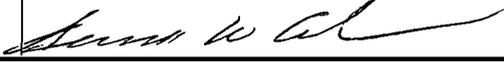


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-545-07-1</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>10/31/06</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U S C 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>10/31/06</i>	ARCHIVIST OF THE UNITED STATES 
<b>6 AGENCY CERTIFICATION</b> 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 on the attached _____ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,  <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE GIPSA Records Officer
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

## **ADMINISTRATIVE MANAGEMENT (ADM)**

This category covers administrative subject files (records pertaining to management functions such as procurement of supplies, equipment, and services, property accountability, budgeting, payrolling, obligation and other accounting, travel, transportation of things, personnel management, communications activities, records management, space, information, automated data processing, etc.) tracking and control records; organizational planning, development, simplification of procedures, records management activities; and administration of management improvement programs.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

NOTE: CURRENTLY ALL RECORDS ARE IN HARDCOPY FORMAT. IF RECORDS ARE CONVERTED TO AN ELECTRONIC FORMAT, A MUTUALLY AGREEABLE TRANSFER DATE WILL BE DETERMINED AT THE TIME THE RECORDS ARE CONVERTED TO AN ELECTRONIC FORMAT IN ACCORDANCE TO NARA NOTIFICATION PROCEDURES.

### **~~ADMINISTRATIVE SERVICES~~**

~~Records accumulated by individual offices that relate to the internal administration or housekeeping activities of the office rather than the functions for which the office exists. In general, these records relate to the office organization, staffing, procedures, and communications, including facsimile machine logs, the expenditure of funds, including budget records; day-to-day administration of office personnel including training and travel; supplies and office services and equipment requests and receipts; and the use of office space and utilities. They may also include copies of internal activity and workload reports (including work progress, statistical, and narrative reports prepared in the office and forwarded to higher levels) and other materials that do not serve as unique documentation of the programs of the office. This includes general material relating to Administrative Management too broad to be filed under one of the more specific subjects below.~~

~~EXCEPT: Paperwork and Data Management, Personnel, Budget, and Property. See appropriate subject.~~

~~**Recordkeeping Copies:** Temporary. Destroy when 2 years old. GRS 23, Records Common to Most Offices Within Agencies, item 1, Office Administrative Files~~

## **ROUTINE ADMINISTRATIVE POLICY FILES**

**Item 1.** Policy and guideline files relating to administrative records such as procurement, property, budget, payroll, accounting, travel and transportation, personnel, communication activities, records management, space, information, and automated data processing not covered by the General Records Schedules or elsewhere in this schedule

EXCEPT: Published instructions or directives which are filed in binders according to established Agency custom. Annual accumulation Less than one cubic feet per year.

**(1) Disposition: TEMPORARY.**

**Recordkeeping Copies:** Destroy/delete when no longer needed for administrative purposes

## **REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject Case file by type of report as necessary

**Item 2,** Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports Case file special or one-time reports as needed

**(2) Disposition: PERMANENT.**

**Recordkeeping Copies:** Retire to FRC when 10 years old Transfer to National Archives and Records Administration (NARA) when 20 years old Annual accumulation. Less than one cubic foot per year

*NOTE Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44-50*

### **Item 3, Activity Reports**

Summaries of specific action or work performed by GIPSA personnel

**(3) Disposition: Temporary**

**Recordkeeping Copies:** Destroy when 2 years old.

**Item 4,** All other reports.

(4) Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old

## ORGANIZATIONS AND FUNCTIONS

### Item 5, History of Organization.

Includes opening or discontinuance of offices and reorganizations Also includes organizational functions statements EXCLUDING budgeting for new units Annual accumulation: Less than one cubic feet per year. See BUD

(5) Disposition: PERMANENT.

Recordkeeping Copies: Retire to FRC when 10 years old. Transfer to NARA when 15 years old

*NOTE Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44-50*

### Item 6, Planning

Records include material relating to agency-wide organizational goals and objectives

(6) Disposition: Temporary

Recordkeeping Copies: *Destroy when 3 years old. hc*  
~~Retire to FRC when 10 years old Transfer to NARA when 15 years old~~

*See e-mail dated October 11, 2011, from GIPSA approving per and ink charges*

### Item 7, Charts

Includes proposed and adopted organizational charts prepared by organizational staff Annual accumulation Less than one cubic feet per year

(7) Disposition: PERMANENT.

Recordkeeping Copies: Retire to FRC when 10 years old Transfer to NARA when 15 years old

*NOTE Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44-50*

### Item 8, Delegations of Authority [See note after item 4d(2) ]

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Includes order-of-succession and functional or signing delegations Division level or higher. Annual accumulation Less than one cubic feet per year.

(8) **Disposition:** Temporary

**Recordkeeping Copies:** Cut off at end of calendar. Destroy/delete 5 years after cut off

**Item 9,** Includes order-of-succession and functional or signing delegations to offices below the Division level

(9) **Disposition:** Temporary

**Recordkeeping Copies:** Destroy 3 years after delegation canceled

[NOTE: EXCEPT Travel authorizations See TRV 1.]

**Item 10,** Temporary Delegations

Designations for one to act for another on temporary basis, such as during leave and illness

(10) **Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old

## PROJECTS

**Item 11,** General administrative records relating to a specific GIPSA project

(11) **Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old.

**Item 12,** Background material

(12) **Disposition:** Temporary.

**Recordkeeping Copies:** Destroy when superseded or obsolete

**Item 13,** Case files records and related correspondence on approved projects having precedential significance Includes basic documentation and final report or other substantive material Annual accumulation Less than one cubic feet per year Show title

and date span of project as: ADM 5 PROJECT No 00 Service Guide to ADM Operations.

(13) **Disposition: PERMANENT.**

**Recordkeeping Copies:** Retire to FRC 5 years after completion of project. Transfer to NARA when 15 years old.

*NOTE Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44-50*

**Item 14, All other projects.**

(14) **Disposition: Temporary**

**Recordkeeping Copies:** Destroy 5 years after completion of project.

**Item 15, Proposed projects**

(15) **Disposition: Temporary**

**Recordkeeping Copies:** Destroy when 5 years old, if no further action is taken.

**Item 16, Workpapers and draft report of project.**

(16) **Disposition: Temporary.**

**Recordkeeping Copies:** Destroy 3 years after completion of project.

## **COMMUNICATIONS**

**Item 17, Directories**

Correspondence and other material on updating of office directories and listings, Agency directories, organizations, and/or firms and similar matters

(17) **Disposition: Temporary.**

**Recordkeeping Copies:** Destroy when change has been made and verified.

**Item 18, Maintain directories used in day-to-day operations on desk top or in bookcase**

(18) **Disposition: Temporary**

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**Recordkeeping Copies:** Destroy when superseded or obsolete

**Item 19,** All other material

(19) **Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old.