

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

Schedule Number: NC1-136-79-01

Some items in this schedule are either obsolete or have been superseded by new NARA approved records schedules. This information is accurate as of: 10/16/2023

ACTIVE ITEMS

These items, unless subsequently superseded, may be used by the agency to disposition records. It is the responsibility of the user to verify the items are still active.

All items except those listed below are active.

SUPERSEDED AND OBSOLETE ITEMS

The remaining items on this schedule may no longer be used to disposition records. They are superseded, obsolete, filing instructions, non-records, or were lined off and not approved at the time of scheduling. References to more recent schedules are provided below as a courtesy. Some items listed here may have been previously annotated on the schedule itself.

Item 2 was superseded by NC1-136-83-002 / 1.

Item 4 was superseded by NC1-136-83-002 / 2.

Item 5 was superseded by NC1-136-83-002 / 3.

Item 11 was superseded by NC1-136-83-002 / 4.

Item 12 was superseded by NC1-136-83-002 / 9.

Item 13 was superseded by NC1-136-83-002 / 7.

Item 14 was superseded by NC1-136-83-002 / 8.

Item 16 was superseded by NC1-136-83-002 / 5.

Item 19 was superseded by NC1-136-83-002 / 6.

Item 22 was superseded by DAA-0136-2014-0002-0001, DAA-0136-2014-0002-0002, DAA-0136-2014-0002-0003, and DAA-0136-2014-0002-0004.

Item 33 was superseded by NC1-136-83-002 / 10.

Item 60/A was superseded by DAA-0136-2021-0007-0001.

Item 60/C was superseded by DAA-0136-2021-0007-0002.

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Item 61 was superseded by DAA-0136-2021-0007-0003.

Item 62 was superseded by DAA-0136-2021-0007-0004.

Items 78 - 88 were superseded by NC1-136-80-001 / 1 - 11.

Item 94 was superseded by N1-136-06-013 / 3.

Item 100 was superseded by NC1-136-83-001 / 1a.

Item 101 was superseded by NC1-136-83-001 / 17.

Items 102A&B were superseded by NC1-136-83-001 / 18.

Item 103 was superseded by NC1-136-83-001 / 19.

Item 104 was superseded by NC1-136-83-001 / 20.

Item 105B was superseded by NC1-136-83-001 / 21.

Item 106 was superseded by NC1-136-83-001 / 22.

Item 107 was superseded by NC1-136-83-001 / 23.

Items 108A/1 & B/1 were superseded by NC1-136-83-001 / 24.

Item 109B was superseded by NC1-136-83-001 / 25.

NOTICE - SOME ITEMS SUPERSEDED OR OBSOLETE

**REQUEST AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED NC 1 136	JOB NO. 79 1
OCT - 11 1978	
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.	
DATE OCT 4 1979	ACTING Archivist of the United States <i>Robert J. McNeil</i>

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 (AMS)
3. MINOR SUBDIVISION
Washington & Field (all divisions)
4. NAME OF PERSON WITH WHOM TO CONFER
Robert J. McNeil
5. TEL. EXT. **OCT 4 1979**
447-7965
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 95 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

10/5/78 (Date) Robert J. McNeil (Signature of Agency Representative) Records Officer (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>The Agricultural Marketing Service (AMS) conducts programs which aid or improve the process of marketing agricultural commodities. These services include: gathering, ordering, and disseminating information pertaining to the price, quality, and supply of agricultural commodities; developing purchase specifications for governmental and private buyers of agricultural commodities; assisting in the formulation, operation and enforcement of Agricultural Marketing Agreements and Orders, and Agricultural Research and Promotion Boards; licensing of the handlers of certain agricultural commodities; administering the U.S. Warehouse Act; assisting in the development and defense of USDA positions on matters pertaining to the transportation of agricultural commodities. All Grading, Inspection, and Commodity purchase activities previously conducted by the Divisions of Livestock, Fruit and Vegetable, Dairy and Poultry were transferred to the Food Safety and Quality Service by the Secretary's Memorandum No. 1914.</p> <p>This schedule covers the following major organization units in AMS:</p> <p>Office of the Administrator <i>Items 1-4r</i> Administrative Services Division <i>Items 1-8 21</i> Cotton Division <i>34-51</i> Dairy Division <i>52-77</i> Financial Management Division Fruit and Vegetable Division <i>78-89r</i> Information Division Livestock, Poultry, Grain and Seed Division <i>88-99</i> Market News Reports <i>Items 22-30</i> Packers and Stockyards Programs <i>100-109</i></p>		

*copied to:
UNIT, WASH, D.C.
SUN, WASH, D.C.
AGE, WASH, D.C.
AN, WASH, D.C.
AD, WASH, D.C.*

No revision of this schedule or additional instructions are authorized without the approval of the Paperwork Planning & Systems Branch, AS Division.

