

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on Reverse)

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JOB #

NI-463-91-1

DATE RECEIVED

10-19-90

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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.

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

1. FROM (Agency or establishment)

United States Department of Agriculture

2. MAJOR SUBDIVISION

Animal and Plant Health Inspection Service (APHIS)

3. MINOR SUBDIVISION

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Gregory A. Ramsey

5. TELEPHONE EXT.

(202)
447-5366

DATE

6/21/91

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 28 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. GAO concurrence is pending

B. DATE 10/15/91 2/27/91	C. SIGNATURE OF AGENCY REPRESENTATIVE 	D. TITLE Acting Head Mail & Records Management Section
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
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This record disposition schedule is an amendment to APHIS records disposition schedule NCI-310-77-2. This schedule superseded Program Investigations and Violations (PIV) items 922a, 922b, 926 a, 926b, 932a, 932b, 936a, 936b, 937a, 937b, 938a, 938b, 941a, 941b, 942a, 942b, 945a, 945b, 946a, 946b.

The following are additions to the current schedule; Administrative Management (ADM), Fiscal Affairs (FIS), Import (IM), Port Operations Inspection (POI).

New categories to the current retention schedule are as follows; Equal Opportunity (EEO), International Programs (IP)

Copies sent to agency, NN-W, NNS, NNT, etc 6/27/91

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p><i>The following submissions are additions to the existing Administrative File System and Disposal - Retention Schedule. Part II of the Handbook.</i></p> <p>1. FIS 10-1 Debt Management - Delinquent Debts and Write Off of Delinquent Debts</p> <p>Correspondence related to delinquent amounts owed to the Government and the write off those delinquent amounts.</p> <p><i>a. Primary Responsibility:</i> Destroy 3 years after collection of amounts or write off date.</p> <p><i>b. All other offices:</i> Destroy 3 years after collection of amounts or write off date.</p> <p>2. FIS 10-2 Credit Reports and Prescreening for Loans, Contracts and Grants</p> <p>Correspondence related to credit reports and prescreening of potential candidates for award of Government loans, contracts and grants.</p> <p><i>a. Primary Responsibility:</i> Destroy 3 years after completion of loan repayment, and contract and grant fulfillment.</p> <p><i>b. All other offices:</i> Destroy 3 years after completion of loan repayment, and contract and grant fulfillment.</p>		

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3.	<p>FIS 13 PROMPT PAYMENT ACT OF 1982</p> <p>Correspondence related to the legal requirements that Executive departments and agencies make payments on time, pay interest penalties when payments are late, and take discounts only when payments are made on or before the discount date.</p> <p><i>a. Primary Responsibility:</i> Destroy 3 years after final payment is made.</p> <p><i>b. All other offices:</i> Destroy 3 years after final payment is made.</p>		
4.	<p>FIS 13-1 Interest Penalties</p> <p>Correspondence related to interest penalties incurred due to the Prompt Payment Act of 1982.</p> <p><i>a. Primary Responsibility:</i> Destroy 5 years after penalty payment.</p> <p><i>b. All other offices:</i> Destroy 5 years after penalty payment.</p>		
5.	<p>FIS 13-2 Early Payment Discounts</p> <p>Correspondence related to early payment discounts taken in accordance with the Prompt Payment Act of 1982.</p> <p><i>a. Primary Responsibility:</i> Destroy 5 years after invoice paid or discounted.</p> <p><i>b. All other offices:</i> Destroy 5 years after invoice paid or discounted.</p>		

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6.	<p>FIS 13-3 Public Funds</p> <p>Material relating to APHIS Form 94 - Record of Public Funds Received.</p> <p><i>a. Primary Responsibility:</i> Destroy 3 years after payment is made.</p> <p><i>b. All other offices:</i> Destroy 2 years after made is made.</p>		
7	<p>TRV 5-2 International Travel</p> <p>Materials related to international travel authorizations (202's).</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p>	<p>GRS-9-1-10</p> <p>GRS-23/1</p>	

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	<p><i>The following submission is an entire new section to the current Administrative File System and Disposal - Retention Schedule. Part II of the Handbook - EEO matters were previously grouped with Personnel Section and it now it is a separate section.</i></p> <p>EQUAL EMPLOYMENT OPPORTUNITY</p> <p>The category covers all phases and regulations of Equal Employment Opportunity (EEO), including special program: federal women's program, hispanic program, native american program, upward mobility program, cooperative education program, physically handicapped, mentally retarded, and housing; affirmative action plans, report and statistics; counseling and mediation; complaints - appeals.</p> <p>EEO EQUAL EMPLOYMENT OPPORTUNITY</p> <p>General correspondence and copies of regulations with related records pertaining to the Civil Rights Act of 1964, the Equal Employment Opportunity (EEO) Act of 1972, and any pertinent later legislation; and agency EEO Committee meeting records including minutes and reports.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p> <p><i>b. All other offices:</i> Destroy when 3 years old, or when superseded or obsolete, whichever is applicable.</p>		
		GRS 1-25-8	
		GRS 1-25-8	

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9.	<p>EEO 1 POLICY</p> <p>Policy and guidelines covering all subject under this primary. If needed, subdivide by type or subject of policy and cross reference to appropriate subject category.</p> <p>EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.</p> <p><i>a. Primary Responsibility:</i> Retire to Federal Archives and Records Center (FARC) when 10 years old. Destroy when 20¹⁵ years old.</p> <p><i>b. All other offices:</i> Destroy when superseded or obsolete.</p>	Transfer	
10.	<p>EEO 2 REPORTS AND STATISTICS</p> <p>Includes all materials on Affirmative Action and EEO. Subdivide as best suits user's needs.</p> <p><i>a. Primary Responsibility:</i> Destroy 3 years after case is closed.</p> <p><i>b. All other offices:</i> Destroy 1 year after case is closed.</p>	GRS 1-25-f	GRS 1-25-f
11.	<p>EEO 2 Counseling Reports</p> <p>Summaries of counseling efforts on allegations of discrimination.</p> <p><i>a. Primary Responsibility:</i> Destroy 3 years after case is closed.</p> <p><i>b. All other offices:</i> Destroy 1 year after case is closed.</p>		

to NARA

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12.	<p>EEO 2-2 Activity Reports</p> <p>Summaries relating to work activity involved with Equal Employment Opportunity.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p>	<p>GRS 1-25-</p> <p>GRS 1-25-</p>	<p>h</p> <p>h</p>
13.	<p>EEO 3 Committees, Meetings</p> <p>Meetings, and committees relating to administrative activities and functions not having long term significance. Subdivide meetings and committees, if necessary, and show name and date span on folder.</p> <p><i>a. Primary Responsibility:</i> Destroy when 2 years old.</p> <p><i>b. All other offices:</i> Destroy when 1 year old.</p>	<p>GRS 1-25-</p> <p>GRS 1-25-</p>	<p>g</p> <p>g</p>
14.	<p>EEO 4 COUNSELING AND MEDIATION OF COMPLAINTS</p> <p>Case files of counseling activities with related correspondence, report, exhibits, notices and copies of settlement agreements. Subdivide as best suits user's needs.</p> <p><i>a. Primary Responsibility:</i> Destroy 3 years after case is closed.</p> <p><i>b. All other offices:</i> Destroy 1 year after case is closed.</p>		

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15.	<p>EEO 4 Counseling Duty Counseling</p> <p>Case file on counselors, including material and related correspondence, applications, records of ratings, appointment letters, training records, and recognitions. (Official file is kept in personnel).</p> <p>a. Primary Responsibility: Destroy 3 years after termination of counseling.</p> <p>b. All other offices: Destroy 3 years after termination of counseling.</p>	<p>GRS 1-26-a</p> <p>GRS 1-26-a</p>	
16.	<p>EEO 5 SPECIAL EMPHASIS PROGRAMS</p> <p>General correspondence and material relating to the programs listed below:</p> <p>a. Federal Women's Program</p> <p>b. Hispanic Employment Program</p> <p>c. Native American Program</p> <p>d. Upward Mobility Program</p> <p>e. Cooperative Education Program</p> <p>f. Other Special Programs (Includes employment or physically handicapped, mentally retarded).</p> <p>h. Housing</p> <p>Subdivide as best suits user's needs.</p> <p>a. Primary Responsibility: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>	<p>GRS 1-25-g</p> <p>GRS 1-25-g</p>	<p>g</p>

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17.	<p>EEO 6 PROGRAM REVIEW</p> <p>General material and information on EEO Affirmative Action Plans.</p> <p>Report of on-site reviews of Affirmative Action Programs.</p> <p><i>a.</i> Primary Responsibility: Destroy 5 years from date of report.</p> <p><i>b.</i> All other offices: Destroy 5 years from date of report.</p>	<p>GRS 1-25-h-3</p> <p>GRS 1-25-h-3</p>	<p>3</p> <p>3</p>
18.	<p>EEO 6-1 Affirmative Employment Program</p> <p>Agency copy of annual report of Affirmative Action Accomplishments.</p> <p><i>a.</i> Primary Responsibility: Destroy 5 years from date of report.</p> <p><i>b.</i> All other offices: Destroy 5 years from date of report.</p>	<p>GRS 1-25-h-4</p> <p>GRS 1-25-h-4</p>	<p>4</p> <p>4</p>
19.	<p>EEO 6-2 Federal Equal Opportunity Recruitment Program</p> <p>Case file material from liaisons monitoring program through correspondence or on site.</p> <p><i>a.</i> Primary Responsibility: Destroy 4 years after case file is closed.</p> <p><i>b.</i> All other offices: Destroy when case file is closed.</p>		

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20.	<p>EEO 6-3 Cooperative Education Program</p> <p>Case file material from liaisons monitoring the Intern Program through correspondence or on site.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		
21.	<p>EEO 6-4 Title 4 (Non-Discrimination)</p> <p>Case file material from liaisons monitoring program through correspondence or on site.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		
22.	<p>EEO 7-1 SUMMER INTERN PROGRAM</p> <p>Correspondence and general material pertaining to the Summer Intern Program. All activities require student participation.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		

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23.	<p>EEO 7-1 Agency Contacts</p> <p>Case file records on all agency contacts involved in the Summer Intern Program.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		
24.	<p>EEO 7-2 Historic Black Colleges and University Liaisons</p> <p>Case file records on Historic Black Colleges and University involved in the Summer Intern Program.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		
25.	<p>EEO 7-3 Hispanic Colleges and University Liaisons</p> <p>Case file records on Hispanic Colleges and University involved in the Summer Intern Program.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		

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26.	<p>EEO 7-4 Identified Positions</p> <p>Case file records on agency contacts and liaisons who identify positions and match positions with students.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		
27.	<p>EEO 7-5 Student Interns</p> <p>Case file records listing of all Summer Intern students in program. Back ground information on student and schools participating in program.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		
28.	<p>EEO 7-6 Special Programs</p> <p>Case file records relating to special program for Summer Intern Program.</p> <p><i>a. Primary Responsibility:</i> Destroy 4 years after case file is closed.</p> <p><i>b. All other offices:</i> Destroy when case file is closed.</p>		

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29.	<p>EEO 8 POSTERS</p> <p>General correspondence on signs and posters, all signs and posters; paper, cardboard and other mediums; for informational, educational, or regulatory purposes. Case folders on planning, design, art work, graphics, and related materials. Subdivide as best suits user's needs. Also applies to posters provided by USDA or other sources.</p> <p><i>a. Primary Responsibility:</i> Destroy when superseded, obsolete, or no longer needed for reference.</p> <p><i>b. All other offices:</i> Destroy when superseded, obsolete, or no longer needed for reference.</p> <p><i>The following submissions are proposed additions to the existing Program File System and Disposal - Retention Schedule. Part III of the Handbook.</i></p>		
30.	<p>POI 13-2 First-Class Mail (Domestic)</p> <p>Material on the collection of prohibited agricultural products/items being intercepted in First-Class Mail.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 year old.</p>		

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31.	<p><i>The following submissions are proposed changes to the current retention period on an item by item basis, to the existing Program File System and Disposal - Retention Schedule. Part III of the Handbook, copies of the current schedule is provided for comparison.</i></p> <p>PIV 11-1 Humane Treatment</p> <p>Reports of alleged violation from the field which upon review at Headquarters and/or OCG disclosure insufficient or no evidence of a violation. See PIV 11-4 for violations.</p> <p><i>a. Primary Responsibility:</i> Destroy 1 year after case is closed.</p> <p><i>b. All other offices:</i> Destroy upon notification from Headquarters that case is closed.</p>	NCI-310-77-2	
32.	<p>PIV 11-3 28-Hour Law</p> <p>Reports of alleged violation from the field which upon review at Headquarters and/or OCG disclosure insufficient or no evidence of a violation. See PIV 11-4 for violations.</p> <p><i>a. Primary Responsibility:</i> Destroy 1 year after case is closed.</p> <p><i>b. All other offices:</i> Destroy upon notification from Headquarters that case is closed.</p>	NCI-310-77-2	
33.	<p>PIV 12 ACCREDITED VETERINARIANS</p> <p>Routine cases</p> <p><i>a. Primary Responsibility:</i> Destroy 5 years after case is closed.</p> <p><i>b. All other offices:</i> Destroy 2 years after case is closed.</p>	NCI-310-77-2	

