

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>	JOB NUMBER <i>NI-462-00-1</i>
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To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20409	DATE RECEIVED <i>9/21/2000</i>
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1. FROM (Agency or establishment) United States Department of Agriculture (USDA)	<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked Adisposition not approved or Awithdrawn in column 10.
2. MAJOR SUBDIVISION Food Safety and Inspection Service	
3. MINOR SUBDIVISION Administrative Services Division	

4. NAME OF PERSON WITH WHOM TO CONFER Vernie M. McLendon	5. TELEPHONE (301) 504-4215	DATE <i>8-3-01</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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6. AGENCY CERTIFICATION  
I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached 1 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified; and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO manual for Guidance of Federal Agencies,

is not required;  is attached; or  has been requested.

DATE <i>9/18/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bonnie Byrd</i>	TITLE Chief, Paperwork Management Branch
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7. Item No	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>The Office of Inspector General (OIG) files includes records of audits and investigations conducted by the USDA OIG office. USDA Agencies maintain other related OIG records created in addition to and resulting from the investigations and audits conducted by the USDA OIG office.</p> <p>This disposal Schedule covers records of the Department of Agriculture, Food Safety Inspection Service (FSIS), Office of Management, Internal Control Staff (ICS) and pertains to Office of Inspector General (OIG) Investigative Records, OIG Audit Files, and additional records created by the ICS. These records consist of paper hard copy, electronic, and other media filed within FSIS offices. This schedule supersedes GRS 22 that was withdrawn by the National Archives and Records Administration.</p> <p><i>Copy of Agency - LMD - Review - 10/20/01</i></p>		

## 1. **OIG Investigative Records**

- a) **Historically significant and attract media attention** at the national level, include severe allegations against senior level officials, result in Congressional investigation or result in drastic change in agency operating procedure and policy.

**Record copy - Permanent.** Submit to National Archives of the United States when 20 years old.

- b) **Investigative case files of Agency Program and mission activities** and regulations in protecting and insuring the safety and wholesomeness of the nation's meat, poultry, and egg products.

**Record copy.** Cut off files annually. Destroy when 10 years old.

- c) **Investigative case file of an administrative nature** on allegations of alleged fraud and abuse, and misuse of government property or services and not involving program mission activities of enforcement of Meat and poultry regulatory statutes

**Record Copy.** Cut off annually. Destroy when 7 years old.

- d) **Case file and working papers on allegations of waste, fraud, and abuse, and misuse of government services that do not result in an investigation.**

**Record Copy.** Cut off annually. Destroy when 5 years old.

- e) **Electronic mail and word processing records.** Electronic copies of records created by electronic mail and word processing systems and used exclusively to produce and generate recordkeeping copy of records included in this item. It also includes items created on electronic and word processing systems maintained for updating, revision, and dissemination.

- 1) Records covered under items a-d having no administrative value after recordkeeping (hard copy) is created. To includes copies maintained by employees in personal files, personal electronic mail directories, or other directories on hard disk or network drive, and on shared network drive used only to produce the record keeping copy.

Delete when 180 days old and after the record keeping copy is produced.

- 2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Delete when information dispersed or revision or update is completed.

2. **OIG AUDIT FILES.** Case file for program evaluations of agency activities on meat, poultry, and egg products inspection to help management identify, analyze, and determine program and organization performance or policy study in areas of particular agency concern, and internal study initiatives designed to

achieve management improvement. During the evaluation, work files that include questionnaires, rough drafts, and other correspondence used in preparing final recommendations and reports. The case file includes a final report and working files on the completion of each study or evaluation.

**a) Final Reports**

- 1) Final reports on OIG audits that document and examine agency program activities and recommend extreme change in agency policy or of a national or controversial issue.

**Permanent.** Cut off at the end of fiscal year issued. Transfer to the national Archives when most recent report is 15 years old.

- 2) Other OIG audit files not considered of a serious nature to warrant permanent retention.

Cut off at the end of year. Destroy 8 years after the end of the FY in which the final report is issued.

**b) Working papers and notes** records created in the course of the audit and evolution of final report.

Cut off at end of Year. Destroy when 5 years old.

**c) Electronic mail and work processing records.** Electronic copies of records created by electronic mail and word processing systems and used exclusively to produce and generate recordkeeping copy of records included in this item. It also includes items created on electronic and word processing systems maintained for updating, revision, and dissemination.

- 1) Records covered under items a-b having no administrative value after recordkeeping (hard copy) is created. To include copies maintained by employees in personal files, personal electronic mail directories, or other directories on hard disk or network drive, and on shared network drive used only to produce the record keeping copy.

Delete when 180 days old and after the record keeping copy is produced.

- 2) Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Delete when information dispersed or revision or update is completed.

**3. Tracking System** – Administrative electronic tracking system maintained on word-processing or spreadsheet software loaded on a computer to ensure completion and timeliness of submission of OIG reports, including schedules of paperwork, its locations, and a description of the investigation or audit and correspondence related to the audit or investigation. This system is not available under FOIA and is For Official Use Only.

**a. Electronic Recordkeeping Copy.** Destroy or delete when no longer needed for official business or completion of audit or report.

**b. Hardcopy Outputs.** Cut off at end of fiscal year. Destroy when 1 year old.