

Request for Records Disposition Authority

Records Schedule Number DAA-0463-2019-0001
Schedule Status Approved

Agency or Establishment Animal and Plant Health Inspection Service
Record Group / Scheduling Group Records of the Animal and Plant Health Inspection Service
Records Schedule applies to Agency-wide
Schedule Subject Lacey Act Declaration Information System (LADIS)
Internal agency concurrences will be provided No

Background Information The LAWGS system collects Lacey Act declaration information during a self-registration process. This information is collected to combat illegal timber imports and protecting global natural resources. With the assistance of the U.S. Customs and Boarder Protection (CBP) Automated Commercial Environment (ACE) importers and formal customers will submit their Lacey Act declaration information using systems that are not owed or managed by APHIS. Once all information is captured the data is then moved to the Lacey Act Declaration Information System (LADIS) for storage by APHIS. APHIS personnel uses the information in LADIS to monitor compliance with the Lacey Act declaration requirements, identify trends in international trade, and alert to other Federal enforcements agencies of unusual or suspicious active.

Importers must submit Lacey Act declaration information based on products listed on the implementation schedule of enforcement of Harmonized Tariff Schedule codes. Using LAWGS, APHIS can quickly review the Lacey Act declaration information for accuracy and completeness to assist APHIS in verifying that plants and plant products imported into the United States are legally harvested, sold, and transported.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	0	1	0

GAO Approval

Outline of Records Schedule Items for DAA-0463-2019-0001

Sequence Number

1

Lacey Act Declaration Information

Disposition Authority Number: DAA-0463-2019-0001-0001

Records Schedule Items

Sequence Number

1

Lacey Act Declaration Information

Disposition Authority Number DAA-0463-2019-0001-0001

Information collected as part of the Lacey Act Declaration Information includes: Estimated Date of Arrival, Entry Number, Container Number, Bill of Lading, Manufacturing Identification Code, Importers Name and Address, Consignee Name and Address, Description of Merchandise, Harmonized Tariff Code, Article and Component of Article, Plant Scientific Name (Genus and Species), Country of Harvest, and unique system assigned identifier.

Final Disposition Temporary

Item Status Active

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Manual Citation	Manual Title
POI 9 , item 852a	Certificates

Disposition Instruction

Cutoff Instruction Cut off at the end of the Fiscal Year.

Retention Period Destroy when 5 years old, but longer retention is authorized if required for business use.

Additional Information

GAO Approval Not Required

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
10/24/2018	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA
11/29/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
12/06/2018	Submit For Certification	Cathy McDuffie	Records Officer	APHIS - GIPSA
12/06/2018	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA
12/20/2018	Return for Revision	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
02/13/2019	Submit For Certification	Cathy McDuffie	Records Officer	APHIS - GIPSA
02/14/2019	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA
08/06/2019	Submit for Concurrence	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
08/07/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
08/13/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
08/15/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist