

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-17</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
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 <i>Russ Cole</i>		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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

SUBJECT ENTITIES-REGISTRANTS (SUB)

Records of those firms or individuals whose activities are subject to regulatory oversight under the Agricultural Marketing Act of 1946, the Packers and Stockyards Act (P&SA), and the United States Grain Standards Act (USGSA)

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

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Recordkeeping Copies: Retire to Federal Records Center (FRC) 10 years after superseded or obsolete. Transfer to National Archives and Records Administration (NARA) 15 years after superseded or obsolete.

2. INQUIRIES

These are general inquiries and responses under this subject category.

Disposition: Temporary

Recordkeeping Copies: Destroy when 1 year old

3. 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

4. FEDERAL AGENCIES

These are waivers for other Federal agencies and other agencies within USDA, such as, but not limited to, USDA's Farm Services Agency (FSA) and the Food and Drug Administration (FDA) File alphabetically by name of Federal or USDA agency and the chronologically

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old

5. GRAIN FIRMS

These are the grain firms required to register to export grain from the USGSA File alphabetically by name of registrant

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old

6. LIVE POULTRY DEALERS

Entities obtaining live poultry by purchase or under a poultry-growing arrangement

a Annual and Special Reports

Reports containing information on procurement and slaughter volume and on firms financial condition that are filed on an annual basis with GIPSA This file includes other requested financial reports

Disposition: Temporary

Recordkeeping Copies: Destroy when 5 years old

- b Grower Contracts/Marketing Agreements
Agreements between live poultry dealers and poultry growers
Disposition: Temporary
Recordkeeping Copies: Destroy 1 year after superseded or obsolete

- c Letters of Notice
Correspondence notifying an entity that it is in violation of the PSA
Disposition: Temporary
Recordkeeping Copies: Destroy when 10 years old

- d Scale Information
Includes scale test reports, weighers acknowledgments, check weighing reports, and related correspondence between PSP and scale companies or the regulated entity
Disposition: Temporary
Recordkeeping Copies: Retain until superseded or no longer needed

7. LIVESTOCK DEALERS

An entity engaged in the business of buying and selling livestock in commerce

- a Annual and Special Reports
Reports containing information on procurement and slaughter volume and on firms financial condition that are filed on an annual basis with PSP
This file includes other requested financial reports
Disposition: Temporary
Recordkeeping Copies: Destroy when 5 years old

- b Application for Registration
A document filed by an applicant prior to operating as a livestock dealer

Disposition: Temporary

Recordkeeping Copies: Destroy 2 years after registration is designated inactive or upon death of registrant Pull voluntary termination request letter (if any) and file with PSP-10 letter

c Bond

A surety bond or its equivalent obtained to cover livestock purchased The file also includes bond riders and bond termination information

Disposition: Temporary

Recordkeeping Copies: Bond (or equivalent) destroy 90 days after bond's termination or when all pending claims are settled Bond termination notice (such as PSP-10) destroy when 10 years old

d Letters of Notice

Correspondence notifying an entity that it is in violation of the PSA

Disposition: Temporary

Recordkeeping Copies: Destroy when 10 years old

e Scale Information

Includes scale test reports, weighers acknowledgments, check weighing reports, and related correspondence between GIPSA and scale companies or the entity.

Disposition: Temporary

Recordkeeping Copies: Retain until superseded or no longer needed

8. MARKET AGENCIES

Entities buying or selling livestock on commission or furnishing stockyard services in commerce

a Annual and Special Reports

Reports containing information on procurement and slaughter volume and on firms financial condition that are filed on an annual basis with PSP This file includes other requested financial reports

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old.

b. Application for Registration

A document filed by an applicant prior to operating as a livestock dealer.

Disposition: Temporary.

Recordkeeping Copies: Destroy 2 years after registration is designated inactive or upon death of registrant. Pull voluntary termination request letter (if any) and file with PSP-10 letter.

c. Bond

A surety bond or its equivalent obtained to cover livestock purchased. The file also includes bond riders and bond termination information.

Disposition: Temporary

Recordkeeping Copies: Bond (or equivalent)- destroy 90 days after bonds termination or when all pending claims are settled. Bond termination notice (such as PSP-10) destroy when 10 years old.

d. Letters of Notice

Correspondence notifying an entity that it is in violation of the P&SA.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 10 years old

e. Posting Notice

Information related to the designation of stockyard facilities as operating in commerce.

Disposition: Temporary.

Recordkeeping Copies: Destroy 1 year after the facility is deposited

f. Scale Information

Includes scale test reports, weighers acknowledgments, check weighing

reports, and related correspondence between PSP and scale companies or the regulated entity.

Disposition: Temporary.

Recordkeeping Copies: Retain until superseded or no longer needed.

g. Tariff

Fee schedule for stockyard services assessed by market agencies, and supporting documents.

Disposition: Temporary.

Recordkeeping Copies: Destroy when superseded in full or 2 years after market agency ceases operations.

9. PACKERS

Any person buying livestock in commerce for slaughter; or manufacturing or preparing meats, or meat food products for sale of shipment in commerce; or marketing meats, meat food products, or livestock products in an unmanufactured form acting as a wholesale broker, dealer, or distributor in commerce.

a. Annual and Special Reports

Reports containing information on procurement and slaughter volume and on firms' financial condition that are filed on an annual basis with GIPSA. This file includes other requested financial reports.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old

b. Bond

A surety bond or its equivalent obtained to cover livestock purchased. The file also includes bond riders and bond termination information.

Disposition: Temporary.

Recordkeeping Copies: Bond (or equivalent) destroy 6 months after bond's termination date or when all pending claims are settled. Bond termination notice (such as PSP-10) destroy when 5 years old.

- c. Letters of Notice
Correspondence notifying an entity that it is in violation of the PSA.
Disposition: Temporary.
Recordkeeping Copies: Destroy when 10 years old.
- d. Scale Information
Includes scale test reports, weighers acknowledgments, check weighing reports, and related correspondence between GIPSA and scale companies or the entity.
Disposition: Temporary.
Recordkeeping Copies: Retain until superseded or no longer needed.
- e. Carcass Merit Information
Includes carcass merit verification reports, specifications, operation instructions, and related correspondence between GIPSA and equipment manufacturers, service agencies, or the entity.
Disposition: Temporary.
Recordkeeping Copies: Retain until superseded or no longer needed

10. Swine Contractor

Any person engaged in obtaining swine under a swine production contract for slaughter or for selling the swine for slaughter, if the swine is obtained by the person in commerce; or the swine (including products from the swine) obtained by the person is sold or shipped in commerce.

- a. Swine Production Contracts
Grow-out contract under which a contract grower raises and cares for swine owned by another, including related documents
Disposition: Temporary.
Recordkeeping Copies: Destroy 1 year after superseded or obsolete.
- b. Scale Information

Includes scale test reports, weighers' acknowledgments, check weighing reports, and related correspondence between PSP and scale companies or the regulated entity.

Disposition: Temporary.

Recordkeeping Copies: Destroy when superseded or no longer needed.

11. WAIVERS PROGRAM

Waivers granted under the authority of the USGSA.

a. General

Those waivers not specifically addressed below.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old.

b. 15,000 Metric-Ton Exemption

Waivers dealing with the 15,000 metric-ton exemption of registering to export grain.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old

c. A88-Hour Rule

Waivers dealing with shipments of grain and delays of loading requirements.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old.