ACTIVE ITEMS. These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

INACTIVE ITEMS. These items may no longer be used to disposition records.
They are superseded or obsolete. References to more recent schedules are

NA ITEMS. These items have no applicable status (active or inactive). These items cannot be used for disposition.
For example, not applicable items were filing instructions, describe non-records, pointed to another disposition authority, listed as "reserved", were lined off and not approved at the time of scheduling or had an instruction of "disposition not approved".

(P) Permanent - item with permanent disposition
(T) Temporary - item with temporary disposition

ITEM	STATUS	WHY INACTIVE
1	Inactive (T)	GRS 5.3 item 010 (DAA-GRS-2016-0004-0001)
2	Inactive (T)	GRS 5.3 item 010 (DAA-GRS-2016-0004-0001)
3	Inactive (T)	GRS 5.3 item 010 (DAA-GRS-2016-0004-0001)
4	Inactive (T)	GRS 5.3 item 010 (DAA-GRS-2016-0004-0001)
5	Active (P)	
6	Active (T)	
7	Active (T)	

REQUEST FOR RECORDS DISPOSITION AUTHORITY

N1-584-11-2

To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

DATE RECEIVED 4/7/11

1. FROM (Agency or establishment)

U.S. Department of Agriculture

2. MAJOR SUBDIVISION

Food Safety and Inspection Service

3. MINOR SUBDIVISION

Agency Wide

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request, including amendments, is approved except for items that may be marked Adisposition not approved or withdrawn in column 10.

4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Shaina Fisher	301-504-3991	4 Sept 11	

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,

Γ is not required; Γ is attached; or Γ has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
4/5/11	Shaina Fisher	Records Officer

7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	The Food Safety and Inspection Service (FSIS) is a public health agency in the U.S. Department of Agriculture (USDA). FSIS regulates the meat, poultry, and egg product industries to ensure that products in interstate commerce are safe, wholesome, and accurately labeled as required by the Federal Meat and Inspection Act, the Poultry Inspection Act, and the Egg Products Inspection Act. This schedule authorizes the disposition of the record copy in any media (media neutral)		

AGENCY: Food Safety and Inspection Agency (FSIS)

TITLE: Continuity of Operations (COOP)

APPLICABILITY: Agency Wide

DESCRIPTION:

This schedule authorizes the disposition of the record copy in any media (media neutral)

PLANS

Item 1. Plans or Directives

Contains continuity of operations (COOP) plans and directives for the continued operation of FSIS In times of an emergency or disaster, includes related documents such as correspondence, reports and instructions, charts, plans, evacuation shelters, emergency relocation and the vital records protection program.

Disposition: **TEMPORARY.** Close inactive records when superseded or canceled. Destroy 5 years after file closure.

Item 2. Background Materials

Disposition: **TEMPORARY.** Close inactive records when superseded or canceled. Destroy 3 years after file closure.

EXERCISES

Item 3. Consolidated and Comprehensive Reports

Record contains consolidated or comprehensive reports reflecting Agency-wide results of tests conducted under continuity of operations plans. Also, includes instructions to members participating in tests, staffing assignments, messages, and tests of communication and facilities.

Disposition: **TEMPORARY.** Close inactive records when report is completed. Destroy 5 years after file closure.

Item 4. Background Materials

Disposition: **TEMPORARY.** Close inactive records when report is completed. Destroy 3 years after file closure.

Items 1-4

Superseded by job / item number:

DAA-GRS-2016-0004-0001

Date (MM/DD/YYYY):

July 17, 2019

DISASTER RESPONSE

This series includes records that document USDA's response to disasters or emergencies. Records Include, but are not limited to damage surveys, inspection reports, correspondence, Interagency documentation and administrative support documents.

Item 5. Presidential Declared Major Disasters

Includes records documenting disasters of an extraordinary nature, i .e. , major natural disasters such as floods, earthquakes, and hurricanes, as well as man-made disasters such as space accidents and terrorism.

Disposition: **PERMANENT.** Close inactive records upon completion of final report. Transfer to the National Archives 10 years after file closure. If electronic, transfer to the National Archives in 5 years.

FSIS agrees to transfer all anticipating permanent electronic records to NARA according to 36 CFR 1235.44, 46, 48 and 50.

Item 6. Other Presidential Declared Emergencies

Includes records documenting short-term federal emergencies requiring federal assistance to supplement state and local efforts to save lives, protect property, or to lessen or avert the threat of a catastrophe.

Disposition: **TEMPORARY.** Close inactive records upon completion of final inspection. Destroy 10 years after file closure.

Item 7. Local USDA Emergencies

Includes emergencies occurring in or near USDA facilities (e. g. , flooding due to a broken pipe) affecting the ability to conduct FSIS business.

Disposition: **TEMPORARY**. Close upon completion of all clean up and restoration activities. Destroy 10 years after file closure.