STANDARD FORM 115
Revised November 1970
Prescribed by General Services Administration
FPMR (41 CFR) 101-11.4
115-105

422 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><i>Research & Promotion 31-33</i> Personnel Division Technical Services Division 110-118 Tobacco Division 119-128 Transportation and Warehouse Division 129-143</p> <p>This comprehensive record disposition schedule supersedes all previously approved records schedules of the Agricultural Marketing Service insofar as they apply to programs remaining in AMS.</p> <p>The schedules referred to are: NN-166-120, NN-165-107, NN-172-155, NN-165-45, NN-165-183, NN-165-184, NN-136-79-2, NN-165-181, NC-136-75-4, NN-169-51, NN-170-118, NN-165-106, NN-169-51, NN-172-221, NN-174-069, NN-164-14, NN-164-161, II-NNA-3196, NN-171-146, NN-171-81.</p> <p>AMS records covered by the General Records Schedule (GRS) of the General Services Administration (GSA) are disposable by that schedule without further authorization.</p> <p><u>Note:</u> All files are to be broken annually by fiscal year. This is called a file break. The disposal of records is determined from the year of the file break. Screen and destroy obsolete material.</p> <p><u>General Administrative Records</u> unless specifically listed elsewhere in this schedule, records pertaining to management functions such as procurement of supplies, equipment, and services, property accountability, budgeting, payroll, obligation and other accounting, travel, transportation of things, personnel management, communications activities, records management, space, information, automated data processing, etc. will be disposed of as follows:</p> <p>Washington and Field</p> <p>a. Records described above which cannot be removed from active files during regular file breaks because they pertain to ongoing, unsettled matters.</p> <p>Remove from file when matter is settled, terminated, closed, or consummated. Destroy 5 years after end of fiscal year material is removed from file.</p>		

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 Con't	<p>b. Correspondence and reports concerning repetitive or individual routine transactions and matters, legislative reporting, scale test reports, activity reports, house-keeping, and purely facilitative functions not covered by other schedules.</p> <p>Destroy when 3 years old.</p> <p>c. Working papers and drafts of correspondence and reports as described above.</p> <p>Destroy when 1 year old.</p> <p>d. General Administrative Correspondence - Duplicated or information copy.</p> <p>All Offices destroy when 1 year old or when no longer needed for administrative use.</p>		
2.	<p><u>Administrator's Correspondence Subject File</u></p> <p>Arranged chronologically.</p> <p>Memoranda, correspondence, reports and other records pertaining to the establishment, planning and development of AMS programs, such as, limitations of USDA's authority to purchase commodities on the open market, testimony before the Senate committee on Agriculture, Nutrition and Forestry, market news, uniform U.S. grade names for food, promotional assistance, school lunch program, income of farmers, direct marketing between farmers and consumers, the feasibility of electronic marketing for the wholesale meat trade, General Electric Company projected computer-assisted trading system for the wholesale meat market, marketing problems, and regulatory changes. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p>		

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
2 Con't	<p>a. <u>Washington Office (Record Copy)</u> PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old.</p> <p>b. <u>Field Office</u> Destroy when 3 years old or when no longer needed for administrative use.</p>		3"/yr.
3.	<p><u>Administrator's Reading File</u></p> <p>File Chronologically.</p> <p>Correspondence, memoranda and related material signed or originated by the Administrator and Administrator's office staff.</p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 10 years old.</p>		1/3 yr. & 1/yr.
4.	<p><u>Lectures and Speeches</u></p> <p>File Chronologically.</p> <p>a. Lectures and speeches for the AMS Administrator and assistants which pertain to major AMS programs and/or operations.</p> <p>1. <u>Record Copy</u> PERMANENT. Transfer to FARC when 3 years old. Offer to Archives when 10 years old.</p> <p>2. <u>Other Copies</u> Destroy when 1 year old.</p> <p>b. All other lectures and speeches written by AMS personnel which do not pertain to major AMS programs and operations.</p> <p>Destroy when 3 years old.</p>		3"/yr.

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
5.	<p><u>Committee Meetings</u></p> <p>Case Filed by Name of Committee.</p> <p>a. Agendas, minutes, final reports, and recommendations of advisory committees and meetings, meetings with inter-agencies or other Federal agencies, and other meetings (other than staff meetings) chaired by AMS top level employees.</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to Archives when 25 years old.</p> <p>b. Minutes of Staff meetings below the Administrator's level or other association/committee meetings.</p> <p>Destroy when 3 years old.</p>		114 cu. ft./yr.
6.	<p><u>Staff Meetings (Program Notes)</u></p> <p>File Chronologically.</p> <p>a. Agenda, and minutes, with supporting papers of the Administrator's staff meetings relating to substantive functions of the agency.</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to Archives when 10 years old.</p> <p>b. Minutes of Staff meetings below the Administrator's level.</p> <p>Destroy when 3 years old.</p>		1"/yr.

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
7.	<p><u>Publicity and Information Records (AMS and P&S Series Only)</u></p> <p>Arranged numerically by series number.</p> <p>a. Information Publications supplied to individuals or institutions outside the Agency. Includes pamphlets and booklets (excluding Departmental publication series) explaining the functions of the Agency or various aspects of Agricultural Marketing Services; and published reports reflecting major agency operations. Also includes annual publications, releases, and bulletins dealing with the milk marketing agreement and orders program.</p> <p>Note: Market News Reports See Items 22 to 30.</p> <p>1. Excluding publications which are printed by the Government Printing Office (GPO) and private contractors listed in the GPO monthly catalog.</p> <p>PERMANENT. (1) Transfer to FARC when 3 years old. Offer to Archives when 25 years old. This material may be microfilmed in accordance with the provisions of FPMR 101.011.5 and (2) the paper records destroyed after the microfilm copies have been reviewed and found acceptable.</p> <p>2. Other Publications - Including publications printed by the GPO or private contractors listed in the GPO monthly catalog.</p> <p>Destroy when 5 years old.</p> <p>b. Source records used to gather and compile publications described in item 7a including monthly statistical summaries, monthly published data by market administrators such as Market Administrator Bulletins, or their equivalents.</p> <p>Destroy 3 years after date of publication.</p>		<p><i>1 1/2 cu. ft. / yr.</i></p>

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
7 Con't	<p>c. <u>Press Releases</u> All Offices - destroy when 3 years old.</p> <p>Note: The press release record copies of the Washington and Field offices are maintained in the Office of Communication at the Department level.</p>		
8.	<p><u>Audiovisuals</u></p> <p>a. Black and white print file including 8 X 10 and smaller captioned prints made from negatives maintained by the USDA Photo Laboratory in Office of Governmental and Public Affairs (OGPA) and prints of 35mm negatives made by the AMS information staff. Arranged by subject.</p> <p>PERMANENT. Break file every 10 years, and offer to NARS 10 years after file break.</p> <p>b. 35mm negative file of photographs made by the AMS information staff. Arranged numerically.</p> <p>PERMANENT. Break file every 10 years, and offer to NARS 10 years after file break.</p> <p>c. Color photography file: 2 X 2 slides. Arranged by subject.</p> <p>PERMANENT. Break file every 5 years, and offer to NARS 5 years after file break the original captioned slide and a duplicate copy.</p> <p>d. Caption list for the photographs in the black and white print file.</p> <p>PERMANENT. Break file every 10 years, and offer to NARS 10 years after file break.</p>		

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
9.	<p><u>Audits and Investigations</u></p> <p>Reports and essential background material of all routine audits and investigations pertaining to AMS's operations. These audits include those done by the Office of the Inspector General, the General Accounting Office, contracting Certified Public Accountants (C.P.A.) and Milk Market Administrators.</p> <p>a. Destroy when 3 years old or 6 months after the next audit, whichever is sooner.</p> <p>b. For claims and litigation, destroy 3 years after settlement or sooner if not needed.</p>	<p>NN 171-81 Item 2</p>	
10.	<p><u>Budget Policy Files</u></p> <p>Records documenting agency policy and procedures governing budget administration, and reflecting policy decisions affecting expenditures for agency programs.</p> <p>a. <u>Record Copy</u> Destroy when 6 years old.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p>		
11.	<p><u>Budget Estimates</u></p> <p>The record copy of budget estimates and justifications prepared or consolidated in formally organized budget offices at the Agency level. Included are appropriation language sheets, narrative statements, and related schedules and data.</p> <p>a. <u>Record Copy</u> Transfer to FARC when 5 years old. Destroy when 25 years old.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p>		

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.	10.0 ACTION TAKEN
12.	<p><u>Compliance/Enforcement/Litigation</u></p> <p>a. Precedent Cases - Records pertaining to administrative proceedings, civil and criminal court actions, and claims essential to the documentation of AMS involvement in regulatory violation cases and litigation, including cases against AMS and AMS employees, which are of national importance, and/or result in major changes in AMS policy or procedures. Office of the General Counsel retains official copy.</p> <p style="padding-left: 40px;">Destroy 5 years after case is closed or when no longer needed for administrative use.</p> <p><u>Note:</u> Transfer to FARC is not authorized.</p> <p>b. Records described in item 12a, as well as records included in violation complaint case files:</p> <ol style="list-style-type: none"> 1. Which do not result in litigation or court proceedings and/or warnings but may or may not result in formal administrative hearings which are not of precedent importance. <p style="padding-left: 40px;">Transfer to FARC 3 years after removal from active files. Destroy 7 years after removal from active files or sooner if not needed.</p> <ol style="list-style-type: none"> 2. Where legal actions have been instituted. <p style="padding-left: 40px;">Destroy 5 years after close of final court action (adjudicated in all courts involved)</p> <p>c. Restraining orders issued by courts against commodity handlers.</p> <p style="padding-left: 40px;">Destroy when defendant is deceased.</p>		

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
12 Con't	<p>d. Cards used to list and/or index violations, alleged violations, and actions taken.</p> <p>Destroy 10 years after all listed violation cases are closed. However, the cards may be maintained longer as a reference file to serve the needs of the users and destroyed when no longer needed.</p> <p><u>Note:</u> These cards are not permanent and are not transferable to FARC.</p> <p>e. Reports and related correspondence of complaints, suspected violations, investigations of violations, and actions taken on these reports.</p> <p>Destroy 5 years after calendar year in which administrative action was taken on these reports.</p> <p><u>Note:</u> See the Dairy section items 73 to 76. See the Transportation & Warehouse section item 130. See the Packers & Stockyards section items 103 to 105.</p>		
13.	<p><u>Coop Agreements</u></p> <p>File by state and thereunder by number of program</p> <p>a. Agreement and memorandums of understanding (including related records) with other Federal agencies, State and local agencies, and other agencies or persons.</p> <p>1. <u>Record Copy</u> Washington or Field - whichever has the record copy. PERMANENT - Transfer to FARC 5 years after termination of agreement. Offer to Archives when 25 years old.</p> <p>2. <u>Other Copies</u> Destroy 3 years after termination of agreement</p>		<p><i>1/2 cu. ft. / yr.</i> <i>14 cu. ft. total</i></p>

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
13 Conct	<p>b. Case files on activities of State Milk Control Agencies. These case files consist of copies of State and local agreements, such as State Milk Orders, Price Schedules, statistical and background information.</p> <p>Destroy when superseded.</p> <p>c. Case files of agreements with transportation companies pertaining to their reporting to Market News Branch of the Fruit & Vegetable Division the rail movements on fruits and vegetables. Includes assigned line codes for reporting purposes.</p> <p>Destroy two years following end of calendar year in which agreement is terminated.</p> <p>d. An agreement between USDA, in cooperation with the Cotton Division, and 13 foreign associations to establish universal standards for cotton. The purpose of this agreement is to facilitate and promote foreign commerce of cotton.</p> <p>PERMANENT. Transfer to FARC 5 years after termination of agreement. Offer to Archives 25 years after termination.</p>	<p>NN 169-51 Item 2</p>	<p><i>1" total</i></p>
14.	<p><u>Dockets</u></p> <p>Case files including AMS docket submitted for publication in the <u>Federal Register</u> and related material.</p> <p>a. Docket cases which contain material essential to the documentation of program formulation and/or major operations which are not substantially covered by the docket itself. These files include the Agency copy with the Office of General Counsel approval.</p> <p>Transfer to FARC when 3 years old. Destroy when 20 years old.</p>		

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
14 Con't	<p>b. Divisional copies of dockets, background material, and public commentary (other than described in item 14a) This includes fee dockets which do not have public commentary. These may or may not result in Administrative proceedings.</p> <p>Break from file at end of fiscal year in which rule is finalized. Destroy 10 years after rule is finalized.</p> <p><u>Note:</u> For Rate Dockets see Item 105e</p>		
15.	<p><u>Licensing/Bonding</u></p> <p>a. Case files and related records on the bonding, licensing, and the removal of licenses for federal, state, local, or private industry employees to grade, inspect, weigh, or sample agricultural commodities. Includes examinations given to prospective licensees and orientation check lists.</p> <p>Destroy 5 years after fiscal year license is terminated. Bonding may be destroyed 5 years after cancelled or when no longer needed.</p> <p>b. Case files and related records pertaining to the licensing or registration of commodity handlers.</p> <ol style="list-style-type: none"> 1. Case file on individual licensees. Destroy 3 years after fiscal year license is terminated. 2. Indexes, reference lists, history cards or licensees, except as noted in subpart 3 below. Transfer to FARC 3 years after superseded or obsolete. Destroy 10 years thereafter. 3. Individual (Principal) cards as required by law listing persons who are now or have ever been engaged in commodity trading. Destroy when individual is deceased. 	<p>NN 172-221 Item 15</p>	

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
15 Con't	<p>c. Bonding of market administrators and members of committees and related records.</p> <p>Destroy when 5 years old.</p> <p><u>Note</u> For commodities stored in warehouses, see items 129 to 143.</p>		
16.	<p><u>Legislation</u></p> <p>Records pertaining to the formulation and revision of program planning to include any significant case files or other documents of a precedent nature; including summary of comments and copies of legislative reports or history regarding any proposed legislation, legal opinions, decisions, laws, regulations, and orders.</p> <p>Washington - Transfer to FARC when 15 years old. Destroy when 25 years old.</p>	<p>NN 172-221 Item 1</p>	
17.	<p><u>Organizational Records</u></p> <p>a. Official organization charts, narrative histories, mission statements and related records which document the organization and functions of the agency.</p> <p><u>Note:</u> Record copy maintained by Personnel Division.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> PERMANENT. Transfer to FARC 10 years after revised. Offer to Archives when 25 years old. 2. <u>Other Copies</u> Destroy when superseded or obsolete. <p>b. Other correspondence regarding organization, reorganization, transfer of functions, working papers, etc.</p> <p>Transfer to FARC when 5 years old. Destroy when 10 years old.</p>		<p>1/4" / yr.</p>

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
18.	<p><u>Work Accomplishment and Annual Reports</u></p> <p>File Chronologically</p> <p>a. Annual or equivalent periodic reports and <u>special</u> reports showing major operations, or describing work progress and accomplishments at the organizational level above division level.</p> <p>1. <u>Record Copy</u> PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 25 years old.</p> <p>2. <u>Other Copies</u> Destroy when 3 years old.</p> <p>b. Narrative or statistical work accomplishment reports used to prepare the budget. Some are summarized in departmental publications.</p> <p>Destroy when 3 years old.</p> <p>c. Division Level and Lower, Monthly Report, etc.</p> <p>Destroy when 3 years old.</p> <p><u>Paperwork Planning and Systems Branch</u></p> <p>The Paperwork Planning and Systems Branch (PP&SB) of Administrative Services Division (ASD) has the responsibility for the management of records, forms, reports, directives and correspondence for AMS. Except for the items listed below in this part of the schedule, we recommend the use of the General Records Schedule (GRS):</p>		
19.	<p><u>Directives</u></p> <p>File Numerically by Directive Number.</p> <p>This section covers records created or accumulated in directing and coordinating agency-wide administrative policy procedures and issuances for AMS. In addition to the Agency directives, there are Division and Branch directives created and maintained separately from the Agency's directives which are also covered in this section.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
19 Con't	<p>a. <u>General Procedures</u></p> <p>A set of instructions (including handbooks); notices, monthly checklists and all revisions thereof showing basic procedures for AMS, the Divisions and the Branches, and a copy of each periodic issuance of (1) Subject Index of Instructions and (2) Table of Contents, etc., including AMS and AMS/FGIS instruction manual.</p> <p>1. <u>Record Copy - Washington Office</u></p> <p>PERMANENT. Transfer to FARC when revised or superseded. Offer to Archives 10 years after revised or superseded.</p> <p>2. <u>Other Copies</u> - such as reference copies, three ring binder copies, etc.</p> <p>Destroy when superseded or obsolete.</p> <p>b. <u>Instruction Case Files</u></p> <p>Case files of Instructions and all revisions, including historical material and pen-and-ink changes thereof, consisting of: (1) original submission of instructions including reviewers comments; (2) background material, working papers and official regulations supporting need for issuance of instruction; (3) clearances and approval documents, including work progress sheets; (4) printed copy of instruction; (5) printed notice transmitted instruction; (6) supplements to the Mode T&A Reports Handbook, NFC Voucher and Invoice Payments Handbook and U.S. Government Correspondence Manual.</p> <p>1. <u>Record Copy</u> Transfer to FARC when 3 years old. Destroy when 15 years old.</p> <p>2. <u>Other Copies</u> Destroy when superseded or obsolete.</p>	<p>NN 166-120 Item 1</p>	<p><i>1 cu. ft. / yr.</i></p>

