

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO	<i>NC1-463-83-1</i>
DATE RECEIVED	<i>11-16-82</i>
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
<i>12-13-82</i> Date	<i>[Signature]</i> Archivist of the United States

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 & Plant Health Inspection Service

3. MINOR SUBDIVISION
Automated Data Systems Staff

4. NAME OF PERSON WITH WHOM TO CONFER
Mary Ellen O'Brien

5. TEL EXT
436-7651

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 1 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>Audrey J. Cheadle</i> Audrey J. Cheadle	E. TITLE Agency Records Management Officer
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
1.	<u>Laboratory Analysis and Testing</u> Numbers 1 through 4 remain the same.	LAT	
5.	Agricultural and vegetable seed sampling and examination for noxious weeds. A small percentage of the samples also tested for purity and germination. <i>(see attached sheet for dispositions)</i>		
2.	Item 757a and Item 757b remain the same. In addition: <i>757c + 757d</i> EXCEPT: Laboratory Sample Reports relating to agricultural and vegetable seeds.	LAT2-2	
3.	<u>Port Operations Inspection</u> Item 852a and Item 852b remain the same. In addition: <i>852c + 852d</i> EXCEPT: Correspondence and material relating to agricultural and vegetable seeds.	POI-9	
<p><i>With the exception of the changes noted above, there are no other changes to existing schedule</i></p> <p><i>Closed out: 12-22-82:cm</i></p> <p><i>Copies to Agency, NDF + All FRC's (except 3KD + 6KFP)</i></p>			<i>4 items</i>

115-107

-to agency, by RTB, 12/17/82
to NDF and all FRC's except 3KD + 6KFP, 12/21/82
MDC Sheet Not Required

LABORATORY ANALYSIS AND TESTING

This category deals with all phases of sampling, testing, and analysis of:

1. veterinary biologics for purity, safety, potency, and efficiency, and to confirm the experimental data submitted by licensees in support of their requests to license new biological products;
2. various meat, blood, skin, and other samples to determine the occurrence of a specific animal disease;
3. meat, poultry, and their products to assure that they are free of disease and abnormality; are wholesome and sanitary; and that product ingredients accurately follow the formulation claimed;
4. fruit, water, and soil for environmental monitoring to determine pesticide levels that could be harmful to human and/or animals;
5. agricultural and vegetable seed sampling and examination for noxious weeds. A small percentage of the samples is also tested for purity and germination. *← addition*

EXCEPT: Federal Register Dockets: File Dockets under LEG 5-2.
Cross-reference to appropriate subject category, if needed.

DISPOSAL AUTHORITY NCI-310-77-2

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAT LABORATORY ANALYSIS AND TESTING	General material and records relating to the laboratory program too broad to be filed under one of the more specific subjects below.	(Item 751a) Destroy when 3 years old.	(Item 751b) Destroy when 2 years old.
LAT 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom.	(Item 752a) Originating Office: <u>PERMANENT</u> . Transfer to Federal Archives and Records Center (FARC) when 10 years old. Offer to National Archives and Records Service (NARS) when 15 years old.	(Item 752b) Destroy when superseded or obsolete.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
Lat 2-2 Laboratory Sample Reports	<p>Routine laboratory sample reports, correspondence of specific laboratory reports and worksheets. File by sample number, type of analysis, name of disease, or other method, as best suits user's needs.</p> <p>EXCEPT: Laboratory Sample Reports relating to agricultural and vegetable seeds.</p> <p>EXCEPT: Sample reports generated as part of a special project or survey which should be filed with that project under LAT 6 PROJECTS of this category.</p> <p>EXCEPT: Sample reports generated as part of a biological products or other case file. See VEB 4.</p>	<p>(Item 757a) Destroy when 3 years old.</p> <p><i>(Item 757c)</i> Destroy 1 year after completion of action.</p>	<p>(Item 757b) Destroy when 2 years old.</p> <p><i>(Item 757d)</i> Destroy when 6 months old.</p>
LAT 2-3 Companion Sample Reports	External quality control of certified or approved laboratories	(Item 758a) Destroy when 3 years old.	(Item 758b) Destroy when 2 years old.
I 2-4 Check Sample Reports	Internal quality control of agency laboratories.	(Item 759a) Destroy when 3 years old.	(Item 759b) Destroy when 2 years old.
LAT 3 COMMITTEES, MEETINGS	Material on meetings and committees relating to analysis functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	(Item 760a) Destroy when 2 years old.	(Item 760b) Destroy when 2 years old.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
POI 7 GARBAGE AND STORES	Correspondence and material relating to plant quarantine inspection concerned with garbage and stores on carriers. Includes examining, safeguarding, and sealing of unused stores and garbage. Includes the disposal of garbage by burning, grinding and boiling.	(Item 850a) Destroy when 5 years old.	(Item 850b) Destroy when 2 years old.
POI 8 PASSENGER AND CREW	Correspondence and material on examination of passengers and crew.	(Item 851a) Destroy when 3 years old.	(Item 851b) Destroy when 2 years old.
POI 9 CARGO/COMMODITIES	Correspondence and material relating to examination of cargo commodities in bulk, in containers or other suitable packaging. Include cargo commodities such as cut flowers, vegetables, root crops, and crated marble. Also include manifests, ship logs, certificates, and other documents. As volume warrants, subdivide by specific commodities. EXCEPT: Correspondence and material relating to agricultural and vegetable seeds. EXCEPT: Animal or animal byproducts for which see IM. Import permits.	(Item 852a) Destroy when 5 years old. (Item 852c) Destroy 1 year after completion of action.	(Item 852b) Destroy when 2 years old. (Item 852d) Destroy when 6 months old.
POI 9-1 Packing Material	Correspondence and material relating to commodities' packing material to insure that such material is free from pest.	(Item 853a) Destroy 2 years after expiration date. (Item 854a) Destroy when 5 years old.	(Item 853b) Destroy 1 year after expiration date. (Item 854b) Destroy when 3 years old.

October 1982

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED