

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		HAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-463-72-1</i>	
1. FROM (Agency or establishment) Animal and Plant Health Inspection Service		DATE RECEIVED <i>5-11-92</i>	
2. MAJOR SUBDIVISION Management Services Division		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Document Management Branch			
4. NAME OF PERSON WITH WHOM TO CONFER Gregory A. Ramsey	5. TELEPHONE 301-436-8215	DATE <i>6-16-93</i>	ARCHIVIST OF THE UNITED STATES <i>Credy Hunkamp Petersen</i>

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 14 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 MAY 5 1992	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gregory A. Ramsey</i>	TITLE Management Analyst, Records Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
1.	<p>ADC ANIMAL DAMAGE CONTROL</p> <p>General correspondence and material relating to animal damage control to broad to be filed under one of the more specific subjects below.</p> <p>a. Originating office: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		

Copies sent to Agency, NSR, NNT, NCF, NIA 6/22/93

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2.	<p>ADC 1 POLICY</p> <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>Exception: Published directives, which are filed in binders according to established Agency custom. See PDM 4 Directive Management.</p> <p>a. Originating office: Permanent. Transfer to Federal Records Center (FRC) when 5 years old. Retire to National Archives and Records Administration when 15 years old.</p> <p>b. All other offices: Destroy when superseded or obsolete.</p>		
3.	<p>ADC 2 REPORTS AND STATISTICS</p> <p>Reports covering all subjects included under this primary. Case file by type of report.</p> <p>Exception: 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>Originating office: Permanent. Transfer to FRC when 10 years old. Retire to NARA when 15 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		

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3.	<p>b. Agency copy of above reports. Originating office: Destroy when superseded or obsolete.</p> <p><i>held by</i> All other offices: Destroy when 2 years old.</p>		
	<p>c. All other reports.</p> <p>1. Originating office: Destroy when 3 years old.</p> <p>2. All other offices: Destroy when 2 years old.</p>		
4.	<p>ADC 2-1 Activity Reports</p> <p>Summaries of specific action or work performed by program or administrative personnel.</p> <p>a. Originating office: Destroy when 3 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
5.	<p>ADC 3 COMMITTEES, MEETINGS</p> <p><i>Records, including minutes and correspondence,</i> <i>of</i> Meetings, and committees relating ADC program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span on folder.</p> <p>a. Originating office: Destroy when 2 years old.</p> <p>b. All other offices: Destroy when 1 year old.</p>		

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Cont. 5A	<p>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 to carry out assigned responsibilities. <u>Example</u>: ADC 3 COMMITTEES, CARNIVORE WORK GROUP - FY 92</p> <p>a. Originating office: <u>Permanent</u>. Transfer to FRC when 10 years old. Retire to NARA when 15 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		
6.	<p>ADC 3-1 Arrangements</p> <p>Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work-papers, acceptance, and regrets.</p> <p>a. Originating office: Destroy when 1 year old.</p> <p>b. All other offices: Destroy when 1 year old.</p>		
7.	<p>ADC 4 CONTROL</p> <p>General correspondence and related material pertaining to animal damage control programs, including efficacy of and public attitudes toward control programs.</p> <p>a. Originating office: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		

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8.	<p>ADC 4-1 Mechanical Control</p> <p>Case files relating to mechanical control projects.</p> <p>a. Originating office: <u>Permanent</u>. Transfer to FRC when 5 years old. Retire to NARA when 15 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p> <p>Reference Material. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.</p>		
9.	<p>ADC 4-2 Chemical Control</p> <p>Case files relating to chemical control projects.</p> <p>a. Originating office: <u>Permanent</u>. Transfer to FRC when 5 years old. Retire to NARA when 15 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p> <p>Reference Material. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.</p>		

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10.	ADC 4-3 Permits Related correspondence and file copies of permits issued by Federal, State or other agencies to conduct control work. Originating office: Destroy 5 years after expiration date or when no longer historically significant. All other offices: Destroy when 3 years old.		
11.	ADC 5 TECHNICAL REFERENCE MATERIAL Articles, reprints, pamphlets and other materials providing general information on various subjects. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.		
12.	ADC 5-1 Mammals Articles, reprints, pamphlets and other materials providing general information on various subjects. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.		

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13.	ADC 5-2 Birds Articles, reprints, pamphlets and other materials providing general information on various subjects. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.		
14.	ADC 5-3 Reptiles/Amphibians Articles, reprints, pamphlets and other materials providing general information on various subjects. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.		
15.	ADC 5-4 Endangered Species Articles, reprints, pamphlets and other materials providing general information on various subjects. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.		

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16.	<p>ADC 6 ENDANGERED SPECIES/ SECTION 7 CONSULTATION</p> <p>General correspondence and information pertaining to Section 7 Consultation conducted pursuant to the Endangered Species Act.</p> <p>Case files pertaining to specific consultations.</p> <p>a. Originating office: <u>Permanent</u>. Transfer to FRC when 15 years old. Retire to NARA when 20 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
17.	<p>ADC 7 DAMAGE</p> <p>General correspondence and information on different types of damage or problems caused by wildlife, results of studies to quantify types and amounts of damage.</p> <p>a. Originating office: Destroy when 5 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		
18.	<p>ADC 7-1 Agricultural Crops</p> <p>Case files on damage to agricultural crops caused by wildlife, including damage to reforestation efforts and commercial timber production.</p> <p>a. Originating office: <u>Permanent</u>. Transfer to FRC when 15 years old. Retire to NARA when 20 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		

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18.	Reference material. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.		
19.	ADC 7-2 Livestock Case files on damage to livestock caused by wildlife, including damage to aquaculture operations. a. Originating office: <u>Permanent</u> . Transfer to FRC when 15 years old. Retire to NARA when 20 years old. b. All other offices: Destroy when 3 years old. Reference Material. Originating office: Destroy when superseded or obsolete. All other offices: Destroy when superseded or obsolete.		
20.	ADC 7-3 Human Health and Safety Case files on hazards to human health and safety caused or influenced by wildlife, including aircraft hazards and diseased transmitted to humans. a. Originating office: <u>Permanent</u> . Transfer to FRC when 15 years old. Retire to NARA when 20 years old. b. All other offices: Destroy when 3 years old.		

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20.	<p>Reference Material.</p> <p>Originating office: Destroy when superseded or obsolete.</p> <p>All other offices: Destroy when superseded or obsolete.</p>		
21.	<p>ADC 7-4 Nuisance</p> <p>Case files on nuisance problems caused by wildlife.</p> <p>Originating office: <u>Permanent</u>. Transfer to FRC when 15 years old. Retire to NARA when 20 years old.</p> <p>All other offices: Destroy when 3 years old.</p> <p>Reference Material.</p> <p>Originating office: Destroy when superseded or obsolete.</p> <p>All other offices: Destroy when superseded or obsolete.</p>		
22.	<p>ADC 7-5 Natural Resources</p> <p>Case files on wildlife damage to natural resources, including predation on wildlife and damage to range lands and other wildlife habitats.</p> <p>a. Originating office: <u>Permanent</u>. Transfer to FRC when 15 years old. Retire to NARA when 20 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p>		

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22.	<p>Reference Material.</p> <p>Originating office: Destroy when superseded or obsolete.</p> <p>All other offices: Destroy when superseded or obsolete.</p>		
23.	<p>ADC 7-6 Industrial</p> <p>Case files on wildlife damage to homes, buildings, facilities, and other structures.</p> <p>a. Originating office: <u>Permanent</u>. Transfer to FRC when 15 years old. Retire to NARA when 20 years old.</p> <p>b. All other offices: Destroy when 3 years old.</p> <p>Reference Material.</p> <p>Originating office: Destroy when superseded or obsolete.</p> <p>All other offices: Destroy when superseded or obsolete.</p>		
24.	<p>ADC 8 RESEARCH/DEVELOPMENT</p> <p>General Material and correspondence relating to research programs and findings on new methods, materials, and techniques used in animal damage control.</p> <p>Originating office: Destroy when 5 years old.</p> <p>All other offices: Destroy when 3 years old.</p>		

