

REQUEST FOR RECORDS DISPOSITION AUTHORITY
(See Instructions on reverse)

20 Jul 82

TO: **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
USDA

2. MAJOR SUBDIVISION
APHIS

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER

Audrey Cheadle, Records Officer

5. TEL. EXT.

436-8520

LEAVE BLANK

JOB NO.

NC1-463-82-3

DATE RECEIVED

July 20, 1982

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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10.

9-1-82
Date

Archivist of the United States

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

☐ A Request for immediate disposal.

☒ B Request for disposal after a specified period of time or request for permanent retention.

C. DATE

7/15/82

D. SIGNATURE OF AGENCY REPRESENTATIVE

Audrey Cheadle

E. TITLE

Records Officer

7. ITEM NO.

8. DESCRIPTION OF ITEM
(With Inclusive Dates or Retention Periods)

9. SAMPLE OR
JOB NO.

10. ACTION TAKEN

Directives Management (PDM 4):

These files are being microfilmed. The retention periods reflect disposition of paper copy after satisfactory microfilming. Also attached is a copy of the current category for comparison.

Forms Management (PDM 9):

These files are being microfilmed. The retention periods reflect disposition of paper copy after satisfactory microfilming. Also attached is a copy of the current category for comparison.

Certification:

This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506.

Storage conditions shall adhere to the standards of 41 CFR 101-11.507 & 101-11.508. The first in-agency inspection will be conducted during FY 1984.

Closed out: 9-13-82 CM
Copies to NNF, NNS & AII FRCs (except 3KD & 6KPS)
to agency 9/10/82 by ETE

Note to FRC's: MDC sheet Not Required. Records already in FRC's will not be affected by this job. This job applies to records created after 9/1/82.

6 items

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 4	DIRECTIVE MANAGEMENT	(Item 215a) (SAME)	(Item 215b) (SAME)
	General material other than historical data relating to the development, maintenance and control of agency directive system.		
	Departmental issuances. (Secretary's memos and issuances released by other Agencies of the Department.) File in 3-ring binders in numerical sequence.	(Item 216a) (SAME)	(Item 216b) (SAME)
PDM 4-1	Administrative Issuances <i>NS/PDM 4-1 217a</i>	(Item 217a) Destroy original paper copy after microfilm has been reviewed and found satisfactory. PERMANENT. Transfer to FARC when 10 years old. Offer to NARS when 15 years old.	(Item 217b) Destroy when superseded or obsolete.
	Record copy of case files relating to the development and control of Agency administrative directives, other written policy, and background material having precedential significance concerned with formal policy for Agency's formulation, organization function, procedure and operation. Includes revision to instruction or historical material relating to clearances, interpretations, and clarification of instructions.	(Item 217c) Microfilm copy - <u>PERMANENT</u> . Transfer to FARC when 10 years old. Offer to NARS when 15 years old. Destroy original paper copy after microfilm has been reviewed and found satisfactory.	
	Agency instructional administrative issuances having short-term effect and value.	(Item 218a) (SAME)	(Item 218b) (SAME)
	Checklists, announcements, indexes, bulletins, and notices not made part of a directive case file.	(Item 219a) (SAME)	(Item 219b) (SAME)
	NOTE: File issuances in a 3-ring binder or as otherwise directed by Agency instructions.		

*RB
AC
8/13/11*

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 4-2 Program Issuances <i>RCS/PDM 4/2/221A</i>	Record copy of case file relating to the development and control of program issuances and background material having precedential significance which shows basic procedures for Agency regulatory programs.	(Item 221a) Destroy original paper copy after PERMANENT transfer to FARC when 10 years old. Offer to NARS when 15 years old. <i>Satisfactory,</i>	(Item 221b) Destroy when superseded or obsolete.
		(Item 221c) Microfilm copy - <u>PERMANENT</u> . Transfer to FARC when 10 years old. Offer to NARS when 15 years old. Destroy original paper copy after microfilm has been reviewed and found <i>satisfactory.</i>	
	Program instructional issuances having short-term effect and value.	(Item 222a) (SAME)	(Item 222b) (SAME)
	Program notices, indexes, table of contents, and similar materials not part of an issuance case file.	(Item 223a) (SAME)	(Item 223b) (SAME)
	NOTE: File all issuances in a 3-ring binder or as otherwise directed by Agency instruction.		

*RJB
AC
8/13/82*

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
PDM 9 FORMS MANAGEMENT	Forms analysis, design, standardization control of use, number, and distribution. Includes proposed forms, revisions, clearances, and related correspondence.	(Item 247a) (SAME)	(Item 247b) (SAME)
PDM 9-1 Forms	Case files of forms, which should be filed by appropriate program and/or form number. Includes one copy of forms and material relating to its development and revision.	<p>(Item 248a) Destroy original paper copy after 5 years after declared obsolete. microfilm has been reviewed + found satisfactory.</p> <p>(Item 248c) Microfilm copy - Destroy 5 years after declared obsolete. If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory.</p> <p><i>RB AC 8/13/62</i></p>	(Item 248b) Destroy when 2 years old.