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19 Con't	<p>c. <u>Notice Case Files</u></p> <p>Case file of Notices consisting of (a) original submission of notice, (b) background material supporting need for issuance of notice, (c) preliminary draft and final approved draft including reviewers comments (when applicable); (d) clearances and approval documents, including work progress sheets.</p> <p>Destroy when 2 years old.</p>	<p>NN 166-120 Item 4</p>	
20.	<p><u>Delegations of Authority</u></p> <p><u>Temporary</u></p> <p>a. Includes authority to represent AMS at hearings, court proceedings, and delegation to sign official documents or act in official capacity, etc. (This also includes market news reporters)</p> <p>1. <u>Record Copy</u></p> <p>Destroy 5 years following end of fiscal year in which authority was given or when superseded or obsolete.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when superseded or obsolete.</p> <p>b. Individual designations of market administrators and acting market administrators and individual terminations of market administrators and acting market administrators.</p> <p>Destroy 4 years after termination of employment.</p> <p><u>Note:</u> Other official delegations are issued in Agency and Division directives and instructions.</p>		

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
21e	<p><u>Forms Files</u></p> <p>This section covers forms files created and accumulated by AMS, predecessor agencies, as well as forms files that may be created and accumulated as a result of future acts and/or reorganizationsr</p> <p>a. One record copy of each form created by AMS with related instructions and documentation showing inception, scope, and purpose of the form.</p> <p>Destroy 5 years after form is superseded or obsolete.</p> <p>b. Working papers, background materials, requisitions, specifications, processing data and control recordsr</p> <p>Destroy when related form is discontinued, superseded or obsolete.</p>	<p>NN165-107 (1)</p>	

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
22.	<p align="center"><u>Market News Reports For All Divisions</u> <u>Items 22 through 30</u></p> <p>Records created or accumulated by the Market News Branches, for all Divisions in AMS, documenting activities of the assigned market news programs on commodities pertaining to price, volume, movement, and distribution.</p> <p>These activities are conducted under the provisions of the Agricultural Marketing Act of 1946, as amended.</p> <p><u>Annual Summaries of Market News Reports and Statistical Detailed Quotations</u></p> <p>a. <u>Hard Copy</u></p> <p>1. <u>Washington Office (Record Copy)</u> Destroy hard copy when microfilmed.</p> <p>2. <u>Field Offices</u> Destroy when no longer needed for administrative use.</p> <p>3. <u>If record copy (hard copy) is not microfilmed</u> PERMANENT. Transfer to FARC when 10 years old. Offer to Archives when 25 years old.</p> <p>b. <u>Microfilm Copy</u> PERMANENT - Offer two (2) copies (one copy must be the silver copy) to Archives when 25 years old</p> <p><u>Note:</u> This certifies that the records described on this form shall be microfilmed in accordance with the standards set forth in 41 CFR 101-.504 and that the silver original microfilm plus one positive copy of each microfilm shall be offered to NARS. The records will be stored in accordance with 11.507 and 11.508, and the first inspection will be every 2 years, beginning in 1979, in accordance with 101.507-2.</p>	<p>NN 169-51 Item (3a)</p> <p>NN 169-51 Item 3b, c</p>	<p><i>1" / yr. 85 rolls microfilm 1950-74</i></p>

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
23.	<p><u>Periodic Market News Report and Statistical Detailed Quotations.</u></p> <p>a. Daily, Weekly and Monthly reports, including mail reports, pertaining to price, volume, movement and distribution of commodities and the related activities. Included are materials, other than regular reports which record market quotations, transit quotations, and daily stockyards' receipts of livestock.</p> <p>1. <u>Record Copy</u></p> <p>Destroy when 10 years old. However, one copy may be maintained by Washington and Field as a reference copy to serve the needs of the user and destroyed when no longer needed.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when 5 years old, or sooner as prescribed by Division Instructions.</p> <p>b. <u>Periodic Market News Transportation Reports</u> (rail and truck movement for fruits and vegetable commodities) (OTHER THAN ANNUAL) issued by <u>Headquarters Office.</u></p> <p>1. <u>Headquarters</u></p> <p>Destroy 3 years after end of calendar year in which issued.</p> <p>2. <u>Other Offices</u></p> <p>Destroy when no longer needed.</p>	NN-169-51 Item 4	
24.	<p><u>Market News Background Material</u></p> <p>a. Routine correspondence with market news representatives pertaining to terminal market unloads.</p> <p>Destroy when 2 years old.</p>		

