

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*Rec'd NCD 10 Jul 79 AH*

TO: **GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**U.S. Department of Agriculture**

2. MAJOR SUBDIVISION  
**Food Safety and Quality Service**

3. MINOR SUBDIVISION *Washington Field Office*  
**Commodity Services, Meat Quality Division**

4. NAME OF PERSON WITH WHOM TO CONFER  
**Cosmo D. Fornaro**

5. TEL. EXT.  
**447-5033**

LEAVE BLANK

JOB NO  
**NCI-462-79-3**

DATE RECEIVED  
**July 16, 1979**

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10

*5-2-80* *William M. Steiner*  
Date *W. Steiner* Archivist of the United States

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 11 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

- A Request for immediate disposal.
- B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>William C. Hausner</i>	E. TITLE <b>Chief, Paperwork Management Branch</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This disposal schedule relates to records created by the Department of Agriculture, Food Safety and Quality Service, Commodity Services, Meat Quality Division.</p> <p>The Meat Quality Division under the Agricultural Marketing Act of 1946 has the responsibility to develop official grade standards and to offer a voluntary fee basis meat grading service. The objective of the service is to facilitate the marketing of livestock and meats. This serves the livestock producer, the consumer, and all intermediate segments of the industry.</p> <p>Under Section 6 of the National School Lunch Act of 1946 and Section 32 of the Act of 1935, the Meat Quality Division is responsible for the Meat Purchase Program. This Program enables the Meat Quality Division to purchase meat and meat products for use in the school lunch and other food assistance programs.</p> <p>There are an accumulation of approximately 682 cubic feet of records in the Meat Quality Division, of these, 43 cubic feet are permanent retention.</p> <p>This schedule supersedes those items in schedule NN-163-155 dated October 8, 1963 and NN-164-165 dated May 20, 1964.</p>		<i>70 items</i>

*Copies to  
NWH, NNE, Agency  
All FRCs*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p><u>Policy</u></p> <p>Arranged by program type chronologically.</p> <p>a. Policy and decision making documentation of Meat Quality Division which includes Meat Grading and Meat Procurement Program. This also includes historical documentation of significant aspects of program planning and development.</p> <p>1. <u>Record Copy</u> (5 cubic feet on hand)                      Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when superseded or obsolete.</p> <p>b. Fees Development. Material relating fee development for meat grading services. Include docket and related material.</p> <p><u>Record Copy</u> (2 cubic feet on hand)                      Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</p>	<p>NN163-155 (1a)</p> <p>(1b)</p>	<p>1/4 cu. ft.</p> <p>1/10 cu. ft.</p>
2	<p><u>Reports</u></p> <p>Arranged alphabetically by type.</p> <p>a. Substantive reports such as annual summaries and comprehensive nonrecurring reports, including special or onetime report of precedential value.</p> <p>1. <u>Record Copy</u> (6 cubic feet on hand)                      Permanent. Transfer to NARC when 10 years old, offer to NARS when 20 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when 2 years old.</p> <p>b. Activity Reports. Periodic work activity or progress. Includes monthly and biweekly activity reports.</p> <p>All Copies                      Destroy when 3 years old.</p>	<p>NN163-155 (2a)</p> <p>(2b)</p>	<p>1/4 cu. ft.</p>

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3	<p>c. Assignment Reports. Daily meat grading assignments and service request.</p> <p style="padding-left: 40px;"><u>Record Copy.</u> (originating field office)                      Destroy when 2 years old.</p> <p>d. <i>Tonnage Reports: Destroy when 20 years old.</i></p> <p><u>Meetings/Committees</u></p> <p>Arranged alphabetically by type.</p> <p>a. Agendas, minutes, and related material of substantive or significant meetings or committees concerned with broad aspects of the Meat Quality Program, such as advisory organizations, interagency committees. Includes committees chaired by Meat Quality representatives on committees to carry out responsibility of assignments.</p> <p>1. <u>Record Copy</u> (5 cubic feet on hand)                      Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</p> <p>2. <u>All Other Copies</u>                      Destroy when 2 years old.</p> <p>b. Meetings, associations, and committees relating to Meat Quality not described in 3a above.</p> <p style="padding-left: 40px;"><u>All Copies</u>                      Destroy when 2 years old.</p> <p>c. Arrangements. Material such as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, and the like.</p> <p style="padding-left: 40px;"><u>All Copies</u>                      Destroy when 1 year old.</p>		1/10 cu. ft.
4	<p><u>Standards</u></p> <p>Arranged by alphabetically type of standard (<i>ie., by animal species or animal type</i>).</p> <p>a. Case files of meat standards developed by Meat Quality Program. Includes research data, docket, public comments, illustrative material involved in the standards development or revisions. <del>title by animal species.</del></p> <p>1. <u>Record Copy</u> (8 cubic feet on hand)                      Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</p>	<p><i>NN 163-155 (4a)</i></p>	1/3 cu. ft.

