

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-3</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>23 Nov 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 GRS OR SUPERSEDED JOB CITATION	10.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)

BUDGET (BUD)

This category deals with all phases of the Agency's budget activities; guidelines for, and preparation of budget requests originating in each organizational unit; review and revision of these requests; preparation of the Agency's submission to the Office of Management and Budget (OMB); preparation and presentation of the detailed Agency budget request to Congress, and hearings before Congressional appropriations committees; copies and analyses of proposed appropriation bills and amendments, and the approved legislation; and apportionment of the Agency's appropriated funds by the administration of the approved budget.

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.

1. ~~BUDGET CORRESPONDENCE FILES~~

~~Correspondence files in the budget office pertaining to routine budget administration, agency-wide budget procedures, internal procedures, and other routine matters NOT described elsewhere in this chapter. EXCLUDED are policy and procedure files that should be filed under item no. 2, Policy.~~

~~Disposition: Temporary.~~

~~Recordkeeping Copies: Destroy when 2 years old. GRS 5, item 1, Budget Correspondence Files.~~

2. BUDGET AND FINANCE POLICY FILES

Policy and guidelines accumulated in the budget office which document agency policy and procedures governing budget administration and reflecting policy decisions affecting expenditures for agency programs.

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

Disposition: PERMANENT.

Recordkeeping Copies: Cut off at end of target budget year. Retire to Federal Records Center (FRC) 10 years after superseded or obsolete. Transfer to National Archives and Records Administration (NARA) when 15 years after superseded or obsolete.

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

3. REPORTS AND STATISTICS

Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports relating to budget and financial policy files. Case files special or one-time reports as needed. Annual accumulation: Less than one cubic foot.

Disposition: PERMANENT.

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Transfer to NARA in 10-year blocks when 20 years old.

~~4. ALL OTHER REPORTS.~~

~~Disposition:~~ Temporary.

~~Recordkeeping Copies:~~ Destroy 3 years after the end of the fiscal year. GRS 5, item 3b, Budget Report Files.

5. ORGANIZATIONAL ELEMENTS

Budget prepared by each organizational entity with supporting papers.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 3 years old.

6. MASTER COPY OF BUDGETS OF AGENCY ORGANIZATIONAL COMPONENTS.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 3 years old.

7. ESTIMATES

Includes Agency and Department cost estimates and justifications. [NOTE: When preparing estimates, include all (GIPSA-related) Departmental Green Book items.

Disposition: Temporary.

Recordkeeping Copies: Cut off after close of fiscal year covered by the budget.
Destroy when 4 years old.

8. OFFICE AND MANAGEMENT AND BUDGET (OMB) HEARINGS

Material regarding schedules of witnesses, preparation of statements, and arrangements for appearing.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 1 year old.

9. PROJECTS

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 foot. Show title and date span of project, as BUD 5 PROJECT No. 00 GIPSA Budget Projects.

Disposition: PERMANENT.

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

10. General material on projects.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 3 years old.

11. Background material

Disposition: Temporary.

Recordkeeping Copies: Destroy when superseded or obsolete.

12. ALL OTHER PROJECTS.

Disposition: Temporary.

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Recordkeeping Copies: Destroy 5 years after completion of project.

13. PROPOSED PROJECTS.

Disposition: Temporary.

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

14. WORKPAPERS AND DRAFT REPORT OF PROJECT.

Disposition: Temporary.

Recordkeeping Copies: Destroy 3 years after completion of project and final report.

15. CONGRESSIONAL PRESENTATION

General material regarding preparation and presentation of the Agency budget to Congress includes explanatory notes and hearing questions and answers. Also includes the annual GIPSA Witness Book

Disposition: Temporary.

Recordkeeping Copies: Destroy when 3 years old.

16. HOUSE APPROPRIATIONS COMMITTEE HEARINGS

Records regarding the coordination and preparation of Congressional presentation of Agency programs, including position papers and related material of the Administrator; statements of witnesses before standing or special Congressional committees; minutes, agenda, and reports of presentation steering groups; copies of reports in hearings of Congressional committees; special studies group files, consisting of copies of reports on surveys of Agency programs prepared by direction of the President or by Congress; and Agency position on points of adverse criticism reported. Includes Statement of Administrator or his/her designee.

Disposition: Temporary.

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Destroy when 20 years old.

17. SENATE APPROPRIATIONS COMMITTEE HEARINGS

Records regarding the coordination and preparation of Congressional presentation of Agency programs, including position papers and related material for use of the Administrator; statements of witnesses before standing or special Congressional committees; minutes, agendas, and reports of presentation steering groups; copies of reports in hearings of Congressional committees; special studies group files, consisting of copies of reports on surveys of Agency programs prepared by direction of the President or by Congress; and Agency position on points of adverse criticism reported. Includes Statement of Administrator or his/her designee.

Disposition: Temporary.

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Destroy when 20 years old.

18. Appropriation Bills

Copies and analyses of proposed appropriation bills and amendments, thereto; position papers on proposed legislation and appropriations acts.

Disposition: Temporary.

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Destroy when 20 years old.

19. SUPPLEMENTAL BUDGET REQUESTS

Requests for supplemental appropriations within a fiscal year, for that fiscal year, necessitated by developments not foreseen in the initial Agency budget submissions.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 4 years old.

20. PROGRAM APPROVAL

Information on funds available to Agency, including passbacks.

Disposition: Temporary.

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

21. ALLOCATIONS

~~Records regarding allocations of Agency funds to participating Agency units with budget relationships, including SF 1151, Non-expenditure Transfer Authorization forms. Includes shared administrative support.~~

~~**Disposition:** Temporary.~~

~~**Recordkeeping Copies:** Destroy 6 years and 3 months after period covered by account. GRS 6, item 1a, Accountable Officers' Files.~~

22. PERSONNEL CEILINGS

Requests for establishment and control of numerical authorization of staffing levels. Includes employment limitations.

EXCEPT: Staffing patterns. See PER 5.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 4 years old.