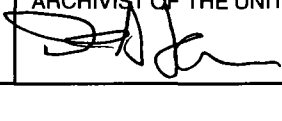
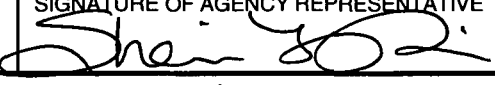


<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		N1-584-11-2	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 4/7/11	
1 FROM (Agency or establishment) U.S. Department of Agriculture		<b>NOTIFICATION TO AGENCY</b>  In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked as disposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION Food Safety and Inspection Service			
3 MINOR SUBDIVISION Agency Wide			
4 NAME OF PERSON WITH WHOM TO CONFER Sharna Fisher	5 TELEPHONE 301-504-3991	DATE 4/8/11	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 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,  <input type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 4/5/11	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE 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7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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

## 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.