

WITHDRAWN – RETURNED WITHOUT ACTION

NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: DAA-0545-2018-0001

Request for Records Disposition Authority

Records Schedule Number DAA-0545-2018-0001
Schedule Status Returned Without Action

Agency or Establishment Grain Inspectors, Packers and Stockyard Administration
Record Group / Scheduling Group Records of the Grain Inspection, Packers and Stockyards Administration

Records Schedule applies to Agency-wide
Schedule Subject Packers and Stockyards Automated System

Internal agency concurrences will be provided No

Background Information Packers and Stockyards Division (PSD) accumulates program records in the performance of its official office function. PSD maintains program records on paper and electronically, on its network drive and in the Packers and Stockyards Automated System (PAS), for all regulated business entities. PAS manages workflows, records, and stores data related to program activities.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	29

GAO Approval

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Outline of Records Schedule Items for DAA-0545-2018-0001

Sequence Number	
1	Category 1 – Grow Out and Procurement Contracts
1.1	Grow Out and Procurement Contracts Disposition Authority Number: DAA-0545-2018-0001-0001
1.2	Grow Out and Procurement Contracts Disposition Authority Number: DAA-0545-2018-0001-0002
2	Category 2 – Bond and Equivalents
2.1	Bond and Equivalents Disposition Authority Number: DAA-0545-2018-0001-0003
2.2	Bond and Equivalents Disposition Authority Number: DAA-0545-2018-0001-0004
2.3	Bond and Equivalents Disposition Authority Number: DAA-0545-2018-0001-0005
3	Category 3 – Regulatory Review Documents
3.1	Regulatory Review Documents Disposition Authority Number: DAA-0545-2018-0001-0006
3.2	Regulatory Review Documents Disposition Authority Number: DAA-0545-2018-0001-0007
3.3	Regulatory Review Documents Disposition Authority Number: DAA-0545-2018-0001-0008
4	Category 4 – Tariffs
4.1	Tariffs Disposition Authority Number: DAA-0545-2018-0001-0009
5	Category 5 – Stockyard Posting Records
5.1	Stockyard Posting Records Disposition Authority Number: DAA-0545-2018-0001-0010
6	Category 6 – Investigative Files
6.1	Investigative Files Disposition Authority Number: DAA-0545-2018-0001-0011
6.2	Investigative Files Disposition Authority Number: DAA-0545-2018-0001-0012
6.3	Investigative Files Disposition Authority Number: DAA-0545-2018-0001-0013
6.4	Investigative Files Disposition Authority Number: DAA-0545-2018-0001-0014

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6.5	Investigative Files Disposition Authority Number: DAA-0545-2018-0001-0015
6.6	Investigative Files Disposition Authority Number: DAA-0545-2018-0001-0016
6.7	Investigative Files Disposition Authority Number: DAA-0545-2018-0001-0017
7	Category 7– Annual Reports and Special Reports
7.1	Annual Reports and Special Reports Disposition Authority Number: DAA-0545-2018-0001-0018
8	Category 8– Letters of Notice (NOV)
8.1	Letters of Notice (NOV) Disposition Authority Number: DAA-0545-2018-0001-0019
9	Category 9– Stipulations
9.1	Stipulations Disposition Authority Number: DAA-0545-2018-0001-0020
9.2	Stipulations Disposition Authority Number: DAA-0545-2018-0001-0021
10	Category 10– Entity Registration Documents
10.1	Entity Registration Documents Disposition Authority Number: DAA-0545-2018-0001-0022
10.2	Entity Registration Documents Disposition Authority Number: DAA-0545-2018-0001-0023
11	Category 11– Scale Test Reports
11.1	Scale Test Reports Disposition Authority Number: DAA-0545-2018-0001-0024
11.2	Scale Test Reports Disposition Authority Number: DAA-0545-2018-0001-0025
12	Category 12– Notice of Default (NOD)
12.1	Notice of Default (NOD) Disposition Authority Number: DAA-0545-2018-0001-0026
12.2	Notice of Default (NOD) Disposition Authority Number: DAA-0545-2018-0001-0027
12.3	Notice of Default (NOD) Disposition Authority Number: DAA-0545-2018-0001-0028
12.4	Notice of Default (NOD) Disposition Authority Number: DAA-0545-2018-0001-0029

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Records Schedule Items

Sequence Number	
1	Category 1 – Grow Out and Procurement Contracts Settlement records to determine if the application is in accordance with the contract
1.1	Grow Out and Procurement Contracts Disposition Authority Number DAA-0545-2018-0001-0001 1. Poultry Contract 2. Poultry Contract Addendums 3. Livestock and Poultry Contracts Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes Disposition Instruction Cutoff Instruction Cutoff at the end of CY after termination or expiration. Retention Period Destroy 3 year(s) after CY cutoff. Additional Information GAO Approval Not Required
1.2	Grow Out and Procurement Contracts Disposition Authority Number DAA-0545-2018-0001-0002 4. Poultry Review Module 5. Poultry Settlement Sheets 6. Poultry Review Sub-Process Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

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	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY after expiration or renewal.
	Retention Period	Destroy 5 year(s) after expiration or renewal.
	Additional Information	
	GAO Approval	Not Required
2	Category 2 –Bond and Equivalentents	
	Documents updating entity's bond status	
2.1	Bond and Equivalentents	
	Disposition Authority Number	DAA-0545-2018-0001-0003
	1. Clearee/Clearor Term Letter/Request (*) 2. Financial Instrument Correction Letter (**) 3. Financial Instrument Increase Letter (**) 4. Letter of Credit Expiration Letters (*) 5. Bond Term Letters/Notices (*)	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY after superseded or obsolete.
	Retention Period	Destroy 3 year(s) after superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
2.2	Bond and Equivalentents	
	Disposition Authority Number	DAA-0545-2018-0001-0004
	6. Financial Instrument Increase Letter of Credit Non-Renewal Notice (*) 7. Financial Instrument Reinstatement Letter (*) 8. Financial Instrument Reinstatement Notice (*) 9. Financial Instrument Release Letter (*) 10. Trust	

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2.3	Agreement/Trust Fund Agreement Notice (*) 11. Financial Trust Agreement Termination Notice (*) 12. PSP 2500 Letter (*)	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY when firm becomes inactive
	Retention Period	Destroy 5 year(s) after firm becomes inactive.
	Additional Information	
	GAO Approval	Not Required
	Bond and Equivalentents	
	Disposition Authority Number	DAA-0545-2018-0001-0005
	13. Financial Instrument Trustee Signature Letter	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff after receipt of Signature Letter.
Retention Period	Destroy after receipt of Signature Letter. NOTE: 6-months after receipt of replacement (*) Delete - once correction or increase is received (**).	
Additional Information		

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	GAO Approval	Not Required
3	Category 3 – Regulatory Review Documents Materials used to complete the investigative/analysis process	
3.1	Regulatory Review Documents	
	Disposition Authority Number	DAA-0545-2018-0001-0006
	1. Credit Agreement	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY when superseded (*).
	Retention Period	Destroy 3 year(s) after superseded (*).
	Additional Information	
	GAO Approval	Not Required
3.2	Regulatory Review Documents	
	Disposition Authority Number	DAA-0545-2018-0001-0007
	2. Custodial Certificate of Deposit	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	

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3.3	Retention Period	Destroy 3 year(s) after superseded, obsolete, or inactive.
	Additional Information	
	GAO Approval	Not Required
	Regulatory Review Documents	
	Disposition Authority Number	DAA-0545-2018-0001-0008
	3. Market/Dealer/Packer Review Sub-Process 4. Check weigh Review Sub-Process 5. Sale Day Market Review Sub-Process 6. Memo to Regulatory Review	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY when review is completed.
	Retention Period	Destroy 5 year(s) after review is completed.
	Additional Information	
GAO Approval	Not Required	
4	Category 4 – Tariffs	
	Insurance documents to verify rates and changes of stockyards services	
4.1	Tariffs	
	Disposition Authority Number	DAA-0545-2018-0001-0009
	1. Insurance Documents 2. Tariffs/Tariff Acceptance Letter	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes

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	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY after firm becomes inactive.
	Retention Period	Destroy 5 years after firm becomes inactive. NOTE: If firm is active, delete 1 year after replacement.
	Additional Information	
	GAO Approval	Not Required
5	Category 5 – Stockyard Posting Records Records used to determine the status of livestock market facilities	
5.1	Stockyard Posting Records	
	Disposition Authority Number	DAA-0545-2018-0001-0010
	1. Form PSP-1200 Information to be Supplied in Connection with Posting Stockyards 2. Form PSP-1300 Change of Name of Posted Stockyards 3. Federal Register Notices: (1) Propose to Post Stockyard;(2) Post Stockyard; and (3) Deposit Stockyard	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	If this item has multiple sections, indicate here records to which this section apply	Electronic Records
	Cutoff Instruction	Cutoff at the end of CY of final disposition or determination.
	Transfer Electronic Records to the National Archives for Pre-Accessioning	Transfer electronic records to the National Archives for pre-accessioning 15 year(s) after final disposition or determination
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after final disposition or determination

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	Additional Information
	First year of records accumulation 1975
	What will be the date span of the initial transfer of records to the National Archives? From 1975 To 2007
	How frequently will your agency transfer these records to the National Archives? Every 15 Years
6	Category 6 – Investigative Files
	Records used to support the enforcement and investigative process
6.1	Investigative Files
	Disposition Authority Number DAA-0545-2018-0001-0011
	1. Investigation Report 2. Abbreviated Investigation Report 3. Investigation Sub-Process Module
	Final Disposition Temporary
	Item Status Withdrawn
	Is this item media neutral? Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
	Do any of the records covered by this item exist as structured electronic data? Yes
	Disposition Instruction
	Cutoff Instruction Cutoff at the end of CY after final disposition or determination.
	Retention Period Destroy 3 year(s) after cutoff
	Additional Information
	GAO Approval Not Required
6.2	Investigative Files
	Disposition Authority Number DAA-0545-2018-0001-0012
	4. PSD Enforcement Cases File Folder for Litigation 5. APHIS Write-off Request (*)
	Final Disposition Temporary
	Item Status Withdrawn

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	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY after the case is settled or (*) when APHIS approves the Write-Off Request.
	Retention Period	Destroy 5 year(s) after case is settled or when APHIS approves the Write-Off Request.
	Additional Information	
	GAO Approval	Not Required
6.3	Investigative Files	
	Disposition Authority Number	DAA-0545-2018-0001-0013
	6. Bond Claim/Trust Claim 7. Bond Claim Analysis 8. Bond Claim Letter to Claimant 9. Bond Claim to Surety/Trustee 10. Bond/Trust Claim Spreadsheet 11. Bond/Trust Claim Withdrawal Letter	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY after determination.
	Retention Period	Destroy 3 year(s) after determination.
	Additional Information	
	GAO Approval	Not Required
6.4	Investigative Files	

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Disposition Authority Number DAA-0545-2018-0001-0014
12. Reparation Complaint 13. Reparation Correspondence 14. Reparation Decision
Final Disposition Permanent
Item Status Withdrawn
Is this item media neutral? Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes
Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

If this item has multiple sections, indicate here records to which this section apply Electronic Records
Cutoff Instruction Cutoff at the end of CY after final disposition or determination.
Transfer to Inactive Storage Transfer electronic copies to FRC 15-years after the close of the CY of final disposition or determination.
Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after final disposition or determination.

Additional Information

First year of records accumulation 1975
What will be the date span of the initial transfer of records to the National Archives? From 1975 To 2007
How frequently will your agency transfer these records to the National Archives? Every 15 Years

6.5

Investigative Files

Disposition Authority Number DAA-0545-2018-0001-0015
15. Transmittal Letters/memos to OGC 16. OGC Exhibits 17. OGC Legal Correspondence 18. OGC Motions and Responses 19. OGC Filings and Briefs 20. DOJ Documents
Final Disposition Temporary
Item Status Withdrawn

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6.6	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at end of CY after final disposition.
	Retention Period	Destroy 5 year(s) after final disposition.
	Additional Information	
	GAO Approval	Not Required
	Investigative Files	
	Disposition Authority Number	DAA-0545-2018-0001-0016
	21. Docketed complaint 22. Decisions (Administrative, DOJ, and Consent/Default)	
	Final Disposition	Permanent
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	If this item has multiple sections, indicate here records to which this section apply	Electronic Records
	Cutoff Instruction	Cutoff at the end of CY of final disposition or determination.
	Transfer to Inactive Storage	Transfer electronic copies to FRC 15-years after the close of the CY of final disposition or determination.
	Transfer to the National Archives for Accessioning	Transfer to the National Archives 15 year(s) after final disposition or determination.
Additional Information		

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	First year of records accumulation	1975
	What will be the date span of the initial transfer of records to the National Archives?	From 1975 To 2007
	How frequently will your agency transfer these records to the National Archives?	Every 15 Years
6.7	Investigative Files	
	Disposition Authority Number	DAA-0545-2018-0001-0017
	23. Subpoenas Duces Tecum	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY after case is settled.
	Retention Period	Destroy 3 year(s) after cas has closed
	Additional Information	
	GAO Approval	Not Required
7	Category 7– Annual Reports and Special Reports	
	Records to determine the entity's solvency and to update their business volume	
7.1	Annual Reports and Special Reports	
	Disposition Authority Number	DAA-0545-2018-0001-0018
	1. Annual Reports (*) 2. Custodial Reports 3. Supplemental Balance Sheet Special Reports 4. Special Reports for Determining Bonds – Form 7003 5. Annual Report Extension Request & Letter	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes

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	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY and an extra year for reports submitted by FY.
	Retention Period	Destroy 5 year(s) after cutoff.
	Additional Information	
	GAO Approval	Not Required
8	Category 8– Letters of Notice (NOV) Notice that formal action will be taken against an entity	
8.1	Letters of Notice (NOV)	
	Disposition Authority Number	DAA-0545-2018-0001-0019
	1. Notice of Violation	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY when superseded or obsolete.
	Retention Period	Destroy 10 year(s) after superseded or obsolete.
	Additional Information	
	GAO Approval	Not Required
9	Category 9– Stipulations Documents which summarize alleged violation, recommend civil penalty, and offer settlement options	

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9.1	Stipulations	
	Disposition Authority Number	DAA-0545-2018-0001-0020
	1. Sanction Summary	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY when offered or accepted.
	Retention Period	Destroy 5 year(s) after offered or accepted.
	Additional Information	
	GAO Approval	Not Required
	9.2	Stipulations
Disposition Authority Number		DAA-0545-2018-0001-0021
2. Stipulation Agreement (Signed)		
Final Disposition		Permanent
Item Status		Withdrawn
Is this item media neutral?		Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?		Yes
Do any of the records covered by this item exist as structured electronic data?		Yes
Disposition Instruction		
Cutoff Instruction		Cutoff at the end of CY after final disposition or determination.
Transfer to Inactive Storage		Transfer electronic copies to FRC 15-years after the close of the CY of final disposition or determination.

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Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after final disposition or determination.

Additional Information

First year of records accumulation 1975

What will be the date span of the initial transfer of records to the National Archives? From 1975 To 2007

How frequently will your agency transfer these records to the National Archives? Every 15 Years

10

Category 10– Entity Registration Documents
Records that determine an entity is fit to engage in business under the Packers and Stockyards Act

10.1

Entity Registration Documents

Disposition Authority Number DAA-0545-2018-0001-0022

1. Application for Registration 2. Registrant History 3. Acceptance Letters 4. Packer/Poultry Inquiry 5. Articles of Incorporation 6. Discontinued Business Letters and Notices 7. Trustee Responsibility Letters 8. Financial Instrument Surety Bond Change Notice 9. Financial Instruments & Riders 10. Certificate of Deposit 11. Statement of Operations 12. Correspondence (Emails or other random documents regarding registrant)

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

Disposition Instruction

Cutoff Instruction Cutoff at the end of CY after inactive.

Retention Period Destroy 5 year(s) after inactive.

Additional Information

GAO Approval Not Required

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10.2	Entity Registration Documents Disposition Authority Number DAA-0545-2018-0001-0023 13. Custodial Responsibility Letters 14. Supporting Documents (Weigher Acknowledgements) Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes Disposition Instruction Retention Period Destroy 3 year(s) after new Custodial and Weigher Acknowledgement letters are received. Additional Information GAO Approval Not Required
11	Category 11– Scale Test Reports Reports that show proper and adequate function of scales
11.1	Scale Test Reports Disposition Authority Number DAA-0545-2018-0001-0024 1. Scale Test Reports Final Disposition Temporary Item Status Withdrawn Is this item media neutral? Yes Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes Do any of the records covered by this item exist as structured electronic data? Yes Disposition Instruction Cutoff Instruction Cutoff at the end of CY after entity submit twice a year for each scale.

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11.2	Retention Period	Destroy 3 year(s) after scale has both submissions
	Additional Information	
	GAO Approval	Not Required
	Scale Test Reports	
	Disposition Authority Number	DAA-0545-2018-0001-0025
	2. Scale Test Request Letter	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes	
Disposition Instruction		
Retention Period	Destroy immediately after receipt.	
Additional Information		
GAO Approval	Not Required	
12	Category 12– Notice of Default (NOD)	
	Written notices of non-compliance to the entity	
12.1	Notice of Default (NOD)	
	Disposition Authority Number	DAA-0545-2018-0001-0026
	1. Scale Test NODs	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes

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12.2	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY.
	Retention Period	Destroy 3 year(s) after close of CY.
	Additional Information	
	GAO Approval	Not Required
	Notice of Default (NOD)	
	Disposition Authority Number	DAA-0545-2018-0001-0027
	2. Involuntary Registration NODs	
	Final Disposition	Temporary
	Item Status	Withdrawn
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	
Do any of the records covered by this item exist as structured electronic data?	Yes	
12.3	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY.
	Retention Period	Destroy 5 year(s) after close of CY.
	Additional Information	
	GAO Approval	Not Required
	Notice of Default (NOD)	
	Disposition Authority Number	DAA-0545-2018-0001-0028
	3. Financial Instrument Increase NOD 4. Registration Corrections NOD 5. Incomplete Registration NOD	
	Final Disposition	Temporary
	Item Status	Withdrawn
Is this item media neutral?	Yes	
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes	

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12.4	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Retention Period	Destroy 3 year(s) after receipt.
	Additional Information	
	GAO Approval	Not Required
	Notice of Default (NOD)	
	Disposition Authority Number	DAA-0545-2018-0001-0029
	6. Annual report NOD 7. Custodial report NOD	
	Final Disposition	Temporary
	Item Status	Withdrawn
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
	Cutoff Instruction	Cutoff at the end of CY.
	Retention Period	Destroy 5 year(s) after CY.
	Additional Information	
	GAO Approval	Not Required

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Request for Records Disposition Authority

Records Schedule: DAA-0545-2018-0001

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
12/07/2017	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA
02/09/2018	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
03/20/2018	Submit For Certification	Cathy McDuffie	Records Officer	APHIS - GIPSA
05/10/2018	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA
05/22/2018	Return for Revision	John Hulmston	Senior Records Analyst	National Archives and Records Administration - ACRA
10/23/2018	Submit For Certification	Cathy McDuffie	Records Officer	APHIS - GIPSA
10/23/2018	Certify	Cathy McDuffie	Records Officer	APHIS - GIPSA
10/23/2018	Return Without Action	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

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