

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

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

2. MAJOR SUBDIVISION
INFORMATION TECHNOLOGY COMMUNITY

3. MINOR SUBDIVISION
GRAIN INSPECTION, PACKERS AND STOCKYARD ADMIN.

4. NAME OF PERSON WITH WHOM TO CONFER
LINDA MUDD

5. TELEPHONE
(301) 734 - 8420

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-136-98-1

DATE RECEIVED
5-11-98

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 FOR ARCHIVIST OF THE UNITED STATES

9/29/98 *[Signature]*

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 _____ 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: 11-24-97
SIGNATURE OF AGENCY REPRESENTATIVE: *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 GRS OR SUPERSEDED JOB CITATION	10.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)
115-109	SEE ATTACHMENT WITH JUSTIFICATION		

7110 **License Issuance** - Documents relating to licensee applications, examinations, grades, renewals, terminations, suspensions, & authorized functions.

A **Originating Office:**

Destroy immediately when licensee is deceased, or 5 years after license is terminated, whichever is applicable

B **All Other Offices:**

Destroy when 2 years old.

Change agreed to made by Linda per conversation 9/28/98

7150 **Investigations** - Material relating to violations of the U.S. Grain Standards Act & conflict of interest.

(4) Licensee Conflict of Interest

A **Originating Office:**

Destroy immediately when licensee is deceased, or 5 years after license is terminated, whichever is applicable

B **All Other Offices:**

Destroy when 2 years old.

Change agreed to by Linda made per conversation 9/28/98