

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0463-2024-0005

Status: APPROVED
Date Approved: 04/22/2026

General Information

Agency or Establishment	Animal and Plant Health Inspection Service
Record/Scheduling Group	0463 - Records of the Animal and Plant Health Inspection Service
Records Schedule Applies To	Agency-wide
Schedule Subject	APHIS Agency Issuances
Additional Schedule Information	Issuances are documents that communicate Agency policies and procedures to employees. They initiate or govern action, conduct, and procedures or explain benefits and how to obtain them. The three types of issuances currently in use are directives, administrative notices, and manuals / handbooks / guides. APHIS maintains an issuance management system, which contains issuances that govern and regulate mission area-wide, agency-wide, and cross-program functions. The functions include general management, budget, finance, IT, human resources, safety, health, property, procurement, and some mission activities. This schedule does not apply to Code of Federal Regulations rules, Program- or Office-level issuances, or any other issuances external to the Agency's issuance management system.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 3

Number of Temporary disposition items: 1

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0463-2024-0005

Item #	Title	Disposition
0001	Issuances Finding Aids	Permanent
0002	Significant Agency and Mission Area Issuances Files	Permanent
0003	Routine Mission Area and Agency Issuances Files	Temporary

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Records Schedule Items

DAA-0463-2024-0005-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Issuances Finding Aids	
Item Description	This item covers agency issuance finding aids, such as subject indexes, table of contents, and checklists.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	PDM 4-1	
Manual Title	Administrative Issuances	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	
	Superseded Items	
Superseded Item	Item Superseded in Part?	Explanation
NC1-463-82-03/219/A	No	
NC1-463-82-03/219/B	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Fiscal year when the finding aid is superseded or discontinued	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff	
ADDITIONAL INFORMATION		
Legal citation related to record retention (if applicable)	N/A	
Current Records Format	Paper-based textual records:1 cubic ft	
Approximate first year of records covered by this authority	1978	
End year of records covered by this authority	Year: 2008	
Date span of the initial transfer	From: 01/01/1978 To: 12/31/2008	
Frequency of transfer	1	

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Are any of the records covered by this item subject to a FOIA exemption?	No
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DAA-0463-2024-0005-0002	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Significant Agency and Mission Area Issuances Files
Item Description	This item covers mission area and agency issuances (policy and procedures documents) (e.g., directives, manuals, administrative notices) of significant nature that govern and regulate mission area-wide, agency-wide, and cross-program functions. Significant issuances are those that relate to agency organization, delegations of authority, statements of mission and functions, internal bodies, external relations, legal affairs, Federal assistance, environmental matters, safety, health, emergency preparedness and response, and mission activities. This item also covers supporting documents such as requests for clearance / approval / cancellation of issuances, drafts, comments, correspondence, and other material compiled during issuance review, clearance, approval, and cancellation.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
MANUAL CITATION	
Agency Code	PDM 4-1
Manual Title	Administrative Issuances
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	Yes
	Superseded Items
Superseded Item	Item Superseded in Part? Explanation
NC1-463-82-03/217/A	No
NC1-463-82-03/217/B	No
NC1-463-82-03/217/C	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Fiscal year when the issuance is superseded or cancelled.

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Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	N/A
Current Records Format	Paper-based textual records:4 cu ft Electronic 150 MB
Approximate first year of records covered by this authority	1974
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: 01/01/1974 To: 12/31/2013
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0463-2024-0005-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Routine Mission Area and Agency Issuances Files	
Item Description	This item covers mission area and agency issuances (policy and procedures documents) (e.g., directives, manuals, administrative notices) of routine nature that govern and regulate mission area-wide, agency-wide, and cross-program functions. Routine issuances are those that relate to administrative matters (e.g., information technology, telecommunications, budget, finance, human resources, procurement, travel, transportation, facilities, security, information management, privacy, Freedom of Information Act, and public affairs) not covered by the item above. This item also covers supporting documents such as requests for clearance / approval / cancellation of issuances, drafts, comments, correspondence, and other material compiled during issuance review, clearance, approval, and cancellation.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
MANUAL CITATION		
Agency Code	PDM 4-1	
Manual Title	Administrative Issuances	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	Yes	

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Superseded Items	
Superseded Item	Item Superseded in Part? Explanation
NC1-463-82-03/218/A	No
NC1-463-82-03/218/B	No
Is this item a deviation from the GRS?	Yes
GRS Disposition Authority List	
Disposition Authority	Title
DAA-GRS-2017-0008-0003	
Justification for GRS Deviation	This item combines issuances covered by the GRS with those that are not.
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off at end of Fiscal year when the issuance is superseded or cancelled.
Retention Period	Destroy 7 year(s) after cutoff
ADDITIONAL INFORMATION	
Legal citation related to record retention (if applicable)	N/A
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

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Signatory Information

Action	User	Date
Approve	Edward Forst (Acting Archivist)	04/22/2026



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.