

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK	
TO GENERAL SERVICES ADMINISTRATION NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408		JOB NO <i>N1-462-91-1</i>	DATE RECEIVED <i>8-5-91</i>
1 FROM <i>(Agency or establishment)</i> U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Food Safety and Inspection Service		In accordance with the provisions of 44 USC 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.	
3 MINOR SUBDIVISION Washington and Field Office Program Records			
4 NAME OF PERSON WITH WHOM TO CONFER Vernie M. McLendon	5 TELEPHONE EXT 447-5033	DATE <i>6/29/92</i>	ARCHIVIST OF THE UNITED STATES <i>Claudia P. ...</i>
6 CERTIFICATE OF AGENCY REPRESENTATIVE			

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 2 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached

A GAO concurrence is attached, or is unnecessary

B DATE <i>7/25/91</i>	C SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	D TITLE Chief, Paperwork Management Branch
--------------------------	--	--

7 ITEM NO	8 DESCRIPTION OF ITEM <i>(With Inclusive Dates or Retention Periods)</i>	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN <i>(NARS USE ONLY)</i>
	<p>This Disposal Schedule relates to records created by the Department of Agriculture, Food Safety and Inspection Service and consist of Performance Based Inspection System (PBIS) Records used by Meat and Poultry Processing Inspection Personnel.</p> <p style="text-align: center;">SEE ATTACHED</p> <p><i>copy sent to agency 7/8/92</i></p>		

PBIS

1. Performance Based Inspection System. Work schedules of processing inspection tasks that are used to document inspection findings. Information is used to enhance FSIS supervision and management decision making.
 - a. Source Document Paper Copy
Destroy semiannually (January and July each year).
 - b. Electronic Tape/Diskette
Destroy when 3 years old.
 - c. Optical Disc Record
Destroy information when 5 years old.

PBIS

- ~~2. Process Deficiency Record. Official documentation of non-conforming activities and/or deficient conditions observed or encountered during the performance of inspection tasks and establishment corrective actions.~~

~~Record Copy~~

~~Destroy when 3 years old.~~

See attached sheet,

12/21/2011 kc

PBIS

3. Progressive Enforcement Action

Record Copy

Destroy 3 years after enforcement action is met.

N1-462-91-1

Item 2: Noncompliance Record (NR). Official documentation of a violation of a regulation(s) observed or encountered during the performance of inspection tasks, establishment corrective actions, NR appeals, and any related material.

Record Copy:

Disposition: **TEMPORARY** Cut off files at the end of the fiscal year Destroy when 3 FYs old.
Supersede N1-462-91-1, Item 2.