

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-8</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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WITHDRAWN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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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>			

FISCAL AFFAIRS (FIS)

This category groups together material relating to the collection, disbursement, and accounting of Agency funds, the operation of accounting and fiscal reporting systems, accounting procedures for special programs, payroll operations, and allied functions of a fiscal nature. Some of the above records are determined to be Site Audit Records.

NOTE: Site Audit Records are accumulated by GIPSA fiscal organizations for onsite audit by the General Accounting Office (GAO), Office of Inspector General (OIG), or other investigatory agency, as appropriate. Site Audit Records consist of only the following specific documents or their equivalent: statements of transactions, statements of accountability, collection schedules, collection vouchers, disbursement schedules, and disbursement vouchers.

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. FISCAL AFFAIRS

General correspondence and material relating to fiscal affairs too broad in scope to be filed under specific subjects below.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old

2. POLICY

Policy, guidelines, regulations, and requirements 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 the National Archives and Records Administration (NARA) 15 years after superseded or obsolete.

3. PROJECTS

a General material on projects

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years old

b Background material

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete

c Case file records and correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show correct title and date span of project.

Disposition: PERMANENT.

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

d All other projects

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after completion of project

e Workpapers and draft report of project

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after completion of project

4. ACCOUNTS RECEIVABLE

Documents and records relating to billings and collections of monies owed to GIPSA from applicants for official services provided to them. It includes a number of different forms used to input data into the NFC Billing and Collection System. (Such forms include, but are not limited to FGIS-30, Daily Time and Charges Document, FGIS-922 Inspection Volume Report, and other input documents.) Subdivide records by type of form, and further subdivide by applicant for service.

Disposition: Temporary

Recordkeeping Copies: Destroy when 6 years old, 3 months old

5. CONTRACTS WITH APPLICANTS FOR SERVICE

Disposition: Temporary

Recordkeeping Copies: Destroy when 6 years old

6. DEBT MANAGEMENT – DELINQUENT DEBTS AND WRITE-OFF OF DELINQUENT DEBTS

Correspondence related to delinquent amounts owed to the Government and the write-off of those delinquent amounts

Disposition: Temporary

Recordkeeping Copies: Destroy when 6 years old, 3 months old

6. RECORDS OF EXCESS GRAIN DISPOSAL (AD-107, AD-896, or similar)

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old

7. DISBURSEMENT OF FUNDS

These are documents and records relating to payment of monies owed by GIPSA to vendors (including contract samplers) for services/supplies received from them

Disposition: Temporary

Recordkeeping Copies: Destroy when 6 years, 3 months old

8. CLAIMS

Correspondence and supporting material relating to settlement of claims by GIPSA, and against GIPSA

EXCEPT Personnel copies of personnel injury or death

EXCEPT Property copies of property loss (vehicles) or damage

Disposition: Temporary

Recordkeeping Copies: Destroy when 6 years, 3 months old

9. CODES AND SYMBOLS

Material relating to issuing allotment and appropriation symbols and object classification codes including general information on these symbols and codes. This includes the NFC Budget Object Classification Codes (BOCC) manual.

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old

10. PROMPT PAYMENT ACT OF 1982

Correspondence related to the legal requirements that executive departments and agencies make payments on time, pay interest penalties when payments are late, and take discounts only when payments are made on or before the discount date.

Disposition: Temporary

Recordkeeping Copies: Destroy 3 years after final payment is made

11. INTEREST PENALTIES

Correspondence related to interest penalties incurred due to the Prompt Payment Act of 1982.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after penalty payment

12. EARLY PAYMENT DISCOUNTS

Correspondence related to early payment discounts taken in accordance with the Prompt Payment Act of 1982.

Disposition: Temporary

Recordkeeping Copies: Destroy 5 years after invoice paid or discounted