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5	<p>2. <u>Other Copies</u>                      Destroy when superseded or obsolete.</p> <p>b. Proposed Standard. Material relating to proposed meat standards.</p> <p>1. <u>Record Copy</u>                      If no further action is taken, transfer to NARS when 3 years old. Destroy when 10 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when 2 years old.</p> <p><u>Specifications</u></p> <p>Arranged by type numerically.</p> <p>a. Case files of meat or meat product specifications developed by Agency. Includes <i>memoranda &amp; correspondence</i> material pertaining to the development, review, modification, field test and approval notification of specification. <i>Include U.S. civilian and military and international specifications.</i></p> <p>1. <u>Record Copy</u> (7 cubic feet on hand)                      Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when superseded or obsolete.</p> <p>b. Proposed Specification. Material relating to proposed meat specifications.</p> <p><u>Record Copy</u>                      If no other action is taken, transfer to FARC when 3 years old. Destroy when 10 years old.</p>	<p>N/163-155                      (4b)</p> <p>(5a)</p> <p>(5b)</p>	<p>1/4 cu. ft.</p>
6	<p><u>Projects</u></p> <p>a. Case files of Meat Quality projects, studies, or evaluations relating to major functions of Meat Quality Program. Include basic documentation and final report or other substantive material.</p> <p>1. <u>Record Copy</u> (2 cubic feet on hand)                      Arranged numerically. Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</p>		<p>1/10 cu. ft.</p>

**Request for Records Disposition Authority—Continuation**

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	<p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. Work papers and draft reports of project.</p> <p>1. <u>Record Copy</u> Destroy 3 years after completion of project.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. Proposed projects and studies.</p> <p>1. <u>Record Copy</u> If no further action is taken, destroy when 5 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>		
7	<p><u>Complaints</u> <del>Complaints</del> Material relating to all complaints regarding Meat Quality services. Includes complaints of Meat Grading, Meat Standards, and the Commodity Procurement Program.</p> <p><i>Washington Office:</i></p> <p>1. <del>Record Copy</del> Destroy 3 years after complaint is satisfied.</p> <p><i>Field Offices:</i></p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>NN163-155 (7a)</p> <p>(7b)</p>	
8	<p><u>Application</u></p> <p>a. Applicant case files relating to Meat Grading service applications.</p> <p><u>Record Copy</u> (originating field office) Destroy after application is terminated.</p> <p>b. Commitments. Material relating to commitment arrangements with industry to provide continual grading service on daily basis.</p> <p>1. <u>Record Copy</u> Destroy 3 years after termination.</p>	<p>NN164-165</p> <p>(2a)</p> <p>(2a)</p>	

