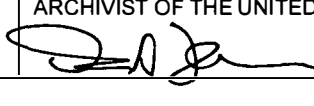
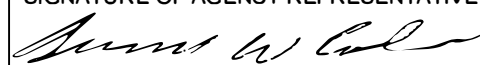


REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-22</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		NOTIFICATION 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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>27 Aug 11</i>	ARCHIVIST OF THE UNITED STATES 
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>All items in this schedule are media neutral per conversation with agency on 1/11/11 WWK</i>		

METHODS DEVELOPMENT (MD)

These records address the maintenance and improvement of existing equipment, instrumental and laboratory-based methods, the development of new test methods, improvements to existing methods, general procedures and standards, instrumentation and equipment, general laboratory practices, and resulting documents therein

Instructions given are for record copies. When appropriate, electronic media may be used and submitted for archival purposes. All other copies are treated as informational unless separately scheduled.

1. MD POLICY

Policies and guidelines covering all subjects included under this primary subject. The records retained herein shall be broad in scope including documentation of the functions, policies, and policy decisions of the agency related to MD.

Examples of records found in this category include

- Communications regarding strategic planning, statements of vision and mission regarding MD, formation of units and their functionality, and documents that describe the development of broad areas of MD activities

Disposition: Permanent

Recordkeeping Copies: Cut off at the end of the fiscal year in which policy or guideline is issued. Transfer to the National Archives immediately after cut off.

2. MD INQUIRIES

General inquiries and responses to specific agency research and development functions

Examples of documents found in this category are

- Requests for samples, test samples with specific characteristics, reference materials, or availability of methods
- Inquiries involving verification of methods, troubleshooting, and data-sharing for both published and internal data
- Requests for information on research testing regimes, protocols, and results

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which inquiry is resolved Destroy 1 year after cut off

3. MARKET NEEDS ANALYSIS

a Documents regarding agency research and development needs (identification and justification) and program prioritization decisions.

Examples of documents found in the category are:

- Requests from stakeholders for new or novel tests
- Final reports on market needs analysis, research proposals (identification and justification of perceived research needs within the Agency and/or external stakeholders)
- Final minutes of meetings to identify and/or prioritize market needs
- Project authorization documents
- Final approved assessment worksheets to summarize needs and justifications

Disposition: Permanent

Recordkeeping Copies: Cut off at the end of the fiscal year in which project is completed Transfer to the National Archives immediately after cut off

b Interim or draft documents regarding market needs analysis

Examples of documents found in the category are

- Draft versions of assessment worksheets to summarize needs and justifications
- Draft minutes of meetings to identify and/or prioritize market needs
- Related communications such as discussion memos and correspondence
- Suggestions from internal stakeholders/employees regarding new tests and/or process improvements

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which associated final documents are completed Delete or destroy 2 years after cut off

4. TECHNICAL REPORTS

Reports covering all subjects included under this primary subject These reports summarize the progress, findings, and conclusions reached relative to specific projects The reports may also clarify and supplement information contained in laboratory notebooks and other source data

a FGIS scientific and technical publications related to MD

Examples of documents found in this category are

- FGIS-generated external documents such as peer-reviewed journal articles, books and book chapters, white papers, technical papers presented in conferences, review articles, letters to the editor, and position papers
- FGIS-generated internal documents such as final project reports which summarize experimental plans, data, analysis methods, results, and conclusions
- Final reports and products created as a result of an extramural research agreement

Disposition: Permanent

Recordkeeping Copies: Cut off at the end of the fiscal year in which document is completed or published Transfer to the National Archives immediately after cut off

b Interim reports and presentations related to MD activities

Examples of documents found in this category are

- Abstracts, poster presentations, presentation content, and workshop presentations (both external and workshops provided at USDA facilities)
- Draft project reports (written documents summarizing experimental plans, data, analysis methods, results, and conclusions)

Disposition: Temporary.

Recordkeeping Copies: Cut off at the end of the fiscal year in which associated project is completed or published Delete or destroy 2 years after cut off or whenever no longer needed for business purposes, whichever is later

5. PRIMARY PROGRAM RECORDS

Files and other records of major laboratories activities, and other activities whose primary functions are research, development, and/or testing (other than official inspection) Program correspondence and subject files maintained by laboratory officials, divisions, staff and researchers are included herein

a Final approved records and work plans

Examples of documents found in this category are

- Final documents for approved work plans, annual work summaries, and detailed experimental plans

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which final project report or work product is completed Delete or destroy 10 years after cut off or whenever no longer needed for business purposes, whichever is later

b Interim or draft documents regarding primary program records (5a)

Examples of documents found in this category are

- Draft and interim versions of work plans (quarterly work plan updates) and experimental plans
- Communications regarding development of draft and interim workplans

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which final project report or work product is completed Delete or destroy 2 years after cut off

6. PROJECT DATA AND ANALYSIS FILES

- a Files maintained by project managers and staff in laboratories and/or personnel engaged in activities related to MD functions Included are laboratory notebooks

and equivalent project documents, test and trial results, and all technical and progress reports not included under Section 5

Examples of documents found in this category are

- Experimental data (raw electronic data (may be multivariate) directly from instruments, raw handwritten or typed data, descriptive sample data, and electronic files with descriptive data merged with raw multivariate data)
- Data analysis documents (electronic files that include working and final data analysis with description and interpretation of results)

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which data and analysis products are determined to be superseded or obsolete. Delete or destroy 10 years after cut off or whenever no longer needed for business purposes, whichever is later

- b Intermediate data determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or sufficiently documented through internal databases or other record-keeping means, or to be of such routine or fragmentary nature that their retention would not add significantly to the related project file

Disposition. Temporary

Recordkeeping Copies Cut off at the end of the fiscal year in related project is completed or terminated. Delete or destroy 1 year after cut off

7. EXTRAMURAL RESEARCH AGREEMENTS

- a Final documents and records (other than those covered under records retention schedules) resulting from external collaborative activities. In the event that the final output of the extramural collaboration results in a final or published report or technical file, then such documents shall be archived according to the criteria defined in Section #4.

Examples of documents found in this category include

- Final project proposals, raw project data, meeting documents, presentations, and reports

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which project is completed Delete or destroy 10 years after cut off or whenever needed for business purposes, whichever is later

- b Interim or draft documents regarding extramural research agreements

Examples of documents found in this category include

- Draft project proposals, project data (electronic and handwritten), and interim project status presentations and reports

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which associated final documents and projects have been completed Delete or destroy 5 years after cut off

8. DEVELOPMENT OF CALIBRATIONS, QUALITY ASSURANCE, AND GLP PROCESSES

Records and data that support the development, implementation, and update of

- Mathematical calibrations and physical adjustments for instruments and equipment used for official inspection
- Quality assurance processes used to assess and maintain the reliability and accuracy of official inspection activities
- Quality assurance and Good Laboratory Practice (GLP) processes for ensuring the reliability of MD activities

- a Records and data that support the development, implementation, and updates of calibrations for equipment and instrumentation used for official inspection such as image-based testing, spectroscopic and spectrometric methods, and moisture meters

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which instrumentation or equipment that used the calibration is superseded or obsolete Delete or destroy 10 years after cut off

- b Documentation of MD activities related to development and implementation of

quality control and quality assurance processes used for official inspection services

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which affected quality control processes are superseded or obsolete Delete or destroy 10 years after cut off

- c Documentation of activities performed to develop and implement quality assurance and GLP systems related to MD activities

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which affected quality control/GLP processes are superseded or obsolete Delete or destroy 10 years after cut off

- d Intermediate records and materials determined by competent scientific or technical personnel either to be duplicated in technical reports or elsewhere in project case files, or sufficiently documented through internal databases or other record-keeping means, or to be of such a routine or fragmentary nature that their retention would not add significantly to the project file may be destroyed 1 year after completion or termination of related projects

Disposition Temporary

Recordkeeping Copies Cut off at the end of the fiscal year in which related project is completed or terminated Delete or destroy 1 year after cut off

9. PROPRIETARY AND CONFIDENTIAL INFORMATION

Records and materials that are proprietary or confidential in nature, such as manufacturers' details of technical specifications, evaluation results, proprietary information, and/or sensitive information that has been shared for GIPSA's internal use only for MD activities Records include documents such as non-disclosure agreements that define USDA and collaborators' responsibilities regarding the handling of confidential documents, data, publications, or physical samples

- a Agreements such as proprietary, confidentiality, and materials transfer agreements, and documents that extend or terminate such agreements

Disposition: Temporary

Recordkeeping Copies: Cut off at the end of the fiscal year in which agreement is terminated or expired. Delete or destroy 5 years after cut off.

- b. Material that is shared under the aforementioned agreements.

Examples of documents found in this category are:

- Data, interpretation, and final analysis of material provided for confidential evaluation purposes.
- Data, proprietary design information, and other confidential documents supplied or acquired during collaborative research.
- Data, proprietary design information, and evaluation data required of a manufacturer or other vendor in the course of conducting procurements.

Disposition: Temporary.

Recordkeeping Copies: Destroy according to the terms of the agreement. If no terms exist, cut off at the end of the fiscal year in which information is superseded or obsolete. Delete or destroy 5 years after cut off.