

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See instructions on reverse)

22 Jun 82

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

1. FROM (AGENCY OR ESTABLISHMENT)
USDA

2. MAJOR SUBDIVISION
APHIS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER
A. Cheadle, Records Officer

5. TEL EXT
436-8520

LEAVE BLANK
JOB NO NCL-463-82-2
DATE RECEIVED June 22, 1982
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the disposal request including amendments is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10
7-13-82 <i>[Signature]</i> Date Archivist of the United States

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 _____ 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 5/26/82	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>Audrey Cheadle</i>	E. TITLE <i>Records Officer</i>
--------------------	--	------------------------------------

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>Animal Diseases (ADIS): The Animal and Plant Health Inspection Service (APHIS), is amending the records retention period for ADIS (HERD RECORDS) under the Animal Diseases file category on page 3-16 of the APHIS Records Management Handbook, copy enclosed. The new retention periods require dividing the ADIS (HERD RECORDS) into two separate categories: ADIS (NONINFECTED HERD RECORDS), and ADIS (INFECTED HERD RECORDS). Attached are copies of the proposed change and the current category and retention periods for comparison.</p> <p>Certification: This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.</p>	<p>RCS/ ADIS 484 A and RCS/ADIS 484 B</p>	

*Closed out: 7-27-82:CM
Copies to Agency, NNF & All FRC's (except 3FN-N; 6NP) 11 items*

*to agency, 7/21/82
to NNF & all FRC's (except 3FN-N + 6NP). 7/22/82
MDC sheet attached to FRC copies*

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
ADIS (NONINFECTED HERD RECORDS)	Microfilm or paper copy individual <u>noninfected</u> herd or flock history case files. All related material for a specific <u>noninfected</u> herd or flock, includes: History Card Test Records Disease Free Certificates Herd Reports	<i>updates NCI-310-77-2 for all items cited</i> (Item 484a) Destroy when 10 years old. (Item 484c) If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.	(Item 484b) Destroy when 5 years old.
ADIS (INFECTED HERD RECORDS)	Microfilm or paper copy individual <u>infected</u> herd or flock history case files. Includes all related material such as diagnostic, control, quarantine, and similar records for a specific <u>infected</u> herd or flock, includes: History Card Test Records Short-Term Disease Long-Term Disease Disease Free Certificates Herd Reports	(Item 484d) Destroy when 15 years old. (Item 484f) If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.	(Item 484e) Destroy when 10 years old. (Item 484g) If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.
	<u>EXCEPTION:</u> Case files of herds with highly infectious diseases.	(Item 484h) Destroy when 25 years old. (Item 484j) If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.	(Item 484i) Destroy when 10 years old. (Item 484k) If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.