

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-087</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>15 July 07</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</i>
6 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 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 <i>[Signature]</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

OFFICIAL AGENCIES (OAS)

Records of States and private agencies (official agencies), and persons employed by them, to provide official grain inspection and weighing services on behalf of GIPSA under the authority of the United States Grain Standards Act (USGSA) For those entities providing official services on behalf of GIPSA under the authority of the Agricultural Marketing Act of 1946 (AMA), refer to LEG 6, Cooperative Agreements, or LEG 7, Reimbursable Agreements For employees of those entities, refer to OAS 5, below

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 agreement transfer date will be determined at the time the records are converted to an electronic format in accordance to 36 CFR 1235 44-50 NARA notification procedures

1. POLICY

These are Standard Operating Procedures Manuals and Directives covering all subjects included under this primary subject If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category

(1)

Disposition: TEMPORARY.

Recordkeeping Copies: Destroy when superseded

2. INQUIRIES

~~These are general inquiries and responses under this subject category.~~

~~**Disposition:** Temporary~~

~~**Recordkeeping Copies:** Destroy when 3 months old *GRS 14, Information Request Files, Item 1.*~~

3. REPORTS

Reports covering all subjects included under this primary subject Cases are filed by type of report

a Record copy of substantive reports, such as annual summaries and

comprehensive nonrecurring reports

(2)

Disposition: PERMANENT.

Recordkeeping Copies: Transfer to FRC when 10 years old. Retire to NARA when 20 years old

b. All other reports

(3)

Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old.

4. DELEGATION/DESIGNATION PROGRAM

This section concerns those States delegated authority by the GIPSA Administrator to provide mandatory export services under the authority of the USGSA. It also regards those States and private agencies designated authority to provide permissive domestic services under the authority of the USGSA.

a. Case Files

These files contain applications for designation, including supporting documentation, general correspondence to the official agency from Headquarters or the field offices, work or background documents relating to performance, evaluation reports prepared to document the agency's compliance with designation criteria, and any general correspondence initiated from the agency. File alphabetically by official agency name.

(1) Delegated/Designated States [See note after this item]

(4)

Disposition: Temporary

Recordkeeping Copies: Destroy 10 years after delegation authority is cancelled

[NOTE: The designation (3-year authority) is an integral part of the delegation, and the files are commingled.]

(2) Designated States and Private Agencies

(5)

Disposition: Temporary

Recordkeeping Copies: Destroy 10 years after designation is terminated or cancelled

b Certificate Approval

Includes documentation on certificates sent to field offices for (optional) verification before agencies send the certificate proofs to the printers

(6)

Disposition: Temporary

Recordkeeping Copies: Retain until next set of certificates is submitted, then destroy

c Documents

Includes the signed delegation and/or designation document issued to the agency which grants them the authority under which to operate as an official agency File alphabetically by official agency name

(1) Delegated/Designated States [See note after this item]

(4)

Disposition: Temporary

Recordkeeping Copies: Destroy 10 years after delegation is cancelled

[NOTE The designation documents are maintained in commingled files]

(2) Designated States and Private Agencies

(8)

Disposition: Temporary

Recordkeeping Copies: Destroy 10 years after designation is terminated or otherwise canceled

d Federal Register Notices

These files contain the non-rulemaking Federal Register notices announcing delegation and designation actions These are integrally tied in with the delegation/designation files, rather than general rulemaking Federal Register notices

(9)

Disposition: Temporary

Recordkeeping Copies: Destroy when 10 years old

e Fee Schedules

Records include the approved schedule of fees used by the official agencies to charge for services provided to their applicants. It also contains general correspondence and background materials showing how the fees were developed.

(10)

Disposition: Temporary

Recordkeeping Copies: Destroy when 6 years old or when superseded, whichever is greater

5. OFFICIAL PERSONNEL

This section contains files on those persons employed by official agencies under the authority of the USGSA. It also contains files on those persons employed by entities under the authority of the AMA.

a Conflicts of Interest

Correspondences relating to conflicts of interest of licensed and non-licensed personnel employed by official agencies. The originating office is the Compliance Division. For all other offices, if a licensing issuance file is maintained, file conflict of interest materials in the location (see item 5c of this Chapter).

(11)

Disposition: Temporary

Recordkeeping Copies: Destroy immediately when licensee is deceased or 5 years after license is terminated, whichever is applicable

b License Examination Materials

(12)

Disposition: Temporary

Recordkeeping Copies: Destroy immediately when licensee is deceased or 5 years after license is terminated, whichever is applicable

c License Issuance

Documents relating to licensee applications, examinations and grades, renewals, corrective actions, suspensions, terminations, and authorized functions. Files may be divided first by official agency name or by license level (whichever is more conducive to local business practice), but must be subdivided alphabetically by licensee name.

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(13)

Disposition: Temporary

Recordkeeping Copies: Destroy immediately when licensee is deceased or 5 years after license is terminated, whichever is applicable