

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER <i>71-462-01-2</i>
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To: NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20409	DATE RECEIVED APR 02 2001
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1. FROM (Agency or establishment) United States Department of Agriculture (USDA)	NOTIFICATION TO AGENCY		
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 3-22-01 7-31-01	ARCHIVIST OF THE UNITED STATES <i>John W. Cal</i>

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>3/22/01</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bonnie Boye</i>	TITLE Chief, Information Management and Analysis 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 GRS OR SUPERSEDED JOB CITATION	10.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 Government Performance and Results Act (GPRA) of 1993 was enacted to provide for the establishment of strategic planning and performance measurement in the Federal Government. The bill outlines three reports to be produced by Govt. Agencies and Departments on a yearly basis and strategic plans covering a five year period. These plans were initiated on a government-wide basis in 1997.</p> <p>The following describes records created by the Planning Office, Office of Management, Food Safety Inspection Service, of the United States Department of Agriculture generated in response to the Government Performance Results Act. These records consist of paper hard copy, electronic, and other media filed in the Planning Office Central Filing System. (see attached)</p>		

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1. **FSIS Strategic Plan** tells expectations of the Agency mission activities for future years. It is formulated by the planning office with contacts with all agency sub-offices and circulated for review before the final product is generated. An electronic version of the Strategic Plan is available on the World Web Site for review by the public and interested Parties.

a. **Record Copy** – Printed hard copy maintained in the Planning Office Central Files
Permanent. When 6 years old retire to the Federal Records Center.
When 11 years old submit to the National Archives.

b. **Temporary Copy** or Other Hard Copy documents in other offices
Destroy when no longer needed

c. **Electronic Copy**
Delete from hard drive or diskette when no longer needed for verification or correction or interoffice needs.

~~* d. **Temporary Copy** as featured on Agency Web Site~~

~~1) **Hard Copy Document** used to produce Web Site portable document format file keep in a chronological file for 5 years.~~

~~Destroy at the end of FY when 6 years old.~~

~~2) **Electronic copy** of portable document format (PDF) files created to feature the Agency Strategic Plan on the FSIS Web Site~~

~~Change or delete when a new version of the Agency Strategic Plan is produced.~~

e. **Working Files** Include different versions or drafts of the Strategic Plan along with any Reference material used in the preparation of the final document.

1) Record Copy – Destroy when 6 years old.

2) Electronic Copy can include E-mail or word processing documents or other electronic documents – Destroy when no longer needed for reference.

2. **FSIS Annual Program Performance Report** that gives detailed data on the accomplishment of Strategic

* Records officer agreed via e-mail on 4/14/2001 to remove items D. Temporary Copy as featured on Agency Web Site

Goals of the agency and performance results and an analysis of these results. It is formulated by the planning office with information of all agency sub-offices and circulated for review before the final product is generated. An electronic version of the Strategic Plan is available on the World Web Site for review by the public and interested Parties.

A. **Record Copy** – Printed hard copy document kept in Planning Office Central Filing System.

Permanent. Submit to the Federal Records Center when 6 years old.

Submit to the National Archives when 11 years old in 5-year blocks.

B. **Temporary Copies** – Other hard copy documents.

Destroy when no longer needed.

C. **Electronic Copy** – Any version of an electronic Copy.

Delete from hard drive or when diskette no longer needed for verification or correction or interoffice needs.

~~D. **Temporary Copy** as featured on Agency Web Site.~~

~~1. Hard Copy Document used to produce Portable Document Format or other type electronic file on Web Site. Retain in chronological file by year.~~

~~Destroy when 6 years old.~~

~~2. Electronic of Portable Document Files created to feature the Agency Strategic Plan on the FSIS Web Site~~

~~Change or delete when a new version of the Agency Strategic Plan is produced.~~

E. **Working Files** – Different Versions or drafts of the Strategic Plan along with any Reference material used in the preparation of the final document.

1. Record Copy – Destroy when 6 years old.

2. Electronic Copy – can include E-mail or word processing documents or other electronic documents – Destroy when no longer needed.

3. **Revised Annual Performance Plans** prepared by the Planning Office for FSIS that revises their Strategic Plan based on needs and changing laws, regulations, and funding of the agency.

A. **Record Copy** – Printed hard copy kept in the Planning Office Central Files

Permanent. When 6 years old retire to the Federal Records Center.

When 11 years old submit the National Archives in 5-year blocks.

B. Temporary Copy

Other Hard Copy documents in other offices

Destroy when no longer needed

C. Electronic copy

Delete from hard drive or diskette when no longer needed for verification or interoffice needs.

~~D. Temporary Copy as featured on Agency Web Site~~

~~1. Copy Document used to produce PDF document on Web Site. Keep in Chronological file for 6 years.
Destroy at the end of FY when 6 years old.~~

~~2. Electronic of PDF files created to feature the Agency Strategic Plan on the FSIS Web Site
Change or delete when a new version of the Agency Strategic Plan is produced.~~

E. Working Files – Different Versions or drafts of the Strategic Plan along with any Reference material used in the preparation of the final document.

1. Record Copy – Destroy when 6 years old.
2. Electronic Copy - Can include E-mail or word processing documents or other electronic documents

Destroy when no longer needed.