

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instruction on reverse)

LEAVE BLANK

JOB #

NI-463-88-1

DATE RECEIVED

5-11-88

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

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Animal and Plant Health Inspection Service

3. MINOR SUBDIVISION

Animal Damage Control Program

4. NAME OF PERSON WITH WHOM TO CONFER

Cynthia Hyson

5. TELEPHONE EXT.

447-2525

DATE

5-9-89

ARCHIVIST OF THE UNITED STATES

WITHDRAWN

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 7 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE 5-9-88	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>C. Hyson</i>	D. TITLE APHIS Records Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>On December 19, 1985, The Animal Damage Control (ADC) Program was transferred from the Department of the Interior to the U.S. Department of Agriculture, Animal and Plant Health Inspection Service (APHIS). The disposition of records closed prior to October 1, 1985, was not carried out by ADC offices in accordance with the Fish and Wildlife Service Administrative Manual, Records Disposition, dated October 27, 1978. Records eligible for destruction or transfer to a Federal Records Center or National Archives should have been executed prior to October 1985.</p> <p>The Administrative records and certain program records of ADC that were closed after September 30, 1985, are covered in the descriptions under Part II of the APHIS Records Management Handbook and may be disposed of.</p> <p>This records disposition schedule addresses the program records of ADC that are not covered in the APHIS Records Management Handbook.</p>		<p>WITHDRAWN</p>

This category deals with activities related to actions taken to reduce animal damage to crops, livestock, natural resources and human beings. This includes research and development of new methods to increase effectiveness of program operations. Case file by specific subject animal. If necessary, further subdivide by State.

DISPOSAL AUTHORITY ~~WITHDRAWN~~

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADC ANIMAL DAMAGE CONTROL	General correspondence and material relating to animal damage control to broad to be filed in subjects.	(Item 1040a) Destroy when 3 years old.	(Item 1040b) Destroy when 2 years old.
ADC 1 Policy	<p>Policy, guidelines, regulations, and requirements covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.</p> <p><u>Exception:</u> Published directives, which are filed in binders according to established Agency custom. See PDM 4, Directive Management.</p>	(Item 1041a) Originating Office. <u>Permanent.</u> Retire to FRC when 5 years old. Transfer to NARA when 15 years old.	(Item 1041b) Destroy when superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADC 2 Reports and Statistics	<p>Reports covering all subjects included under this primary. Case file by type of report.</p> <p><u>Exception:</u> Final project reports which should be filed under ADC 8, Projects.</p> <p>a. Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports.</p> <p>b. Agency copy of above reports.</p> <p>c. All other reports.</p>	<p>(Item 1042a) Originating Office. Permanent. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.</p> <p>(Item 1043a) Destroy when superseded or obsolete.</p> <p>(Item 1044a) Destroy when 3 years old.</p> <p>(Item 1045a) Destroy when 3 years old.</p> <p>(Item 1046a) Destroy when 2 years old.</p>	<p>(Item 1042b) Destroy when 2 years old.</p> <p>(Item 1043b) Destroy when 2 years old.</p> <p>(Item 1044b) Destroy when 2 years old.</p> <p>(Item 1045b) Destroy when 2 years old.</p> <p>(Item 1046b) Destroy when 2 years old.</p>
ADC 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	(Item 1045a) Destroy when 3 years old.	(Item 1045b) Destroy when 2 years old.
ADC 3 Committees, Meetings	Meetings and committees relating to ADC program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	(Item 1046a) Destroy when 2 years old.	(Item 1046b) Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
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ADC 3 (continued)	Case file record copy of minutes and related material of substantive or significant meetings with broad aspects of ADC, such as, advisory organizations, interagency committees. Includes committees chaired by or records maintained by ADC representatives on committees to carry out assigned responsibilities. <u>EXAMPLE</u> : ADC 3 COMMITTEES, CARNIVORE WORK GROUP - FY 88.	Permanent. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.	Destroy when 2 years old. WITHDRAWN
ADC 3-1 Arrangements	Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptance, and regrets.	(Item 1048a) Destroy when 1 year old.	(Item 1048b) Destroy when 1 year old.
ADC 4 Control	General correspondence and related material on animal damage control and state animal control programs, including such aircraft operation activities.	(Item 1049a) Destroy when 5 years old.	(Item 1049b) Destroy when 3 years old.
	Case files relating to specific control including the various controls below. Subdivide by control as needed.	(Item 1050a) Permanent. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.	(Item 1050b) Destroy when 3 years old.
ADC 4-1 Biological Control	General correspondence, memos, and related materials on various biological control agents used against animal pests. Subdivide by subject as needed.	(Item 1051a) Destroy when 5 years old.	(Item 1051b) Destroy when 3 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
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ADC 4-2 Chemical Control	General correspondence and materials relating to chemicals used to control wildlife. Subdivide by subject as needed.	(Item 1052a) Destroy when 5 years old.	(Item 1052b) Destroy when 3 years old.
ADC 5 Methods Development	General correspondence and research findings concerning new methods and techniques.	(Item 1053a) Destroy when 5 years old.	(Item 1053b) Destroy when 3 years old.
	Case file specific methods and subdivide as needed.	(Item 1054a) Permanent. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.	(Item 1054b) Destroy when 2 years old.
ADC 5-1 Equipment	General material and correspondence on standard and control equipment used for developing methods and surveying of animal damage.	(Item 1055a) Destroy when 5 years old.	(Item 1055b) Destroy when 3 years old.
	Case files relating to specific equipment, subdivide subjects as needed.	(Item 1056a) Permanent. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.	(Item 1056b) Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	DISPOSAL AUTHORITY	
		OFFICE OF PRIMARY RESPONSIBILITY	RETENTION ALL OTHER OFFICES
ADC 6 Surveys and Detection	Correspondence and material on surveys to detect and control animal nuisance problems. Subdivide by specific type of survey to suit user's needs.	(Item 1057a) Destroy when 5 years old.	(Item 1057b) Destroy when 3 years old.
	Survey forms.	(Item 1058a) <u>Permanent</u> . Retire to FRC when 10 years old. Transfer to NARA when 15 years old.	(Item 1058b) Destroy when 2 years old.
ADC 7 DAMAGE	General material and information of economic damage, caused by wildlife.	(Item 1059a) Destroy when 5 years old.	(Item 1059b) Destroy when 5 years old.
	Case files relating to specific damage subdivide as needed.	(Item 1060a) <u>Permanent</u> . Retire to FRC when 5 years old. Transfer to NARA when 15 years old.	(Item 1060b) Destroy when 2 years old.
ADC 7-1 Maps	Record copy of maps and related material showing distribution of damage, control, survey and regulation of animals.	(Item 1061a) <u>Permanent</u> . Retire to NARA 1 year after superseded or obsolete.	(Item 1061b) Destroy when superseded or obsolete.

WITHDRAWN

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
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ADC 8 PROJECTS	All other maps.	(Item 1062a) Destroy when superseded or obsolete.	(Item 1062b) Destroy when superseded or obsolete.
	General material on projects.	(Item 1063a) Destroy when 3 years old.	(Item 1063b) Destroy when 2 years old.
	Reference material.	(Item 1064a) Destroy when superseded or obsolete.	(Item 1064b) Destroy when superseded or obsolete.
	Case file records and related correspondence on approved projects. Include basic documentation and final report or other substantive material. Show title and date span of project as: ADC 6 PROJECT NO. 00 Birds FY 88.	(Item 1065a) <u>Permanent</u> . Retire to FRC when 5 years old. Transfer to NARA when 15 years old.	(Item 1065b) Destroy when 2 years old.
	Proposed Projects. NOTE: When proposed project is approved, remove and file with project case files.	(Item 1066a) Destroy when 5 years old, if no further action is taken.	(Item 1066b) Destroy when 2 years old.
ADC (continued)	Workpapers (of significant value) and draft report of project.	(Item 1067a) Destroy 3 years after completion of project and final report.	(Item 1067b) Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADC 9 Work Plans	<p>General material on vertebrate program and detailed work plans.</p> <p>Case file work plans relating to specific animal problem.</p>	<p>(Item 1068a) Destroy when 3 years old.</p> <p>(Item 1069a) Destroy 4 years after work plan is completed or implemented.</p>	<p>(Item 1068b) Destroy when 2 years old.</p> <p>(Item 1069b) Destroy when work plan is completed or implemented, or when 2 years old if no further action is taken.</p>

WITHDRAWN

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