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	<p>2. <u>Other Copies</u>                      Destroy 2 years after termination.</p> <p>c. Non-Federal Grading. Material relating to the application and approval of licensing non-Federal meat graders.</p> <p>1. <u>Record Copy</u>                      Destroy 3 years after license terminates.</p> <p>2. <u>Other Copies</u>                      Destroy 2 years after license terminates.</p>	<p><i>NN 164-165</i>  <i>(2b)</i></p>	
9	<p><u>Marks, Marking Devices</u></p> <p>Arranged chronologically.</p> <p><i>Memoranda &amp; Correspondence</i></p> <p>a. <del>Material</del> relating to the use of and methodology of marks, inks, and devices used to grade meat and meat products.</p> <p>1. <u>Record Copy</u> (2 cubic feet on hand)                      Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when superseded or obsolete.</p> <p>b. Equipment. Material relating to meat grading accountability. Including equipment housing, inventories, and receipts.</p> <p>1. <u>Record Copy</u>                      Destroy when 3 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when 2 years old.</p>		<p>1/10 cu. ft.</p>
10	<p><u>Certification</u></p> <p>a. Certificates. Completed certificates of grading and acceptance service performed. These certificates are used as billing documents and work tonnage reports.</p> <p>1. <u>Record Copy</u> (National Finance Center)                      Destroy when 6 years, 3 months old.</p> <p>2. <u>Originating Field Office</u>                      Destroy when 1 year old.</p> <p>3. <u>Other Copies</u>                      Destroy 1 month after tonnage report is completed.</p>	<p><i>(3a)</i></p> <p><i>(3b)</i></p> <p><i>(3b)</i></p>	

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11	<p>b. Appeals. Applicant's meat grading appeals of meat grades applied by meat graders.</p> <ol style="list-style-type: none"> <li>1. <u>Record Copy - Formal Appeals</u> Destroy 3 years after case is closed.</li> <li>2. <u>Record Copy - Informal Appeals</u> Destroy 2 years after appeal is satisfied.</li> <li>3. <u>Other Copies</u> Destroy when 2 years old.</li> </ol> <p><u>Acceptance Service</u></p> <p>Case files relating to the Meat Grading Service which provides certification that a specific meat or meat product conforms to contract specifications. Includes production reports, laboratory analysis, specifications, contracts, and related material.</p> <p>a. Federal Government Programs. Case files relating to the acceptance of meat and meat products for Federal Government purchase programs. This includes USDA Purchase Program, Department of Defense Purchase Program, and purchase programs of all other Federal agencies.</p> <p style="padding-left: 40px;"><u>Record Copy</u> Destroy <del>1</del> years after acceptance work is completed. sc 12-17-79</p> <p>b. Private Purchases. Case files related to the acceptance of private purchases by state institutions, hospitals, schools, restaurants, airlines, and the like.</p> <p style="padding-left: 40px;"><u>Record Copy</u> Destroy 3 months after work is completed.</p> <p>c. Special Acceptance Services. Case file relating to special acceptance and certification services while specific items of meat product is examined. These special services are usually performed at location other than the applicant place of business and usually completed sooner than the regular acceptance services. Special acceptance services include product examination, commodity exchange trade certifications, the certification of tallow/lard for certain industry, and frozen product certification for shipping companies.</p> <p style="padding-left: 40px;"><u>Record Copy</u> Destroy <del>1</del> years after service is completed. sc 12-17-79</p>	<p>NN/163-155</p> <p>(7a)</p> <p>"</p> <p>(7b)</p>	

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12	<p><u>Beef Data Services</u></p> <p>Material relating to specific beef data which is gathered from ear tags before and after slaughter of beef. The data is used to assist meat producers to identify inferior or superior beef breeding. It is also used to improve feeding and management programs.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy when 3 years old.</li><li>2. <u>Other Copies</u> Destroy when 2 years old.</li></ol>		
13	<p><u>Meat Grading Quality Control</u></p> <p>Quality control measures to insure correct and uniform applications of official grade standards, specifications, and applicable procedures.</p> <p>a. On-Site Errors. Material relating to misgraded or improperly accepted meat observed by meat grading supervisors at the point of origin.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy 3 years after corrective action is taken.</li><li>2. <u>Other Copies</u> Destroy 2 years after corrective action is taken.</li></ol> <p>b. Destination Errors. Material relating to misgraded or improperly accepted meat observed by meat grading supervisors when product is at its destination.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy 3 years after corrective action is taken.</li><li>2. <u>Other Copies</u> Destroy 2 years after corrective action is taken.</li></ol> <p>c. Correlations. Material relating to resampling comparison tests and grading exercises of meat graders to assure uniform grade placement and specification interpretation. Includes exercises, test results, summaries, and related material.</p> <ol style="list-style-type: none"><li>1. <u>Record Copy</u> Destroy when 3 years old.</li></ol>		

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14	<p>2. <u>Other Copies</u>                      Destroy when 2 years old.</p> <p><u>Compliance</u></p> <p>Material relating to the compliance of grade terms and meat sanitation.</p> <p>a. False Advertising-Mislabeled. Material relating to false advertisement or mislabeling grade terms.</p> <p><u>Investigations not resulting in violations</u></p> <p>1. <u>Record Copy</u>                      Destroy when 3 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when 2 years old.</p> <p><u>Investigations resulting in violations</u></p> <p>3. <u>Record Copy</u>                      Destroy 3 years after corrective action is taken.</p> <p>4. <u>Other Copies</u>                      Destroy 2 years after corrective action is taken.</p> <p>b. Regulatory Investigation/Violation. Case files relating to the Investigation/Violation of alleged bribery of meat grading on counterfeit devices.</p> <p>1. <u>Record Copy</u>                      Destroy 10 years after case is closed. Transfer to FARC 5 years after case is closed.</p> <p>2. <u>Other Copies</u>                      Destroy 2 years after case is closed.</p> <p>c. Sanitation. Material relating to sanitary violation observed by meat graders.</p> <p>1. <u>Record Copy</u>                      Destroy when 3 years old.</p> <p>2. <u>Other Copies</u>                      Destroy when 2 years old.</p>	<p>WN 163-155                      (7a + 7b)</p>	

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15	<p><u>USDA Meat Purchase Program</u></p> <p>Material which relates to the purchasing of meat and meat products for use in the School Lunch and other food assistance programs.</p> <p>a. Program Docket. Case files which contain all pertinent documentation created and generated during docket origin and final summary of the program. Includes purchase plans, Secretary's directive, statement of funds press releases, delegation of authority, and supporting papers.</p> <ol style="list-style-type: none"> <li>1. <u>Record Copy</u> (5 cubic feet on hand)                      Permanent. Transfer to FARC when 10 years old, offer to NARS when 20 years old.</li> <li>2. <u>Other Copies</u>                      Destroy when 2 years old.</li> </ol> <p>b. Contract Case File. Contracts awarded under the Purchase Program. Includes invitation or announcement offers, acceptance, administrative statements, rejected bids, and supporting papers.</p> <ol style="list-style-type: none"> <li>1. <u>Record Copy</u>                      Forward to the Agricultural Stabilization and Conservation Services who destroys 6 years and 3 months after contract is completed.</li> <li>2. <u>Other Copies</u>                      Destroy 2 years after contract is completed.</li> </ol> <p>c. Humane Slaughter Certificates. Certificates that certify the humane slaughter of animals under the USDA Purchase Program.</p> <p><u>Record Copy</u>                      Destroy when 2 years old.</p> <p>d. Contract Claims. Case files of contract claims which result from nonperformance, contract default, or other contract disputes.</p> <ol style="list-style-type: none"> <li>1. <u>Record Copy</u>                      Destroy 3 years after case is closed.</li> <li>2. <u>Other Copies</u>                      Destroy when 2 years old.</li> </ol>		1/5 cu. ft.

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16	<p><u>Export Program</u></p> <p>General material on the program designed to encourage the export of Agricultural products surplus to domestic needs.</p> <ol style="list-style-type: none"> <li>1. <u>Record Copy</u> Destroy when 3 years old.</li> <li>2. <u>Other Copies</u> Destroy when 2 years old.</li> </ol>		
17	<p><u>Economic Statistics</u></p> <p>Material relating to special statistics and other economic data to determine market prices, trends, values, and productions of meat and meat products. These are also used to develop economic impact statements and program plans.</p> <ol style="list-style-type: none"> <li>1. <u>Record Copy</u> Destroy when 5 years old.</li> <li>2. <u>Other Copies</u> Destroy when 2 years old.</li> </ol>		
18	<p><u>General Program Correspondence</u></p> <p>General correspondence files which applies to Meat Quality, Meat Grading, and the Meat Procurement Program, not described in items 1-17 above, relating to routine program operations.</p> <ol style="list-style-type: none"> <li>1. <u>Record Copy</u> Destroy when 3 years old.</li> <li>2. <u>Other Copies</u> Destroy when 2 years old.</li> </ol>	<p><i>NN/63-155</i></p> <p><i>(9a)</i></p> <p><i>(9b)</i></p>	