

Received 16 Feb 80 AM

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

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

1. FROM (AGENCY OR ESTABLISHMENT)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Animal and Plant Health Inspection Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Anthony Smith

5. TEL. EXT.

436-8520

LEAVE BLANK

JOB NO.

NC1-463-80-1

DATE RECEIVED

2-16-80

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

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 3 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Carl H. Momberger II</i> Carl H. Momberger II FEB 8 1980	E. TITLE Chief, Paperwork Management Branch Administrative Services Division	
7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1	<p>The subject categories listed covers six administrative items and two program items of the Animal and Plant Health Inspection Service. These subjects are supplements to Disposal Authority NCI-310-77-2 approved April 6, 1977.</p> <p><u>ADMINISTRATIVE SUBJECTS</u></p> <p><u>Delegations of Authority</u></p> <p>a. Includes order of succession and functional or signing delegations to offices below Division level.</p> <p>1. <u>Record Copy</u> Destroy 10 years after delegation cancelled</p> <p>2. <u>Other Copies</u> Destroy 1 year after delegation cancelled.</p>		20 items

Copy to NAF, agency, closed out.
4-7-80

[illegible]

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
6.	<p>2. <u>Other Copies</u> Destroy 1 year after vehicle leaves the Agency.</p> <p><u>Real Property Management</u></p> <p>a. Case file of Agency-owned buildings and facilities.</p> <p>1. <u>Record Copy</u> <i>Transfer to new custodian upon completion of sale, trade, or donation proceedings or acceptance of purchase money mortgage.</i> Destroy 10 years after disposition of property.</p> <p>2. <u>Other Copies</u> <i>per telecon with Tony Smith 3-24-80</i> Destroy upon disposition of property.</p> <p>b. Case file of Agency leased buildings and facilities, including GSA facilities.</p> <p>1. <u>Record Copy</u> Destroy 7 years after termination of lease.</p> <p>2. <u>Other Copies</u> Destroy upon termination of lease.</p>	GRS4-7	
7	<p><u>PROGRAM SUBJECT</u></p> <p><u>Interstate Inspection Facilities</u></p> <p>a. Case files relating to specific animal or plant facilities.</p> <p>1. <u>Record Copy</u> Destroy 5 years after facility closes.</p> <p>2. <u>Other Copies</u> Destroy 1 year after facility closes.</p>		
8	<p><u>Biological Production (Serial)</u></p> <p>a. Material relating to a specific batch or portion of a specific batch (subserial) of a biological product. Includes a serial number for identification.</p> <p>1. <u>Record Copy</u> Destroy 25 years after superseded or obsolete.</p> <p>2. <u>Other Copies</u> Destroy when superseded or obsolete.</p>		

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADM 4-2 (Continued)		(Item 12-1a) Originating Office: Destroy 2 years after superseded or obsolete.	N/A (Item 12-1b)
ADM 4-3 Delegations of Authority	Includes order-of-succession and functional or signing delegations. Division level or higher.	(Item 13a) Originating Office: PERMANENT. Trans- fer to FARC when 10 years old. Offer to NARC when 15 years old.	(Item 13b) Destroy 2 years after superseded or obsolete.
	Includes order-of-succession and functional or signing delegations to offices below the Division level.	(Item 13-1a) Originating Office: Disposal not authorized.	(Item 13-1b) Disposal not authorized.
ADM 4-4 Temporary Delegations	EXCEPT: Travel authorizations, for which see TRV. Designations for one to act for another on temporary basis, such as during leave and illness.	(Item 14a) Destroy when 3 years old.	(Item 14b) Destroy when 1 year old.
ADM 5 EMERGENCY PREPAREDNESS	Material related to Emergency Preparedness Program. Includes material related to biological warfare, radiation, and the like.	(Item 15a) Emergency Prepared- ness Office: Destroy when 3 years after end of period of applicability.	(Item 15b) Destroy when super- seded or obsolete.

