

REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-584-12-1r	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 2/14/12	
1 FROM (Agency or establishment) U.S. Department of Agriculture		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request, including amendments, is approved except for items that may be marked "Disposition not approved" or "Withdrawn" in column 10.	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 Food Safety and Inspection Service			
3 MINOR SUBDIVISION Agency Wide			
4 NAME OF PERSON WITH WHOM TO CONFER Shana Fisher	5 TELEPHONE 301-504-3991	DATE	ARCHIVIST OF THE UNITED STATES WITHDRAWN
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	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shana Fisher</i>	TITLE RO	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	NC1-462-93-3	

TITLE Meat and Poultry Investigation/Violation Records

APPLICABILITY. Agency Wide

DESCRIPTION

This schedule pertains to evidence collected in the performance of surveillances, investigations, or other activities to support Agency decisions, enforcement actions, and investigative findings in cases involving investigations of individuals or companies who have violated the Federal Meat Inspection Act (FMIA), the Poultry Products Inspection Act (PPIA), and the Egg Products Inspection Act (EPIA) and related laws and regulations. These files consist of documentary evidence, photographic evidence, and investigative samples.

Meat and/or Poultry Investigation/Violation records can be referred to the Office of General Counsel or the Office of the United States Attorney for legal action. They can also be closed with a letter of warning from the Compliance Program.

Item 1. General Correspondences, Reports, and Related Documents.

Disposition:

- a. General correspondence and other records pertaining to surveillance activities or allegations that do not result in an investigation. Temporary. Cut off files after the end of the fiscal year in which the records were created. Destroy when 2 FYs old.
- b. General correspondence and other related documents pertaining to product detentions that do not result in an investigation. Temporary. Cut off files after the end of the fiscal year in which the records were created. Destroy when 2 FYs old.
- c. General correspondence and other records pertaining to administrative activities (e.g., FSA), or allegations that do not result in an investigation. Temporary. Cut off files after the end of the fiscal year in which the records were created. Destroy when 4 FYs old.
- d. Correspondence and other documents pertaining to product detentions that do not result in an investigation. Temporary. Cut off files after the end of the fiscal year in which the records were created. Destroy when 2 FYs old.

Item 2. Administrative Case Files. Report of Investigation, Administrative Enforcements Report, and associated case correspondence or other documents file retention schedules.

Disposition:

- a. Reports for cases that result in an Administrative Consent Order, Administrative Exempt Settlement Agreement, Administrative Judicial Decision & Order, Administrative Exempt Ineligibility Order, or voluntary withdrawal. Temporary. Destroy 3 years after the end of the fiscal year in which the administrative action terminates.

SUPERSEDES Item 3b

- b Reports for cases that result in a Notice of Warning (NOW), Letter of Information (LOI), Letter of Warning (LOW), Notice of Prohibited Activity (NoPA), Letter to Withhold Labels (LWL), Letter to Close Appeal (LCA), Notice of Effective Recall Letter (NOER) or no action Temporary Destroy 3 years after the end of the fiscal year in which the case is closed

SUPERSEDS Item 3g

- c. Reports of cases that result in a company placed on Recordkeeping Requirements Temporary. Destroy 2 years after the end of the fiscal year in which the termination notice is issued.

SUPERSEDS Item 3d

Item 3. Criminal Case Files. Report of Investigation and associated case correspondence or other associated documents file retention schedules

Disposition.

- a. Reports for cases that are prosecuted and result in a Conviction Temporary Destroy 10 years after the end of the fiscal year in which the case is closed
- b Reports of cases that result in a Pretrial Diversion. Temporary Destroy 3 years after the end of the fiscal year in which the Agreement terminates.

SUPERSEDS Item 3f

- c. Reports for cases that result in a Notice of Warning (NOW), Letter of Information (LOI), or no action. Temporary Destroy 3 years after the end of the fiscal year in which the case was closed

SUPERSEDS Item 3g

Item 4. Civil Case Files. Reports of Investigation and associated case correspondence or other associated documents file retention schedules:

Disposition:

Reports for cases that result in a Civil Consent Decree, Civil Judgment, or Civil Decree of Forfeiture Temporary Destroy 3 years after the end of the fiscal year in which the civil action terminates

Item 5. Other investigative reports that result in an Other type of disposition or that are closed with No Action Temporary. Destroy 1 year after the end of the fiscal year in which the Other disposition terminates or the case is closed with No Action

Item 6. Reports of Precedent-Setting Cases. Cases that attract media attention or Congressional interest

Disposition: **PERMANENT** - FSIS will offer such reports to the National Archives and Records Administration 10 years after the end of the fiscal year in which the case is closed.

Item 7. Evidence is to be disposed of in the following manner:

- 1 All evidence and all copies of documentary evidence, except for personal property evidence for which a Property Receipt was issued, are to be destroyed by shredding or incineration.
- 2 Return personal property evidence for which a Property Receipt was issued to the property owner, and
3. Document the disposal of all evidence in Section III of the Evidence Receipt and Chain of Custody form and provide it to the supervisory official for verification of disposal.