destroy when superseded or obsolete.
ADIS 10-3 Maps - Charts	Maps, charts, and other statistics showing location of animal disease & infestation.	*(Item 519a)* Destroy when superseded or obsolete.	*(Item 519b)* ~~Destroy when superseded or obsolete.~~
	a. Record copy of maps and charts	Offer to NARS one year after superseded or obsolete	N/A
	b. All other material	Destroy when superseded or obsolete →	same

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

ENVIRONMENTAL QUALITY

This category deals with the effects of APHIS programs on the environment and the analysis of biological residue control to support the Meat and Poultry Inspection Program. This includes the evaluation and control of chemicals to establish levels of tolerances in residues and animal tissues.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ENQL ENVIRONMENTAL QUALITY	General correspondence and related material on assessing the impact of APHIS programs on the environment too broad in scope to be filed under one of the specific subjects below.	*(Item 520a)* Destroy when 3 years old.	*(Item 520b)* Destroy when 2 years old.
ENQL 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 521a)* PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 521b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ENQL 1-1 Federal-State Control Regulations	Federal and State rules and regulations concerning the control of pesticides.	*(Item 522a)* Destroy when superseded or obsolete.	*(Item 522b)* Destroy when superseded or obsolete.
ENQL 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under ENQL 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 523a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 523b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 524a)* Destroy when superseded or obsolete.	*(Item 524b)* Destroy when 2 years old.
	c. All other reports.	*(Item 525a)* Destroy when 2 years old.	*(Item 525b)* Destroy when 2 years old.
ENQL 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 526a)* Destroy when 3 years old.	*(Item 526b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ENQL 3 COMMITTEES, MEETINGS	Meetings and committees relating to ENQL program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span on folder.	*(Item 527a)* Destroy when 2 years old.	*(Item 527b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of ENQL, such as: advisory organizations and interagency committees. Includes committees chaired by ENQL representatives or records maintained by ENQL representatives on committees to carry out responsibility of assignments.	*(Item 528a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 528b)* Destroy when 2 years old.
ENQL 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 529a)* Destroy when 1 year old.	*(Item 529b)* Destroy when 1 year old.
ENQL 4 ENVIRONMENTAL IMPACT	Correspondence, data, and supporting material regarding the impact of a specific Agency program on the environment. Includes the environmental impact statement.	*(Item 530a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 530b)* Destroy when 3 years old.
ENQL 5 ENVIRONMENTAL MONITORING	Correspondence and related material on monitoring specific elements to assess their effect on the environment, such as pesticide monitoring for Agency programs. Subdivide subjects as suits user's needs.	*(Item 531a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 531b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ENQL 6 PROJECTS	General material on projects.	*(Item 532a)* Destroy when 3 years old.	*(Item 532b)* Destroy when 2 years old.
	Reference material.	*(Item 533a)* Destroy when superseded or obsolete.	*(Item 533b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: ENQL 6 PROJECT NO. 00 (Name of project) FY-77.	*(Item 534a)* PERMANENT. Transfer to FARC when 5 years years old. Offer to NARS when 15 years old.	*(Item 534b)* Destroy when 2 years old.
	Proposed projects.	*(Item 535a)* Destroy when 5 years old, if no further action is taken.	*(Item 535b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 536a)* Destroy 3 years after completion of project and final report.	*(Item 536b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ENQL 7 PESTICIDES	General material concerning safety measures, storage and disposal, and similar activities involved with pesticides. Subdivide to suit user's needs.	(Item 537a) Destroy when 3 years old.	(Item 537b) Destroy when 2 years old.
	Case file of specific pesticides.	(Item 537-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 537-1b) Destroy when 2 years old.
ENQL 7-1 Registration	General material on the registrations/exemptions of pesticides.	(Item 538 a) Destroy when 3 years old.	(Item 538 b) Destroy when 2 years old.
	Case file of specific pesticide registration/exemption.	(Item 538-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 538-1b) Destroy when 2 years old.
ENQL 7-2 Classification	General material on the classification of pesticides according to restricted or general use.	(Item 539 a) Destroy when 3 years old.	(Item 539 b) Destroy when 2 years old.
	Case file of specific pesticide classification.	(Item 539-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 539-1b) Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ENQL 7-3 Labeling	Material on examination of pesticide labels to assure that label statements are justified.	(Item 540 a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 540 b) Destroy when 2 years old.
ENQL 7-4 Nontarget Organism	General material regarding the killing of nontarget organisms by pesticides used in control programs.	(Item 541 a) Destroy when 3 years old.	(Item 541 b) Destroy when 2 years old.
	Case file of specific episodes.	(Item 541-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 541-1b) Destroy when 2 years old.
ENQL 8 BIOMETRICS	General material relating to biometrics.	(Item 542 a) Destroy when 3 years old.	(Item 542 b) Destroy when 2 years old.
	Case file of specific biometrical surveys, sampling plans, statistical methods and other biometrical services.	(Item 542-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 542-1b) Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ENQL 9 AGRICULTURAL POLLUTION	General material on sludge use, recycling animal waste, and similar activities relating to agricultural pollution.	(Item 543 a) Destroy when 3 years old.	(Item 543 b) Destroy when 2 years old.
	Case file of activities relating to specific agricultural pollutants.	(Item 543-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 543-1b) Destroy when 2 years old.
ENQL 10 EQUIPMENT	General material on equipment involved with environmental problems.	(Item 544a) Destroy when 3 years old.	(Item 544 b) Destroy when 2 years old.
	Case of specific types of equipment.	(Item 544-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 544-1b) Destroy when 2 years old.
ENQL 11 RESIDUES/ TOLERANCES	General material on levels of residues and tolerances.	(Item 545a) Destroy when 3 years old.	(Item 545 b) Destroy when 2 years old.
	Case files relating to evaluations, and establishing tolerance levels of residue in animal tissues, soil, plants, water, and the like.	(Item 545-1a) PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	(Item 545-1b) Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

EXPORT

This category deals with the details of supervision, regulation, and control over the exportation of animals, meat, poultry, semen, plants, and their products from the United States. This includes certification and related activities involved in approval for exportation.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
EX EXPORT	General correspondence and related material relating to exportation and applications for export too broad in scope to be filed under specific subjects below.	*(Item 546a)* Destroy when 3 years old.	*(Item 546b)* Destroy when 3 years old.
EX 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 547a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 547b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
EX 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under EX 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one time reports as needed.	*(Item 548a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 548b)* Destroy when superseded or obsolete.
	b. Agency copy of above reports.	*(Item 549a)* Destroy when superseded or obsolete.	*(Item 549b)* Destroy when superseded or obsolete.
	c. Computer printout reports on export meat and poultry products:		
	Monthly, weekly, and semiannual printout reports.	*(Item 550a)* Destroy when annual report is completed.	*(Item 550b)* Destroy when annual report is completed.
	Annual printout report.	*(Item 551a)* Destroy when 3 years old.	*(Item 551b)* Destroy when 3 years old.
	d. All other reports.	*(Item 552a)* Destroy when 3 years old.	*(Item 552b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
EX 2-1 Activity Reports	Summaries of specific action or work performed by program or export personnel.	*(Item 553a)* Destroy when ~~1~~ 2 year old.	*(Item 553b)* Destroy when 1 year old.
EX 3 COMMITTEES, MEETINGS	Meetings and committees relating to Export program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 554a)* Destroy when 3 years old.	*(Item 554b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of Export such as: advisory organizations and interagency committees. Includes committees chaired by Export representatives or records maintained by Export representatives on committees to carry out responsibility of assignments.	*(Item 555a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 555b)* Destroy when superseded or obsolete.
EX 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 556a)* Destroy when 1 year old.	*(Item 556b)* Destroy when 1 year old.
EX 4 PORT FACILITIES	Correspondence and background material on the physical condition of the port and its facilities.	*(Item 557a)* Destroy when 5 years old.	*(Item 557b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
EX 5 EXPORT CERTIFICATION	General material on certification of export shipments.	*(Item 558a)* Destroy when 3 years old.	*(Item 558b)* Destroy when 2 years old.
EX 5-1 Export Certificates	Certifications for inspected export shipments. Includes certification made at ports, application for export certificates (PPQ), issuance of export stamps and certificates (MPI).	*(Item 559a)* Destroy when 4 years old.	*(Item 559b)* Destroy when 2 years old.
EX 5-2 Health Certificates (U.S. Origin)	Certification that the identified shipments have been inspected and determined to be free from evidence of communicable disease. Includes rejection notices.	*(Item 560a)* Destroy when ~~1~~ 3 year old.	*(Item 560b)* Destroy when 1 year old.
EX 5-3 DES Free Certificate (Di-Ethylstilbesterol)	Certification that animals exported are free of DES feed additives. Includes rejection notices.	*(Item 561a)* Originating Office: Destroy when 1 year old.	*(Item 561b)* N/A
EX 6 PROJECTS	General material on projects.	*(Item 562a)* Destroy when 3 years old.	*(Item 562b)* Destroy when 2 years old.
	Reference material.	*(Item 563a)* Destroy when superseded or obsolete.	*(Item 563b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
	Case file records and related correspondence on approved projects. Basic documentation and final report or other substantive material. Show title and date span of project, as: EX 6 Project No. 00 - Movement of Papaya to Japan.	*(Item 564a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 564b)* Destroy when 2 years old.
	Proposed projects. NOTE: When a proposed project is approved, remove and file with project case files.	*(Item 565a)* Destroy when 5 years old, if no further action is taken.	*(Item 565b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 566a)* Destroy 3 years after completion of project and final report.	*(Item 566b)* Destroy when 2 years old.
EX 7 FOREIGN COUNTRY HEALTH REQUIREMENTS	Correspondence and general material on health requirements of foreign countries.	*(Item 567a)* Destroy when 5 years old.	*(Item 567b)* Destroy when 2 years old.
	Cables, telegrams, and translations concerning guidelines of foreign health requirements.	*(Item 568a)* Destroy when superseded or obsolete.	*(Item 568b)* Destroy when superseded or obsolete.
EX 8 HUMANE TRANSPORTATION	Correspondence and memos on humane export transportation of animals.	*(Item 569a)* Destroy when 5 years old.	*(Item 569b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
EX 8-1 Livestock Injury	Correspondence and related material on injury and/or losses of animals in transit. Includes recommendation or proposals to improve transportation safety.	*(Item 570a)* Destroy when 5 years old.	*(Item 570b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

GRANTS, FACILITIES, AND EQUIPMENT

This category deals with granting, inaugurating, suspending, and withdrawing inspection service; criteria for and approval of plant design (including blueprints), facilities, and equipment for use by and in official establishments; water potability and air and water pollution; program reviews of establishments; and related material concerning domestic and foreign meat and poultry establishments.

