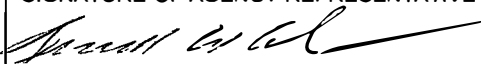


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-15</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>8/6/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		NOTIFICATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>8/2/11</i>	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

PERSONNEL (PER)

This category covers all phases of personnel administration, including position classification and standards, recruitment, appointment, placement, and separation of employees, employee-management relations and personnel services, evaluation, promotion, and incentive programs, and conditions of employment

- EXCEPT A Training and orientation of employees See TRAINING
- B Employee travel See TRAVEL
- C EEO See EQUAL EMPLOYMENT OPPORTUNITY

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

Policy and guidelines covering all subjects included under this primary subject If needed, subdivide by type or subject of policy Excludes published instructions or procedures, which are filed in binders according to established Agency custom

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

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 20 years old

b All other reports

Disposition: Temporary

Recordkeeping Copies: Destroy when 2 years old

3. STAFFING

Records on staffing requirements based on authorized ceilings Includes staffing patterns, employment reports, staff year reports, monthly report and Federal civilian employment, monthly report of FTE/work year civilian employment, and detail payroll list

EXCEPT Requests for and approvals/disapprovals for personnel ceilings See BUD 8-4

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old

4. 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 ADM 5 PROJECT No 00 Service Guide to ADM Operations

Disposition: PERMANENT.

Recordkeeping Copies: Retire to FRC 5 years after completion of project Transfer to NARA when 15 years old

Request for Records Disposition Authority Continuation Sheet	Job Number NI-545-08-15	Page 3 of 3
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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

5. MERIT PROMOTION

General material relating to Agency Merit Promotion Program Includes promotions, promotion plans, demotions, performance evaluations, career enhancement, and the like

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete