

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

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|-------------------------------------|--------------------|
| LEAVE BLANK | |
| DATE RECEIVED JUN 19 1975 | JOB NO. |
| DATE APPROVED | NC-136-75-7 |

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

1. FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture
2. MAJOR SUBDIVISION
Agricultural Marketing Service
3. MINOR SUBDIVISION
Poultry Division, Grading Branch
4. NAME OF PERSON WITH WHOM TO CONFER
William C. Hauser
6. CERTIFICATE OF AGENCY REPRESENTATIVE:

5. TEL. EXT.
447-7965

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

4-8-75 Date
James E. O'Neill Archivist of the United States

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 described on this Request of 7 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

13 JUN 1975

William C. Hauser

Head, Records Management Staff

(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>Records created or accumulated by the Grading Branch, Poultry Division, documenting activities carried out under the terms of the Agricultural Marketing Act of 1946, as amended, and the Egg Products Inspection Act of 1970.</p> <p>This Branch develops, formulates, directs, and coordinates policies, programs, and procedures for permissive grading of poultry and poultry products, shell eggs and egg products, domestic rabbits, surveillance inspection of shell egg packers and hatcheries, and mandatory egg products inspection. It also formulates and develops cooperative agreements and contract terms.</p> <p>This schedule also covers records created and accumulated as a result of future acts placing responsibility upon the Poultry Division for planning and administering such acts, provided the programs are of the same scope, and records created are similar to those described in this schedule.</p> <p>This schedule covers official record copies of the Poultry Division, Grading Branch. Various lengths of retention periods are administratively determined for other copies within the Division. In no event will the other copies be retained for a longer period than the record copy.</p> <p>This schedule supersedes the following schedules which have been approved by the Archivist of the United States as indicated: NN-169-75, approved on June 15, 1970; NN-172-190, approved on June 9, 1972; and the amendment to NN-172-190, completed 11-14-73, approved on January 12, 1974.</p> | | |

*Copy to Agency & NCR, Chicago
SF, Kansas City, Phila. 9-10-75*

37 items

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 |
|----------------|--|--|---------------------|
| 1 | <p>General Correspondence not needed to support or document records described elsewhere in this schedule. (Note: correspondence needed to support or document other records should be retained for the same length of time as the records it pertains to.)</p> <p>DESTROY three years after the end of the fiscal year in which the correspondence was sent or received.</p> | | |
| 2 | <p>National Office records needed to adequately document the Poultry Grading Program, including (a) record copies of summaries of operating statements, (b) record copies of summaries of reports of volume of products graded, (c) program correspondence essential to document the formulation of policies, programs, and procedures, and (d) historical copies of Graders Handbooks and Division Instructions relating to the Grading program.</p> <p>RETAIN <u>PERMANENT</u>. Offer to National Archives when 10 years old. <i>Jan 19-375</i></p> | <p>NN-169-175 Item 1 Item 2</p> | |
| 3 | <p>Operating statements and reports of volume of product handled and graded (excluding summaries, see Item 2, those volumereports used to determine administrative fees for voluntary gradings, see Item 5, and automated volume reports, see Item 4).</p> <p>DESTROY three years after the end of the fiscal year in which the record was completed.</p> | Item 4 | |
| 4 | <p>Automated reports showing volume of eggs broken and dried under Federal Inspection.</p> <p>DESTROY four years after the end of the fiscal year in which the report was compiled.</p> | | |
| 5 | <p>Billing and collection documents maintained by the Poultry Division, Grading Branch, including: (a) copies of Grading Certificates and worksheets used to determine plant billings, (b) volume reports used to determine administrative charges, (c) statements of charges, (d) PY Grading Branch copies of consolidated lists of charges submitted to the Financial Services Division, and (e) records pertaining to reimbursement for services conducted by cooperating agency employees. (These are GAO Site Audit Records.)</p> <p>DESTROY six years and three months after the end of the fiscal year in which prepared.</p> | <p>Item 24 Item 29</p> | |

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| 6 | <p>Copies of grading certificates, memorandum worksheets which constitute the basis for certificates, and supporting correspondence or other documents which are maintained at the plant facilities.</p> <p>DESTROY three years after the end of the fiscal year in which the documents were created.</p> | | |
| 7 | <p>Records pertaining to delinquent accounts for grading services, or to active claims for or against the Government. (These are GAO Site Audit Records.)</p> <p>DESTROY six years and three months after the end of the fiscal year in which collected and/or settled.</p> | NN-169-75 Item 25 | |
| 8 | <p>Records maintained in Grading Plant folders at the National and/or Regional offices consisting of Applications for Service and Control Sheets, Applications for Off-Premises Freezing of Eggs and Egg Products, Work Schedule Requests, Plant Surveys, Water Potability Certificates, and Notices of Termination of Service.</p> <p>A. DESTROY all records maintained in the folder at the time of termination one year after the end of the fiscal year in which service is terminated.</p> <p>B. While service continues, DESTROY copies of records used to check water potability when superseded.</p> | Items 11, 12 and 31 | |
| 9 | <p>Plant blueprints prepared in connection with plant applications for resident inspection services.</p> <p>DESTROY one year after the close of the fiscal year in which the grading service is terminated.</p> | Item 13 | |
| 10 | <p>Records used to check internal operations of processing plants, grade interpretations, causes of undergrade products, and sanitation.</p> <p>A. Narrative reports on facilities and operations changes which are needed in official egg products plants to continue compliance with USDA standards, including concurrence by USDA Inspectors and plant management on proposed completion dates.</p> <p>DESTROY three years after the end of the fiscal year in which prepared.</p> | | |

