

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-9</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>8 Feb 11</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

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COMMITTEES AND TEAMS (CAT)

These are standing committees established by GIPSA to provide guidance on an ongoing basis to individual units within GIPSA. It also includes teams established by GIPSA to address changes in GIPSA's work processes on a one-time basis.

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. ROUTINE POLICY ADMINISTRATIVE FILES

Records (including correspondence and reports) that relate to the general administration of a program, but that are NOT specific program files described elsewhere in the GIPSA Records Schedule. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

Disposition: TEMPORARY.

Recordkeeping Copies: Destroy/delete when no longer needed for administrative purposes.

2. INQUIRIES

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

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

~~**Recordkeeping Copies:** Destroy when 1 year old—GRS 14, Information Service Records, item 1, Information Requests Files.~~

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. Annual accumulation. Less than one cubic foot yearly.

Disposition: PERMANENT.

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

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NARA when 20 years old

- b All other reports

Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old

4. INTERNAL AGENCY COMMITTEES

Internal agency committees related to an agency's mission Committees established by agency authority (not established by Public Law or Executive Order) for facilitative or operational purposes, related to the agency's mission, composed wholly of full-time officers or employees of the Federal government, and not subject to the Federal Advisory Committee Act, e.g. committees tasked with reviewing policy, studying reorganizations, recommending new actions or developing multi-year plans Any files created and/or maintained by the committee including agenda, minutes, final reports, and related records documenting accomplishments of official boards and committees

Disposition: PERMANENT

Recordkeeping Copies: Cut off annually Transfer to the National Archives on termination of the Commission

5. ~~RECORDS CREATED BY ADVISORY COMMISSIONS, COMMITTEES, COUNCILS, BOARDS AND OTHER GROUPS ESTABLISHED UNDER THE FEDERAL ADVISORY COMMITTEE (FACA)~~

~~[NOTE. The term "advisory committee" as defined by FACA means any group, or any subcommittee or other subgroup which is (1) established by statute or reorganization plan or (2) established or utilized by the President, or (3) established or utilized by one or more agencies or officers of the Federal government This term does not apply to any committee which is composed wholly of full-time officers or employees of the Federal government.]~~

~~a—Files documenting the Commission's establishment, membership, policy, organization, deliberations, findings, and recommendations, including such records as~~

- ~~•—original charter, renewal and amended charters, organization charts, functional statements, directives or memorandums to staff concerning their responsibilities, and other materials that document the organization and functions of the Commission and its components~~

- ~~agendas, briefing books, minutes, testimony, and transcripts of meetings and hearings as well as audiotapes and/or videotapes of meetings and hearings which were not fully transcribed~~
- ~~one copy each of reports, studies, pamphlets, posters (2 copies) and other publications produced by or for the commission as well as news releases, commissioners' speeches, formal photographs and other significant public affairs files~~
- ~~correspondence, subject and other files maintained by key commission staff, such as the chair, executive director, and legal counsel, documenting the functions of the commission~~
- ~~substantive records relating to research studies and other projects, including unpublished studies and reports and substantive research materials (may include electronic data)~~
- ~~questionnaires, surveys and other raw data accumulated in connection with research studies and other projects where the information has been consolidated or aggregated in analyses, reports, or studies covered by Item 2(a) (may include data maintained electronically)~~
- ~~Records created to comply with the provisions of the Government in the Sunshine Act, annual reports to Congress describing the agency's compliance with the act~~
- ~~Documentation of subcommittees, working groups, or other subgroups of advisory committees, that support their reports and recommendations to the full or parent committee. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records~~
- ~~Documentation of formally designated subcommittees and working groups. This documentation may include, but is not limited to minutes, transcripts, reports, correspondence, briefing materials, and other related records~~

Disposition: ~~PERMANENT~~

Recordkeeping Copies: ~~Transfer to the National Archives on termination of the Commission. Earlier periodic transfers are authorized for commissions operating for 3 years or longer. [NOTE: Non-textual records transferred to NARA must follow NARA published guidance for transfer of required elements (N1-GRS-04-1 item 2a Note)]~~

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GRS 26, Temporary Commissions, Boards, Councils and Committees, Item 2a, Records Created by Advisory Commission, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee (FACA).

~~b—Files that relate to day-to-day Commission activities and/or do not contain unique information of historical value, including such records as correspondence, reference and working files of Commission staff [excluding files covered by Item 2(a)]~~

- ~~•—audiotapes and videotapes of Commission meetings and hearings that have been fully transcribed, informal still photographs and slides of Commission members and staff, meetings, hearings, and other events~~
- ~~•—other routine records, such as public mail, requests for information, consultant personnel files, records relating to logistical aspects of Commission meetings and hearings, etc.~~
- ~~•—extra copies of records described in Item 2(a), e.g. copies of meeting agenda and minutes distributed to commission members and staff, files accumulated by agencies on interagency bodies other than the secretariat or sponsor.~~

Disposition: ~~TEMPORARY.~~

Recordkeeping Copies: ~~Destroy/delete when 3 years old—GRS 26, Temporary Commissions, Boards, Councils and Committees, Item 2b, Records Created by Advisory Commission, Committees, Councils, Boards and Other Groups Established under the Federal Advisory Committee (FACA).~~