

REQUEST FOR RECORDS DISPOSAL AUTHORITY

(See Instructions on reverse)

LEAVE BLANK

JOB #

NCl-463-85-1

DATE RECEIVED

7-3-85

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

Administrative Services Division

4. NAME OF PERSON WITH WHOM TO CONFER

Doris Tench

5. TELEPHONE EXT.

447-6218

DATE

12-9-85

ARCHIVIST OF THE UNITED STATES

Frank S. Bunk

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disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

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; and that written concurrence from the General Accounting Office, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence: is attached; or is unnecessary.

B. DATE <i>6/7/85</i>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Seward A. Cicaloro</i>	D. TITLE Head, Mail and Records Management Section Information Management Branch
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>Program Investigations and Violations (PIV 13-1 and PIV 13-2). Reschedule file category retention as shown on the attached proposed sheet. In addition, these files are being microfilmed. The new retention periods reflect disposition of paper copy after satisfactory microfilming. Also attached is a copy of 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 36 1230.</p> <p>All changes on this proposed schedule have been approved by:</p> <p><i>Jeanne Young</i> <i>9-9-85</i> <i>Doris Tench</i> <i>9/9/85</i> NARA appraiser Date Agency representative Date</p>		

20 Items

*Copies to Agency NCF, & NNF
12-11-85 JJA*

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 12 (continued)	Precedent-setting cases including court cases.	(Item 931a) PERMANENT. Transfer to FARC 5 years after case is closed. Offer to NARS 15 years after case is closed.	(Item 931b) Destroy 2 years after case is closed.
	Routine cases.	(Item 932a) Destroy 10 years after case is closed.	(Item 932b) Destroy 2 years after case is closed.
PIV 13 ANIMAL DISEASES	General correspondence and other records dealing with investigations and violations relating to the introduction, spread, quarantine or containment, and eradication of animal diseases or pests. Includes animal imports.	(Item 933a) Destroy when 3 years old.	(Item 933b) Destroy when 2 years old.
	Case file investigations here except for animal quarantine. When volume warrants, subdivide by disease or type of incident.	(Item 934a) Destroy 10 years after case is closed.	(Item 934b) Destroy 2 years after case is closed.
PIV 13-1 Animal Quarantine	Includes general material on the quarantine of animals to prevent the spread of disease or animal pests. Includes importation of animals. Subdivide as volume warrants.	(Item 935a) Destroy when 3 years old.	(Item 935b) Destroy when 2 years old.
	Investigations not resulting in violations, see PIV 13-2 for Violations.	(Item 936a) Destroy 1 year after case is closed.	(Item 936b) Destroy upon notification from Headquarter that case is closed.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 13-2 Violations	<p>Case file material pertaining to individual violations by name of company or individual or by case number, whichever best serves user needs. Separate case files into pending and completed categories. Subdivide as necessary.</p> <p>The case file contains all supporting material such as surveillance reports, investigatory reports (including GAO, OI, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.</p> <p>Precedent-setting cases including court cases.</p>	<p>(Item 937a)</p> <p>1) If not filmed, destroy 7 yrs after case is closed. (OGC will retain its copy and offer it to NARS 25 yrs. after case is closed in accordance with NCI-16-78-4, Item 1a.</p> <p>2) If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.</p> <p>(Item 937c)</p> <p>Microfilm copy-destroy 7 yrs after case is closed.</p>	<p>(Item 937b)</p> <p>Destroy 2 years after case is closed.</p>

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PIV 13-2 (Continued)	Routine cases	(Item 938a) 1) If not filmed, destroy 5 years after case is closed. 2) If filmed, destroy original paper documents after the microfilmed copy has been reviewed and found satisfactory. (Item 938c) Microfilm copy-destroy 5 years after case is closed.	(Item 938b) Destroy 2 years after case is closed.

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