

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-12</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>31 Oct 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 agency on 1/11/11 WVK 7/19/11</i>		

DEPARTMENTAL INITIATIVES AND INTERNATIONAL AFFAIRS (DIIA)

1. AGENCY REPRESENTATION

These items cover GIPSA's participation in initiatives or collaborations only, if GIPSA serves as the office of record for such a project, GIPSA must submit a schedule to the National Archives for those records

- A. DEPARTMENTAL INITIATIVES:** Records pertaining to GIPSA's representation at meetings, task forces, and intergovernmental engagements involving Departmental Initiatives, including briefing papers, memoranda, meeting summaries and notes, presentations, action plans, action matrices, e-mail correspondence, and implementation progress reports

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which records are created Destroy 3 years after cut off

- B. USDA COLLABORATION:** Records pertaining to activities involving GIPSA's liaison with USDA's Foreign Agricultural Service (FAS), other pertinent USDA agencies, the U S Government, USDA Cooperator organizations and others to coordinate issues involving international grain trade, such as presentations, memoranda, letters, trip reports, meeting notes, and e-mail correspondence

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which records are created Destroy 3 years after cut off

- C. INTERAGENCY COLLABORATION** Records pertaining to GIPSA's representation on interagency committees and task forces concerned with international grain trade policies and national policy issues relating to, for example, the World Trade Organization, the North American Free Trade Agreement, agricultural biotechnology, and sanitary and phytosanitary issues, such as briefing memoranda, reports, meeting notes, letterhead statements, letters, memoranda, e-mail correspondence, and presentations

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which

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records are created Destroy 3 years after cut off

2. QUALITY AND WEIGHT COMPLAINTS

Records dealing with investigation of discrepancies reported by importing countries on the quality or weight of U S grains, oilseeds, and related products certified by GIPSA at the time of export, such as reports of findings, e-mail correspondence, and memoranda

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which case is closed Destroy 5 years after cut off

3. CONTRIBUTIONS TO STUDIES & SURVEYS

Records pertaining to collaborative studies, sample exchange, domestic surveys, and monitoring activities with importers to address persistent or recurring discrepancies and monitoring the quality of U S grain exports, such as the Export Cargo Sampling Program and Wheat Protein Collaborative, including spreadsheets of factor results, letters, e-mail correspondence, and memoranda

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which the Agency's involvement in the study or survey is complete Destroy 3 years after cut off

4. INTERNATIONAL OUTREACH

A. **CDO PROGRAM:** Records pertaining to GIPSA's collateral duty officer (CDO) program activities whereby GIPSA stations an officer overseas for 1-4 months at a time to work with our overseas customers and their governments proactively to initiate activities that address mutual interests, such as presentations, trip reports, letters, memoranda, weekly CDO logs that document day to day activities, e-mail correspondence, and communications, plans and activities while on assignment

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which

program is completed Destroy 3 years after cut off

- B. INTERNATIONAL EDUCATION PROGRAMS:** Records pertaining to educational programs for public and private sector audiences in the United States and other countries to explain the U S grain marketing system, GIPSA's role in international grain commerce, and the Official U S Standards for Grain and inspection procedures, such as presentations, letters, memoranda, trip reports, and e-mail correspondence

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which program is completed Destroy 3 years after cut off

- C. USDA LABORATORY PROGRAM:** Records pertaining to activities involving GIPSA's cooperation with USDA's Foreign Agricultural Service (FAS) and USDA cooperator organizations to establish overseas grain inspection laboratories, and to conduct international training programs to train importers, traders, and end-users in the marketing of U S grain, and the U S grain standards, sampling and inspection methods, such as Power Point presentations, memoranda, letters, and E-mail correspondence

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which records are created Destroy 3 years after cut off