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24.	<p>Case file specific methods/research subdivide as necessary.</p> <p>Originating office: <u>Permanent</u>. Transfer to FRC when 15 years old. Retire to NARA when 20 years old.</p> <p>All other offices: Destroy when 3 years old.</p>		
25.	<p>ADC 9 SPECIAL INTEREST GROUPS</p> <p>General correspondence and material related to special interest groups or organizations that have interest in ADC programs and functions.</p> <p>Originating office: Destroy when superseded or obsolete.</p> <p>All other offices: Destroy when superseded or obsolete.</p>		
26.	<p>ADC 10 MAPS</p> <p>Record copy of maps and related material showing distribution of damage, control and survey.</p> <p>Originating office: <u>Permanent</u>. Retire to NARA 1 year after superseded or obsolete.</p> <p>All other offices: Destroy when superseded or obsolete.</p> <p>All other maps.</p> <p>Originating office: Destroy when superseded or obsolete.</p> <p>All other offices: Destroy when superseded or obsolete.</p>		

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27.	<u>The following items are additions to Environmental Quality section.</u> ENQL 12 HAZARDOUS WASTE DISPOSAL General material and information on solid waste, and how it is determined if that waste is hazardous. Regulations on hazard waste storage, treatment, disposal. Contractors who provide hazardous waste disposal site operations. For additional information see 40 CFR, parts 261, 262; and the APHIS Safety and Health Manual, Chapter 10, exhibit 5, section 2, page 2. <i>a. Originating office: <u>Permanent.</u> Retire to FRC when 5 years old. Transfer to NARA</i> <i>b. All other offices: When 15 years old.</i> <i>27A</i> Case files relating to evaluations, and establishing tolerance levels of residues in animal tissues, soil, plants, water, and the like. <i>a. Originating office:</i> <u>Permanent.</u> Retire to FRC when 5 years old. Transfer to NARA when 15 years old. <i>b. All other offices:</i> Destroy when 2 years old.		
28.	ENQL 12-1 Hazardous Waste Contractors Case files on hazardous waste contractors and waste site operators. Certification statements and other legal documentation outlining responsibility for hazardous waste and authority for actions. <i>a. Originating office:</i> <u>Permanent.</u> Retire to FRC when 5 years old. Transfer to NARA when 15 years old. <i>b. All other offices:</i> Destroy when 2 years old.		

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29.	<p>ENQL 12-2 Hazardous Waste Transportation</p> <p>Case files relating to the packaging, labeling, marking, placarding, and shipping documentation to include the bills of lading.</p> <p><i>a.</i> Originating office: <u>Permanent</u>. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		
30.	<p>ENQL 12-3 Hazardous Waste Disposal Manifests</p> <p>Case files of waste disposal manifests received from disposal site operators for offsite treatment, storage or disposal.</p> <p><i>a.</i> Originating office: <u>Permanent</u>. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.</p> <p><i>b.</i> All other offices: Destroy when 2 years old.</p>		
31.	<p>ENQL 12-4 Hazardous Waste Analysis/Test Results</p> <p>Case files relating to waste analysis, test results, and other determinations regarding hazardous waste sent off-site for treatment.</p> <p><i>a.</i> Originating office: <u>Permanent</u>. Retire to FRC when 5 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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32.	<p>ENQL 12-5 Hazardous Waste Accidents/Spills</p> <p>Case files relating to accidents or spills involving hazardous materials that result in hazardous waste.</p> <p>a. Originating office: <u>Permanent</u>. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.</p> <p>b. All other offices: Destroy when 2 years old.</p>		