

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: N9-462-00-002

All items in this schedule are inactive. Items are either obsolete or have been superseded by newer NARA approved records schedules.

Description:

Records schedules starting with the number N9 were created in response to NARA Bulletins 99-04 and 2000-02. The N9 records schedules created from 1999-2002 allowed agencies to create bulk updates to previously approved schedules to cover copies of records in word processing and email formats. Word processing and email formats are now scheduled in the General Record Schedules, superseding all N9 records schedules approved by NARA. See GRS 5.1 Item 020 Non-record keeping copies of electronic records (DAA-GRS-2016-0016-0002).

Date Reported: 09/16/2014

INACTIVE - ALL ITEMS SUPERSEDED OR OBSOLETE

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 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 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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*