

**REQUEST FOR AUTHORITY  
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED <b>OCT 29 1974</b>	JOB NO. <b>NC-136-75-6</b>
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
12-6-74 Date	<i>James B. Rhoads</i> Archivist of the United States

**TO: GENERAL SERVICES ADMINISTRATION,  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)  
**United States Department of Agriculture**
2. MAJOR SUBDIVISION  
**Animal and Plant Health Inspection Service**
3. MINOR SUBDIVISION  
**Meat and Poultry Inspection  
Scientific and Technical Services, Data Services.**
4. NAME OF PERSON WITH WHOM TO CONFER  
**Eugenia A. M. Kissinger**
5. TEL. EXT.  
**436-8330**
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 4 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

10/23/74 *Kathleen M. Ritter* Acting Head, Records Management Section  
(Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>This schedule covers reports and forms of the Meat and Poultry Inspection Program used as input data in automated data processing systems to produce periodic statistical reports. <u>Copies of the forms listed in this schedule are also covered in other schedules which remain in effect (NN-172-8, items 18a, 18b, 19a, 19b, 20a, 20b, 34, 35, 38a, 38b, 40, 48, and 63; NN-172-16, items 1, 2, 12, 18, 20, 21, 24, 25, 26, and 27; and NN-171-146, Item 96).</u></p> <p>This schedule supersedes schedules NN-168-44, items 1a and b; II-NNA-2521, items 8, 10, 25a and b, 26a and b, 33a and b, 37a, b, and c, and 40a and b; and NN-165-108, items 1, 6, 7, 9, 10, 11, 12 only with respect to records of the MPI Data Services offices located in Washington, DC and the field.</p>		
1	<p>MP-2. Registration of Poultry and Meat Handlers, including prior or subsequent forms.</p> <p>Destroy when registration superseded or terminated.</p>	New Item (copy of form attached)	
2	<p>MP-3. MTST Register of Poultry and Meat Handlers, including prior or subsequent forms.</p> <p>Destroy when final report is completed.</p>	New Item (copy of form attached)	

*Copy to Agency 12/10/74*

*WVRC  
Chicago  
KCR  
12/10/74  
JSM*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
3	MP-225, Application for Voluntary Reimbursable Inspection Service, including prior or subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 8 in part only.	
4.	MP-228, Grant of Voluntary Reimbursable Inspection Service, including prior or subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 8 in part only.	
5	MP-229, Voluntary Suspension or Withdrawal of Reimbursable Service, including prior or subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 8 in part only.	
6	MP-401, Application for Federal Meat, Poultry, or Import Inspection, including prior or subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 25a and b	
7.	MP-403, Ante- and Post-Mortem Inspection Summary, including prior or subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 26a and b	
8.	MP-404, Processing Operations at Official Establishments, including prior and subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 33a and b	
9	MP-407, Meat and Meat Food Products Condemned on Reinspection and Destroyed, including prior and subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 37a, b, and c.	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
10	MP-407-4, Materials Rejected for Use, including prior and subsequent forms.  Destroy after verification and validation of data.	New Item (copy of form attached)	
11	MP-410, Import Inspection Application and Report, including prior or subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 10 in part only	
12	MP-412, Application for Export Certificate and/or Stamp, including prior and subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 40a and b	
13	MP-451, Grant of Inspection, including prior and subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 8 in part only	
14.	MP-452, Voluntary Suspension or Withdrawal of Service, including prior and subsequent forms.  Destroy after verification and validation of data.	Supercedes II-NNA-2521 Item 8 in part only	
15	MP-497, Monthly Personnel Report, including prior or subsequent forms.  a. June (end of FY) and December (end of calendar year) reports: Dispose 5 years after date of report. b. All other monthly reports: Dispose after verification and validation of data.	New Item (copy of form attached)	
16	MP-498, Establishment Report, including prior or subsequent forms.  Dispose after verification and validation of data.	New Item (copy of form attached)	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
17	MP-506, Export Certificate, including prior and subsequent forms.  Destroy after verification and validation of data.	New Item (copy of form attached)	
18	MP-513, Poultry Inspection-Daily Summary, including prior and subsequent forms.  Destroy after verification and validation of data.	Supercedes NN-168-44 Item 1a and b	
19	MP-536, Monthly Report of Inspected Poultry, including prior and subsequent forms.  Destroy after verification and validation of data.	Supercedes NN-168-44 Item 1a	
20	All coding sheets, punched cards, and/or punched or mag tape, prepared from the above forms (Items 1 through 19) used as input into the automated data processing system.  Destroy after verification and validation of data.	New Item	
21	Preliminary or intermediate material such as trial runs, testing media, edit runs, etc.  Destroy after verification and validation of data.	New Item	
22	Final data recorded on disks, magnetic tape, etc.  Destroy after inclusion of data in annual printed summary report or other periodic report.	New Item	
23	Print-outs of data obtained from the forms listed in items 1, 3 through 19.  Destroy when final or periodic report is completed or when print-outs cease to have administrative value, but no later than 3 years, whichever is earlier.  <i>J.L.W. 3/13/75 See memo from APHIS to GAO, dated 1/10/75</i>	Supercedes NN-165-108 Item 1, 6, 7, 9, 10, 11, and 12	