

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER

N1-463-96-1

DATE RECEIVED

1-19-99

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE

ARCHIVIST OF THE UNITED STATES

3-10-99

*[Signature]*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)  
WASHINGTON, DC 20408

1. FROM (Agency or establishment)  
USDA, ANIMAL PLANT HEALTH INSPECTION SERVICES

2. MAJOR SUBDIVISION  
PLANT PROTECTION AND QUARANTINE

3. MINOR SUBDIVISION  
SCIENTIFIC SERVICES

4. NAME OF PERSON WITH WHOM TO CONFER  
LINDA MUDD

5. TELEPHONE  
(301) 734 - 8420

**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 8 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

6-4-98

SIGNATURE OF AGENCY REPRESENTATIVE

*[Signature: Linda Mudd]*

TITLE

RECORDS OFFICER

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	SEE ATTACHED		

MAR 17 1999 *[initials]*

Copy to: Agency, NARA, NWR, R

## SCIENTIFIC SERVICES

The category is focused upon Genetically Engineered crops and organisms, and the regulatory permits issued for environmental release (field testing), import, and interstate movement. This category will also include Notifications (process of informing State Agriculture Officials of "no risk" plant pest crop field testing) and Petitions (for deregulation of particular "non risk" plant pest corps).

### DISPOSAL AUTHORITY

#### 1. SS BIOTECHNOLOGY

\* Retention Period \*

- a. General material and correspondence including information requests, relating to the interstate movement, testing, identification, and inspection of plants, microorganisms, and animals too broad in scope to be filed under one of the specific subjects below.
- b. Correspondence related to opinions about whether a specific organism is a regulated article.

(Item )  
Originating office:  
Destroy when 3 years old.  
(Item )  
All other offices:  
Destroy when 2 years old.

(Item )  
Originating office:  
Retire to the Federal Record Center (FRC) when 5 years old. Destroy when 15 years old.

(Item )  
All other offices:  
Destroy when 2 years old.

#### 2. SS 1 POLICY

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

(Item )  
Originating office:  
**PERMANENT.** Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

~~EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.~~

(Item )  
~~All other offices:  
Destroy when superseded or obsolete. NO RECORD~~

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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DISPOSAL AUTHORITY

\* Retention Period \*

3. SS 2 REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary.

EXCEPT: Final project reports which should be filed under ADM 6 PROJECTS or Agency program reports which should be filed with specific program reports.

Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time reports as needed.

(Item )  
Originating office:  
PERMANENT. Retire to FRC when 5 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

(Item )  
All other offices:  
Destroy when no longer needed for reference but no longer than 3 years.

4. SS 2-1 New Technology/Issues  
(RESERVED)

5. SS 2-2 Activity Reports

Summaries of specific action or work performed by program or administrative personnel.

(Item )  
Originating office:  
Destroy when 3 years old.

(Item )  
All other offices:  
Destroy when 1 years old.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

DISPOSAL AUTHORITY

\* Retention Period \*

6. ~~SS 3 COMMITTEES, MEETINGS~~

- a. Meetings and committees relating to administrative activities and functions not having long term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

(Item )  
Originating office:  
Destroy when 2 years old.  
+[(Disp. Auth. GRS 16-8-a)]+

(Item )  
All other offices:  
Destroy when 2 years old.  
+[(Disp. Auth. GRS 16-8-a)]+

- b. Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of SS, such as: advisory organizations and interagency committees to carry out responsibility of assignments.

(Item )  
Originating office:  
PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

(Item )  
All other offices:  
Destroy when 2 years old.

EXCEPT: Program meetings or committees which should be filed under the specific program category.

7. SS 3-1 Arrangements

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work-papers, acceptances, and regrets.

(Item )  
Originating office:  
Destroy when 1 year old.

(Item )  
All other offices:  
Destroy when 1 year old.

DISPOSAL AUTHORITY

\* Retention Period \*

8. SS 4 SPEECHES

a. Copies of speeches made by senior officials about SS programs and policies.

(Item )  
Originating office:  
**PERMANENT.** Retire to  
FRC when 5 years old.  
Transfer to NARA when  
15 years old.

b. All other speeches.

