

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>N1-545-08-18</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	
2 MAJOR SUBDIVISION		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>9/12/11</i>	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WITHDRAWN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>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

PAPERWORK AND DATA MANAGEMENT (PDM)

This category deals with the development of all phases of paperwork management activities and control of automated data processing systems, information storage and retrieval systems, and other paperwork management techniques

NOTE Sections PDM 13 through PDM 16 were taken from the General Records Schedule (GRS) for the purpose of providing guidelines for the disposition of electronic records routinely stored on magnetic media, and created within a GIPSA program or administrative offices

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. PDM PAPERWORK AND DATA MANAGEMENT

General material involving paperwork and management improvement which is too broad in scope to be filed under one of the subjects below

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old

2. POLICY

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 EXCLUDING published instructions or directives 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.

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. ISSUANCES AND DIRECTIVES [See note after item 4e.]

- a Issuances Management

General material relating to the development, maintenance, and control of Agency issuances

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete
- b Departmental and non-GIPSA developed administrative issuances

Secretary's memos and issuances released by other agencies of the Department File in 3- ring binders in numerical sequence

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete
- c Program Issuances

Record copy of case file relating to the development and control of program issuances and background material having precedential significance which shows basic procedures for Agency regulatory programs

Disposition: PERMANENT.

Recordkeeping Copies: Retire to FRC when 10 years old Transfer to

NARA when 15 years old

- d Program instructional issuances having short-term effect and value

Disposition: Temporary

Recordkeeping Copies: Destroy 1 year after superseded or obsolete

- e Program notices, indexes, tables of contents, and similar materials not part of an issuance case file [See note after item]

Disposition: Temporary

Recordkeeping Copies: Destroy when superseded or obsolete

[NOTE See ADM XXX (currently Chapter 16, items 1a and 1b, GRS section) for information on GIPSA administrative issuances File all issuances in 3-ring binders or as otherwise directed by Agency instruction]

5. 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

- d All other projects

Disposition: Temporary
Recordkeeping Copies: Destroy when 5 years old, if no further action is taken

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

6. EQUIPMENT MANAGEMENT

a General material relating to equipment

Disposition: Temporary

Recordkeeping Copies: Destroy when 3 years old

b Standards for determining the suitability of and the need for equipment and supplies. If volume warrants, subdivide by type of equipment, such as automatic data processing, filing, and similar equipment

Disposition: Temporary

Recordkeeping Copies: Destroy 2 years after superseded or obsolete

7. ADP MANAGEMENT REPORT SYSTEMS

To be submitted at a later time

8. PROGRAM USER DATABASES

Databases created by program staff members that support administrative or

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housekeeping functions, containing information derived from hard copy records authorized for destruction by this records schedule, if the hard copy records are maintained in organized files

Disposition: Temporary

Recordkeeping Copies: Destroy when no longer needed to update or produce hard copy