

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		N1-462:03-01	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20409		DATE RECEIVED 3/17/2003	
1. FROM (Agency or establishment)  U.S. Department of Agriculture		NOTIFICATION TO AGENCY  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  5-3-04	ARCHIVIST OF THE UNITED STATES  <i>John W. Paul</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,  <input checked="" type="checkbox"/> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE 3/5/03	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vernie McLendon</i>	TITLE RECORDS OFFICER	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

The Federal Meat Inspection Act (FMIA) and the Poultry Products Inspection Act (PPIA) permit the Secretary of Agriculture to cooperate with a State in developing and administering under state laws, a State inspection program enforcing requirements that are "at least equal to" the Federal inspection program. State inspected meat and poultry products can only be sold within the State. The Food Safety and Inspection Service (FSIS), United States Department of Agriculture carries out the Federal inspection program and administers cooperative programs under which FSIS assists state inspection programs. FSIS conducts periodic reviews of State programs to ensure those programs are enforcing all relevant requirements affecting the operations of official State meat and poultry plants, as well as related activities supported by Federal funds such as the regulation of custom exempt plants, State compliance programs, and laboratory support. Records generated by the State programs or Federal program offices involved in administering the cooperative agreements with those programs include the following records:

1. State Performance Plan records that provide information on the organization of State meat and poultry inspection programs and procedures that will be used to ensure that the State inspection program is "at least equal to" the requirements contained in the FMIA and the PPIA. Includes laws, regulations, administration, inplant enforcement, certain specialty programs and laboratory requirements. The State Performance Plan is kept until updated or revised.

**Temporary.** Destroy 5 years after State withdraws from the Federal Cooperative Inspection Program.

2. Annual Certification that a State meets or does not meet the "at least equal to" the Federal requirements contained in the FMIA and PPIA based upon an annual review of a State's program performance.

**Temporary.** Maintain current certification and letter. Destroy when five years old.

3. Federal-State Cooperative Agreement is a document, which provides for cooperation with a State agency according to the provisions of the Talmadge-Aiken Act for the use of State employees in carrying out Federal functions under the FIMA and PPIA. Under these agreements, State employees administer Federal meat and poultry inspection in specified Federal establishments and the Federal Marks of inspection applied to product. USDA reimburses the States at the rate of 50 percent of the cost of administering inspection under Talmadge-Aiken arrangements.

**Temporary.** Maintain active original signed cooperative agreements and purge the yearly renewal letter annually after (receiving copy) the new FY renewal letter has been sent to the State. Destroy inactive Cooperative Agreement 5 years after it becomes inactive.

4. State-Federal Cooperative Agreement is a cooperative agreement that provides for a State to operate a meat and poultry inspection program to distribute meat and poultry products intrastate in accordance with the "at least equal to" requirements contained in the FMIA and PPIA.

**Temporary.** Maintain active original signed cooperative agreement and purge the yearly renewal letter annually after the new FY renewal letter has been sent to the State. Destroy inactive State-Federal Cooperative Agreement 5 years it becomes inaction.

5. Cross-Utilization Agreement - agreement between the State government and the Federal government for the cross-utilization of State employees to perform Federal inspection or Federal employees to perform State inspection. States are reimbursed at 100 percent when State employees are performing Federal inspection.

**Temporary.** Maintain active original signed cooperative agreement and purge the yearly renewal letter annually after the new FY renewal letter has been sent to the State. Destroy inactive cooperative agreement 5 years after it becomes inactive.

6. Comprehensive Reviews conducted to determine if a State's meat and poultry inspection program is "at least equal to" that of the Federal program. The determination is based on the evaluation of laws, regulations, funding and financial accountability, resource management, facilities and equipment, labels and standards, inplant review and enforcement, specialty programs and laboratories. The mechanism for deciding how well a State's inspection program is functioning includes (1) determining adherence to the State Performance Plan, (2) the review of administrative as well as program documents (3) the review of inplant conditions and operations.

**Temporary.** Destroy when 10 years old.

7. Quarterly Report is a report submitted under the Federal-State Cooperative Program to FSIS field offices on all significant technical and regulatory decisions made or accepted or ratified by the State Program Coordinator. Reports kept in agency district offices.

**Temporary.** Maintain 2 years of quarterly reports. Destroy when 2 years old.

8. Electronic mail and word processing records

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

- a. Included are copies of records covered by items 1 and 7 that have no further administrative value after the recordkeeping copy is made and used solely to generate a recordkeeping copy of the records. Includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies.

**Temporary.** Destroy/delete within 180 days after the recordkeeping copy has been produced.

- b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

**Temporary.** Destroy/delete when disseminating, revising, or updating is completed.