

REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER <i>N9-462-00-2</i>
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To NATIONAL ARCHIVES AND RECORDS ADMINISTRATION WASHINGTON, DC 20409	DATE RECEIVED <i>JUN 12 2000</i>
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1 FROM (Agency or establishment) United States Department of Agriculture (USDA)	NOTIFICATION TO AGENCY In accordance with the provisions of 44 USC 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 Verne M McLendon	5 TELEPHONE (301) 504-4215	DATE <i>12-12-00</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
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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>4/27/00</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7 Item No.	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>The Food Safety and Inspection Service (FSIS) is a public health agency in the U S Department of Agriculture (USDA) FSIS regulates the meat, poultry, and egg product industries to ensure that products in interstate commerce are safe, wholesome, and accurately labeled as required by the Federal Meat and Inspection Act, the Poultry Inspection Act, and the Egg Products Inspection Act</p> <p>Attached is a schedule covering FSIS electronic copies of records, that relate to the inspection regulations of meat, poultry, and egg products</p>		

1. E-mail and word processing copies

Electronic copies produced using e-mail and/or word process applications of Food Safety and Inspection Service records created on electronic mail and work processing systems for series covered by Disposition Jobs N1-462-95-2, N1-462-94-1, N1-462-93-3, ~~N1-462-94-2~~, N1-462-91-1, NC1-462-80-1 and NC1-462-80-3, with the exception of two items listed below

Delete after recordkeeping copy has been produced ^{and} / or when dissemination, revision, or updating is completed

2. Grant of Inspection distribution listing

Electronic copies created using e-mail and word processing applications of Grant of Inspection applications and approvals for Federal meat and poultry establishments is covered under job number NC1-462-80-3 Item 9

Delete 2 years after end of fiscal year in which establishment inspection grant is withdrawn

~~Destroy computer printout after use~~

3. Inspectors working copies

Electronic copies created using e-mail and work processing applications of records maintained by FSIS inspectors in official meat and poultry plants, is an extra copy of those filed in the official file, and covered by Disposition Job N1-462-94-1, item 4

Delete one year after creation *and after recordkeeping has been produced.*

** Approved ink and pen changes by records office via telephone on July 25, 2000*