

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>NI-462-93-3</i>	DATE RECEIVED <i>3-29-93</i>
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Food Safety and Inspection Service			
3. MINOR SUBDIVISION Washington and Field Office Program Records			
4. NAME OF PERSON WITH WHOM TO CONFER Vernie M. McLendon	5. TELEPHONE (202) 720-5033	DATE <i>4-4-94</i>	ARCHIVIST OF THE UNITED STATES <i>Credence Huskamp Peterson</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 ___ 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>3/23/93</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</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 GRS OR SUPERSEDED JOB CITATION	10.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>This disposal schedule relates to records created by the Department of Agriculture, Food Safety and Inspection Service (FSIS), Compliance Program (CP) Staff. The records in this disposal schedule pertain to meat and poultry compliance reviews, investigations, and violations of the Federal Meat Inspection Act (FMIA) or Poultry Product Inspection Act (PPIA) by firms and individuals that process, store, distribute, or otherwise handle meat and poultry products.</p> <p><u>This schedule supersedes only Items 19 through 22 of FSIS disposal authority NCI-462-80-3. This does not cancel the other sections of this schedule. The other sections are still active.</u></p> <p style="text-align: center;">(SEE ATTACHED)</p> <p style="font-size: 2em; font-family: cursive; margin-top: 20px;"><i>Copies sent to NCF, NN-W, NNT @ 4/9/94</i></p>		

ITEM
NO. DESCRIPTION OF RECORDS

SUPERSEDED
JOB CITATION

1. Consumer Complaints

NC1-462-80-3
Item 19

Documents and correspondence pertaining to complaints about meat and/or poultry products which do not result in investigations/violations.

a. Record Copy

Destroy 2 years after the end of the fiscal year that the report was completed.

b. Other Copies

Destroy when 1 year old.

2. Meat and Poultry Compliance Files

New

General correspondence, and other records pertaining to compliance inquiries.

such as requests from consumers seeking information and advice,

and not added per conversation with FSIS R.O. 2/17/94 JDe

1. Record Copy

Destroy 2 years after the end of the fiscal year that the records originated.

2. Other Copies

Destroy when 1 year old.

3. Meat and/or Poultry Investigation/ Violation Records

NC1-462-80-3
Item 21f & g

Case files pertaining to investigations of individuals or companies who have violated the Federal Meat Inspection Act (FMIA), the Poultry Products Inspection Act (PPIA), and related laws and regulations. These files consists of a Report of Apparent Violation, compliance history, photographs, invoices, labels, shipping papers, storage records, bills of lading, detentions, surveillance reports, laboratory reports, signed statements, organizational structures, letters of warning, and any administrative or criminal proceeding initiated.

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Meat and/or Poultry Investigation/Violation records can be referred to the Office of General Counsel or the Office of United States Attorney for legal action. They can also be closed with a letter of warning from Compliance Program. These case files fall into seven categories:

NC1-462-80-3
Item 21f & g

a. Prosecution Case Files With A Criminal Conviction

NC1-462-80-3
Item 21f & g

Meat and/or Poultry violation case files that conclude with a prosecution.

1. Record Copy

Destroy 10 years after the end of the fiscal year that the case was closed.

2. Other copies

Destroy when 1 year old.

b. Prosecution or other Case Files With An Administrative Order

NC1-462-80-3
Item 21d

Meat and/or Poultry violation case files that result in an Administrative Order.

1. Copy

Destroy 1 year after the end of the fiscal year that the Administrative Order terminated.

2. Other Copies

Destroy when 1 year old.

c. Case Files that are Precedent Setting/Significant See 3a

Meat and/or Poultry violation case files that project a new or existing standard or policy, or have gained national attention because of significant news media or Congressional interest.

amendment added per conversation with FISIS R.O. 9/20/93 etc

1. Record Copy

Permanent. Offer to NARA 10 years after the end of the fiscal year that the case was closed.

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2. Other Copies

Destroy when no longer
needed.

d. Recordkeeping Case Files

See 3a

Case files that concern firms or individuals placed on recordkeeping requirements set forth in the FMIA or PPIA because they have exceeded the annual dollar amount for selling meat or poultry products.

1. Record Copy

Destroy 1 year after the end of
the fiscal year that the
termination notice occurred.

2. Other Copies

Destroy when 1 year old.

e. Injunction Case Files

See 3a

Case files that concern firms or individuals that have been enjoined from selling or handling meat and poultry products because of violations of the FMIA or PPIA.

1. Record Copy

Destroy 1 year after the end
of the fiscal year that the
termination order occurred.

2. Other Copies

Destroy when 1 year old.

f. Pretrial Diversion Case Files

See 3a

Case files of firms that have entered a pretrial diversion agreement because of violations of the FMIA or PPIA.

1. Record Copy

Destroy 1 year after the end
of the fiscal year that the
termination order occurred.

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2. Other Copies
Destroy when 1 year old.

g. Other Case Files

See 3a

Meat and/or poultry violation case files closed with a letter of warning.

1. Record Copy
Destroy 2 years after the end of the fiscal year in which letter of warning was dated.

2. Other Copies
Destroy when 1 year old.

4. Evidence

New

a. Actual evidence used to document meat and poultry violations. Includes: photographs, shippers or receiver's statements, detentions, storage warehouse, and transportation records.

All Copies
Maintain for the required retention of the appropriate case file described in item 3 a - g above.

b. Evidence Log

Log documenting the evidence chain of custody.

All Copies
Destroy when superseded, obsolete, or no longer needed.

5. Detentions

New

Correspondence and other documents pertaining to seizures and condemnations of adulterated or misbranded meat and poultry products ~~which~~ do not result in an investigation/violation. *They*

in order to prevent it from entering into the marketplace.

Q and not added per convention with FSIS R. O. 2/17/94 etc

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a. Record Copy
Destroy 2 years after the
end of the fiscal year
that the termination occurred.

b. Other Copies
Destroy when 1 year old.

6. Recall Reports

New

Correspondence and other records dealing
with the recall of inspected meat and
poultry products suspected of being
adulterated or misbranded.

in order to prevent it from
entering into the marketplace.

a. Record Copy
Destroy 2 years after the end
of the fiscal year that
closeout letter was submitted to
Emergency Programs.

b. Other Copies
Destroy when 2 years old.