REQUEST FOR RECORDS DISPOSITION AUTHORITY	JOB NUMBER N1-545-08-4
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001	Date received 7/30/07
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)	**NOTIFICATION TO AGENCY**
2 MAJOR SUBDIVISION	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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10
3 MINOR SUBDIVISION	
4. NAME OF PERSON WITH WHOM TO CONFER: Russ Cole 5 TELEPHONE NUMBER: (301) 734-3253	DATE: 11 Aug 10 ARCHIVIST OF THE UNITED STATES

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 needed now for the business for 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
July 30, 2007		GIPSA Records Officer

7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)

INFORMATION (INF)

This category covers material relating to planned dissemination of information on Agency operations; liaison with news media; arrangement of speaking engagements, and clearance of speeches and articles for publication; and use of communication techniques in support of Agency programs.

Extra-copy files of publications, speeches, articles, press releases, etc., are not included in the file categories given in this section. Use bookshelf or other storage apart from regular files for storage of this type of material.

EXCEPT: Procurement, printing, and reproduction of this material. See PRP.

EXCEPT: Audio-Visual. See AV.

Instructions given are for record copies. All other copies are treated as informational unless separately scheduled. Informational copies cannot be retained beyond the retention period for the recordkeeping copies.

1. INFORMATION

This series includes general material too broad in scope to be filed under one of the more specific subjects below.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 3 years old.

2. POLICY

Policies and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category. EXCLUDING published instructions or directives which are filed in binders according to established Agency custom. Annual accumulation: 3 cubic feet.

Disposition: PERMANENT.

Recordkeeping Copies: Cut off annually. Retire to Federal Records Center (FRC) 10 years after superseded or obsolete. Transfer to National Archives and Records Administration NARA 15 years after superseded or obsolete.

REPORTS

Reports covering all subjects included under this primary subject.
Case files by type of report.

3. SUBSTANTIVE REPORTS

Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Annual accumulation: 3 cubic feet.

Disposition: PERMANENT.

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Transfer to NARA when 20 years old.

4. ALL OTHER REPORTS

Disposition: Temporary.

Recordkeeping Copies: Destroy when 2 years old.

5. PUBLIC RELATIONS – OUTREACH

Material related to maintaining relations or improving the public image of the Agency. Annual accumulation: 3 cubic feet.

Disposition: PERMANENT

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Transfer to the National Archives and Records Administration (NARA) when 15 years old.

6. PRESS/RADIO/TELEVISION

Use of these media in support of Agency programs including press releases; radio and television scripts, prepared or issued; and clearance for same. Annual accumulation: 1.5 cubic feet.

Disposition: PERMANENT.

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

7. UNAPPROVED AND UN-ISSUED ISSUANCES.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old.

PUBLICATIONS

Development of publications by own organizational unit. Record includes clearances and copy of final publication.

8. SUBSTANTIVE PUBLICATIONS

This series contains substantive publications describing the history, overall administration, and general policies of major Agency programs. Annual accumulation: 3 cubic feet.

Disposition: PERMANENT.

Recordkeeping Copies: Cut off when obsolete or superseded. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

9. ALL OTHER PUBLICATIONS

All other publications, including those relating to routine operational procedures, brochures, public information handouts, and similar publications.

Disposition: Temporary.

Recordkeeping Copies: Destroy when superseded or obsolete or no later than 3 years old.

10. AGENCY NEWSLETTERS

This series contain publication of newsletters describing the agency functions or accomplishments.

Disposition: **PERMANENT**

Recordkeeping Copies: Cut off when obsolete or superseded. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

PROJECTS

11. GENERAL PROJECTS

This series of records contain general material on GIPSA projects.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 3 years old.

12 BACKGROUND MATERIAL.

Series records include background material on GIPSA projects.

Disposition: Temporary.

Recordkeeping Copies: Destroy when superseded or obsolete.

13. CASE FILES

Case files records and related correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project as: ADM 5 PROJECT No. 00 Service Guide to ADM Operations. Annual accumulation: 3 cubic feet.

Disposition: PERMANENT.

Recordkeeping Copies: Cut off annually. Retire to FRC 5 years after completion of project. Transfer to NARA when 15 years old.

14. OTHER PROJECTS

All other projects relating to approved projects having precedential significance.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old, if no further action is taken.

15. PROPOSED PROJECTS

This series contain proposed projects having precedential significance.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 5 years old, if no further action is taken.

16. WORKPAPERS AND DRAFTS

Workpapers and draft report of project.

Disposition: Temporary.

Recordkeeping Copies: Destroy 3 years after completion of project and final report.

SPEECHES

Developed and prepared by own organizational staff. Records include clearances and final copy.

17. SPEECHES CONTAINING POLICY STATEMENTS

Speeches containing policy statements made by the Administrator, Associate Administrator, Deputy Administrator, or Program/Division Director. Annual accumulation: 1.5 cubic feet.

Disposition: PERMANENT.

Recordkeeping Copies: Cut off annually. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

18. OTHER SPEECHES

Other speeches.

Disposition: Temporary.

Recordkeeping Copies: Destroy when 2 years old.