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MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PER 11 COMPENSATION	Material pertaining to premium pay, salary rates for shortage category positions, regular pay, unemployment compensation, salary checks, wage board rates, pay plans, within-grade salary increases and bonds and other deductions.	(Item 328a) Destroy when 3 years old.	(Item 328b) Destroy when 1 years old.
PER 11-1 Allowances	Material pertaining to employee allowances and expenses. Including such expenses as: cost of living, uniform allowances.	(Item 329a) Destroy when 3 years old.	(Item 329b) Destroy when 2 years old.
PER 12 MERIT PROMOTION	General material relating to Agency Merit Promotion Program. Includes promotions, promotion plans, demotions, performance evaluation, upward mobility, and the like.	(Item 330a) Destroy when 3 years old.	(Item 330b) Destroy when 2 years old.
	Individual merit promotions case files.	(Item 331a) Destroy 3 years after obsolete or superseded.	(Item 331b) Destroy when superseded or obsolete.
	Vacancy Announcement.	Disposal not Authorized.	Disposal not Authorized.
PER 13 EMPLOYEE-MANAGEMENT RELATIONS	Material pertaining to relations between employees or employee groups and management.	(Item 332a) Destroy when 3 years old.	(Item 332b) Destroy when 2 years old.
PER 13-2 Employee Services	Employee social, recreational, welfare activities, and employee organizations. Includes Credit Unions, fund raising campaigns, bond drives, etc.	(Item 334a) Destroy when 3 years old.	(Item 334b) Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 2 REPORTS AND STATISTICS	<p>Reports covering all subjects included under this primary. Includes annual report to Congress. Case file by type of report as necessary.</p> <p>EXCEPT: Final project reports which should be filed under PRP 6 PROJECTS or Agency program reports which should be filed with specific program reports.</p> <p>a. Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports. Case file special or one-time report as needed.</p> <p>b. Agency copy of above reports.</p> <p>c. All other reports.</p> <p>EXCEPT: Accident reports, for which see PRP 13.</p>	<p>(Item 349a)</p> <p>Originating Office: Transfer to FARC when 10 years old. Destroy when 20 years old.</p> <p>(Item 350a)</p> <p>Destroy when superseded or obsolete.</p> <p>(Item 351a)</p> <p>Destroy when 2 years old.</p>	<p>(Item 349b)</p> <p>Destroy when 2 years old.</p> <p>(Item 350b)</p> <p>Destroy when 2 years old.</p> <p>(Item 351b)</p> <p>Destroy when 2 years old.</p>
PRP 2-1 Activity Reports	Summaries of specific action or work performed by program or administrative personnel.	<p>(Item 352a)</p> <p>Destroy when 3 years old.</p>	<p>(Item 352b)</p> <p>Destroy when 2 years old.</p>
PRP 2-2 Motor Vehicle Reports	Printouts of motor vehicle operation and maintenance.	Disposal not authorized.	Disposal not authorized.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 8-2 Expendables	Accountability records used to maintain control of such items as certificates, accountable forms, ID cards, unused bills of lading. Subdivide by type of item, if needed.	(Item 383a) Destroy 3 years after cleared and/or completed.	(Item 383b) Destroy 3 years after cleared and/or completed.
	Accountable forms, such as TR's, credit cards and the like. Maintain under lock and key per pertinent instructions.	(Item 384a) Destroy 3 years after year of last usage date listed on record	(Item 384b) N/A
PRP 8-3 Warranties	Warranties and instructions covering equipment under your control. Maintenance Manuals. Subdivide by type as best suits user's needs.		
	Warranties.	(Item 385a) Destroy upon expiration.	(Item 385b) Destroy upon expiration.
	Instructions.	(Item 386a) Forward when equipment is transferred, or destroy when equipment is disposed.	(Item 386b) Destroy when equipment is disposed.
PRP 9 REAL PROPERTY MANAGEMENT	General material on the construction and maintenance of APHIS owned or leased buildings and facilities.	(Item 387a) Destroy when 3 years old.	(Item 387b) Destroy when 2 years old.
	Case files of APHIS owned buildings and facilities.	Disposal not authorized.	Disposal not authorized.
	Case files of APHIS leased buildings and facilities, including GSA facilities.	Disposal not authorized.	Disposal not authorized.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PRP 11-1 Assignments	Vehicle assignments and/or authority to store Government-owned vehicle at home.	(Item 397a) Destroy when authority or assignment expires.	(Item 397b) Destroy when authority or assignment expires.
PRP 11-2 Operation	Motor vehicle maintenance records.	Disposal not authorized.	Disposal not authorized.
	Motor vehicle operating records.	Disposal not authorized.	Disposal not authorized.
	Motor vehicle inspection forms.	Disposal not authorized.	Disposal not authorized.
	Passenger logs.	Disposal not authorized.	Disposal not authorized.
PRP 11-3 Shuttles	Operating schedules and work assignments.	Disposal not authorized.	Disposal not authorized.
	Operating and inspection records, aircraft identification, and the like. EXCEPT: Purchase, lease, or acquisition documents in aircraft, for which, see PRP 5. EXCEPT: Material relating to functional operation of aircraft (example: insect spraying), for which see appropriate subject.	(Item 398a) Destroy when 5 years old.	(Item 398b) Destroy when 5 years old.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
INIP 6 (continued)	All other projects.	(Item 685a) Destroy 5 years after completion of project.	(Item 685b) Destroy when 2 years old.
	Proposed projects.	(Item 686a) Destroy when 5 years old, if no further action is taken.	(Item 686b) Destroy when 2 years old.
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Workpapers and draft report of project.	(Item 687a) Destroy 3 years after completion of project and final report.	(Item 687b) Destroy when 2 years old.
INIP 7 FACILITY INSPECTION	General correspondence and related material on the inspection of animal or plant facilities. Includes soil laboratory inspection.	(Item 688a) Destroy when 3 years old.	(Item 688b) Destroy when 2 years old.
	Case files of specific animal or plant facilities.	Disposal not authorized.	Disposal not authorized.
INIP 7-1 Carrier Inspection	General correspondence and supporting material on the inspection of all vehicles including mobile homes.	(Item 689a) Destroy when 3 years old.	(Item 689b) Destroy when 2 years old.
	Case files including interstate permits of specific transportation agencies, vehicles, mobile homes, and the like.	(Item 690a) Destroy when 5 years old.	(Item 690b) Destroy when 2 years old.

