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| <b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>   |   | JOB NUMBER<br><i>NI-545-08-13</i>   |  |
| To NATIONAL ARCHIVES & RECORDS ADMINISTRATION<br>8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001   |   | Date received<br><i>8/6/07</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 |  |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<br><i>5/16/2011</i>  | 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Withdrawn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> |   | 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| 7 ITEM NO  | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION  | 9 GRS OR SUPERSEDED JOB CITATION  | 10 ACTION TAKEN (NARA USE ONLY)                    |
|  |   |   |  |

## AUDIO-VISUAL (AV)

This category includes all audio-visual materials (films, slides, arts, and graphics) created within GIPSA program and administrative offices including copies of those materials filed with the Department

EXCEPT Audio-visual materials properly part of a case file (for example as in ADM, BUD, and TRN), file with the related case file in the appropriate primary subject

Alternate Method of Filing Offices having small quantities of audio-visual materials may file the materials under the appropriate primary in a separate folder directly behind the primary subject folder Use the retention in this primary

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

NOTE CURRENTLY ALL RECORDS ARE IN HARDCOPY FORMAT IF RECORDS ARE CONVERTED TO AN ELECTRONIC FORMAT, A MUTUALLY AGREEABLE TRANSFER DATE WILL BE DETERMINED AT THE TIME THE RECORDS ARE CONVERTED TO AN ELECTRONIC FORMAT IN ACCORDANCE TO NARA NOTIFICATION PROCEDURES.

### 1 AUDIO-VISUAL

General material and correspondence relating to audio-visuals too broad in scope to be filed under one of the specific subjects listed below

**Disposition:** Temporary

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

### 2 POLICY

Policy 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

EXCEPT Published instructions or directives which are filed in binders according to established Agency custom

*Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44 thru 50*

**Disposition: PERMANENT.**

**Recordkeeping Copies:** Retire to Federal Records Center (FRC) 10 years after superseded or obsolete Transfer to National Archives and Records Administration (NARA) 15 years after superseded or obsolete

### 3. **REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject Case files by type of report as necessary

- a Record copy of substantive reports, such as annual summaries and comprehensive non-recurring reports Special case files or one-time reports as needed

**Disposition: PERMANENT.**

**Recordkeeping Copies:** Retire to FRC when 10 years old Transfer to NARA when 20 years old

*Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44 thru 50*

- b All other reports

**Disposition:** Temporary

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

### 4. **WORD PROCESSING**

Use for paperwork survey consisting of the analysis and recommendations and evaluation of various systems Include applications in improving performance as well as feasibility due to cost.

**Disposition:** Temporary

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

### 5. **MOTION PICTURES**

Films not filed with the Department This series includes the original negative or color original plus optical soundtrack, and the intermediate master positive or duplicate negative plus optical soundtrack, and a soundtrack projection print Also includes finding aids such as data sheets, shots lists, catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records

**Disposition: PERMANENT.**

**Recordkeeping Copies:** Transfer to National Archives and Records Administration (NARA) when obsolete or when 5 years old, whichever occurs first

*Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44 thru 50*

## 6. **AUDIO RECORDINGS**

Audio recordings used to promote, conduct, or document substantive or significant Agency procedures, activities, program responsibilities, and developments Records include the original or master audio recordings, whether digital or analog and one duplicate copy of available Audiocassette or CD formats are suitable as a duplicate copy. Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of audio-visual records

**Disposition: PERMANENT.**

**Recordkeeping Copies:** Transfer to NARA when the media is obsolete or when 5 years old, whichever occurs first

*Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44 thru 50*

## 7 **VIDEO RECORDINGS**

Video recordings used to promote, conduct, or document substantive or significant Agency procedures, activities, program responsibilities, and developments Records include the original or master video recording, whether digital or analog, and one duplicate copy is available VHS and DVD video formats are suitable as a duplicate copy Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records

**Disposition: PERMANENT.**

**Recordkeeping Copies:** Transfer to NARA when obsolete or when 5 years old, whichever occurs first

*Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235 44 thru 50*

## **8. FILMSTRIPS AND SLIDE SETS**

Film strips and slide sets used to depict substantive Agency activities, procedures, responsibilities, and developments, and significant personalities, events, and conditions. Records include finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.

**Disposition: PERMANENT.**

**Recordkeeping Copies** Cut off in 5 year blocks. Transfer the block to NARA 5 years after the cut off, or sooner if no longer needed for agency use.

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## **9 STILL PHOTOGRAPHY**

Still photographs depicting substantive Agency activities, procedures, program responsibilities, and developments, and significant personalities, events, and conditions. Records include original negative and captioned print or its equivalent for each black and white image and the original color transparency or color negative or its equivalent, and an inter-negative if one exists for each color image. Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.

**Disposition: PERMANENT.**

**Recordkeeping Copies:** Cut off in 5 year blocks. Transfer the block to NARA 5 years after the cut off, or sooner if no longer needed for agency use.

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**10 ARTS AND GRAPHICS**

Posters created to depict substantive Agency activities, procedures, program responsibilities and development, and significant personalities, events, and conditions. Records include the original and a reference print. Also includes finding aids such as catalogs, indexes, and other textual documentation necessary for the proper identification, retrieval, and use of the audio-visual records.

**Disposition: PERMANENT.**

**Recordkeeping Copies:** Transfer two copies of each printed poster to NARA upon printing. If the agency maintains a distribution list for posters, place NARA on the list for immediate distribution upon printing.

*Agency agrees to transfer all permanent electronic records to NARA in accordance to 36 CFR 1235.44 thru 50.*

**11. ARTWORK RECORDS**

Original artwork generated in the course of producing the agency's printed posters.

Disposition **TEMPORARY**

**Recordkeeping Copies:** Destroy when no longer needed for operational or administration use.