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| 10 (con.) | <p>B. Daily Report of Plant Operation (Egg Products) and Report of Egg Drying Operations.</p> <p>DESTROY one year after the close of the fiscal year in which the record was created or completed.</p> <p>C. Reports of shell egg regulatory inspections.</p> <p>DESTROY paper records four years after the close of the fiscal year in which they were created or completed, or destroy after they are microfilmed.</p> <p>DESTROY microfilm records four years after the close of the fiscal year in which they are created.</p> <p>D. Poultry Grading Record and Shell Egg Daily Candling Record.</p> <p>DESTROY six months after completed.</p> <p>E. All others</p> <p>DESTROY one year after completed.</p> | <p>NN-172-190 Item 1</p> <p>NC-174-138</p> | |
| 11 | <p>Audits and reviews of PY Grading Branch offices and resident plants.</p> <p>A. Audit reports, review checklists, field trip reports, and other related documents completed by PY Grading Branch personnel.</p> <p>DESTROY three years after the end of the fiscal year in which the document was created and/or completed.</p> <p>B. Division copies of audits of Poultry Grading Offices made by the Office of the Inspector General or the General Accounting Office.</p> <p>DESTROY after ten years or after two subsequent reports have been made, whichever is later.</p> | <p>NN-169-75</p> <p>Item 5</p> <p>Item 6</p> | |
| 12 | <p>Registration of shell egg handlers, related documents, and record of registrations.</p> <p>A. Individual registrations and related documents.</p> <p>DESTROY one year after the end of the fiscal year in which firm is deregistered.</p> | <p>NC-174-138</p> | |

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| 12 (con.) | <p>B. Cumulative record of registrants.</p> <p>RETAIN Destroy when superseded or obsolete. <i>ggm 9-3-75</i></p> | | |
| 13 | <p>Records used to designate employees of poultry plants as liaison with Government graders.</p> <p>DESTROY one year after end of the fiscal year in which designation is withdrawn, superseded, or canceled.</p> | <p>NN-169-75 Item 28</p> | |
| 14 | <p>Records pertaining to PY Grading Branch Graders.</p> <p>A. Orientation checklists for new graders, case files for grader licenses and record of license cards issued.</p> <p>DESTROY one year after the end of the fiscal year in which the license is terminated.</p> <p>B. Records used to check grader's performance.</p> <p>DESTROY three years after close of fiscal year in which record was created.</p> <p>C. Accountability records for equipment issued to graders.</p> <p>DESTROY one year after equipment is returned, replaced or otherwise accounted for.</p> | <p>Items 19 and 17</p> <p>Item 18</p> <p>Item 20</p> | |
| 15 | <p>Case file material for both fully and temporarily approved labels for shell eggs and egg products.</p> <p>DESTROY one year after the close of the fiscal year in which the label becomes obsolete.</p> | <p>Item 14</p> | |
| 16 | <p>Records used to approve requests for commercial quality specification factors required by Government institutions or chainstores which are above the minimum USDA standards.</p> <p>DESTROY when superseded or obsolete.</p> | | |
| 17 | <p>Purchasing specifications of Government agencies or institutions.</p> <p>DESTROY when obsolete or superseded.</p> | <p>Item 26</p> | |
| 18 | <p>Records used for inventory control, including description, by whom used, quantity received or shipped, balance on hand, etc.</p> | <p>Item 27</p> | |

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| 18 (con.) | DESTROY one year after the, fiscal year in which all entries have been completed. | | |
| 19 | Records used to monitor consignment receipt, use and disposition of serially numbered forms. | NN-169-75 Item 8 | |
| | DESTROY three years the end of the fiscal year in which completed. | | |
| 20 | Poultry Division copy of cooperative agreements and related material. | Item 21 | |
| | DESTROY one year after the close of the the fiscal year in which the agreement is terminated. | | |
| 21 | Results of laboratory tests for Salmonella bacteria in liquid egg products. | Item 32 | |
| | DESTROY three years after the end of the fiscal year in which completed. | | |
| 22 | Records used to show clearance by USDA for importation of egg products and shell eggs. | | |
| | DESTROY three years after the end of the fiscal year in which prepared. | | |
| 23 | <p>Records pertaining to violations or alleged violations of the Egg Product Inspection Act, the Agricultural Marketing Act of 1946, as amended, and related regulations which relate to the responsibilities delegated to the Poultry Division of the Agricultural Marketing Service.</p> <p>A. Records pertaining to alleged violations, actual violations, and detention of products which are <u>not</u> included in specific Violation Case Files, such as reports concerning specific cases, notices of detention, notices of termination of detention, and other related documents, if needed, such as detained tags and shipper's or receiver's statements.</p> <p>DESTROY two years after the end of the fiscal year in which created.</p> <p>B. Records described in Section 24A, above, which are compiled into a Violation Case File.</p> <p>DESTROY three years after the end of the fiscal year in which the Violation Case File was compiled.</p> | | |

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| 23 (con.) | <p>C. Records listing violations and alleged violations, actions taken in each case, and records showing violation records of specific plants.</p> <p>DESTROY 10 years after the end of the fiscal year in which completed.</p> <p>D. Records listing detentions of product by region.</p> <p>DESTROY two years after the end of the fiscal year in which completed.</p> | | |
| 24 | <p>Records documenting special projects and experiments pertaining to processing, storage, packaging, testing, and grading of assigned commodities.</p> <p>RETAIN</p> <p>A. Final report of special project. <u>PERMANENT.</u> Offer to National Archives when no longer needed.</p> <p>B. Staff working papers Destroy one year after completion of study.</p> <p style="text-align: right;"><i>gdm 9-3-75</i></p> | | |