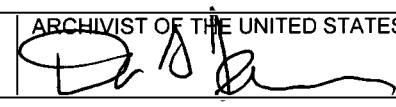
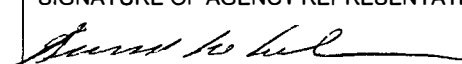


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-545-08-11</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>29 NOV 11</i>	ARCHIVIST OF THE UNITED STATES 
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 		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>All items in this schedule are media neutral per discussion with the agency on 1/11/11  MMK 8/25/11</i>		

## **OFFICIAL SERVICES (OS)**

Records of official services provided directly by GIPSA under the Agricultural Marketing Act of 1946, as amended (AMA) or the United States Grain Standards Act (USGSA)

Instructions given are for record copies. When appropriate, electronic media may be used and submitted for archival purposes. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies except as noted below.

### **1. OS GENERAL CORRESPONDENCE**

These are general inquiries and responses under this subject category.

- General requests for information on how to obtain official services or fees
- General requests for information related to sampling or inspection
- General requests for information on certification or billing

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which correspondence is closed. Destroy 1 year after cut off.

### **2. OFFICIAL SERVICES REPORTS**

- a Final reports for collaborative studies and reports such as the international Hard Red Spring wheat protein collaborative.

**Disposition:** Permanent

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which report is created. Transfer to the National Archives immediately after cut off.

- b Records of the development, distribution, evaluation of results and reports related to collaborative studies. Records include sample/material collection and evaluation for use notes, raw and summary data, correspondence with participants, and draft reports.

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which final report is issued Destroy 3 years after cut off or when no longer needed for business purposes, whichever is later

- c Non-significant reports, such as trip reports related to visiting official service locations, presentation content, and meeting presentations (both external and meetings provided at USDA facilities)

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which report is created Destroy 3 years after cut off or when no longer needed for business purposes, whichever is later

### 3. **CENTRALIZED SERVICES**

This category covers records of testing services provided by GIPSA at the central headquarters laboratory

- a Final documents related to for-fee testing services provided under either the USGSA or the AMA

Examples of documents found in this category are

- Appeal or Board Appeal records such as inspection result forms, applications for service, validated input documents, and certificates/billing documents
- Trace Analysis services such as pesticide analyses This includes validated data, reviews, final results, and certificates/billing documents
- Processed Commodities Testing services records, including requests for services, validated data, final results, and certificates/billing documents

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which certificate is generated Destroy 5 years after cut off

- b Evaluation of test methods provided on a fee-for-service basis

Examples of documents found in this category are

- Method Evaluation Services records such as rapid test kit evaluations

data, analyses, reports, and certificates, including all associated testing records required by the service

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which service is closed or certificate is issued Destroy 5 years after cut off

c Technical Training

Records of training provided to various entities, including licensee training, grain grading seminars, and informational training Training can be on either on a fee-basis or a non-fee basis

Examples of records in this category include

- Training agendas, requests, attendance records, handouts, etc
- Billing documents if fee-based training

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which training is conducted Destroy 5 years after cut off or whenever no longer needed for business purposes, whichever is later

d **Proficiency Testing - Outside Laboratories**

Records of the development, distribution, evaluation of results and reports related to proficiency programs Records include sample/material collection and evaluation for use notes, raw and summary data, correspondence with participants, and draft reports

Examples include the Biotechnology Proficiency Program, and mycotoxin proficiency programs

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which final report is issued Destroy 3 years after cut off or when no longer needed for business purposes, whichever is later

#### 4. **FIELD-BASED SERVICES**

This category covers records of testing services provided by GIPSA at field

locations

Examples of records found in this category include

a Graded Commodity Testing

Graded commodities include rice, beans, peas, and lentils. Subdivide records by applicant or certificate number as is optimal for effective business practices. They will contain documents such as, but not limited to, application for inspection, pan tickets or equivalent, and certificates.

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created. Destroy 5 years after cut off.

b Processed Commodity Testing

Records of processed commodity testing services. They will contain documents such as, but not limited to, FGIS-992, Services Performed Report, confirmation of test results, and certificates. Subdivide records by applicant or certificate number as is optimal for effective business practices.

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created. Destroy 5 years after cut off.

c Sanitation Inspection Services

Records of sanitation inspection services conducted at applicant facilities, including a sanitation report and services performed report.

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created. Destroy 5 years after cut off.

d Grain Inspection - Original

Subdivide records by type of inspection or applicant name, whatever will make for a more effective business process in the field office.

(1) Barges, Inspection and/or Weighing

Includes documents such as, but not limited to, application for inspection, pan tickets or equivalent, scale tapes, and certificates

(2) Export Ships

Further subdivide by date, with identification showing the carrier name and cargo on each folder. Records will contain documents such as, but not limited to, application for inspection, load orders, CuSum logs, phytosanitary certificates, records of fumigation, falling number documentation, scale tapes, scale logs, Export Grain Information System data entry, and certificates

(3) Land carriers, Inspection and/or Weighing

Land carriers include railcars, trucks and containers. Includes documents such as, but not limited to, application for inspection, pan tickets or equivalent, scale tapes, and certificates

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created. Destroy 5 years after cut off

e Grain Inspection – Reinspection, Appeal Inspection and Board Appeal

- Records of reinspection testing services. File by certificate number
- Records of appeal testing services. File by certificate number
- Records of board appeal testing services. File by certificate number

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created. Destroy 5 years after cut off

f Voided Certificates

Voided certificates (printer errors) may be filed according to local field office custom, either separately or with the inspection with which it is performed

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created Destroy 5 years after cut off

g Stowage Examinations

Records of stowage examination services, including application for inspection, worksheet, and certificate (if issued separately) Subdivide records by applicant

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created Destroy 5 years after cut off

h Miscellaneous Services

Records of other official testing services Includes documents such as application for inspection, pan tickets or equivalent and certificates for submitted samples, Subdivide records by applicant

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created Destroy 5 years after cut off

i Technical Training

Records of training provided on a fee-basis to various applicants, including licensee training, grain grading seminars, and informational training

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created Destroy 5 years after cut off

**5. SCALES AND WEIGHTS PROGRAM**

a Records of a general nature relating to the scales program not covered below

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created Destroy when 5 years after cut off

- b Records such as worksheets and scale test report forms for bulk scales, hopper scales, commodity scales, vehicle scales and railroad track scales, including specifications/tolerances and observed operating procedures

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which created Destroy 5 years after cut off

- c Weights Testing

Records such as worksheets and test weight calibration forms relating to tests performed for certification of weights

**Disposition:** Temporary

**Recordkeeping Copies:**

Cutoff at the end of the fiscal year in which created Destroy 5 years after cut off

- d Optical Inspection Equipment

Documents such as records on installation, evaluation criteria, and system approval criteria relating to use, maintenance, adjustments and repairs, and security of CCTV equipment in elevators

**Disposition:** Temporary

**Recordkeeping Copies:**

Cutoff at the end of the fiscal year in which created Destroy 5 years after cut off or whenever no longer needed for business purposes, whichever is later