EXCEPT: Federal Register Dockets. File Dockets under LEG. Cross-reference to appropriate subject category, if needed.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT GRANTS FACILITIES AND EQUIPMENT	General material relating to establishment operations too broad to be filed under one of the more specific subjects below.	*(Item 571a)* Destroy when 3 years old.	*(Item 571b)* Destroy when 2 years old.
GRNT 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.	*(Item 572a)* Originating Office: PERMANENT. Transfer to Federal Archives and Record Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 572b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under GRNT 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries comprehensive nonrecurring reports.	*(Item 573a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 573b)* Destroy when 2 years old.
	b. Agency copy of above reports.	*(Item 574a)* Destroy when superseded or obsolete.	*(Item 574b)* Destroy when 2 years old.
	c. All other copies.	*(Item 575a)* Destroy when 2 years old.	*(Item 575b)* Destroy when 2 years old.
GRNT 3 COMMITTEES, MEETINGS	Meetings and Committees relating to GRNT program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 576a)* Destroy when 2 years old.	*(Item 576b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of GRNT, such as: advisory organizations and interagency committees. Includes committees chaired by GRNT representatives or records maintained by GRNT representatives on committees to carry out responsibility of assignments.	*(Item 577a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 577b)* Destroy when 2 years old.
GRNT 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accomodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 578a)* Destroy when 1 year old.	*(Item 578b)* Destroy when 1 year old.
GRNT 4 GRANTS	General material relating to grants of inspection.	*(Item 579a)* Destroy when 3 years old.	*(Item 579b)* Destroy when 2 years old.
GRNT 4-1 Applications	General correspondence and inquiries relating to applications, not related to a specific application or grant.	*(Item 580a)* Destroy when 3 years old.	*(Item 580b)* Destroy when 2 years old.
GRNT 4-1 (Establishment Case Files)	Records material on individual applications for inspection, grants of inspection, withdrawal of inspection, deficiencies in operation, and other matters pertaining to inspection activities at a single specific plant or establishment. Arrange files by name, establishment number, or as best suits user's needs.	*(Item 581a)* Destroy 2 years after end of FY in which closed.	*(Item 581b)* Destroy 1 year after end of FY in which closed or when no longer needed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 4-1 (continued)	EXCEPT: Incident reports, investigations, and alleged or real violations, for which see Program Investigation and Violations (PIV).		
GRNT 4-2 Directory of Establishments	Published listing of meat and poultry plants under federal inspection.		
	Record copy.	*(Item 582a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 582b)* Destroy when superseded by subsequent issue.
	All other copies.	*(Item 583a)* Destroy when superseded or obsolete.	*(Item 583b)* Destroy when superseded or obsolete.
GRNT 4-3 Establishment Reviews	Material on, and field reviews of, slaughtering and processing establishments. Case file by establishment number, if volume warrants.	*(Item 584a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 584b)* Destroy after subsequent review performed or when no longer needed.
GRNT 4-4 Application for Recognition	Applications for departmental recognition of inspection requested by foreign countries. File alphabetically by country name.	*(Item 585a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 585b)* Destroy when superseded or obsolete.
	Other material.	*(Item 586a)* Destroy when 3 years old.	*(Item 586b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 4-5 Foreign Plant Surveys	General material relating to Foreign Plant Surveys.	*(Item 587a)* Destroy when 3 years old.	*(Item 587b)* Destroy when 2 years old.
	File individual surveys alphabetically by country name.	*(Item 588a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 588b)* Destroy when no longer needed, but no later than 3 years.
GRNT 4-6 Regulations-Foreign Countries	Meat and poultry inspections regulations submitted by foreign countries. File alphabetically by country name. If bookshelf storage is used for this material, cross-reference to this category showing file location.	*(Item 589a)* Destroy when superseded or obsolete.	*(Item 589b)* Destroy when superseded or obsolete.
GRNT 5 PLANT DESIGN AND STRUCTURE	General material relating to Plant Design and Structure.	*(Item 590a)* Destroy when 3 years old.	*(Item 590b)* Destroy when 2 years old.
GRNT 5-1 Blueprints	General material on approving blueprints.	*(Item 591a)* Destroy when 3 years old.	*(Item 591b)* Destroy when 2 years old.
	Case file by establishment all blueprint applications, correspondence, approvals, and related material.	*(Item 592a)* Destroy 2 years after termination of inspection.	*(Item 592b)* Destroy 1 year after termination of inspection.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 5-1 (continued)	Blueprint hard copy.	*(Item 593a)* Destroy after microfilmed and mounted.	*(Item 593b)* Destroy when replaced by microfilm copy, or when superseded, if no microfilm copy available.
	Master microfilm file.	*(Item 594a)* Destroy 2 years after termination of inspection.	*(Item 594b)* N/A
	Microfilm copies, reproduced hard copies, and the like, used as working files.	*(Item 595a)* Destroy when superseded or obsolete.	*(Item 595b)* Destroy when superseded or obsolete.
	Disapproved blueprints.	*(Item 596a)* Destroy 3 years after disapproved, or when blueprints resubmitted and approved, whichever is earlier.	*(Item 596b)* Destroy 3 years after disapproved, or when blueprints resubmitted and approved, whichever is earlier.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 5-2 Construction Materials	Records on approvals and/or disapprovals, results of tests, recommendations, and other comments associated with materials, including building materials, lighting facilities, doors, and similar materials, used in construction of plants and facilities, including experimental tests. File by name of manufacturer, type of material, or as best suits users' needs.	*(Item 597a)* Destroy 5 years after construction material withdrawn from acceptability.	*(Item 597b)* Destroy 3 years after construction material withdrawn from acceptability.
GRNT 5-3 Sealers, Paints, Coatings	General material on sealers, paints, coatings, patching compounds, and similar materials, for use on structural surfaces of meat and poultry plants.	*(Item 598a)* Destroy when 3 years old.	*(Item 598b)* Destroy when 2 years old.
	Case file individual application by name of manufacturer, type of product, or as best suits users' needs.		
	Product approval and disapproval.	*(Item 599a)* Destroy 5 years after termination of approval.	*(Item 599b)* Destroy 3 years after termination of approval.
	Applications neither approved nor disapproved.	*(Item 600a)* Destroy when 4 years old.	*(Item 600b)* Destroy when 2 years old.
	General correspondence with manufacturers not relating to a specific application.	*(Item 601a)* Destroy when 3 years old.	*(Item 601b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 6 PROJECTS	General material on projects.	*(Item 602a)* Destroy when 3 years old.	*(Item 602b)* Destroy when 2 years old.
	Reference material.	*(Item 603a)* Destroy when superseded or obsolete.	*(Item 603b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: GRNT 6 PROJECT NO. 00 Mechanical Deboning Equipment FY 76.	*(Item 604a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 604b)* Destroy when 2 years old.
	All other projects.	*(Item 605a)* Destroy 5 years after completion of project.	*(Item 605b)* Destroy when 2 years old.
	Proposed projects.	*(Item 606a)* Destroy when 5 years old, if no further action is taken.	*(Item 606b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 607a)* Destroy 3 years after completion of project and final report.	*(Item 607b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 7 EQUIPMENT	General material related to types of equipment for use in official establishments.	*(Item 608a)* Destroy when 3 years old.	*(Item 608b)* Destroy when 2 years old.
GRNT 7-1 Applications	General material on applications for approval of equipment for use in meat and poultry plants. NOTE: Case file individual applications including applications for experimental equipment. Includes drawings and related correspondence. File by name of manufacturer, plant, or type of equipment as best suits user's needs.	*(Item 609a)* Destroy when 3 years old.	*(Item 609b)* Destroy when 2 years old.
	Approved and disapproved equipment. Includes approval on chemical properties.	*(Item 610a)* Destroy when converted to microfilm system.	*(Item 610b)* Destroy when 2 years old.
	Master microfilm file.	*(Item 611a)* Destroy 5 years after approval withdrawn, terminated, or superseded by revised or modified equipment.	*(Item 611b)* N/A
	Microfilm copies.	*(Item 612a)* Destroy when superseded or obsolete.	*(Item 612b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
	Applications and inquiries and related material, including drawings, neither approved nor disapproved, and which are not converted to microfilm system.	*(Item 613a)* Destroy 4 years after final action taken.	*(Item 613b)* Destroy when 2 years old.
GRNT 7-2 Inquiries	General correspondence with manufacturers, and related material, not pertaining to specific application.	*(Item 614a)* Destroy when ~~1~~ 2 year old.	*(Item 614b)* Destroy when 1 year old.
GRNT 7-3 List of Approved Equipment	Published listings of equipment approved for use in meat and poultry plants.		
	Record copy.	*(Item 615a)* PERMANENT. Transfer to FARC in 5-year blocks. Offer to NARS when 15 years old.	*(Item 615b)* Destroy when superseded by subsequent issue.
	All other copies.	*(Item 616a)* Destroy when superseded or obsolete.	*(Item 616b)* Destroy when superseded or obsolete.
GRNT 8 SAFETY	Measures for safety and accident prevention.	*(Item 617a)* Destroy when 3 years old.	*(Item 617b)* Destroy when 2 years old.
	EXCEPT: Material relating to accidents to Agency personnel, for which see: PER 16-1.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
GRNT 9 WATER SUPPLY	Water requirements, inspection of water, and related material.	*(Item 618a)* Destroy when 3 years old.	*(Item 618b)* Destroy when 2 years old.
GRNT 10 POTABILITY	Material on water potability requirements. EXCEPT: Water potability certificates, for which see GRNT 4-1 (Establishment Case Files).	*(Item 619a)* Destroy when 3 years old.	*(Item 619b)* Destroy when 2 years old.
GRNT 11 POLLUTION	Criteria and guidelines. Includes general material on environmental pollution and reduction or elimination thereof.	*(Item 620a)* Destroy when 5 years old.	*(Item 620b)* Destroy when 2 years old.
GRNT 11-1 Sewage Disposal	Sewage disposal requirements and related material.	*(Item 621a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 621b)* Destroy when 2 years old.
GRNT 11-2 Air Pollution	Material on systems and devices to reduce air pollution in plants.	*(Item 622a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 622b)* Destroy when 2 years old.
GRNT 11-3 Noise Abatement	Material on noise control systems and devices to reduce noise pollution in plants.	*(Item 623a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 623b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

IMPORT

This category deals with the enforcement of import requirements for the importation of animals, animal semen, birds, poultry, meat and meat products, and pathogenic material into the United States and its Territories and Possessions from foreign countries.

EXCEPT: Material relating to imports of plants and plant products, for which see PORT OPERATIONS INSPECTION (POI).

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM IMPORT	General correspondence and material relating to importation too broad in scope to be filed under specific subjects below.	*(Item 624a)* Destroy when 3 years old.	*(Item 624b)* Destroy when 2 years old.
IM 1 POLICY	Policy, guidelines, regulations, and requirements covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 625a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 625b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under IM 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one time reports as needed.	*(Item 626a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 626b)* Destroy when superseded or obsolete.
	b. Agency copy of above reports.	*(Item 627a)* Destroy when superseded or obsolete.	*(Item 627b)* Destroy when 2 years old.
	c. Computer printout reports on import meat and poultry products. Includes monthly and annual printout reports.	*(Item 628a)* Destroy when final report is completed or when printouts cease to have administrative value, but no later than 3 years, whichever is earlier.	*(Item 628b)* Destroy when 2 years old.
	d. All other reports.	*(Item 629a)* Destroy when 2 years old.	*(Item 629b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM 2-1 Activity Reports	Summaries of specific action or work performed by program or Import personnel.	*(Item 630a)* Destroy when 3 years old.	*(Item 630b)* Destroy when 2 years old.
IM 3 COMMITTEES, MEETINGS	Meetings and committees relating to Import program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span on folder.	*(Item 631a)* Destroy when 2 years old.	*(Item 631b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of Import such as: advisory organizations and interagency committees. Includes committees chaired by Import representatives or records maintained by Import representatives on committees to carry out responsibility of assignments.	*(Item 632a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 632b)* Destroy when 2 years old.
IM 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 633a)* Destroy when 1 year old.	*(Item 633b)* Destroy when 1 year old.
IM 4 MEAT AND POULTRY PRODUCTS	Correspondence and material relating to the supervision and control of meat and poultry imports.	*(Item 634a)* Destroy when 2 years old.	*(Item 634b)* Destroy when 2 years old.
IM 4-1 Pending Entry Number	Import forms on shipments which have not been assigned entry numbers by Customs. Upon receipt of entry number refile in appropriate file below.	*(Item 635a)* N/A	*(Item 635b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM 4-2 Entered-Not Inspected	Import forms on shipments which have entered area and have not been inspected, or office copy of import forms on shipments which will be inspected at final destination. After inspection is made on these shipments, remove from this file and refile in IM 4-6 Import Forms or in IM 4-4 Refused Entry as applicable.	*(Item 636a)* Originating Office: Destroy 2 years after end of fiscal year in which all actions have been completed.	*(Item 636b)* N/A
IM 4-2-1 Destination Inspection	Follow-up material when there is no notice or record of destination inspection.	*(Item 637a)* Destroy 2 years after the end of the fiscal year in which document was dated.	*(Item 637b)* File with certificate and destroy when 2 years old.
IM 4-3 Pending Shipments	Correspondence and notices on import shipments. File by date within the calendar year folder. Remove and refile in appropriate category when action is completed.		
IM 4-4 Refused Entry	File import forms which are refused entry in a separate folder by date. A separate folder may be used for forms which are "Refused Entry Pending Final Disposition." After final disposition, either leave in "Refused Entry" or refile in IM 4-6 Import Forms.	*(Item 638a)* Destroy 2 years after the end of the fiscal year in which the document was dated.	*(Item 638b)* Destroy 2 years after the end of the fiscal year in which the document was dated.
IM 4-5 Reinspection Request	Correspondence and related material on requests made by importers for reinspection of shipments. File by date.	*(Item 639a)* Originating Office: Destroy 2 years after end of fiscal year in which all actions have been completed.	*(Item 639b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM 4-6 Import Forms	File import forms by date within the calendar year folders, or file by country of origin, and by date within the folder. Includes inspection certificate and custom entry form.	*(Item 640a)* Originating Office: Destroy 2 years after all actions have been completed.	*(Item 640b)* N/A
IM[illegible] AVIAN SPECIES	Correspondence and related material on import, classification, and identification of various birds, poultry, and hatching eggs.	*(Item 641a)* Destroy when 5 years old.	*(Item 641b)* Destroy when 3 years old.
IM 5-1 Pets and Commercial	Material and correspondence relating to the import of pet and commercial birds.	*(Item 642a)* Destroy when 5 years old.	*(Item 642b)* Destroy when 3 years old.
IM 5-2 Research	Material on birds imported for research.	*(Item 643a)* Destroy when 5 years old.	*(Item 643b)* Destroy when 3 years old.
IM 5-3 Industry	Background material on bird industry.	*(Item 644a)* Destroy when 5 years old.	*(Item 644b)* Destroy when 3 years old.
IM[illegible] PROJECTS	General material on projects.	*(Item 645a)* Destroy when 3 years old.	*(Item 645b)* Destroy when 2 years old.
	Reference material.	*(Item 646a)* Destroy when superseded or obsolete.	*(Item 646b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM 6 (continued)	Case file records and related correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: IM 6 Project No. 00 - Salmonella in Red Meat.	*(Item 647a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 647b)* Destroy when 2 years old.
	All other projects.	*(Item 648a)* Destroy 5 years after completion of project.	*(Item 648b)* Destroy when 2 years old.
	Proposed projects.	*(Item 649a)* Destroy when 5 years old if no further action is taken.	*(Item 649b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 650a)* Destroy 3 years after completion of project and final report.	*(Item 650b)* Destroy when 2 years old.
IM 7 CERTIFICATION	Correspondence and related material on import criteria by type of animal and country of origin.	*(Item 651a)* Destroy when 5 years old.	*(Item 651b)* Destroy when 5 years old.
IM 7-1 Certificates	All certificates required by the regulations for importation.	*(Item 652a)* Destroy when 5 years old.	*(Item 652b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM 8 IMPORTERS	Correspondence and material on major breeders and importers.	*(Item 653a)* Destroy when 5 years old.	*(Item 653b)* Destroy when 3 years old.
IM 9 BORDER SURVEILLANCE	Material relating to border smuggling involving animal or animal products. Case file specific smugglings as best suit user's needs.	*(Item 654a)* Destroy when 5 years old.	*(Item 654b)* Destroy when 3 years old.
IM 10 SPECIAL PORTS OF ENTRY	Correspondence and requests for use of a special entry port.	*(Item 655a)* Destroy when 5 years old.	*(Item 655b)* Destroy when 3 years old.
IM 11 ZOO	Correspondence and material on activities relating to zoo imports. Includes listing of approved zoos, applications, health certificates, and tranquilization techniques.	*(Item 656a)* Destroy when 5 years old.	*(Item 656b)* Destroy when 2 years old.
IM 12 ANIMAL IMPORT CENTERS	Correspondence and related material on animals entered into the import centers for observation period.	*(Item 657a)* Destroy when 5 years old.	*(Item 657b)* Destroy when 3 years old.
IM 13 ANIMALS	General material related to the importation of animals. Subdivide into specific subjects as best suit user's needs; i.e., cattle, horses, and other animals. Case file by subject as needed.	*(Item 658a)* Destroy when 5 years old.	*(Item 658b)* Destroy when 3 years old.
IM 13-1 Animal Semen	Correspondence and material relating to the importation of animal semen.	*(Item 659a)* Destroy when 5 years old.	*(Item 659b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
IM 13-2 Purebred Animals for Breeding	Correspondence, guidelines, and supporting material on the duty-free entry of purebred animals into the United States for breeding.	*(Item 660a)* Destroy when 5 years old.	*(Item 660b)* Destroy when 3 years old.
	Application/certification and eligibility notices of duty-free entry of purebreds.	*(Item 661a)* Destroy when 3 years old.	*(Item 661b)* Destroy when 3 years old.
IM 14 GARBAGE AND STORES	Material relating to animal and animal product inspection concerned with garbage and stores on carriers. Includes the disposal of garbage.	*(Item 662a)* Destroy when 5 years old.	*(Item 662b)* Destroy when 3 years old.
IM 15 APPROVED ANIMAL BY-PRODUCT ESTABLISH-MENTS	Correspondence and background material on animal byproduct establishment approval. Applications for approval, cancellations, agreements, inspection reports, and numbered memorandums.	*(Item 663a)* Destroy when 5 years old.	*(Item 663b)* Destroy when 3 years old.
IM 16 MEAT AND MEAT PRODUCTS	Correspondence and import problems relating to the importation and the restrictions on meat and meat products.	*(Item 664a)* Destroy when 5 years old.	*(Item 664b)* Destroy when 3 years old.
IM 16-1 Bonded Warehouses	Applications for approval, inspection reports, and related correspondence on storing and handling restricted animal products.	*(Item 665a)* Destroy when 5 years old.	*(Item 665b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

INTERSTATE INSPECTION

This category deals with the control and regulation of activities related to the interstate inspection of diseased and disease free animals and plants. This includes surveillance of identification methods and coordination of ongoing programs for tracing diseased animals and plants to the source of origin. Also includes handling, cleaning, and disinfecting vehicles and feedlots.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP INTERSTATE INSPECTION	General material and correspondence relating to the interstate movement, identification, and inspection of animals and plants too broad in scope to be filed under one of the specific subjects below.	*(Item 666a)* Destroy when 3 years old.	*(Item 666b)* Destroy when 2 years old.
INIP 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 667a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 667b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP 1-1 State/International Legislation	State laws on the identification of market animals and State and international laws governing the movement of livestock, poultry, and plants.	*(Item 668a)* Destroy when superseded or obsolete.	*(Item 668b)* Destroy when superseded or obsolete.
INIP 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under INIP 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one time reports as needed.	*(Item 669a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 669b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 670a)* Destroy when superseded or obsolete.	*(Item 670b)* Destroy when 2 years old.
	c. All other reports.	*(Item 671a)* Destroy when 2 years years old.	*(Item 671b)* Destroy when 2 years old.
INIP 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 672a)* Destroy when 3 years old.	*(Item 672b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP 3 COMMITTEES, MEETINGS	Meetings and committees relating to INIP program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 673a)* Destroy when 2 years old.	*(Item 673b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of INIP, such as: advisory organizations and interagency committees. Includes committees chaired by INIP representatives or records maintained by INIP representatives on committees to carry out responsibility of assignments.	*(Item 674a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 674b)* Destroy when 2 years old.
INIP 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 675a)* Destroy when 1 year old.	*(Item 675b)* Destroy when 1 year old.
INIP 4 PLANT INSPECTION	General correspondence and supporting material on the movement of plants or plant products. Includes information requests, inquiries and the like.	*(Item 676a)* Destroy when 3 years old.	*(Item 676b)* Destroy when 2 years old.
	Permits for movement of insects, soil, mollusks, nematodes, nursery stock, and the like.	*(Item 677a)* Destroy when 4 years old.	*(Item 677b)* Destroy when 2 years old.
INIP 5 ANIMAL INSPECTION	General material and related correspondence on the inspection of animals and fowl moving in interstate commerce.	*(Item 678a)* Destroy when 3 years old.	*(Item 678b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP 5 (continued)	Permits for movement of noninfected animals and supporting documents.	*(Item 679a)* Destroy when 5 years old.	*(Item 679b)* N/A
	Permits, correspondence, and supporting material relating to the interstate movement of infected animals.	*(Item 680a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 680b)* Destroy when 5 years old.
INIP 5-1 Transit Livestock	Diagnostic information, surveys, correspondence, and supporting material on diseases and losses of livestock in transit. Includes material on animal waste disposal.	*(Item 681a)* Destroy when 5 years old.	*(Item 681b)* Destroy when 2 years old.
INIP 6 PROJECTS	General material on projects.	*(Item 682a)* Destroy when 3 years old.	*(Item 682b)* Destroy when 2 years old.
	Reference material.	*(Item 683a)* Destroy when superseded or obsolete.	*(Item 683b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: INIP 6 PROJECT NO. 00 SWINE SLAP TATTOO FY 76.	*(Item 684a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 684b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP 6 (continued)	All other projects.	*(Item 685a)* Destroy 5 years after completion of project.	*(Item 685b)* Destroy when 2 years old.
	Proposed projects.	*(Item 686a)* Destroy when 5 years old, if no further action is taken.	*(Item 686b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 687a)* Destroy 3 years after completion of project and final report.	*(Item 687b)* Destroy when 2 years old.
INIP 7 FACILITY INSPECTION	General correspondence and related material on the inspection of animal facilities too broad to be filed in one of the subjects below.	*(Item 688a)* Destroy when 3 years old.	*(Item 688b)* Destroy when 2 years old.
INIP 7-1 Carrier Inspection	General correspondence and supporting material on the inspection of all vehicles including mobile homes.	*(Item 689a)* Destroy when 3 years old.	*(Item 689b)* Destroy when 2 years old.
	Case files including interstate permits of specific transportation agencies, vehicles, mobile homes, and the like.	*(Item 690a)* Destroy when 5 years old.	*(Item 690b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP 7-2 Approved Markets and Feedlots	Listings, correspondence, surveys, and supporting material on approved livestock markets and quarantine feedlots. Includes removal for cause actions.	*(Item 691a)* Destroy when 3 years old.	*(Item 691b)* Destroy when 2 years old.
	Case files including interstate permits or certificates of marketing industry, feedlots, and the like.	*(Item 692a)* Destroy when 5 years old.	*(Item 692b)* Destroy when 2 years old.
INIP 7-3 Stockyards	Correspondence, and supporting material on stockyard stations and surveys of death losses.	*(Item 693a)* Destroy when 3 years old.	*(Item 693b)* Destroy when 2 years old.
	Case file including interstate permits or certificates of individual stockyards that have been federally inspected and approved.	*(Item 694a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 694b)* Destroy when 2 years old.
INIP 7-4 Redirection of Interstate Inspection	Correspondence and supporting material justifying the replacement of Federal inspectors with State inspectors at public stockyards.	*(Item 695a)* Destroy when 5 years old.	*(Item 695b)* Destroy when 2 years old.
INIP 7-5 Sanitation	General material relating to cleaners and disinfectants for vehicles, water carriers, sale barns, airplanes, and other facilities used in the transporting of plants and animals.	*(Item 696a)* Destroy when 3 years old.	*(Item 696b)* Destroy when 2 years old.
	Case files relating to specific methodology and specification of approved cleaners and disinfectants.	*(Item 697a)* Destroy 5 years after superseded or obsolete.	*(Item 697b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP 8 TWENTY-EIGHT HOUR LAW	Correspondence and supporting material relating to the feeding, watering, resting, and loading of animals in interstate transportation. Subdivide subjects as needed. NOTE: For violations and investigations, see Program Investigations and Violations (PIV).	*(Item 698a)* Destroy when 5 years old.	*(Item 698b)* Destroy when 2 years old.
INIP 9 IDENTIFICATION	General correspondence and other material relating to the identification of animals and plants moving in interstate commerce. Includes devices and techniques used to retrace and establish origin. Such as brands, dyes, tags, tattoos, stamps, electronic devices, and the like.	*(Item 699a)* Destroy when 5 years old.	*(Item 699b)* Destroy when 3 years old.
	Case file by type of animal or plant and by identification device or technique as best suits user's needs.	*(Item 700a)* Destroy when 20 years old.	*(Item 700b)* Destroy when 5 years old.
	Cards and listings showing codes of tested animals.	*(Item 701a)* Destroy when superseded or obsolete.	*(Item 701b)* Destroy when superseded or obsolete.
INIP 9-1 Field Trials	Trials and tests of various techniques and methods in connection with the identification program.	*(Item 702a)* Destroy when 20 years old.	*(Item 702b)* Destroy when 5 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

LABELING, MARKING, AND PACKAGING

This category deals with Agency activities, policies, and procedures to assure the integrity of identification of meat and poultry products placed in interstate commerce for domestic consumption or foreign trade, such identification including trade labels, markings, packaging, and containers. These requirements are to assure that a true and clear picture of the product is available to the consumer and that each label, marking, container, or package accurately reflect contents and protect the wholesomeness of the product without risk of contamination therefrom.

It also deals with the development of standards of identity and formulation of meat and poultry food products.

EXCEPT: Laboratory analysis of products and containers, for which see LABORATORY ANALYSIS AND TESTING.

EXCEPT: Federal Register Dockets: File Dockets under LEG. Cross-reference to appropriate subject category, if needed.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICE
LAMP LABELING, MARKING, & PACKAGING	General material too broad in scope to be filed under one of the more specific subjects below.	*(Item 703a)* Destroy when 3 years old.	*(Item 703b)* Destroy when 2 years old.
LAMP 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 704a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 704b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under LAMP 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one time reports as needed.	*(Item 705a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 705b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 706a)* Destroy when superseded or obsolete.	*(Item 706b)* Destroy when 2 years old.
	c. All other reports.	*(Item 707a)* Destroy when 2 years years old.	*(Item 707b)* Destroy when 2 years old.
LAMP 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 708a)* Destroy when 3 years old.	*(Item 708b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 3 COMMITTEES, MEETINGS	Meetings and committees relating to LAMP program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 709a)* Destroy when 2 years old.	*(Item 709b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of LAMP, such as: advisory organizations, interagency committees. Includes committees chaired by LAMP representatives or records maintained by LAMP representatives on committees to carry out responsibility of assignments. Example: LAMP 3 COMMITTEES (AFDOUS Food Standards FY 75) EXCEPT: Meetings or committees not relating to LAMP which should be filed under the specific program or administrative category.	*(Item 710a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 710b)* Destroy when 2 years old.
LAMP 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.	*(Item 711a)* Destroy when 1 year old.	*(Item 711b)* Destroy when 1 year old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 4 LABELS	General material relating to trade labels and their use with meat and poultry products. Case file general material relating to particular establishment by name of applicant, establishment number, or country as best suits user's needs.	*(Item 712a)* Destroy when 3 years old.	*(Item 712b)* Destroy when 2 years old.
LAMP 4-1 Applications	General material on applications for labels: such as temporary labels, label rescission, relabeling, and transfer of labels. For general material on import labels see: LAMP 4-2 IMPORT LABELS. The following subject expansion files of label applications which must be used for domestic and foreign import labels.	*(Item 713a)* Destroy when 3 years old.	*(Item 713b)* Destroy when 2 years old.
LAMP 4-1 (Approved Labels)	(a) Approved meat and poultry labels and related correspondence.	*(Item 714a)* Destroy hard copy when converted to microfilm system approved by ASD and information entered into data system.	*(Item 714b)* Plant & Establishment Only: Destroy when rescinded or when inspection is permanently withdrawn.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 4-1 (Continued) (Master Microfilm Label)	(b) Master microfilm label files.	*(Item 715a)* Destroy 1 year after all labels contained in jackets are terminated.	*(Item 715b)* Not applicable.
LAMP 4-1 (Microfilm Copies)	(c) Microfilm copies (diazo or other process reproduced hard copies and the like) used as working files.	*(Item 716a)* Destroy when superseded or obsolete.	*(Item 716b)* Destroy when superseded or obsolete.
LAMP 4-1 (Sketches)	(d) Label sketches resulting in final approved label.	*(Item 717a)* May be destroyed when superseded by approved final label, but must be destroyed no later than 1 year after final approval.	*(Item 717b)* Plant & Establishment Only: Destroy when final label is approved.
	Label sketches not resulting in final approved label.	*(Item 718a)* Destroy 1 year after end of year if final approval not granted during that period and no further action is taken.	*(Item 718b)* Plant & Establishment Only: Destroy 6 months after end of fiscal year in which sketch was received.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 4-1 (Disapproved Labels)	(e) Disapproved labels and related correspondence.	*(Item 719a)* Destroy 3 years after disapproval.	*(Item 719b)* Plant & Establishment Only: Destroy when no longer needed, but not later than 1 year after disapproval.
LAMP 4-2 Import Labels	General material relating to import labels. File by country or product name, as best suits user's needs. Case file specific import label applications, approvals, etc., under LAMP 4-1 above.	*(Item 720a)* Destroy when 3 years old.	*(Item 720b)* Destroy when 2 years old.
LAMP 4-3 Inquiries	Includes, for example, inquiries regarding color, printing, weight statements, content, and vignette. File specific inquiries or complaints by establishment or by-product type, as best suits user's needs. NOTE: For inquiries other than LAMP subjects see INFORMATION-INF.	*(Item 721a)* Destroy when 3 years old.	*(Item 721b)* Destroy when 2 years old.
LAMP 4-4 Ingredient Statement	Material relating to ingredient statements. Includes approval and disapproval of labels where ingredient statements have been changed or altered from original statement as shown on original label approval.	*(Item 722a)* Destroy when 3 years old.	*(Item 722b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 4-4 (continued)	"Cut-Out": File by type of product or other method as best suits user's needs.	*(Item 723a)* Destroy when superseded or obsolete, but no later than 3 years.	*(Item 723b)* Not applicable.
LAMP 4-5 Date Marking	Material relating to use of date marking on labels or packages denoting shelf-life of products.	*(Item 724a)* Destroy when 3 years old.	*(Item 724b)* Destroy when 2 years old.
LAMP 4-6 Nutrients	Material related to approval of nutritional labeling statements or claims. These statements give certain information concerning, for example, calories, proteins, carbohydrates, fats, vitamins, calcium, and iron, in meat and poultry products. File by product or establishment as best suits user's needs.	*(Item 725a)* Destroy when 5 years old.	*(Item 725b)* Destroy when 5 years old.
LAMP 4-7 Food Additives	Material related to approval of meat and poultry products that are injected or added with water or other additives. File by product or establishment as best suits user's needs. NOTE: See LAMP 8-1 STANDARDS OF COMPOSITION for development of standards on additives.	*(Item 726a)* Destroy when 5 years old.	*(Item 726b)* Destroy when 5 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 5 MARKING	Material on the marking of meat and poultry products such as casings, containers, and packages of meat and poultry. File material relating to individual establishments by establishment name or number, as best suits user's needs. For material on date marking for labels, see LAMP 4-5 Date Marking.	*(Item 727a)* Destroy when 3 years old.	*(Item 727b)* Destroy when 2 years old.
LAMP 6 PROJECTS	General material on projects.	*(Item 728a)* Destroy when 3 years old.	*(Item 728b)* Destroy when 2 years old.
	Proposed Project: NOTE: When a proposed project is approved remove and file with project case files.	*(Item 729a)* Destroy when 5 years old.	*(Item 729b)* Destroy when 2 years old.
LAMP 6-1 Approved Projects	Case file records and related correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as LAMP 6 PROJECT NO. 00 FY 76 Salmonella in Red Meat and Poultry.	*(Item 730a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 730b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 6-1 (continued)	All other projects.	*(Item 731a)* Destroy 5 years after completion of project.	*(Item 731b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 732a)* Destroy 3 years after completion of project and final report.	*(Item 732b)* Destroy when 2 years old.
	Reference material, such as technical literature, or material of similar nature not generated by project office, used for information in relation to project.	*(Item 733a)* Destroy when superseded or obsolete.	*(Item 733b)* Destroy when superseded or obsolete.
LAMP 7 PACKAGING	General material relating to packaging, packaging material, and containers.	*(Item 734a)* Destroy when 3 years old.	*(Item 734b)* Destroy when 2 years old.
	Correspondence and other related material on the approval or disapproval of packaging or packaging material. Includes brand names, descriptions of conditions of use, lists of substance composing material which identifies all major and minor constituents by proper chemical names. File by product, establishment, or manufacturer as best suits user's needs.		
	Approvals.	*(Item 735a)* Destroy 3 years after packaging approval terminates.	*(Item 735b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 7 (continued)	Disapprovals.	*(Item 736a)* Disapprovals: Destroy 3 years after disapproved if no further action is taken.	*(Item 736b)* Destroy when 2 years old.
LAMP 8 FOOD STANDARDS	General material relating to food standards. Includes interpretations of standards and the evaluation of product/trade label claims. NOTE: Merge records in connection with specific labels (domestic and import) with LAMP 4-1 above.	*(Item 737a)* Destroy when 3 years old.	*(Item 737b)* Destroy when 2 years old.
LAMP 8-1 Standards of Composition and Formulation	Case file product standards and related material. Includes analysis of food products for the development of and adherence to standards of composition and formulation. Includes, for example, copies of published documents, and comments from public hearings. NOTE: File in appropriate standards below.		
	Established standards.	*(Item 738a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 738b)* Destroy when superseded or

