

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-545-08-24</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>7/30/07</i>	
1 FROM (Agency or establishment) Grain Inspection, Packers and Stockyards Administration (GIPSA)		NOTIFICATION TO AGENCY 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
2 MAJOR SUBDIVISION			
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Russ Cole	5 TELEPHONE NUMBER (301) 734-3253	DATE <i>1 Jul 11</i>	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, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE July 30, 2007	SIGNATURE OF AGENCY REPRESENTATIVE 		TITLE 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<i>All items in this schedule are media neutral, per conversation with agency on 1/11/11 WWK</i>		

POLICIES, PROCEDURES, AND MARKET ANALYSIS (PP&MA)

Records of the Field Management Division dealing with the development, implementation, and maintenance of U S standards Also included are those records associated with developing procedures for testing and evaluation programs Instructions given are for record copies All other copies are treated as informational unless separately scheduled elsewhere Informational copies cannot be retained beyond the retention period for the recordkeeping copies

1. POLICY

- a Agency Directives and Handbooks official policies on weighing and inspection services for grains, including final published standards and procedures

Disposition: PERMANENT Cut off at the end of the fiscal year in which policy is created Transfer to the National Archives immediately after cut off

- b Program Notices Notices containing temporary policy instructions

Disposition: TEMPORARY Destroy when superseded or obsolete

2. REPORTS

- a Substantive reports containing significant statistical information, such as the Export Quality report

Disposition: PERMANENT Cut off at the end of the fiscal year in which report is published Transfer to the National Archives immediately after cut off

- b Non-substantive, administrative reports, such as white papers, informational memos, and decision memos

Disposition: TEMPORARY Cut off at the end of the month in which the administrative report is completed Delete or destroy six months after cut off

3. PROCEDURES

Case files created in the establishment, review, and revision of procedures established for inspecting and weighing grains, edible peas, lentils, and rice under the United States Grain Standards Act and the Agricultural Marketing Act of 1946. Case files include correspondence, background research, informational files, and input from public and private stakeholder units.

Disposition: TEMPORARY Cut off at the end of the fiscal year in which the procedure is updated. Destroy when procedure is superseded or obsolete or after 5 years after cut off, whichever is later.

4. STANDARDS

Case files created in the establishment, review, and revision of standards established for inspecting and weighing grains, edible peas, lentils, and rice under the United States Grain Standards Act and the Agricultural Marketing Act of 1946. Case files include correspondence, background research, informational files, and input from public and private stakeholder units.

Disposition: TEMPORARY Cut off at the end of the fiscal year in which the standard is published or the case file is closed. Destroy when standard is superseded or obsolete or 20 years after cut off, whichever is later.