

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>NI-545-08-21</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>25 Sept 11</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>All items in this schedule are media neutral per conversation with agency on 1/11/11  wwk</i>		

## LEGISLATIVE AND LEGAL (LEG)

Use this category for material dealing with legislation of interest to the Agency, cooperative agreements with other agencies, States, countries, or other parties, legal opinions and determinations made pursuant to legislation, development and preparation of regulations and dockets, and similar subjects of a legal nature, relations with the Congress and its committees, and congressional hearings and investigations relating to Agency's regulatory responsibilities EXCLUDING hearings on Agency budget

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.

### **CORRESPONDENCE AND AGREEMENTS**

#### **1. CONGRESSIONAL CORRESPONDENCE**

Material on and correspondence with the Congress, both committees and individual members, involving statements of policy and explanation of policy decisions, administrative action, and special research and compilation. Includes replies to congressional requests for pamphlets.

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which correspondence is closed. Destroy or delete 5 years after cut off.

#### **2. CORRESPONDENCE**

General correspondence relating to cooperative intra-agency and interagency relations, including setting up agreements, verifications, and administrative details.

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which correspondence is closed. Destroy or delete 5 years after cut off.

### 3. COOPERATIVE AGREEMENTS

Memorandums of Understanding and Cooperative Agreements reflecting cooperation with other Federal agencies, State governments, private companies, and colleges and universities

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which agreement is completed, superseded, or terminated Destroy 5 years after cut off

### 4. REIMBURSABLE AGREEMENTS

Reimbursable agreements reflecting cooperation with other Federal agencies, State governments, and private companies

**Disposition:** Temporary.

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which agreement is completed, superseded, or terminated Destroy 5 years after cut off

## LEGAL

### 5. Dockets

- a General material on dockets for publication in the Federal Register  
Includes clearances and supporting material

**Disposition:** Temporary

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which law or regulation is published Delete or destroy 5 years after cut off

- b Official docket folders documenting the development of proposed agency-wide laws and regulations Includes copy of final laws and regulations, significant correspondence, submission forms, work plans, agency review materials, legal opinions, and notes

**Disposition:** PERMANENT.

**Recordkeeping Copies:** Cut off at the end of the fiscal year in which law or regulation is published Transfer to the National Archives 5 years after cut off