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 8-1 (continued)	Proposed Standards.	*(Item 739a)* Destroy when 10 years old if no further action is taken.	*(Item 739b)* Destroy when 2 years old.
LAMP 8-2 Taste Panel	Material relating to selected taste panels who recognize and analyze certain characteristics in meat and poultry products. Subdivide by product or other method as needed.	*(Item 740a)* Destroy when 3 years old.	*(Item 740b)* Destroy when 2 years old.
LAMP 8-3 Kitchen Test	Material relating to cooking, heating, and weight analysis of food products.	*(Item 741a)* Destroy when 3 years old.	*(Item 741b)* Destroy when 2 years old.
LAMP 8-4 Formulas and Recipes, Domestic	General material relating to domestic formulas and recipes.	*(Item 742a)* Destroy when 3 years old.	*(Item 742b)* Destroy when 2 years old.
	Request from domestic manufacturer to use certain seasonings in products, and agency letter granting acceptability. File by name of manufacturer or as best suits user's needs.	*(Item 743a)* Destroy 3 years after acceptability is removed.	*(Item 743b)* Destroy when 2 years old.
	Reference material.	*(Item 744a)* Destroy when superseded or obsolete.	*(Item 744b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 8-5 Formulas and Recipes, Foreign	General material relating to foreign formulas and recipes.	*(Item 745a)* Destroy when 3 years old.	*(Item 745b)* Destroy when 2 years old.
	Request from foreign manufacturer to use certain seasoning in products, and agency letter granting acceptability. File by name of manufacturer or as best suits user's needs.	*(Item 746a)* Destroy 3 years after acceptability is removed.	*(Item 746b)* Destroy when 2 years old.
	Reference material	*(Item 747a)* Destroy when superseded or obsolete.	*(Item 747b)* Destroy when superseded or obsolete.
LAMP 9 TECHNICAL REFERENCE	Product information files, which include copies of memos, articles, reprints, pamphlets, data reflecting technical advice and assistance related to product standards, labeling, marking, and packaging. EXCEPT: Requests for information or agency information which should be filed under INF 4-1 Inquiries. See LAMP 4-3 for requests or inquiries on Labels, Marking, and Packing.	*(Item 748a)* Destroy when superseded or obsolete.	*(Item 748b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 9-1 Nutrition	Technical reference material	*(Item 749a)* Destroy when superseded or obsolete.	*(Item 749b)* Destroy when superseded or obsolete.
LAMP 9-2 Research	Technical reference material	*(Item 750a)* Destroy when superseded or obsolete.	*(Item 750b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

LABORATORY ANALYSIS AND TESTING

This category deals with all phases of sampling, testing, and analysis of:

1. veterinary biologics for purity, safety, potency, and efficacy, and to confirm the experimental data submitted by licensees in support of their requests to license new biological products;

2. various meat, blood, skin, and other samples to determine the occurrence of a specific animal disease;

3. meat, poultry, and their products to assure that they are free of disease and abnormality; are wholesome and sanitary; and that product ingredients accurately follow the formulation claimed;

4. fruit, water, and soil for environmental monitoring to determine pesticide levels that could be harmful to humans and/or animals.

EXCEPT: Federal Register Dockets: File Dockets under LEG 5-2.
Cross-reference to appropriate subject category, if needed.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT LABORATORY ANALYSIS AND TESTING	General material and records relating to the laboratory program too broad to be filed under one of the more specific subjects below.	*(Item 751a)* Destroy when 3 years old.	*(Item 751b)* Destroy when 2 years old.
LAT 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 752a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 752b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under LAT 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one time reports as needed.	*(Item 753a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 753b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 754a)* Destroy when superseded or obsolete.	*(Item 754b)* Destroy when 2 years old.
	c. All other reports.	*(Item 755a)* Destroy when 2 years years old.	*(Item 755b)* Destroy when 2 years old.
LAT 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 756a)* Destroy when 3 years old.	*(Item 756b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 2-2 Laboratory Sample Reports	Routine laboratory sample reports, correspondence of specific laboratory reports and worksheets. File by sample number, type of analysis, name of disease, or other method, as best suits user's needs. EXCEPT: Sample reports generated as part of a special project or survey which should be filed with that project under LAT 6 PROJECTS of this category. EXCEPT: Sample reports generated as part of a biological products or other case file. See VEB 4.	*(Item 757a)* Destroy when 3 years old.	*(Item 757b)* Destroy when 2 years old.
LAT 2-3 Companion Sample Reports	External quality control of certified or approved laboratories.	*(Item 758a)* Destroy when 3 years old.	*(Item 758b)* Destroy when 2 years old.
LAT 2-4 Check Sample Reports	Internal quality control of agency laboratories.	*(Item 759a)* Destroy when 3 years old.	*(Item 759b)* Destroy when 2 years old.
LAT 3 COMMITTEES, MEETINGS	Material on meetings and committees relating to analysis functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 760a)* Destroy when 2 years old.	*(Item 760b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 3 (continued)	Case file record copy of minutes and related material, including agendas of substantive or significant meetings or committees concerned with broad aspects of LAT as: Advisory organizations, interagency committees. Includes committees chaired by LAT representatives or records maintained by LAT representatives on committees to carry out responsibility of assignments.	*(Item 761a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 761b)* Destroy when superseded or obsolete.
LAT 3-1 Arrangements	Material on meeting arrangements, invitations, accommodations, authority to attend, workpapers, acceptances, regrets, and extra copies of agendas.	*(Item 762a)* Destroy when 1 year old.	*(Item 762b)* Destroy when 1 year old.
LAT 4 AGREEMENTS	Material relating to informal agreements, such as, coordination with other agencies, etc. EXCEPT: Formal agreements, for which see: LEG.	*(Item 763a)* Destroy 3 years after termination of agreement.	*(Item 763b)* Destroy when 2 years old.
LAT 5 METHODOLOGY	General material relating to methods involved in laboratory and testing.	*(Item 764a)* Destroy when 3 years old.	*(Item 764b)* Destroy when 2 years old.
LAT 5-1 Standardized Methods	Records relating to standard methods of testing. Case file by specific methods.	*(Item 765a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 765b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT		TYPE OF MATERIAL TO BE FILED	RETENTION	
			OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 5-2	Methods Development	Records relating to new methods of analysis being developed.	*(Item 766a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 766b)* Destroy when superseded or obsolete.
LAT 5-3	Sample Discard Procedures	Includes procedure for discarding spoiled meat and other samples.	*(Item 767a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 767b)* Destroy when superseded or obsolete.
LAT 5-4	Reagent Production	Includes material relating to substances used in the test system to identify diseases, chemicals, viruses, and other reagents in laboratories.	*(Item 768a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 768b)* Destroy when superseded or obsolete.
LAT 5-5	Collaborative Studies	Collaboration with other organizations and laboratories in analysis standards, analysis comparison, and similar studies.	*(Item 769a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS 15 years old.	*(Item 769b)* Destroy when superseded or obsolete.
LAT 5-6	Outside Laboratory Approval	General material relating to the certification and/or approval of outside laboratories, including nonfederal and private laboratories to do specific testing.	*(Item 770a)* Destroy when 3 years old.	*(Item 770b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 5-6 (continued)	Case files of certification and/or approval of Federal-State, State or private laboratory.	*(Item 771a)* Destroy 1 year after decertification or disapproval of laboratory.	*(Item 771b)* Destroy after decertification or disapproval of laboratory.
LAT 6 PROJECTS	General material relating to projects.	*(Item 772a)* Destroy when 3 years old.	*(Item 772b)* Destroy when 2 years old.
	Proposed projects.	*(Item 773a)* Destroy when 5 years old, if no further action is taken.	*(Item 773b)* Destroy when 2 years old, if no further action is taken.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Case files of records including related correspondence, on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: LAT 6 PROJECTS NO. 00 Salmonella in Red Meat and Poultry FY 76.	*(Item 774a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 774b)* Destroy when 2 years old.
LAT 7 CHEMICAL ANALYSIS	General material relating to chemical analysis too broad to be filed in one of the tertiaries below.	*(Item 775a)* Destroy when 3 years old.	*(Item 775b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 7-1 Ingredients	Chemical analysis of product ingredients, subdivide by type and arrange alphabetically, as necessary. Some suggested subdivisions are: Additives, Agents, Binders, Castings, Colorings, Curing and Smoking Agents, Fats and Oils, Milk Derivatives, Preservatives, Proteins, Seasonings and Flavorings, Water.	*(Item 776a)* Destroy 5 years after product is terminated.	*(Item 776b)* Destroy when 2 years old.
LAT 7-2 Residues	Material relating to testing of fruit, water, soil, or meat and poultry or their products for harmful residues.	*(Item 777a)* Destroy when 3 years old.	*(Item 777b)* Destroy when 2 years old.
LAT 7-3 Human Health Test	Material relating to the analysis of blood samples of agency's inspectors to determine levels of insecticide.	*(Item 778a)* Destroy when 3 years old.	*(Item 778b)* Destroy when 2 years old.
LAT 7-4 Wrapping and Packaging Material	Material relating to the analysis of Adhesives Coatings, Ink and Marking Material, Nettings, Paper and Boxes, Plastic and Films, Resins, Wax.		
	Approvals of packaging material.	*(Item 779a)* Destroy 5 years after termination of approval.	*(Item 779b)* Destroy when 2 years old.
	Disapprovals of packaging material.	*(Item 780a)* Destroy 5 years after disapproval.	*(Item 780b)* Destroy 2 years after disapproval.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 8 MICROBIOLOGY	General records and correspondence on microbiology too broad to be filed in one of the subjects below.	*(Item 781a)* Destroy when 3 years old.	*(Item 781b)* Destroy when 2 years old.
	Case files relating to specific microbiological analysis and studies having precedential significance.	*(Item 782a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 782b)* Destroy when 5 years old.
LAT 8-1 Food Microbiology	Case files relating to food microbiology.	*(Item 783a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 783b)* Destroy when 5 years old.
LAT 8-2 Medical Microbiology	Case files relating to medical microbiology.	*(Item 784a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 784b)* Destroy when 5 years old.
LAT 8-3 Diagnostic Microbiology	Case files relating to diagnostic microbiology.	*(Item 785a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 785b)* Destroy when 5 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT 9 LABORATORY ASSISTANCE	General material relating to a specific laboratory discipline not covered in the above categories such as bacteriology, virology, histopathology, toxiology, serology, pathology, and others. Material includes request for informaton or technical assistance.	*(Item 786a)* Destroy when 3 years old.	*(Item 786b)* Destroy when 2 years old.
	Case files of studies, tests, or analyses involved with special or unusual cases of one of the disciplines above. File by type of study, product, disease, establishment, or location as best suits users' needs.	*(Item 787a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 787b)* Destroy 3 years after case is closed.
LAT 9-1 Technical Reference	Data reflecting technical advice and assistance related to analysis and testing. Includes copies of memos, articles, reprints, pamphlets, glossaries, and other technical reference.	*(Item 788a)* Destroy when superseded or obsolete.	*(Item 788b)* Destroy when superseded or obsolete.
LAT 9-2 Onsite Investigations	Material relating to field diagnostic studies and investigations of animal disease outbreaks.	*(Item 789a)* Destroy when 3 years old.	*(Item 789b)* Destroy when 2 years old.
	Case files of specific animal disease resulting in onsite investigations.	*(Item 790a)* Destroy 5 years after case is closed.	*(Item 790b)* Destroy 3 years after case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