~~(Item )  
All other offices:  
NON RECORD. Destroy when 3  
months old.~~

(Item )  
Originating office:  
Destroy when 2 years old.

~~(Item )  
All other offices:  
NON RECORD. Destroy when 3  
months old.~~

9. SS 5 PERMITTING

Those general materials and correspondence pertaining to the review and issuance of permits for genetically engineered organisms that are too broad in scope to be filed under one of the specific subjects below.

(Item )  
Originating office:  
Destroy when 3 years old.

(Item )  
All other offices:  
Destroy when 2 years.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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DISPOSAL AUTHORITY

\* Retention Period \*

10. SS 5-1 RELEASE AND MOVEMENT PERMITS  
AND NOTIFICATIONS

a. Release Permits: Permits files for the introduction of genetically-engineered organisms into the environment. Includes original application and supporting information, relevant correspondence, environmental assessments, inspection reports, and other related documents.

(Item )

Originating office:  
Retire to FRC 5 years after permit is issued or denied.  
Destroy 30 years after permit has been issued or denied.

(Item )

All other offices:  
Destroy 2 years after permit is issued or denied.

b. Movement Permits. Permit files to move genetically-engineered organisms from one site to another. Includes original application and supporting information, relevant correspondence, inspection reports, and the like.

(Item )

Originating office:  
Retire to FRC 5 years after movement permit has been issued or denied. Destroy 30 years after permit has been issued or denied.

(Item )

All other offices:  
Destroy 2 years after movement permit has been issued or denied.

c. Notification. Permit files to allow testing of genetically-engineered organisms under simplified regulatory procedures. Includes original applications, supporting information, and relevant correspondence.

(Item )

Originating office:  
Retire to the FRC 5 years after notification has been acknowledged or denied.  
Destroy 30 years after notification has been acknowledged or denied.

(Item )

All other offices:  
Destroy 2 years after notification has been acknowledged or denied.

MAKE FILE FOLDER FOR ONLY THOSE SUBJECTS NEEDED

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DISPOSAL AUTHORITY

\* Retention Period \*

11. SS 5-2 DATA/MONITORING RE-  
PORTS

Correspondence, reports, and summaries of data related to field tests.

(Item )

Originating office:  
Retire to the FRC 5 years after the completion of all field tests. Destroy 30 years after the completion of all field tests.

(Item )

All other offices:  
Destroy 2 years after the completion of all field tests.

12. SS 6 PETITIONS

a. Files for decision documents related to requests for evaluation of regulatory status of articles.

1. Issued Petitions

(Item )

Originating office:  
**PERMANENT:** Retire to the FRC 5 years after petition was granted. Transfer to NARA 30 years after petition was granted.

(Item )

All other offices:  
Destroy when 2 years old.

2. Denied or Withdrawn Petitions

(Item )

Originating office:  
Destroy 2 years after denied or withdrawn.

(Item )

All other offices:  
N/A

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

DISPOSAL AUTHORITY

\* Retention Period \*

b. Historic files for decisions documents related to requests for reevaluation of regulatory status of organisms.

(Item )  
Originating office:  
Retire to the FRC 5 years after petition was granted or denied. Destroy 30 years after petition is granted or denied.

(Item )  
All other offices:  
Destroy when 2 years old.

c. Historical files for opinion letters related to requests for clarification of regulatory status for organisms.

(Item )  
Originating office:  
Destroy when 5 years old.

(Item )  
All other offices:  
Destroy when no longer needed for reference but no longer than 1 year.

13.

SS 7 FEDERAL REGISTER  
DOCKETS

Notices, proposed rules, and final rules.

(Item )  
Originating office:  
Retire to FRC when 6 years old. Destroy when 20 years old.  
+{(Disp. Auth. NC1-310-77-2}+

(Item )  
All other offices:  
Destroy 3 years after rule is adopted or when rule is superseded or obsolete.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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**DISPOSAL AUTHORITY**

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\* Retention Period \*

14. SS 8 PROJECTS (Reserved)

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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