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34.	<p>PIV 13-1 Animal Quarantine</p> <p>Reports of alleged violation from the field which upon review at Headquarters and/or OCG disclosure insufficient or no evidence of a violation. See PIV 11-4 for violations.</p> <p><i>a. Primary Responsibility:</i> Destroy 1 year after case is closed.</p> <p><i>b. All other offices:</i> Destroy upon notification from Headquarters that case is closed.</p> <p>Precedent-setting cases including court cases.</p> <p>Note: Record copies of case files are sent to the Office of the General Counsel from which they are scheduled for retention in NCI-16-78-4.</p> <p><i>a. Primary Responsibility:</i> Destroy 7 years after case is closed. (OGC will retain it's copy and offer top NARA 25 years after case is closed in accordance with NCI-6-78-4, Item 1a).</p> <p><i>b. All other offices:</i> Destroy 2 years after case is closed.</p> <p>Routine cases</p> <p><i>a. Primary Responsibility:</i> Destroy 5 years after case is closed.</p> <p><i>b. All other offices:</i> Destroy 2 years after case is closed.</p>	<p>NCI-463-85-1</p> <p>NCI-463-85-1</p>	

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35.	<p>PIV 14 VETERINARY BIOLOGICS</p> <p>Precedent-setting cases including court cases.</p> <p>Note: Record copies of case files are sent to the Office of the General Counsel from which they are scheduled for retention in NCI-16-78-4.</p> <p><i>a.</i> Primary Responsibility: Destroy 7 years after case is closed. (OGC will retain it's copy and offer top NARA 25 years after case is closed in accordance with NCI-6-78-4, Item 1a).</p> <p><i>b.</i> All other offices: Destroy 2 years after case is closed.</p> <p>Routine cases</p> <p><i>a.</i> Primary Responsibility: Destroy 5 years after case is closed.</p> <p><i>b.</i> All other offices: Destroy 2 years after case is closed.</p>	NCI-310-77-2	

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36.	<p>PIV 15 PLANT AND PLANT PEST QUARANTINE</p> <p>Precedent-setting cases including court cases.</p> <p>Note: Record copies of case files are sent to the Office of the General Counsel from which they are scheduled for retention in NCI-16-78-4.</p> <p><i>a. Primary Responsibility:</i> Destroy 7 years after case is closed. (OGC will retain it's copy and offer to NARA 25 years after case is closed in accordance with NCI-16-78-4, Item 1a).</p> <p><i>b. All other offices:</i> Destroy 2 years after case is closed.</p> <p>Routine cases</p> <p><i>a. Primary Responsibility:</i> Destroy 5 years after case is closed.</p> <p><i>b. All other offices:</i> Destroy 2 years after case is closed</p>	NCI-310-77-2	

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37.	<p><i>The following submission is an entire new section to the current Program File System and Disposal - Retention Schedule. Part III of the Handbook</i></p> <p>INTERNATIONAL PROGRAMS</p> <p>This category deals with international activities with particular emphasis on protecting American agriculture and enhancing U.S. exports.</p> <p>NOTE: The files in this section follow the APHIS file plan; however, files are set up by country.</p> <p>Examples: (Japan) IP 12 PRECLEARANCE (Spain) IP 7 ANIMAL DISEASES/PEST</p> <p>IP INTERNATIONAL PROGRAMS</p> <p>General correspondence and related material concerning animal and/or plant diseases/pests in foreign countries too broad in scope to be filed under specific subjects.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p>		

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38.	<p>IP 1 POLICY</p> <p>Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross reference to appropriate subject category. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.</p> <p>EXCEPT: Publications, instructions, or directives which are filed in binders according to established Agency custom.</p> <p><i>a.</i> Primary Responsibility: <u>Permanent.</u> Retire to Federal Archives and Records Center (FARC) when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.</p> <p><i>b.</i> All other offices: Destroy when superseded or obsolete.</p>		
39.	<p>IP 2 REPORTS AND STATISTICS</p> <p>Reports and statistics covering all subjects included under this primary. Case file by type of report.</p> <p>EXCEPT: Final project reports which should be filed under IP 6 PROJECTS.</p> <p><i>a.</i> Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports.</p> <p>Primary Responsibility:</p> <p><i>a.</i> <u>PERMANENT.</u> Retire to FARC when 10 years old. Transfer to NARA when 15 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		

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39.	<p>Continued</p> <p>b. Agency reference copy of above report.</p> <p>Primary Responsibility:</p> <p>a. Destroy when superseded or obsolete.</p> <p>All other offices:</p> <p>b. Destroy when 2 years old.</p> <p>c. All other reports.</p> <p>Primary Responsibility:</p> <p>a. Destroy when 2 years old.</p> <p>All other offices:</p> <p>b. Destroy when 2 years old.</p>		
40.	<p>IP 2-1 Activity Reports</p> <p>Summaries of specific action or work performed by program or administrative personnel.</p> <p>a. Primary Responsibility: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		

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41.	<p data-bbox="368 258 866 289">IP 3 COMMITTEES, MEETINGS</p> <p data-bbox="296 321 1110 485"><i>a.</i> Meetings and committees relating to program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.</p> <p data-bbox="336 548 839 611"><i>a. Primary Responsibility:</i> Destroy when 2 years old.</p> <p data-bbox="336 674 839 737"><i>b. All other offices:</i> Destroy when 2 years old.</p> <p data-bbox="296 768 1169 1062"><i>b.</i> Case file copy of minutes and related material, including agendas, of substantive or significant meetings or committees concerned with broad aspects of the Agency, such as advisory organizations and interagency committees. Includes committees chaired by representative or records maintained by IP representatives or assignments.</p> <p data-bbox="368 1094 1126 1188">EXCEPT: Program meetings or committees which should be filed under the specific program category.</p> <p data-bbox="328 1220 999 1314"><i>a. Primary Responsibility:</i> <u>PERMANENT</u>. Transfer to NARA when 20 years old.</p> <p data-bbox="328 1346 839 1409"><i>b. All other offices:</i> Destroy when 2 years old.</p>		

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42.	<p>IP 3-1 Arrangements</p> <p>Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, workpapers, acceptances, and regrets. If necessary subdivide and file by type.</p> <p><i>a. Primary Responsibility:</i> Destroy when 1 year old.</p> <p><i>b. All other offices:</i> Destroy when 1 year old.</p>		
43.	<p>IP 4 CABLES/FASTOS</p> <p>Official "UNCLASSIFIED" communications relating to agriculture too broad to be filed in one of the more specific subjects.</p> <p>EXCEPT: "CLASSIFIED" communications will be filed as stated in this Handbook under section entitled "Handling of Classified and Unclassified Material Received from the Foreign Agriculture Service (FAS)".</p> <p><i>a. Primary Responsibility:</i> Destroy when 1 year old.</p> <p><i>b. All other offices:</i> Destroy when 1 year old.</p>		

