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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER <i>NI-545-08-6</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |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 | ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</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>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| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| <div style="position: absolute; top: 50%; left: 50%; transform: translate(-50%, -50%); opacity: 0.5; font-size: 4em; pointer-events: none;">/</div> | | | |

MANAGEMENT ANALYSIS AND REVIEW (MAR)

The management review and analysis of Agency programs to determine their progress, accomplishments, and deficiencies, development and initiation of changes in the manner or method of planning, directing, controlling, or performing work, simplifying work methods including work programming and manpower utilization, work measurement, and work standards EXCLUDING review and analysis to develop, change, or modify paperwork systems, including automated systems

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. MANAGEMENT ANALYSIS AND REVIEW

General material too broad in scope to be filed in one of the subject categories listed below

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old

2. POLICY

Policy 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 EXCLUDING published instructions or directives which are filed in binders according to established Agency custom

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

3. REPORTS AND STATISTICS

Reports covering all subjects included under this primary subject. Includes annual report to Congress. Case file by type of report as necessary

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

comprehensive nonrecurring reports This includes annual performance plans, annual performance reports, Government Performance and Results Act, and strategies plan Case file special or one-time reports as needed

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. AUDITS AND INVESTIGATIONS [See note after this item]

a General material dealing with the review and analysis of administrative and Agency programs by General Accounting Office (GAO), Office of Inspector General, (OIG), Office of the Administrator (OA), Office of General Counsel (OGC), and others

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after review by outside agency

b Case file GAO, OIG, OA, OGC, etc , audits and investigations by name (and location, if needed)

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after case is closed or final action taken, whichever occurs last

[NOTE: Excludes audits and investigations made part of a case file and files involving GIPSA employees (See PER, Item 1)]