PLANT PEST

This category deals with the detection and survey of new plant pests and the development of plant pest control and regulatory programs. This includes research and development of new methods to increase effectiveness of program operations.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP PLANT PEST	General material relating to plant pest too broad in scope to be filed in one of the more specific subjects below.	*(Item 791a)* Destroy when 3 years old.	*(Item 791b)* Destroy when 2 years old.
	Includes material and correspondence of individual program pest or nonprogram pest. Subdivide subjects as suit user's needs.	*(Item 792a)* Destroy when 5 years old.	*(Item 792b)* Destroy when 3 year old.
PLP 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 793a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 793b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under PLP 6 PROJECTS.	*(Item 794a)* Originating Office: Destroy when 3 years old.	*(Item 794b)* Destroy when 2 years old.
	a. Record copy of substantive reports, such as annual summaries, comprehensive nonrecurring reports, and cooperative survey report. Case file special or one-time reports as needed.	*(Item 795a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 795b)* Destroy when 2 years old.
	b. Agency copy of above reports.	*(Item 796a)* Destroy when superseded or obsolete.	*(Item 796b)* Destroy when 2 years old.
	c. All other reports.	*(Item 797a)* Destroy when 2 years old.	*(Item 797b)* Destroy when 2 years old.
PLP 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 798a)* Destroy when 3 years old.	*(Item 798b)* Destroy when 2 years old.
PLP 3 COMMITTEES, MEETINGS	Meetings and committees relating to PLP program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 799a)* Destroy when 2 years old.	*(Item 799b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of PLP, such as: advisory organizations, interagency committees. Includes committees chaired by PLP representatives or records maintained by PLP representatives on committees to carry out responsibility of assignments. EXAMPLE: PLP 3 COMMITTEES, NEW PEST WORK GROUP - FY 76.	*(Item 800a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 800b)* Destroy when 2 years old.
PLP 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 801a)* Destroy when 1 year old.	*(Item 801b)* Destroy when 1 year old.
PLP 4 SURVEYS AND DETECTION	Correspondence and material on surveys to detect and control plant pests. Includes surveys for developing new methods and techniques of plant protection. Subdivide by specific type of survey to suit user's needs.	*(Item 802a)* Destroy when 5 years old.	*(Item 802b)* Destroy when 3 years old.
	Insect survey forms.	*(Item 803a)* Destroy when microfilmed.	*(Item 803b)* Destroy when 2 years old.
	Master microfilm records such as: data of applied entomology; information on nomenclature, distribution, hosts and economic importance of various pests; weekly report of cooperative plant pest program; and catalog of foreign crop insects.	*(Item 804a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 804b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 4 (continued)	Microfilm copies (or other process reproduced hard copies) used as working files.	*(Item 805a)* Destroy when superseded or obsolete.	*(Item 805b)* Destroy when superseded or obsolete.
PLP 4-1 Cooperation Survey Program	General correspondence and background material of cooperative surveys made on insect conditions in various localities.	*(Item 806a)* Destroy when 3 years old.	*(Item 806b)* Destroy when 2 years old.
	Case file specific cooperative surveys.	*(Item 807a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 807b)* Destroy when 2 years old.
	NOTE: The results of these surveys are compiled in a weekly report currently known as "Cooperative Plant Pest Program." For which see PLP 2 REPORTS AND STATISTICS (a).		
PLP 4-2 Identification	General correspondence and material relating to the identification and determination of plant pest.	*(Item 808a)* Destroy when 5 years old.	*(Item 808b)* Destroy when 3 years old.
	Case files relating to specific identification and determination of plant pest.	*(Item 809a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 809b)* Destroy when 2 years old.
	Forms used for the determination of specimens.	*(Item 810a)* Destroy when 3 years old.	*(Item 810b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 5 DAMAGE	General material and information of economic crop losses due to pest damage.	*(Item 811a)* Destroy when 5 years old.	*(Item 811b)* Destroy when 3 years old.
	Case files relating to specific damage. Subdivide as needed.	*(Item 812a)* PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 15 years old.	*(Item 812b)* Destroy when 2 years old.
PLP 5-1 Maps	Maps showing distribution of damage, control, survey, and regulation of plant pest. Permanent. Offer record copy to NARS one year after superseded or obsolete	*(Item 813a)* ~~Destroy when superseded or obsolete.~~	*(Item 813b)* Destroy when superseded or obsolete.
PLP 6 PROJECTS	General material on projects.	*(Item 814a)* Destroy when 3 years old.	*(Item 814b)* Destroy when 2 years old.
	Reference material.	*(Item 815a)* Destroy when superseded or obsolete.	*(Item 815b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span. of project, as: PLP 6 PROJECT NO. 00 Gypsy Moth FY - 76.	*(Item 816a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 816b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 6 (continued)	Proposed Projects.	*(Item 817a)* Destroy when 5 years old, if no further action is taken.	*(Item 817b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 818a)* Destroy 3 years after completion of project and final report.	*(Item 818b)* Destroy when 2 years old.
PLP 7 CONTROL	General correspondence and related material on pest control and State pest control programs, including such aircraft operation activities as testing, remote sensing, and similar activities.	*(Item 819a)* Destroy when 5 years old.	*(Item 819b)* Destroy when 3 years old.
	Case files relating to specific control including the various controls below. Subdivide by control as needed.	*(Item 820a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 820b)* Destroy when 2 years old.
PLP 7-1 Biological Control	General correspondence, memos, and related material on various biological control agents used against plant pests. Subdivide by subject as needed.	*(Item 821a)* Destroy when 5 years old.	*(Item 821b)* Destroy when 3 years old.
PLP 7-2 Chemical Control	General correspondence and material relating to the chemical control and prevention of plant pest.	*(Item 822a)* Destroy when 5 years old.	*(Item 822b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 7-3 Cultural Control	General correspondence and material relating to the cultural practices used to reduce and control pest population.	*(Item 823a)* Destroy when 5 years old.	*(Item 823b)* Destroy when 3 years old.
PLP 8 METHODS DEVELOPMENT	General correspondence and research findings concerning new methods and techniques for survey, regulation, and control of plant pest program.	*(Item 824a)* Destroy when 3 years old.	*(Item 824b)* Destroy when 3 years old.
	Case file specific methods and subdivide as necessary.	*(Item 825a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 825b)* Destroy when 2 years old.
PLP 8-1 Equipment	General material and correspondence on standard and control equipment used for developing methods and surveying of plant pests.	*(Item 826a)* Destroy when 5 years old.	*(Item 826b)* Destroy when 3 years old.
	Case files relating to specific equipment, subdivide subjects as needed.	*(Item 827a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 827b)* Destroy when 2 years old.
PLP 9 REGULATORY	Correspondence and related material concerning quarantine regulations governing the prevention and spread of plant pest.	*(Item 828a)* Destroy when 5 years old.	*(Item 828b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PLP 9 (continued)	File specific quarantine regulations by type or number.	*(Item 829a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 829b)* Destroy when superseded or obsolete.
PLP 9-1 Treatment	Material on the application of various treatments and techniques used to prevent the spread of plant pest. Subdivide specific treatments such as: aircraft disinfection, cold treatment, and other treatments as suits user's needs.	*(Item 830a)* Destroy when 5 years old.	*(Item 830b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

PORT OPERATIONS INSPECTION

This category deals with agricultural plant quarantine inspection at U.S. ports of entry to preclude the entering of foreign pests into the country; the examining of imported cargoes of plants and plant products at all major air, sea, border, and off-shore ports; and the treating or safeguarding of such commodities, when necessary.

Port of entry inspection includes the examination of airport operations (aircraft: commercial, military, and privately owned), maritime port operations (ships and vessels: commercial, military, and privately owned), and border port operations (land ports, railroads, and vehicles: commercial and privately owned). Specific subject categories may be subdivided by type of operation as best fit user's needs.

EXCEPT: Material relating to imports of animals and animal products, see IM

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI PORT OPERATIONS INSPECTION	General material too broad in scope to be filed under one of the more specific subjects below.	*(Item 831a)* Destroy when 3 years old.	*(Item 831b)* Destroy when 2 years old.
POI SPECIAL PORTS OF ENTRY	Correspondence and material relating to requests for and use of special entry ports.	*(Item 832a)* Destroy when 5 years old.	*(Item 832b)* Destroy when 2 years old.
POI 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 833a)* PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 833b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. EXCEPT: Final project reports which should be filed under POI 6 PROJECTS.		
	a. Record copy of substantive reports, such an annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 834a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 834b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above.	*(Item 835a)* Destroy when superseded or obsolete.	*(Item 835b)* Destroy when 2 years old.
	c. All other reports.	*(Item 836a)* Destroy when 3 years old.	*(Item 836b)* Destroy when 2 years old.
POI 3 COMMITTEES, MEETINGS	Material on meetings and committees relating to program functions not having long-term significance. Subdivide meetings and committees if necessary and show name and date span of folder.	*(Item 837a)* Destroy when 2 years old.	*(Item 837b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of POI, such as: advisory organizations, interagency committees. Includes committees chaired by POI	*(Item 838a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 838b)* Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 3 (continued)	representatives or records maintained by POI representatives on committees to carry out responsibility of assignments. EXCEPT: Administrative meetings or committees which should be filed under ADM 3 COMMITTEES, MEETINGS.		
PO[illegible]3-1 Arrangements	Material on meeting arrangements, invitations, accommodations, authority to attend, workpapers, acceptances, regrets, and extra copies of agendas.	*(Item 839a)* Destroy when 1 year old.	*(Item 839b)* Destroy when 1 year old.
POI 4 BAGGAGE	Material and correspondence on all activities involving boarding and onboard examination of all baggage.	*(Item 840a)* Destroy when 3 years old.	*(Item 840b)* Destroy when 2 years old.
POI 4-1 Other Agency Inspection	Correspondence concerning other Federal Agency commitments to specific levels or degree of baggage inspection.	*(Item 841a)* Destroy 2 years after superseded or obsolete.	*(Item 841b)* Destroy when superseded or obsolete.
POI 5 CARGO	Material and correspondence on examination of cargo in bulk and in containers including manifests, ship logs, certificates, and other documents.	*(Item 842a)* Destroy when 3 years old.	*(Item 842b)* Destroy when 2 years old.
POI 6 PROJECTS	General material on projects.	*(Item 843a)* Destroy when 3 years old.	*(Item 843b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 6 (continued)	Reference material.	*(Item 844a)* Destroy when superseded or obsolete.	*(Item 844b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: POI 6 PROJECT No. 00 (name of project) FY 76.	*(Item 845a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 845b)* Destroy when 2 years old.
	All other projects.	*(Item 846a)* Destroy 5 years after completion of project.	*(Item 846b)* Destroy when 2 years old.
	Proposed projects.	*(Item 847a)* Destroy when 5 years old, if no further action is taken.	*(Item 847b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 848a)* Destroy 3 years after completion of project and final report.	*(Item 848b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.	*(Item 849a)* Destroy when 5 years old, if no further action is taken.	*(Item 849b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 7 GARBAGE AND STORES	Correspondence and material relating to plant quarantine inspection concerned with garbage and stores on carriers. Includes examining, safeguarding, and sealing of unused stores and garbage. Includes the disposal of garbage by burning, grinding, and boiling.	*(Item 850a)* Destroy when 5 years old.	*(Item 850b)* Destroy when 2 years old.
PO[illegible] PASSENGER AND CREW	Correspondence and material on examination of passengers and crew.	*(Item 851a)* Destroy when 3 years old.	*(Item 851b)* Destroy when 2 years old.
POI 9 PLANT COMMODITIES	Correspondence and material relating to the importation of plant commodities such as: cut flowers, vegetables, root crops, animal byproducts, and crated marble. As volume warrants, subdivide by specific commodity.	*(Item 852a)* Destroy when 5 years old.	*(Item 852b)* Destroy when 3 years old.
	Import permits.	*(Item 853a)* Destroy 2 years after expiration date.	*(Item 853b)* Destroy 1 year after expiration date.
POI 9-1 Packing Material	Correspondence and material relating to commodities' packing material to insure that such material is free from pest.	*(Item 854a)* Destroy when 5 years old.	*(Item 854b)* Destroy when 3 years old.
POI 10 TREATMENT	Correspondence and material on all activities relating to any type of treatment required including all techniques and sampling methods used.	*(Item 855a)* Destroy when 3 years old.	*(Item 855b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 10 (continued)	Case file records and related correspondence on contested inspections and treatment resulting from treatment damage and new sampling inspection systems. Subdivide as best suit user's needs.	*(Item 856a)* Destroy after 5 years if no further action is taken.	*(Item 856b)* N/A
POI 11 INTERCEPTION	Correspondence and related material on items intercepted as a result of inspections made at ports.	*(Item 857a)* Destroy when 3 years old.	*(Item 857b)* Destroy when 2 years old.
	Interception records.	*(Item 858a)* Destroy when 10 years old.	*(Item 858b)* Destroy when 2 years old.
	Interception records worksheets.	*(Item 859a)* Port Office: Destroy when 3 months old.	*(Item 859b)* N/A
POI 12 IDENTIFICATION	Correspondence on activities relating to collecting and identifying plant pests at ports.	*(Item 860a)* Destroy when 3 years old.	*(Item 860b)* Destroy when 2 years old.
POI 13 PRECLEARANCE	Correspondence and material on activities relating to preclearance, including preclearance of agricultural commodities at foreign sites before departure to U.S.	*(Item 861a)* Destroy when 3 years old.	*(Item 861b)* Destroy when 2 years old.
	Includes forms for aircraft or safeguard clearances.	*(Item 862a)* Port Office: Destroy when 3 months old.	*(Item 862b)* N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 13-1 Mail (Foreign)	Material and correspondence on inspection of agricultural commodities shipped through the mail.	*(Item 863a)* Destroy when 3 years old.	*(Item 863b)* Destroy when 2 years old.
POI 14 COOPERATIVE UTILIZATION	Correspondence and material relating to inspection of agricultural items, baggage, and means of conveyance made by Customs or other Federal Agencies.	*(Item 864a)* Destroy when 3 years old.	*(Item 864b)* Destroy when 2 years old.
POI 15 COMPLAINTS	Correspondence regarding complaints of the method of inspecting products or the inspection program. If correspondence results in an investigation or violation, refile in case folder under investigation. For which see: PIV 15.	*(Item 865a)* Destroy when 3 years old.	*(Item 865b)* Destroy when 2 years old.
POI 16 INTEGRATED ACCELERATED INSPECTION SYSTEMS	Material relating to integrated inspection on behalf of Customs, Immigration, and PPQ. Including private aircraft and yachts that may be inspected by Customs. Includes inspection systems for passengers and baggage.	*(Item 866a)* Destroy when 3 years old.	*(Item 866b)* Destroy when 2 years old.
POI 17 EMERGENCY ACTION ORDER	Documents notifying owners that remedial actions are being taken as a result of findings on the carrier. Includes Emergency Action Order Form.	*(Item 867a)* Destroy when 3 years old.	*(Item 867b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 18 IMPORT RESTRICTION	Correspondence and related material on import restrictions.	*(Item 868a)* Destroy when 4 years old.	*(Item 868b)* Destroy when 3 years old.
POI 19 BORDER SURVEILLANCE	Material relating to border smuggling involving plants or plant products. Case file by specific smuggling as best suits user's needs.	*(Item 869a)* Destroy when 5 years old.	*(Item 869b)* Destroy when 3 years old.
POI 19-1 American Possessions and Offshore Areas	Correspondence and material on inspection problems in American possessions and offshore areas. Subdivide by name of State, territory, or possession, as needed.	*(Item 870a)* Destroy when 3 years old.	*(Item 870b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

PROGRAM INVESTIGATIONS AND VIOLATIONS

Inspection, investigation, and reviews of alleged incidents and/or violations of law and regulations by regulated industries, companies, or individuals or occuring in regulated areas. Includes inspection, surveillance, investigation, and/or review of alleged incidents and/or violations in the following areas:

(1) Animal welfare including animal care and horse protection.
(2) Accredited Veterinarian conduct.
(3) Animal disease control and eradication including animal quarantines, transport, and import.
(4) Veterinary biologics.
(5) Toxic substances contained in meat and poultry products.
(6) Foodborne or zoonotic diseases caused by contaminated meat and poultry products.
(7) Meat and poultry products in federally inspected plants, moving in interstate commerce, or for import.
(8) Plant and plant pest quarantines.

Includes GAO, OI, and OGC reports dealing with this subject.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV PROGRAM INVESTIGATIONS AND VIOLATIONS	General material too broad in scope to be filed under one of the more specific subjects below.	*(Item 871a)* Destroy when 3 years old.	*(Item 871b)* Destroy when 3 years old.
PIV 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type of subject of policy and cross-reference to the appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 872a)* Originating Office: PERMANENT: Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 872b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under PIV 6, PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one time reports as needed.	*(Item 873a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 873b)* Destroy when no longer needed for reference but not longer than 3 years.
	b. Agency copy of above reports.	*(Item 874a)* Destroy when superseded or obsolete.	*(Item 874b)* Destroy when 2 years old.
	c. All other reports.	*(Item 875a)* Destroy when 2 years old.	*(Item 875b)* Destroy when 2 years old.
PIV 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 876a)* Destroy when 3 years old.	*(Item 876b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 3 COMMITTEES, MEETINGS	Meetings and committees relating to investigation and violation functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 877a)* Destroy when 2 years old.	*(Item 877b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of investigations and violations, such as: advisory organizations, interagency committees. Includes committees chaired by program representatives involved with investigations and violations or records maintained by program representatives involved with investigations and violations on committees to carry out responsibility of assignments.	*(Item 878a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 878b)* Destroy when 2 years old.
PIV 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.	*(Item 879a)* Originating Office: Destroy when 1 year old.	*(Item 879b)* Destroy when 1 year old.
PI[illegible] AGREEMENTS	Material on informal agreements for coordination with other agencies, such as the Food and Drug Administration, National Communicable Disease Center, Customs Service. Includes informal working agreements between staffs and law enforcement agencies. EXCEPT: Formal agreements, for which see: LEG 3.	*(Item 880a)* Originating Office: Destroy when 3 years old.	*(Item 880b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 5 CONSUMER COMPLAINTS	Correspondence and other records pertaining to consumer complaints which do not result in investigations. Case file complaints alphabetically by name of complainant or by subject. EXCEPT: File consumer complaints which result in investigations with the investigation in appropriate secondary subject.	*(Item 881a)* Destroy when 2 years old.	*(Item 881b)* Destroy when 1 year old.
PIV 6 PROJECTS	General material on projects.	*(Item 882a)* Destroy when 3 years old.	*(Item 882b)* Destroy when 2 years old.
	Reference material.	*(Item 883a)* Destroy when superseded or obsolete.	*(Item 883b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: PIV 6 PROJECT No. 00 (name of project) FY__.	*(Item 884a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 884b)* Destroy when 2 years old.
	All other projects.	*(Item 885a)* Destroy 5 years after completion of project.	*(Item 885b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 6 (continued)	Workpapers and draft report of project.	*(Item 886a)* Destroy 3 years after completion of project and final report.	*(Item 886b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
PIV 7 MEAT AND POULTRY COMPLIANCE	General correspondence and other records pertaining to compliance by individuals or companies in handling, processing, transporting, and other functions, meat and poultry products in federally inspected plants, moving in interstate commerce, or for import.	*(Item 887a)* Destroy when 3 years old.	*(Item 887b)* Destroy when 3 years old.
	Case file material on specific establishments by company or plant name or number, as best serves user needs.	*(Item 888a)* Destroy 2 years after business discontinued.	*(Item 888b)* Destroy 2 years after business discontinued.
	File violations under PIV 7-1.		
	Master Compliance File. Printout containing the names of persons and companies dealing in meat and poultry products in the United States and is also used to schedule compliance reviews using a risk category to assign priorities and provide followup. Source document: Review and Compliance Record.	*(Item 889a)* Destroy upon receipt of second subsequent annual or other periodic listing.	*(Item 889b)* Destroy upon receipt of subsequent annual or other periodic listing.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 7 (continued)	Compliance Officer and Review Officer assignment sheets. File alphabetically by Compliance Officer.	*(Item 890a)* Destroy when reassigned.	*(Item 890b)* Destroy when reassigned.
PIV 7-1 Violations	General correspondence and other records pertaining to alleged or real violations of law and regulation.	*(Item 891a)* Destroy when 3 years old.	*(Item 891b)* Destroy when 3 years old.
	Case file material pertaining to individual violations by name of company or individual or by case number, whichever best serves user needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigatory reports (including GAO, OI, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.		
	Precedent-setting cases including court cases.	*(Item 892a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 892b)* Destroy 2 years after case is closed.
	Routine cases.	*(Item 893a)* Destroy 10 years after case is closed.	*(Item 893b)* Destroy 2 years after case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 7-2 Planned Compliance Program	General correspondence and other records dealing with the Planned Compliance Program which deals with inspection, investigation, and review of companies who have violated or may violate regulations by processing and/or marketing adulterated or misbranded product.	*(Item 894a)* Destroy when 2 years old.	*(Item 894b)* Destroy when 2 years old.
	Case file investigations or reviews by company name. EXCEPT: Investigations indicating apparent violation, see PIV 7-1.	*(Item 895a)* Destroy 2 years after business is discontinued.	*(Item 895b)* Destroy after 3 years or second subsequent review, whichever occurs first.
	Compliance Record File. Consists of Review and Compliance Record maintained by company or plant name.		
	Master microfilm case file.	*(Item 896a)* Destroy 2 years after business is discontinued.	*(Item 896b)* N/A
	Microfilm copies (diazo or other process reproduced hard copies and the like) used as working files.	*(Item 897a)* Destroy when superseded or obsolete.	*(Item 897b)* Destroy when superseded or obsolete.
	Microfilm source document and hard copies not microfilmed.	*(Item 898a)* Destroy when microfilm is verified but not later than 1 year.	*(Item 898b)* Destroy when 5 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 7-3 Detentions	General correspondence and other records dealing with detentions, seizures, and condemnations of adulterated or misbranded meat and poultry product. Subdivide as necessary.	*(Item 899a)* Destroy when ~~2~~ 3 years old.	*(Item 899b)* Destroy when 2 years old.
	Case file investigations by company name. EXCEPT: Investigations indicating apparent violations, see PIV 7-1.	*(Item 900a)* Destroy when 10 years old.	*(Item 900b)* Destroy when 3 years old.
PIV 7-4 Inedibles	Correspondence and related material on 3-D and 4-D (dead, dying, diseased, or disabled) animals. Includes inking and denaturing animals to make them unfit for human consumption. Subdivide as necessary. EXCEPT: Investigations, see PIV 7-3. EXCEPT: Violations, see PIV 7-1.	*(Item 901a)* Destroy when ~~2~~ 3 years old.	*(Item 901b)* Destroy when 2 years old.
PIV 7-5 Recalls	General correspondence and other records dealing with the recall of inspected meat and poultry product when the product is believed to be adulterated or misbranded.	*(Item 902a)* Destroy when ~~2~~ 3 years old.	*(Item 902b)* Destroy when 2 years old.
	Investigations. EXCEPT: Investigations indicating apparent violations, see PIV 7-1.	*(Item 903a)* Destroy when 10 years old.	*(Item 903b)* Destroy when 10 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 7-6 In-Plant Reviews	General correspondence and other records dealing with periodic and systematic reviews of establishments other than the reviews conducted in the Planned Compliance Program.	*(Item 904a)* Destroy when 3 years old.	*(Item 904b)* Destroy when 2 years old.
	Investigations and reviews. Case file alphabetically by name of company or establishment. EXCEPT: Investigations indicating apparent violations, see PIV 7-1.	*(Item 905a)* Destroy 2 years after business terminated.	*(Item 905b)* Destroy after receipt of subsequent review.
PIV 7-7 Grants of Inspection	General correspondence and other records concerning investigations to grant, deny, or withdraw inspection.	*(Item 906a)* Destroy when ~~2~~ 3 years old.	*(Item 906b)* Destroy when 2 years old.
	Investigations. Case file by company or establishment name or number, as best suits user's needs. EXCEPT: Grant and Withdrawal forms, see GRNT.	*(Item 907a)* Destroy 2 years after business terminated.	*(Item 907b)* Destroy 2 years after business terminated.
PIV 7-8 Evaluations	General correspondence and other records dealing with the breakdown of Program establishment inspection. Subdivide as necessary.	*(Item 908a)* Destroy when ~~2~~ 3 years old.	*(Item 908b)* Destroy when 2 years old.
	Case file evaluation incidents, including investigations, alphabetically by establishment name.	*(Item 909a)* Destroy when 10 years old.	*(Item 909b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 7-9 State Operation Inspection	Correspondence, investigations, and other records dealing with Federal evaluation of State meat and poultry inspection and compliance programs and operations.		
	Determinations approving institution of State inspection programs.	*(Item 910a)* Destroy when 5 years old.	*(Item 910b)* Destroy when 5 years old.
	All other determinations.	*(Item 911a)* Destroy when 3 years old.	*(Item 911b)* Destroy when 3 years old.
	Case file individual surveys by State or by Region, Area, and State, if volume warrants.	*(Item 912a)* Destroy 1 year after new survey.	*(Item 912b)* Destroy 1 year after new survey.
PIV 7-10 Federal-State Relations	Material relating to compliance operations and exchanges of information between the Federal and State Governments.	*(Item 913a)* Destroy when ~~2~~ 3 years old.	*(Item 913b)* Destroy when 2 years old.
PIV 8 TOXIC SUBSTANCES	General correspondence and other records dealing with incidents attributable to toxic substances found in meat and poultry products, including investigations conducted in cooperation with other agencies. Subdivide as necessary.	*(Item 914a)* Destroy when ~~2~~ 3 years old.	*(Item 914b)* Destroy when 2 years old.
	Investigations. EXCEPT: Investigations indicating apparent violations, see PIV 7-1.	*(Item 915a)* Destroy when 3 years old.	*(Item 915b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 8-1 Residue Information Service	Contains information dealing with agricultural chemicals, veterinary drugs, and environmental contaminants. Organized as a reference and resource center. Contains laboratory report forms, monitoring and surveillance files, and investigations and violation files and similar files. These forms, reports, and files are duplicate copies of the originals which are covered elsewhere in this schedule.		
	Microfilm and hard copy not microfilmed.	*(Item 916a)* NONRECORD. Destroy when superseded or obsolete.	*(Item 916b)* NONRECORD. Destroy when superseded or obsolete.
	Microfilm source documents.	*(Item 917a)* Destroy when microfilm verified or after 3 months, whichever occurs first.	*(Item 917b)* N/A
PIV 9 FOODBORNE DISEASES	General correspondence, investigations, and other records dealing with incidents attributable to bacteria found in meat and poultry products, including investigations conducted in cooperation with other agencies. Subdivide as needed. EXCEPT: Investigations indicating apparent violations, see PIV 7-1.	*(Item 918a)* Destroy when 3 years old.	*(Item 918b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 10 ZOONOTIC DISEASES	General correspondence, investigations, and other records dealing with incidents attributable to diseases which are communicable between animals and man. Subdivide as needed. EXCEPT: Investigations indicating apparent violations, see PIV 7-1.	*(Item 919a)* Destroy when 3 years old.	*(Item 919b)* Destroy when 3 years old.
PIV 11 ANIMAL WELFARE	General correspondence and other records relating to humane treatment of animals in facilities, enclosures, in transport; humane treatment of horses in preparing and training them for exhibitions and shows and also their transportation and not properly filed in one of the tertiaries below.	*(Item 920a)* Destroy when ~~2~~3 years old.	*(Item 920b)* Destroy when 2 years old.
PIV 11-1 Humane Treatment	General correspondence and other records relating to the humane treatment of animals (except horses) by research facilities, dealers, exhibitors, etc.	*(Item 921a)* Destroy when ~~2~~3 years old.	*(Item 921b)* Destroy when 2 years old.
	Investigations.	*(Item 922a)* Destroy when 10 years old.	*(Item 922b)* Destroy when 5 years old.
PIV 11-2 Horse Protection	General correspondence and other records relating to the humane treatment of horses in preparing and training them for exhibitions and shows and also in transport.	*(Item 923a)* Destroy when ~~2~~3 years old.	*(Item 923b)* Destroy when 2 years old.
	Investigations.	*(Item 924a)* Destroy when 10 years old.	*(Item 924b)* Destroy when 5 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 11-3 28-Hour Law	Includes general material on the transport of animals by rail and their resting, care, watering, and feeding in route.	*(Item 925a)* Destroy when 23 years old.	*(Item 925b)* Destroy when 2 years old.
	Investigations.	*(Item 926a)* Destroy when 10 years old.	*(Item 926b)* Destroy when 5 years old.
11-4 Violations	Case file material pertaining to individual violations by name of company or individual or by case number, whichever best serves user needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigatory reports (including GAO, OI, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated. Includes materials physically separated from the case file in other offices but properly part of the case file. Example: Thermovision photographs (record copy) of horses (maintained in Veterinary Services Program area offices) which document alleged violations of the Horse Protection Act.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 11-4 (continued)	Precedent-setting cases including court cases.	*(Item 927a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 927b)* Destroy 2 years after case is closed.
	Routine cases.	*(Item 928a)* Destroy 10 years after case is closed.	*(Item 928b)* Destroy 2 years after case is closed.
PIV 12 ACCREDITED VETERINARIANS	General correspondence and other records dealing with the loss of veterinary accreditation.	*(Item 929a)* Destroy when ~~2~~3 years old.	*(Item 929b)* Destroy when 2 years old.
	Investigations. Case file by name of individual or by case number, whichever best serves user needs.	*(Item 930a)* Destroy when 10 years old.	*(Item 930b)* Destroy when 5 years old.
	Case file material pertaining to individual violations by name of individual or by case number, whichever best serves user needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigatory reports (including GAO, OI, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 12 (continued)	Precedent-setting cases including court cases.	*(Item 931a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 931b)* Destroy 2 years after case is closed.
	Routine cases.	*(Item 932a)* Destroy 10 years after case is closed.	*(Item 932b)* Destroy 2 years after case is closed.
PIV 13 ANIMAL DISEASES	General correspondence and other records dealing with the introduction, spread, quarantine or containment, and eradication of animal diseases or pests. Includes animal imports.	*(Item 933a)* Destroy when ~~2~~ 3 years old.	*(Item 933b)* Destroy when 2 years old.
	Case file investigations here except for animal quarantine. When volume warrants, subdivide by disease or type of incident.	*(Item 934a)* Destroy when 10 years old.	*(Item 934b)* Destroy when 2 years old.
PIV 13-1 Animal Quarantine	Includes general material on the quarantine of animals to prevent the spread of disease or animal pests. Includes importation of animals. Subdivide as volume warrants.	*(Item 935a)* Destroy when ~~2~~ 3 years old.	*(Item 935b)* Destrou when 2 years old.
	Investigations.	*(Item 936a)* Destroy when 10 years old.	*(Item 936b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 13-2 Violations	Case file material pertaining to individual violations by name of company or individual or by case number, whichever best serves user needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigatory reports (including GAO, OI, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.		
	Precedent-setting cases including court cases.	*(Item 937a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 937b)* Destroy 2 years after case is closed.
	Routine cases.	*(Item 938a)* Destroy 10 years after case is closed.	*(Item 938b)* Destroy 2 years after case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 14 VETERINARY BIOLOGICS	General correspondence and other records dealing with the testing and licensing of veterinary biologics and the inspection and investigation of firms manufacturing veterinary biologics.	*(Item 939a)* Destroy when ~~2~~ 3 years old.	*(Item 939b)* Destroy when 2 years old.
	Investigations. Case file alphabetically by company and by name of veterinary biologic.	*(Item 940a)* Destroy 2 years after company ceases production.	*(Item 940b)* Destroy when 2 years old.
	Case file material pertaining to individual violations by name of company or individual or by case number, whichever best serves user needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigatory reports (including GAO, OI, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.		
	Precedent-setting cases including court cases.	*(Item 941a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 941b)* Destroy 2 years after case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 14 (continued)	Routine cases.	*(Item 942a)* Destroy 10 years after case is closed.	*(Item 942b)* Destroy 2 years after case is closed.
PIV 15 PLANT AND PLANT PEST QUARANTINE	General correspondence and other records dealing with foreign and domestic plant and plant pest quarantines. Subdivide as necessary.	*(Item 943a)* Destroy when ~~2~~3 years old.	*(Item 943b)* Destroy when 2 years old.
	Investigations. Case file by name of individual or company.	*(Item 944a)* Destroy when 10 years old.	*(Item 944b)* Destroy when 2 years old.
	Case file material pertaining to individual violations by name of company or individual or by case number, whichever best serves user needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigatory reports (including GAO, OI, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.		
	Precedent-setting cases including court cases.	*(Item 945a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 945b)* Destroy 2 years after case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 15 (continued)	Routine cases.	*(Item 946a)* Destroy 10 years after case is closed.	*(Item 946b)* Destroy 2 years after case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SLAUGHTER AND PROCESSING INSPECTION

