

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-545-08-5</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)		<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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10					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	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>				
<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 <i>Russ Cole</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)				
<del> <table border="1" style="width: 100%; height: 100%;"> <tr> <td style="width: 10%;"></td> <td style="width: 50%;"></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> </table> </del>							

## TRADE ORGANIZATIONS (TRA)

Records pertaining to general correspondence and meetings held with trade organizations such as grain, feed, marketing, livestock, meat packing, and poultry, markets or firms with which GIPSA maintains relations to complete its mission

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. POLICY

These are policies and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**Disposition:** Permanent

**Recordkeeping Copies:** Retire to Federal Records Center (FRC) 10 years after superseded or obsolete. Transfer to National Archives and Records Administration (NARA) 15 years after superseded or obsolete.

### 2. INQUIRIES

These are general inquiries and responses under this subject category.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 1 year old.

### 3. REPORTS

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

- a Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports.

**Disposition:** Permanent

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

NARA when 20 years old

b All other reports

**Disposition:** Temporary

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

**4. CASE FILES**

Divide by trade organization name, and further subdivide by individual meetings, expositions, or events

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 5 years old