

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

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

1 FROM (Agency or establishment)
US Department of Agriculture

2 MAJOR SUBDIVISION
Agricultural Marketing Service (AMS)

3. MINOR SUBDIVISION
Management Services Division (MSD), Information Mgmt Branch (IMB)

4. NAME OF PERSON WITH WHOM TO CONFER
Larry R. Gray, AMS Records Officer

5. TELEPHONE
(202)690-3763

LEAVE BLANK (NARA use only)

JOB NUMBER
NI-136-94-2

DATE RECEIVED
6-15-94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.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 *for* ARCHIVIST OF THE UNITED STATES
11/23/94 *James W. Moore*

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; or has been requested.

DATE	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
June 14, 1994	<i>Eric Small for Larry R. Gray</i>	AMS Records Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>UNITED STATES DEPARTMENT OF AGRICULTURE AGRICULTURAL MARKETING SERVICE POULTRY DIVISION/GRADING BRANCH</p> <p>GRADING CERTIFICATES & MEMORANDUMS - Copies of grading certificates used to show the official grade of the product and not used as a billing and collection document; memorandum worksheets which constitute the basis for certificates; and supporting correspondence or other documents which are maintained at the plant facilities and by fee graders. This would include the Poultry Forms, PY-210 (used for showing grade of product only), PY-210A and PY-211.</p> <p>Disposition: Cut off files after the close of the fiscal year (FY) in which it was created or completed. Destroy one (1) year after cutoff.</p>	<p>NCI 136-83-2 Item #26</p>	

Copies sent to Agency 11/30/94