

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-462-04-15</i>	DATE RECEIVED <i>7-21-2004</i>
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Food Safety and Inspection Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301)504-3999	DATE	ARCHIVIST OF THE UNITED STATES

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>7/6/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Bruce Byrd</i>	TITLE <i>CHIEF IMAB, ASD</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Planned Compliance Program (PCP) (See attached sheets)	<i>Withdrawn 5/31/07</i> <i>J. Lasser</i> <i>WGL 4</i> <i>NWML</i>	

Name: Planned Compliance Program (PCP)

Agency Program: Office of Program, Evaluation, Enforcement and Review (OPEER)

Applicability: Evaluation and Enforcement Division (EED)

Identifying information:

Description: The Planned Compliance Program (PCP) consists of systematic reviews conducted at businesses engaged in the transportation, storage, and distribution of meat and poultry products after they leave federally inspected establishments or companies who have violated, or may violate the Federal Meat Inspection Act (FMIA), or the Poultry products Inspection Act (PPIA) by processing, storing, or marketing unwholesome, adulterated or misbranded product. A master compliance file is used to control the frequency of compliance reviews. Reviews frequency is based on the risk category number assigned to the individuals or company.

Specific Restrictions: Information on meat and poultry products after they leave federally inspected establishments.

Disposition Information:

a. System inputs. Information on businesses engaged in the transportation, storage, and distribution of meat and poultry product after they leave federally inspected establishments.

TEMPORARY. Destroy input data after recordkeeping copy is produced and verified.

b. Master file. This database contains documentation on planned reviews by the OPEER program investigators. The information contained in some the reviews should not be released to any person if the violations case is open. The system contains records created from April, 1998 to 1997 with a time span review that are inactive for 3 or more years and are archived out of the primary database into an archive database which are send to the NARA location. Geographically, the system is a nationwide system that has 6 regional offices and several sub offices.

TEMPORARY. Cutoff when 15 years old and transfer to the Federal Records Center one year after cutoff. Destroy six years after cutoff.

c. Data outputs. Review schedules, quarterly overdue PCP list and various other reports upon request.

TEMPORARY. Destroy when 3 years old.

d. System documentation. User manual, training guides, policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the Planned Compliance Program (PCP).

TEMPORARY. Cutoff when 15 years old and transfer to the Federal Records Center one year after cutoff. Destroy six years after cutoff.

2. 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. Copies of records that have no further administrative value after the recordkeeping copy is made. 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.

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.

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