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SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
VEB 4 (continued)	File by establishment name or number, as best suits user's needs. Subdivide each case file, as necessary, by the records types listed below:		
	<u>Outline of Production.</u> Records documenting the production methods of the manufacturer for each biological product including the name of the establishment, test reports, and the like.	(Item 1027a) Destroy 25 years after superseded or obsolete.	(Item 1027b) Destroy when superseded or obsolete.
	<u>Blueprints.</u> Blueprints and related documents of licensed establishments to manufacture and market biological products in interstate commerce.	(Item 1028a) Return to establishment when: license is withdrawn; licensee has discontinued manufacture of biological products; or when blueprints have been revised or changed and new blueprints are received.	(Item 1028b) Destroy when establishment license is withdrawn or when blueprints are revised.
	<u>Licenses.</u> Licenses, history of license, and related material granting an establishment license to produce biologicals. Includes licenses for biologicals being produced. File by product number or as best suits user's needs.	(Item 1029a) Destroy inactive licenses when 25 years old. Transfer to FARC when 3 years old.	(Item 1029b) Destroy inactive licenses when 5 years old.
	<u>Serial.</u> Material relating to a specific batch or portion of a specific batch (subserial) of a biological product. The batch is assigned a serial number for identification.	Disposal not authorized.	Disposal not authorized.

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