This primary deals with the slaughter, evisceration, processing, and inspection of meat and poultry and meat and poultry products and byproducts.

EXCEPT: Inspection, surveillance, investigation, and review of incidents or violations, see PIV.

EXCEPT: Records and forms files concerning individual establishment operations or contained in establishment case files, see GRANTS and FACILITIES.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI SLAUGHTER AND PROCESSING INSPECTION	General correspondence and other material pertaining to slaughter, evisceration, processing operations, and inspection carried out in meat and/or poultry establishments, and not relating to a specific plant or establishment. EXCEPT: Material relating to a specific plant or establishment for which see GRNT. EXCEPT: Inspection of product for import for which see IM. EXCEPT: Inspection of product for export for which see EX.	*(Item 947a)* Originating Office: Destroy when 3 years old.	*(Item 947b)* Destroy when 3 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI (continued)	Separate folders may be set up for MEAT and POULTRY under the primary, secondary, and tertiary subjects for SPI. If this is done, use the designations: "SPI-M" (SLAUGHTER AND PROCESSING INSPECTION-MEAT) and "SPI-P" (SLAUGHTER AND PROCESSING INSPECTION-POULTRY).		
SPI 1 POLICY	Policy, standards, and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 948a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 948b)* Destroy when superseded or obsolete.
SPI 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports, see SPI 6 PROJECTS. Reports on establishment operations, see GRNTS; exports, see EX; import, see IM; or laboratory reports, see LAT. EXCEPT: Final project reports which should be filed under SPI 6 PROJECTS.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI 2 (continued)	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 949a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 949b)* Destroy when no longer needed for reference but not later than 3 years.
	b. Agency copy of above reports.	*(Item 950a)* Destroy when superseded or obsolete.	*(Item 950b)* Destroy when 2 years old.
	c. All other reports.	*(Item 951a)* Destroy when 2 years old.	*(Item 951b)* Destroy when 2 years old.
SPI 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 952a)* Destroy when 3 years old.	*(Item 952b)* Destroy when 2 years old.
SPI 2-2 Odd-Hour Inspection Report	Odd-Hour Inspection Report, and related material, including checklists and correspondence.	*(Item 953a)* Destroy when 1 year old.	*(Item 953b)* Destroy when 1 year old.
SPI 3 COMMITTEES, MEETINGS	Meetings and committees relating to SPI program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 954a)* Destroy when 2 years old.	*(Item 954b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of SPI, such as: advisory organizations, interagency committees. Includes committees chaired by SPI representatives or records maintained by SPI representatives on committees to carry out responsibility of assignments.	*(Item 955a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 955b)* Destroy when 2 years old.
SPI 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 956a)* Destroy when 1 year old.	*(Item 956b)* Destroy when 1 year old.
SPI 4 SLAUGHTER/ EVISCERATION	General correspondence and other material on slaughtering and eviscerating meat and poultry. Includes chilling, marking, and shipment of carcasses, products, and by-products; control of inedible and condemned materials; and techniques of slaughter and evisceration of meat and poultry.	*(Item 957a)* Destroy 2 years after superseded or obsolete.	*(Item 957b)* Destroy 1 year after superseded or obsolete.
	Forms files on Slaughter/Evisceration.	*(Item 958a)* Destroy when 1 year old.	*(Item 958b)* Destroy after review. Do not file.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI 4-1 Humane Slaughter	General correspondence and other material on the humane slaughter of meat and poultry.	*(Item 959a)* Destroy 2 years after superseded or obsolete.	*(Item 959b)* Destroy 1 year after superseded or obsolete.
SPI 4-2 Diseases	General material on animal diseases found as a result of inspecting animals entering establishments and the ultimate disposition of diseased carcasses.	*(Item 960a)* Destroy 2 years after superseded or obsolete.	*(Item 960b)* Destroy 1 year after superseded or obsolete.
	Case file by type of disease as needed. Example: SPI 4-2 (Brucellosis).		
SPI 4-3 Examinations	General material on ante-mortem and post-mortem inspection of carcasses, organs, and parts thereof not related to a specific establishment.	*(Item 961a)* Destroy 2 years after superseded or obsolete.	*(Item 961b)* Destroy 1 year after superseded or obsolete.
SPI 5 PROCESSING	General correspondence and other material on processing operations in meat and poultry establishments after slaughter or evisceration and not relating to a specific plant or establishment.	*(Item 962a)* Destroy 2 years after superseded or obsolete.	*(Item 962b)* Destroy 1 year after superseded or obsolete.
	Forms files on processing. Subdivide as necessary.	*(Item 963a)* Destroy when 1 year old.	*(Item 963b)* Destroy after review. Do not file.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI 5-1 Boning/Cutting	Material on processing boneless meats, including inspection and reinspection, and poultry boning or raw boning and cut-up.	*(Item 964a)* Destroy 2 years after superseded or obsolete.	*(Item 964b)* Destroy 1 year after superseded or obsolete.
SPI 5-2 Canning	Material on processing poultry or meat products for cans or glass jars.	*(Item 965a)* Destroy 2 years after superseded or obsolete.	*(Item 965b)* Destroy 1 year after superseded or obsolete.
SPI 5-3 Cooking	Material on processing of meat or poultry by baking, broiling, roasting, boiling, frying, barbequeing, and the like.	*(Item 966a)* Destroy 2 years after superseded or obsolete.	*(Item 966b)* Destroy 1 year after superseded or obsolete.
SPI 5-4 Curing/Smoking	Correspondence and other material dealing with the curing and/or smoking of meat and poultry.	*(Item 967a)* Destroy 2 years after superseded or obsolete.	*(Item 967b)* Destroy 1 year after superseded or obsolete.
SPI 5-5 Drying	Material dealing with drying meat and poultry. Includes dehydration.	*(Item 968a)* Destroy 2 years after superseded or obsolete.	*(Item 968b)* Destroy 1 year after superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI 5-6 Freezing	Material on various freezing operations used in processing meat and poultry such as blast and holding. Includes material on off-premises freezing and inspection service for off-premises freezing.	*(Item 969a)* Destroy 2 years after superseded or obsolete.	*(Item 969b)* Destroy 1 year after superseded or obsolete.
	Lists of plants or establishments having approved off-premises facilities.	*(Item 970a)* Destroy 2 years after receipt of updated list.	*(Item 970b)* Destroy 1 year after receipt of updated list.
SPI 5-7 Products	Material on processed meat or poultry product or by-product such as meat or poultry pies, soups, dinners, etc. Case file alphabetically by name of product or by-product.	*(Item 971a)* Destroy 2 years after superseded or obsolete.	*(Item 971b)* Destroy 1 year after superseded or obsolete.
SPI 5-8 Quality	General material on quality acceptance levels of meat or poultry product or by-product.	*(Item 972a)* Destroy 2 years after superseded or obsolete.	*(Item 972b)* Destroy 1 year after superseded or obsolete.
SPI 5-9 Rendering Refining	Material on rendering or refining meat or poultry product or by-product.	*(Item 973a)* Destroy 2 years after superseded or obsolete.	*(Item 973b)* Destroy 1 year after superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI 5-10 Foreign Material	General material on contamination by foreign material on meat or poultry product. Includes dust, dirt, insects, vermin, insect or vermin parts, or waste, and similar matters.	*(Item 974a)* Destroy 2 years after superseded or obsolete.	*(Item 974b)* Destroy 1 year after superseded or obsolete.
SPI 5-11 Contamination	Material on causes of and measures to eliminate contamination of product. Includes Salmonelloses Control, Trichinosis Control, and similar disease control. Subdivide by type of contamination as volume warrants.	*(Item 975a)* Destroy 2 years after superseded or obsolete.	*(Item 975b)* Destroy 1 year after superseded or obsolete.
SPI 6 PROJECTS	General material on projects.	*(Item 976a)* Destroy when 3 years old.	*(Item 976b)* Destroy when 2 years old.
	Reference material.	*(Item 977a)* Destroy when superseded or obsolete.	*(Item 977b)* Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span of project. EXAMPLE: SPI 6 PROJECT NO. 00, Curing and Smoking Hams FY 77.	*(Item 978a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 978b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PI 6 (continued)	Proposed Projects if no further action taken. NOTE: When a proposed project is approved, remove and file with project case files.	*(Item 979a)* Destroy when 5 years old.	*(Item 979b)* Destroy when 2 years old.
	Workpapers and draft report of project.	*(Item 980a)* Destroy 3 years after completion of project and final report.	*(Item 980b)* Destroy when 2 years old.
PI 7 PET FOOD	General material on the inspection for wholesomeness of pet food, not related to a specific establishment. Subdivide by type of pet food as volume warrants.	*(Item 981a)* Destroy when 2 years old.	*(Item 981b)* Destroy when 1 year old.
PI 8 OTHER SPECIES INSPECTION	Correspondence and other material about all species not specifically covered in the Federal Meat Inspection Act, Poultry Products Inspection Act, or Meat and Poultry Inspection regulations including buffalo, reindeer, elk, wild game, and other animals. Case file by species if volume warrants.	*(Item 982a)* Destroy 2 years after superseded or obsolete.	*(Item 982b)* Destroy 1 year after superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SPI 9 REINSPECTION	General material dealing with the reinspection of previously inspected product to assure that products are not adulterated or misbranded. EXCEPT: Investigations, see PIV. EXCEPT: Boned/Cut Processing, see SPI 5-1.	*(Item 983a)* Destroy 2 years after superseded or obsolete.	*(Item 983b)* Destroy 1 year after superseded or obsolete.
SPI 10 SHIPPING	Correspondence and other records on shipments by rail, truck, and similar forms of shipping of meat and poultry product.	*(Item 984a)* Destroy 2 years after superseded or obsolete.	*(Item 984b)* Destroy 1 year after superseded or obsolete.
SPI 10-1 Seals	Correspondence and other records dealing with breaking seals, sealing of cars and trucks, and checking of seals. EXCEPT: Seal accountability records, see PRP.	*(Item 985a)* Destroy 2 years after superseded or obsolete.	*(Item 985b)* Destroy 1 year after superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

STERILE INSECT PRODUCTION

This category deals with the production of sterile flies, insects, and such, used to aid in the control and eradication of specific animal diseases. Includes program operational plans and goals.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SIP STERILE INSECT PRODUCTION	General material pertaining to sterile insect production too broad to be filed in subjects below.	*(Item 986a)* Destroy when 3 years old.	*(Item 986b)* Destroy when 2 years old.
	Case files involving specific insect outbreaks. Includes identification, location, treatment, water source, herd, owner, and such.	*(Item 987a)* Destroy 15 years after case is closed.	*(Item 987b)* Destroy 3 years after case is closed.
SIP POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 988a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 988b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SIP 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under SIP 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.	*(Item 989a)* Originating Office: PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 989b)* Destroy when no longer needed for reference but no longer than 3 years.
	b. Agency copy of above reports.	*(Item 990a)* Destroy when superseded or obsolete.	*(Item 990b)* Destroy when 2 years old.
	c. All other reports. EXCEPT: Specific feasibility or other studies which should be filed under appropriate subject in this outline. EXCEPT: Computer generated reports which should be filed under appropriate program.	*(Item 991a)* Destroy when 2 years old.	*(Item 991b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SIP 2-1 Activity Reports	Summaries relating to work activity involved with SIP.	*(Item 992a)* Destroy when 3 years old.	*(Item 992b)* Destroy when 2 years old.
SIP 3 COMMITTEES, MEETINGS	Meetings and committees relating to SIP program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 993a)* Destroy when 2 years old.	*(Item 993b)* Destroy when 2 years old.
	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of SIP such as: advisory organizations, interagency committees. Includes committees chaired by SIP representatives or records maintained by SIP representatives on committees to carry out SIP responsibility of assignments.	*(Item 994a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 994b)* Destroy when 2 years old.
SIP 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 995a)* Destroy when 1 year old.	*(Item 995b)* Destroy when 1 year old.
SIP 4 INSECT COLONY	General material relating to colonies of fertile flies or insects used for the production of sterile insects.	*(Item 996a)* Destroy when 3 years old.	*(Item 996b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SIP 4 (continued)	Case files relating to specific insect colony. Subdivide as needed.	*(Item 997a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 997b)* Destroy when 2 years old.
SIP 5 REARING	General material relating to the rearing and rearing techniques of insects.	*(Item 998a)* Destroy when 3 years old.	*(Item 998b)* Destroy when 2 years old.
	Case files relating to specific rearing techniques. Subdivide as needed.	*(Item 999a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 999b)* Destroy when 2 years old.
SIP 6 PROJECTS	General material on projects.	*(Item 1000a)* Destroy when 3 years old.	*(Item 1000b)* Destroy when 2 years old.
	Case file records and related correspondence on approved projects having precedential significance. Basic documentation and final report or other substantive material. Show title and date span of project on folder. EXAMPLE: SIP 6 PROJECTS NO. 00 - Microfilm Center FY 76.	*(Item 1001a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 1001b)* Destroy when 2 years old.
	All other projects.	*(Item 1002a)* Destroy 5 years after completion of project.	*(Item 1002b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SIP 6 (continued)	Proposed Projects. NOTE: When a proposed project is approved, remove and file with project case files.	*(Item 1003a)* Destroy when 5 years old, if no further action is taken.	*(Item 1003b)* Destroy when 2 years old.
	Workpapers and draft report of projects.	*(Item 1004a)* Destroy 3 years after completion of project and final report.	*(Item 1004b)* Destroy when 2 years old.
SIP 7 RADIATION	General material relating to the radiation techniques used to make flies sterile.	*(Item 1005a)* Destroy when 3 years old.	*(Item 1005b)* Destroy when 2 years old.
	Case files relating to specific radiation. Subdivide as needed.	*(Item 1006a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 1006b)* Destroy when 2 years old.
SIP 8 HYDROPONIC PRODUCTION	General material relating to the media used in rearing flies or insects.	*(Item 1007a)* Destroy when 3 years old.	*(Item 1007b)* Destroy when 2 years old.
	Case files relating to specific hydroponic production. Subdivide as needed.	*(Item 1008a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 1008b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
SIP 9 PACKAGING	Material relating to the packaging and handling of sterile flies to be released.	*(Item 1009a)* Destroy when 3 years old.	*(Item 1009b)* Destroy when 2 years old.
SIP 10 QUALITY CONTROL	Material relating to the quality of growth and environment of insects inside plants.	*(Item 1010a)* Destroy when 3 years old.	*(Item 1010b)* Destroy when 2 years old.
SIP 10-1 Quality Monitoring	Material related to the monitoring of insects outside of plant.	*(Item 1011a)* Destroy when 3 years old.	*(Item 1011b)* Destroy when 2 years old.
SIP 11 INSECT SECURITY	Material relating to the containment of fertile insects inside the laboratory.	*(Item 1012a)* Destroy when 3 years old.	*(Item 1012b)* Destroy when 2 years old.
	Listings of insect security council.	*(Item 1013a)* Destroy when superseded or obsolete.	*(Item 1013b)* Destroy when superseded or obsolete.
SIP 11-1 Violations	Material relating to persons or faulty equipment involved in security violations.	*(Item 1014a)* Destroy 3 years after case is closed.	*(Item 1014b)* Destroy when 2 years old.
SIP 12 METHODS DEVELOPMENT	General material relating to field, equipment, and plant testing and evaluations to improve existing methods.	*(Item 1015a)* Destroy when 3 years old.	*(Item 1015b)* Destroy when 2 years old.
	Case files of specific methodology involved with sterile insect production.	*(Item 1016a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 1016b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

VETERINARY BIOLOGICS

This category deals with the licensing, importation, production, and testing of veterinary biologics for purity, safety, potency, and efficacy in accordance with the Virus-Serum-Toxin Act.

EXCEPT: Investigations and violations. See Program Investigations and Violations (PIV).

EXCEPT: Routine laboratory test report. See LABORATORY ANALYSIS AND TESTING (LAT).

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
VEB VETERINARY BIOLOGICS	General material, including information requests, relating to Veterinary Biologics such as antigens, bacterins, vaccines, viruses, and similar biologics. Subdivide by type of biologics as volume warrants.	*(Item 1017a)* Destroy when 3 years old.	*(Item 1017b)* Destroy when 2 years old.
V[illegible]1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	*(Item 1018a)* Originating Office: PERMANENT. Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	*(Item 1018b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
EB 2 REPORTS AND STATISTICS	Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary. EXCEPT: Final project reports which should be filed under VEB 6 PROJECTS.		
	a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.	*(Item 1019a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 1019b)* Destroy when 2 years old.
	b. Agency copy of above reports.	*(Item 1020a)* Destroy when superseded or obsolete.	*(Item 1020b)* Destroy when 2 years old.
	c. All other reports.	*(Item 1021a)* Destroy when 3 years old.	*(Item 1021b)* Destroy when 2 years old.
EB 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	*(Item 1022a)* Destroy when 3 years old.	*(Item 1022b)* Destroy when 2 years old.
EB 3 COMMITTEES, MEETINGS	Meetings and committees relating to VEB program function not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	*(Item 1023a)* Destroy when 3 years old.	*(Item 1023b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
VEB 3 (continued)	Case file record copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of VEB, such as: advisory organizations, interagency committees. Includes committees chaired by VEB representatives or records maintained by VEB representatives on committees to carry out responsibility of assignments.	*(Item 1024a)* PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	*(Item 1024b)* Destroy when 2 years old.
VEB 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets.	*(Item 1025a)* Destroy when 1 year old.	*(Item 1025b)* Destroy when 1 year old.
VEB 4 BIOLOGICALS PRODUCTION	General material involving the production and marketing of Veterinary Biologics not relating to a specific establishment.	*(Item 1026a)* Destroy when 3 years old.	*(Item 1026b)* Destroy when 2 years old.
	Case files of licensed establishments involved with biological production, plans, drawings of plant facilities, licenses, labels, product outlines, specific lab tests, laboratory sample reports, establishment inspections, and the like.		

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
'EB 4 (continued)	File by establishment name or number, as best suits user's needs. Subdivide each case file, as necessary, by the records types listed below:		
	Outline of Production. Records documenting the production methods of the manufacturer for each biological product including the name of the establishment, test reports, and the like.	*(Item 1027a)* Destroy 25 years after superseded or obsolete.	*(Item 1027b)* Destroy when superseded or obsolete.
	Blueprints. Blueprints and related documents of licensed establishments to manufacture and market biological products in interstate commerce.	*(Item 1028a)* Return to establishment when: license is withdrawn; licensee has discontinued manufacture of biological products; or when blueprints have been revised or changed and new blueprints are received.	*(Item 1028b)* Destroy when establishment license is withdrawn or when blueprints are revised.
	Licenses. Licenses, history of license, and related material granting an establishment license to produce biologicals. Includes licenses for biologicals being produced. File by product number or as best suits user's needs.	*(Item 1029a)* Destroy inactive licenses when 25 years old. Transfer to FARC when 3 years old.	*(Item 1029b)* Destroy inactive licenses when 5 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
VEB 4 (continued)	Labels. Labels and related correspondence, involving written, printed, or graphic matter accompanying the final container of biological products.	*(Item 1030a)* Destroy 3 years after label is revised or product serial is terminated.	*(Item 1030b)* Destroy when product serial is terminated.
	Inspection. Material relating to the inspection of licensed establishments in accordance with the Virus-Serum-Toxin Act.	*(Item 1031a)* Destroy when 10 years old.	*(Item 1031b)* Destroy when 3 years old.
VEB 5 BIOLOGICAL TRANSPORTATION	General material related to the transportation of biologicals. Includes requests and permits for interstate and intrastate transportation.	*(Item 1032a)* Destroy when 3 years old.	*(Item 1032b)* Destroy when 2 years old.
VEB 5-1 Import	Material related to the importation of biologicals. Includes import permits for: Research and Evaluation, Distribution and Sale, Transit shipment, and the like. Subdivide material by individual importer if volume warrants.	*(Item 1033a)* Destroy when 3 years old.	*(Item 1033b)* Destroy when 2 years old.
VEB 5-2 Export	Material relating to the exportation of biologicals. Includes export requests and permits.	*(Item 1034a)* Destroy when 3 years old.	*(Item 1034b)* Destroy when 2 years old.
VEB 6 PROJECTS	General material on projects.	*(Item 1035a)* Destroy when 3 years old.	*(Item 1035b)* Destroy when 2 years old.
	Reference material.	*(Item 1036a)* Destroy when superseded or obsolete.	*(Item 1036b)* Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
VEB 6 (continued)	Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span on project, as: VEB 6 PROJECT NO. 00 (name of project), FY-77.	*(Item 1037a)* PERMANENT. Transfer to FARC when 5 years old. Offer to NARS when 15 years old.	*(Item 1037b)* Destroy when 2 years old.
	Proposed projects.	*(Item 1038a)* Destroy when 5 years old, if no further action is taken.	*(Item 1038b)* Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	*(Item 1039a)* Destroy 3 years after completion of project and final report.	*(Item 1039b)* Destroy when 2 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED