

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-463-98-03</i>	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NRA) WASHINGTON, DC 20408		DATE RECEIVED <i>1/28/00</i>	
1. FROM (Agency or establishment) Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Animal and Plant Health Inspection Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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			
4. NAME OF PERSON WITH WHOM TO CONFER Linda M. Mudd	5. TELEPHONE 301-734-8420	DATE <i>5-10-00</i>	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 ___ 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, <input checked="" type="checkbox"/> <i>per LM 5/2/00</i> is not required; <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested.			
DATE <i>1/24/00</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Linda Mudd</i>	TITLE <i>Records Officer</i>	

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>WNRC PROJECT Records of the Animal and Plant Health Inspection Service (Record Group 463)</p> <p>This schedule provides continuing disposition authority for records of the Animal and Plant Health Inspection Service that are located in the agency, stored at WNRC, and which have been previously transferred to NARA custody by the Animal and Plant Health Inspection Service.</p> <p>SEE ATTACHED PAGE</p>		

Agency reviewed

Record Group 463
Records of the Animal and Plant Health Inspection Service

Item #1 provides for continuing disposition authority for Animal and Plant Health Inspection Service records and supersedes the previously approved authorities as noted.

1. Administrator of the Animal and Plant Health Inspection Service. Certificates - Livestock Market Approvals and Removals.

Arranged by name of U.S. State. Approved applications made to receive United States Animal and Plant Health Inspection Service recognition as a Specifically Approved Stockyards for Receiving Cattle and Bison, and Specifically Approved Stockyards for Handle Interstate Shipments of Slaughter Swine, as promulgated by the Animal and Plant Health Inspection Service, USDA, under 9 CFR 76.18(b)2, and 9 CFR 78.7 -8 (1-1-97 Edition). Applications date from FY 1984. The information included on the applications include the Name of the Operator of the Stockyard seeking approval, name and address of stockyard, date application made, recommended approvals by State Animal Health Official, Veterinarian in Charge, and the Administrator of the Animal and Plant Health Inspection Service.

The records also contain information on Stockyards for which APHIS Approval was withdrawn, when the operator requested that approval of the stockyards operation be withdrawn, or when the stockyard fails to maintain or operate the stockyard in accordance with standards promulgated by APHIS. The records which note the removal of a stockyard from APHIS Approval contains information on the owner and address of the stockyard in question, as well as a brief narrative as to why approval was withdrawn (owner request, closing of stockyard, failure to meet standards, etc.).

These records are currently scheduled as permanent under RCS/INIP7/3/694A, and are scheduled to be transferred to NARA in 2005. The Applications do not, however, appear to be of sufficient informational, legal, or evidential value to be retained permanently by the National Archives and Records Administration. The information contained on the records is minimal. The letter of application is a copy of sample language found in 9 CFR 76 and 78, and therefore contains little evidential value of Federal activity. Notice of Approval is published by APHIS in the Federal Register, and therefore legal value is found elsewhere.

**Disposition: Close files at the end of each FY and transfer to FRC when 5 years old.
Destroy when 15 years old.**

Supersedes NC1-310-77-2, Item 694a

WNRC Accession Nos. 463-94-0001, 463-94-0002, 463-94-0003, 463-94-0004, 463-94-0005, and 463-95-0008.

Approved per Ms. Linda Mudd,
telephone conversation
2/17/00
JC

1b. Word Processing and Electronic Records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a record keeping copy of the records covered by the other items in this schedule. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revision, or dissemination.

1. Copies that have no further administrative value after the record keeping copy are made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other directories on hard disk or network drives, and copies on shared network drives that are used only to produce the record keeping copy.

Disposition: Destroy/delete within 180 days after the record keeping copy has been produced.

2. Copies used for dissemination, revision, or updating that are maintained in addition to the record keeping copy.

Disposition: Destroy/delete when dissemination, revision, or updating is completed.