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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |  | JOB NUMBER<br><i>NI-545-08-10</i>  |  |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001   |  | Date received<br><i>7/30/07</i>  |  |
| 1 FROM (Agency or establishment)<br>Grain Inspection, Packers and Stockyards Administration (GIPSA)  |  | <b>NOTIFICATION TO AGENCY</b><br><br>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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |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<br>Russ Cole  | 5 TELEPHONE NUMBER<br>(301) 734-3253                   | DATE   | ARCHIVIST OF THE UNITED STATES<br><i>WITHDRAWN</i> |
| 6 AGENCY CERTIFICATION<br>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,<br><br><input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested |  |  |  |
| DATE<br>July 30, 2007  | SIGNATURE OF AGENCY REPRESENTATIVE<br><i>Russ Cole</i> |  | TITLE<br>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| 7 ITEM NO  | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION         | 9 GRS OR SUPERSEDED JOB CITATION   | 10 ACTION TAKEN (NARA USE ONLY)                    |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>  |  |  |  |

## PROPERTY – PROCUREMENT (PRP)

This category deals with policy, procedures, regulations, and operations relating to the procurement of commodities, services, and supplies for Agency programs and administrative needs. It also groups together those papers which deal with internal service operations, acquisition, allocation, and administration of office space, building maintenance, safety, and protection, administration and accountability for supplies and equipment, motor pool services, and reproduction and distribution services.

EXCEPT Obligation or fiscal copies of procurement documents  
See FIS 3-1

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

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) 20 years after superseded or obsolete.

### 2. 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 15 years old.

- b All other reports.

**Disposition:** Temporary

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

**3. PROJECTS**

a General material on projects

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old

b Background material

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when superseded or obsolete

c Case file records and related correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project as PRP 3b PROJECT No 00 Service Guide to PRP Operations

**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 Proposed projects

**Disposition:** Temporary

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

f Workpapers and draft report of project

**Disposition:** Temporary

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

**4. GOVERNMENT PURCHASE CARD ACCOUNT SET-UP FILE**

**a. Account setup file**

Files that include Government purchase cardholder application form, test scores, and any other miscellaneous correspondence and documents that contribute to changes in a cardholder account, such as address change notices and request to increase limits. In larger offices subdivide by cardholder.

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy 2 years after card is canceled

**b. Program files**

Includes copies of all monthly statements, correspondence, notices, and miscellaneous documents.

**Disposition:** Temporary

**Recordkeeping Copies:** Cut-off file at end of fiscal year. Destroy when 3 years old.

**5. REAL PROPERTY MANAGEMENT**

**a. General material on the construction and maintenance of GIPSA-owned or leased buildings and facilities**

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy when 3 years old

**b. Case files of GIPSA-owned buildings and facilities**

**Disposition:** Temporary

**Recordkeeping Copies:** Transfer to new custodian upon completion of sale, trade, or donation proceeding, or acceptance of purchase money mortgage

- c Case files of GIPSA-leased buildings and facilities, including GSA facilities

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy 7 years after termination of lease

- d Architectural Engineering (A/E)

Correspondence and supporting material pertaining to proposed or authorized construction projects for new buildings or facilities or alterations to existing buildings or facilities, including such documents as design criteria, building plans and layout drawings, blueprints, cost estimates, and the A/E contract Includes environmental impact statement Case file by project number

- (1) Proposed construction project

**Disposition:** PERMANENT.

**Recordkeeping Copies:** Transfer to National Archives and Records Administration (NARA) when 5 years old for representative sampling Destroy projects not accepted by NARA

- (2) Completed construction project, including correspondence and written supporting material

**Disposition:** PERMANENT.

**Recordkeeping Copies:** Transfer to NARA 5 years after facility is disposed of for representative sampling Destroy projects not accepted by NARA

- (3) Building plans, preliminary layout drawings, working copies used for contract purposes, and mechanical type equipment drawings for the programs

**Disposition:** PERMANENT.

**Recordkeeping Copies:** Transfer to NARA 5 years after facility is disposed of for representative sampling Destroy projects not accepted by NARA

e Inventories

Inventories of Federally owned and leased real property

**Disposition:** Temporary

**Recordkeeping Copies:** Destroy upon receipt of superseding inventory