

# Request for Records Disposition Authority

(See Instructions on reverse)

## Leave Blank (NARA Use Only)

Job Number

N1-545-11 - 5

Date Received

5/9/11

### 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10

Date

Archivist of the United States

5 DEC 11

To **National Archives and Records Administration (NIR)**  
**Washington, DC 20408**

1 From (Agency or establishment)

United States Department of Agriculture

2 Major Subdivision

Grain Inspection, Packers and Stockyards Administration

3 Minor Subdivision

Packers and Stockyards Program

4 Name of Person with whom to confer

Cathy McDuffie

5 Telephone (include area code)

301 851-2626

### 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 now needed for the business of 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

is not required

is attached

has been requested

Signature of Agency Representative

Title

Records Officer

Date (mm/dd/yyyy)

05/05/2011

7 Item Number

8 Description of Item and Proposed Disposition

9 GRS or Superseded Job Citation

10 Action taken (NARA Use Only)

Packers and Stockyards Automated System (PAS)  
See attached sheet

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
<p><i>Item 1</i></p>	<p><b>Name of System:</b> Packers and Stockyards Automated System (PAS)</p> <p><b>Agency:</b> Grain Inspection, Packers and Stockyards Administration (GIPSA), Packers and Stockyards Programs (P&amp;SP)</p> <p><b>Description:</b> PAS is an automated system used to manage and track workflows for P&amp;SP regulatory activities and investigations in the livestock and poultry industries and store records and data related to these activities. The system also captures and maintains documents and data for business entities being regulated, financial instruments to ensure financial protection to parties involved in the industry, and livestock scales managed by parties involved in industry.</p> <p>The inputs are covered under the GRS 20, Electronic Records, items 2a and Other Reports covered under the GRS 20, 11(a)1</p> <p><b>Item 1. Master Files.</b> Program Records Categories:</p> <ul style="list-style-type: none"> <li>a. Grow Out and Procurement Contracts</li> <li>b. Bonds and Equivalents</li> <li>c. Regulatory Review Documents</li> <li>d. Tariffs</li> <li>e. Stockyard Posting Records</li> <li>f. Investigative Files</li> <li>g. Annual Reports and Special Reports such as Form 3001, Annual Report of Dealer or Market Agency Buying on Commission</li> </ul> <p><b>DISPOSITON:</b> Temporary. Cut off annually. Delete or destroy when 3 years old or when no longer needed for documentation purposes, whichever is applicable</p>		

- h Letters of Notice/NOV/NOD
- i Stipulation
- j. Entity Registration Documents

*Item 2*

**DISPOSITON:** Temporary. Cut off annually  
Delete or destroy when 5 years old or when no longer  
needed for documentation purposes, whichever is  
applicable

**Item 2. Outputs.** P&SP Annual Reports

*Item 3*

**DISPOSITON** Permanent Cut off annually  
Transfer to NARA when 5 years old

*Note GIPSA agrees to transfer all permanent  
electronic records to NARA in accordance with 36  
CFR 1235 44, 46, 48, and 50*

- a. ~~Other reports~~

**~~DISPOSITION:~~** ~~Temporary. GRS 20, Electronic  
Records, item 11(a)1.~~