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44.	<p>IP 5 ANIMAL CARE</p> <p>General correspondence and related material regarding the humane care of animals in foreign countries.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p>		
45.	<p>IP 6 PROJECTS</p> <p>General material on projects.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p> <p>Reference material.</p> <p><i>a. Primary Responsibility:</i> Destroy when supersede or obsolete.</p> <p><i>b. All other offices:</i> Destroy when superseded or obsolete.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
45.	<p>Continued</p> <p>Case file records and related correspondence on approved projects Having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: IP 6 PROJECT NO. 00 (Spain) African Swine Fever - FY 90.</p> <p>a. Primary Responsibility: <u>PERMANENT</u>. Retire to FARC 5 years after completion of project. Transfer to NARA 15 years after completion of project.</p> <p>b. All other offices: Destroy when 2 years old.</p> <p>All other projects.</p> <p>a. Primary Responsibility: Destroy 5 years after completion of project.</p> <p>b. All other offices: Destroy when 2 years old.</p> <p>Proposed projects.</p> <p>NOTE: When a proposed project is approved, remove and file with project case files.</p> <p>a. Primary Responsibility: Destroy when 5 years old if no further action is taken.</p> <p>b. All other offices: Destroy when 2 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
45.	<p>Continued</p> <p>Workpapers and draft reports of project.</p> <p><i>a.</i> Primary Responsibility: Destroy 3 years after completion of project and final report.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		
46.	<p>IP 7 ANIMAL DISEASES/PESTS</p> <p>General correspondence and material dealing with the introduction, spread, quarantine, treatment, or containment of animal diseases/pests in foreign countries (e.g., hog cholera, brucellosis, screwworm, scabies, etc.). If necessary, subdivide into program files.</p> <p>EXAMPLE: (Mexico) IP 7-1 ADP Screwworm</p> <p><i>a.</i> Primary Responsibility: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		
47.	<p>IP 8 ENVIRONMENTAL QUALITY</p> <p>General correspondence and material dealing with the effects of APHIS international animal/plant programs on the environment.</p> <p><i>a.</i> Primary Responsibility: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
48.	<p>IP 9 EXPORTS (by United States)</p> <p>General correspondence and material dealing with assisting in the foreign exportation of animals, plants, and related products from the United States to Other countries. If necessary subdivide by specific commodity.</p> <p>EXAMPLE: (Japan) IP 9 EX Papayas (Malaysia) IP 9 EX Semen</p> <p><i>a.</i> Primary Responsibility: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		
49.	<p>IP 10 IMPORTS (to United States)</p> <p>General correspondence and material relating to import requirements for the importation of animals, plants, and related products.</p> <p>EXCEPT: Material relating to importing specific animal, plant and animal/plant products see IP 12 PRECLEARANCE.</p> <p><i>a.</i> Primary Responsibility: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
50.	<p>IP 11 PLANT DISEASES/PESTS</p> <p>General correspondence material dealing with the introduction, spread, quarantine, treatment, or containment of plant diseases/pests in foreign countries (e.g., citrus canker, MOSCAMED (Medfly), Africanized honey bee). If necessary, subdivide into program files.</p> <p>EXAMPLE: (Guatemala) 11-1 PDP MOSCAMED</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p>		
51.	<p>IP 12 PRE-CLEARANCE</p> <p>General correspondence and material relating to pre-clearance of bulk exports of too broad to be filed under one of the more specific subjects below.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p>		
52.	<p>IP 12-1 Fruits/Vegetables/Flowers</p> <p>Correspondence and material on activities relating to pre-clearance of specific commodity at foreign sites before departure to United States.</p> <p>EXAMPLE: IP 12-1 PRE Granny Smith Apples</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
53.	<p>IP 12-2 Military</p> <p>Correspondence and material on activities relating to preclearance of military personnel and equipment at foreign sites before departure to the United States.</p> <p>EXAMPLE: IP 12-2 PRE BRIGHTSTAR</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy when 2 years old</p>		
54.	<p>IP 13 STERILE INSECT TECHNIQUE</p> <p>Correspondence and material relating to Sterile Insect Technique production in foreign countries. Program case files involving specific outbreaks including identification; location, treatment, water source, etc.</p> <p>EXAMPLE: (Guatemala) 13 SIT MOSCAMED</p> <p><i>a. Primary Responsibility:</i> Destroy 15 years after case is closed.</p> <p><i>b. All other offices:</i> Destroy when 3 years old.</p>		
55.	<p>IP 14 SURVEY/DETECTION</p> <p>Correspondence and material relating to Survey/Detection activities for plant and animal diseases/pests in foreign countries. Subdivide by specific type of survey to suit user's needs.</p> <p><i>a. Primary Responsibility:</i> Destroy when 3 years old.</p> <p><i>b. All other offices:</i> Destroy 2 years old.</p>		

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	<p>IP 15 REGULATORY</p> <p>Correspondence and material concerning regulatory requirement for new methods and techniques for survey, control, and regulation of plant and animal control in foreign countries.</p> <p><i>a.</i> Primary Responsibility: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		
57.	<p>IP 16 RESEARCH/METHODS DEVELOPMENT</p> <p>Correspondence and material concerning research of new methods and techniques for survey, control, and regulation of plant and animal programs.</p> <p><i>a.</i> Primary Responsibility: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		
58.	<p>IP 17 TREATMENTS (TRE)</p> <p>Correspondence and material relating to treatments and techniques used to prevent the spread of plant and animal diseases/pests in foreign countries. Subdivide case file specific treatment as best suits users needs.</p> <p><i>a.</i> Primary Responsibility: Destroy when 3 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		