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
24rCont	<p>b. Reporters' notes, working papers, market comments and routine releases. Outgoing and incoming copies of teletype wires on prices and comments and statistical data worksheets.</p> <p><u>All Offices</u></p> <p>Destroy when printed reports are released or no longer than 30 days after the printed reports are released.</p>		
25.	<p><u>Market News agreements</u> with transportation companies pertaining to their reporting to Market News Branch of F&V Division the rail movements on fruit & vegetables. The case file consists of correspondence incorporating the agreement together with record of Line Code assigned to the transportation company for reporting purposes. Also, includes any subsequent correspondence on changes in the basic agreement.</p> <p>a. <u>Headquarters</u></p> <p>Destroy two years following end of calendar year in which agreement is terminated.</p> <p>b. <u>Other Offices</u></p> <p>Destroy when no longer needed for administrative use</p>	<p>NN-169-51 Item 11</p>	
26.	<p><u>Records and correspondence on requests to transportation companies</u> to furnish information on particular shipments involved in complaint cases under the Perishable Agricultural Commodities Act.</p> <p>a. <u>Headquarters</u></p> <p>Destroy one year following end of calendar year in which report was made to Regulatory Branch F&V Division.</p> <p>b. <u>Other Offices</u></p> <p>Destroy when no longer needed.</p>	<p>NN-169-51 Item 12</p>	

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
27.	<p><u>Correspondence pertaining to the reporting of shipment information</u> by transportation companies to specific market news offices by geographical divisions of the companies; correspondence from headquarters office to market news field offices pertaining to the reporting of information, format, etc., including discrepancies on their transportation reports (shipments and unloads):</p> <p>a. <u>Headquarters</u></p> <p>Destroy one year following the end of calendar year in which prepared.</p> <p>b. <u>Other Offices</u></p> <p>Destroy when no longer needed.</p>	NN-169-51 Item 13	
28.	<p><u>Reports of major surveys</u> of conditions in particular marketing areas requesting market news service, including recommendations for major changes.</p> <p>Arranged alphabetically by subject</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to Archives when 25 years old.</p>	NN-169-51 Item 1	<i>5th total / 40 yrs</i>
29.	<p><u>Annual Station Market News Reports and Shipping Point Deal Reports</u> relating to the cost of maintaining location site, amount and type of equipment used and station activities (Form FV-394).</p> <p>a. <u>Washington Office (Record Copy)</u></p> <p>Destroy when 20 years old.</p> <p>b. <u>Field Office</u></p> <p>Destroy when 2 years old.</p>	NN-169-51 Item 1	
30.	<p><u>Other Market News Reports</u></p> <p>a. Reports of annual progress or activities, trip reports, summary of local market surveys, shipment and unload market reports.</p> <p>Destroy when 2 years old, or sooner if not needed.</p> <p>b. List of trade contacts.</p> <p>Destroy when superseded or obsolete.</p>		

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
30. Con't	<p>c. Accounting printouts and similar printouts on domestic shipments and imports by days and weeks.</p> <ol style="list-style-type: none">1. <u>Final printouts</u> Destroy when 10 years old.2. <u>Other printouts</u> Destroy when final data is available. <p><u>Note:</u> For general correspondence, see Item 1a.</p>		

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
31.	<p style="text-align: center;"><u>Research and Promotion</u> <u>Items 31 through 33</u></p> <p>The Agricultural Marketing Service coordinates the implementation of the Research and Promotion Acts for various agricultural commodities and monitors ongoing programs. The Research and Promotion Acts authorize growers and producers to finance and carry out a nationally coordinated research and promotion program to improve their competitive position and expand markets for their commodities and products and to maintain and develop markets. The Acts further authorize the issuance of orders and identifies the persons applicable under such orders. They provide for the development of projects and studies with respect to sale, distribution, marketing, utilization, and production of commodities and products. For each commodity or product a Board is established as required by law for the establishment, issuance, effectuation and administration of appropriate programs or projects.</p> <p><u>Research and Promotion Files</u></p> <p>Rulemaking - Records which document activities in formal proceedings related to the research and promotion of beef, cotton, eggs, mohair, potatoes, wheat, wool, etc., as well as, marketing agreements and orders under the Agricultural Marketing Agreement Act of 1937, as amended.</p> <p>All record files relating to the Research and Promotion Acts consist of notice of hearings, including changes in time, dates, postponement, and reopening of hearings, hearing transcripts and briefs; recommended decision, including exceptions and extensions of time for filing exceptions; comments, Secretary's Decisions, Referendum Orders, final orders; Suspension of Program, Termination of Program; and essential related correspondence.</p> <p>a. <u>Record Copy</u> Files are maintained in the Hearing Clerk's office.</p> <p>b. <u>Other Copies</u> (including approvals of budgets and reports of programs and projects submitted by the board and other related materials).</p> <p>Destroy 5 years after rule is inactive or project is completed</p>	NC1-16-78-5	

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
32.	<p><u>Background Working Papers</u></p> <p>One set of the records including research and promotion data and background material on a specific program or project for the purpose of evaluation. Records consist of correspondence, research data, and background material on the various factors involved in determining that each program or project contributes to a coordinated national program of research, education, advertising, and sales promotion contribution to the maintenance of markets and for the development of new markets for various agricultural commodities or products.</p> <p>Transfer to FARC when 3 years old. Destroy when 10 years old.</p>		
33.	<p><u>Potential board membership files</u> for the various Research and Promotion Boards. Includes a bibliography, correspondence, letters of appointment or no appointment, and agreements to accept membership.</p> <p>a. <u>Appointed member's file</u> Destroy 3 years after termination of the individual's membership from the board.</p> <p>b. <u>"Not appointed" potential member's file</u> Destroy immediately upon notification of rejection of appointment.</p> <p>Note: For Audits and Investigations see Item 9. For Compliance/Enforcement/Litigation see Item 12.</p>		

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
34.	<p style="text-align: center;"><u>Cotton Division</u> <u>Items 34 through 51</u></p> <p>The Cotton Division, Agricultural Marketing Service (AMS) administers marketing services, expansion of market outlets, regulatory and other related programs for cotton, cotton linters, cottonseed, cotton products, and other vegetable fibers and related commodities.</p> <p><u>Cotton Division Correspondence Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports, and other records pertaining to the establishment, planning and development of AMS programs, such as the High Volume Instrument System to replace manual classification of cotton, classing of cotton for export, classing foreign grown cotton and futures classing (decertification, stock records, warehouse lists, receipts); marketing problems, and regulatory changes. Includes controlled or jacketed correspondence and substantive program inter-agency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p>a. <u>Washington Office (Record Copy)</u></p> <p>PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old.</p> <p>b. <u>Field Office</u></p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p>		<p style="text-align: right;">14"/yr.</p>

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
35.	<p><u>Carry-Over</u></p> <p>a. <u>General material</u> on the statistical sampling and classing of carry-over stocks. Includes instructions on check lot samples and Form CN-377, Carry-Over Listing.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Reports.</u> Daily Sampling Report (Warehouses); Form CN-110, Report of Cotton on Hand in Mills; and any other carry-over report.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>Cotton NN-172-155</p> <p>1a</p> <p>1b</p> <p>2a</p> <p>2b</p>	
36.	<p><u>Classing</u></p> <p>a. <u>Examination.</u> General material on practical cotton classing examinations given to Division employees, applicants for licenses to class under the U.S. Warehouse Act, and applicants for cotton classing proficiency certificates.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>14a</p> <p>14b</p>	

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
36 Con't	b. <u>Field Office Summary Classing Reports.</u>		
	1. <u>Record Copy</u> Destroy when 10 years old.	6a	
	2. <u>Other Copies</u> Destroy when 4 years old.	6b	
	c. <u>Field Office Weekly Classing Reports.</u>		
	1. <u>Record Copy</u> Destroy when 4 years old.	7a	
	2. <u>Other Copies</u> Destroy when 1 year old.	7b	
	d. <u>Field Office Daily Classing Reports.</u>		
	<u>All offices:</u> Destroy at end of cotton classing season.	8	
	e. <u>Reports on the classing of foreign-grown cotton.</u>		
	1. <u>Record Copy</u> Destroy when 4 years old.	18a	
	2. <u>Other Copies</u> Destroy when 2 years old.	18b	

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
36	<p>Conf f. <u>Reports on the classing of futures cotton</u></p> <p>Daily and Weekly Reports of Certificated Stock in Licensed Warehouse.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	21a 21b	
	<p><u>Note:</u> For the classing of export cotton, see item 47.</p>		
37.	<p><u>Gins</u></p> <p>a. <u>General Correspondence</u> on gins and ginning equipment. Charges for ginning cotton, warehouse tariffs, Form MR-59, Ginning Charges and Related Data, etc. Includes Form MR-58, Seed Cotton and Weights. Case file by type or variety if necessary.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Lists of gins</u>, including code identification numbers and addresses, new gins, destroyed gins, gins dismantled and not rebuilt, etc.</p> <p><u>Record Copy</u> Destroy when superseded or obsolete.</p> <p>c. <u>Case File reports</u> on gins, ginning activities, etc.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	28a 28b 33 29a 29b	

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
38.	<p><u>Grading</u></p> <p>a. General material on grading, supervising, and certifying cottonseed and other oil seeds, also includes price support program material on oil seed.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Certificates</u>. General material on preparing oil seed certificates, shipping certificates to the Market News Section, etc.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. <u>Check Samples</u>. General material on check sampling for oil seed programs. Case file by type of commodity and by individual check sample.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. <u>Oil Mill List</u>. Current list of oil mills by Region including name and address, name of manager, and names of all licensed samplers at each mill.</p> <p><u>Record Copy</u> Destroy when superseded or obsolete.</p>	<p>34a</p> <p>34b</p> <p>37a</p> <p>37b</p> <p>39a</p> <p>39b</p> <p>41</p>	

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLER JOB NO.	10. ACTION TAKEN
38 Con't	<p>e. <u>Reports.</u> Case file reports, such as CN-29, Cottonseed Sampling, and follow-up reports on steps taken to correct irregularities.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	35a	
39.	<p><u>Licensing and Bonding</u></p> <p>a. <u>General material on the licensing</u> (and bonding if applicable) of cotton samplers and sampling agents, cottonseed chemists, cottonseed samplers, and warehousemen. Include the license number control registers and the list of surety companies approved by the Treasury Department (TD Circular No. 570).</p> <p><u>Record Copy</u> Destroy 4 years after expiration</p> <p><u>Notes</u> For other licensing and bonding, see item 15e</p> <p>b. <u>Cotton Samplers.</u> Licensing and bonding of cotton samplers and sampling agents for organized groups.</p> <p><u>Record Copy</u> Destroy 4 years after expiration.</p> <p>c. <u>Cottonseed Chemists.</u> General material on licensing cottonseed chemists. Includes lists of licensed chemists and related records.</p> <p><u>Record Copy</u> Destroy when 4 years old.</p>	47a	
		50a	
		52a	

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
39 Cont	<p>d. <u>Cottonseed Samplers and Warehousemen.</u> General material on licensing and bonding of cottonseed samplers and warehousemen. Includes lists of names and status record.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>e. <u>License Record of Cottonseed Samplers and Warehousemen.</u> The listing of licenses issued to cottonseed samplers and warehousemen.</p> <p><u>Record Copy</u> Destroy when superseded or obsolete.</p>	53a	
40.	<p><u>Loose Cotton</u></p> <p>a. <u>General material</u> on the accumulation, storage, bids, contracts, sales records, etc., on the sale of loose cotton, accumulated samples, waste, slivers, and rejected bales.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Bidders.</u> Lists of prospective bidders for loose cotton, including the circularization of such lists.</p> <p>Destroy when superseded or obsolete.</p>	59a	
		59b	
		62	

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
40 Cont	c. <u>Handling and Storage.</u> General material on agreements, contracts, and related material on the handling, baling, weighing, and storage of loose cotton. Includes arrangements to store when the contractor for handling does not have storage facilities.		
	1. <u>Record Copy</u> Destroy when 4 years old.	63a	
	2. <u>Other Copies</u> Destroy when 2 years old.	63b	
	d. <u>Sales and Transfers.</u> General material on the sale or transfer of loose cotton.		
	1. <u>Record Copy</u> Destroy when 4 years old.	65a	
	2. <u>Other Copies</u> Destroy when 2 years old.	65b	
	e. <u>Bids.</u> Supplemental instructions and material on obtaining bids on repacked loose cotton.		
	1. <u>Record Copy</u> Destroy when 4 years old.	66a	
	2. <u>Other Copies</u> Destroy when 2 years old	66b	
	f. <u>Sales/Bids Case file</u> material relating to a single sale. Includes copy of the Invitation to Bid (SF-114, Sale of Government Property) and related forms, Form A Memorandum, invoices covering charges against the cotton through the date of the sale, envelopes containing returned bids, original copies of rejected bids, copy of the accepted bid; correspondence and telegrams. Destroy when 6 years and 3 months old.		
	g. <u>Open Market.</u> Material on selling contract gin loose on open market. Includes the worksheet prepared by the Board of Survey. Destroy when 6 years and 3 months old.	68	

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
40 Con't	<p>h. <u>Warehouse Receipts.</u> Keep in a locked file, safe, or safety deposit box.</p> <p>Destroy by transfer to purchaser.</p> <p>i. <u>Weight Record.</u> Forms such as "Loose Cotton Record" (Exhibit D to CN Instruction 917-2) used to record weights and otherwise account for loose cotton.</p> <p>Destroy when 4 years old.</p> <p>j. <u>Reports.</u> Reports received or issued in connection with the handling and disposal of loose cotton, such as the Baling Report; Report of Rejects by Standards Section; Forms CN-89, Loose Contractor Inspection Report; Quarterly Report to AS Division; Identical Bid Report; etc.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>69</p> <p>70</p> <p>60a</p> <p>60b</p>	
41.	<p><u>Marketing</u></p> <p>a. <u>General Correspondence</u> on the Division's role or interest in the development or discovery of new markets, acreage and crop production.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Market Research.</u> Routine records created in carrying out the provisions of the Cotton Research and Promotion Act. This specifically related to research and promotion to strengthen the competitive position of cotton, and to maintain and expand markets and uses for United States cotton.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>71a</p> <p>71b</p> <p>74a</p> <p>74b</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
41	<p>Conet c. <u>Production Data.</u> Material on allowable acreage for particular crops, and development of information and statistics on crop productions, exclusive of the Quality Surveys.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. <u>Reports.</u> Marketing reports and supply estimates reports.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	75a 75b 72a 72b	
42.	<p><u>Organized Groups</u></p> <p>a. <u>General material</u> on Smith-Doxey classing of cotton for organized groups of producers, including the assignment of group numbers.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Applications and Instruction.</u> General material and transmissions of applications and instruction to newly organized groups.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>This file also includes record of applications received in the Classing Office, and the record of sampling agents, and unapproved applications.</p>	86a 86b 90a 90b	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
42 Con't	<p>c. <u>Form 1</u> - Correspondence and other material on preparing the Form 1, and on the Form CN-219, Cotton Classing Sheet, including form memorandums, Form R, etc.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. <u>Reports.</u> Reports concerning organized groups, including Sampling Agent Close-Out Report, Annual Report requested by Division Director's Office, etc.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>91a</p> <p>91b</p> <p>88a</p>	
43.	<p><u>Physical Standards</u></p> <p>a. <u>General material</u> on the preparation and use of physical standards for grade, staple types, and calibration. These are the physical standards used in grading, testing, calibration, surveys, training schools, etc. Includes selecting and submitting samples for standards, standards preparation, orders and sales, loans (and receipts) and distribution.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Bale Appraisal.</u> Appraisal of bale after purchase. Includes case files of the following numbered, unnumbered, and related forms: CN-36-1 through CN-36-24, Grade Bale Information (file by white or colored, grade, and color position on the chart); Form CN-87, Color Diagram for Nickerson-Hunter Cotton Colorimeter, used to extract the data for Forms CN-36 in the above case file; unnumbered form, Color Diagram for American Egyptian; unnumbered form, Determining Fiber Length, etc.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p>	<p>99a</p> <p>99b</p> <p>102a</p>	

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
435Contt	<p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. <u>Distribution.</u> General material on the distribution of physical standards.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. <u>School Kits.</u> Correspondence on School Kits for Children.</p> <p><u>Record Copy</u> Destroy when 6 months old.</p> <p>e. <u>Shipping Record.</u> Case file Forms CN-33; Shipping Record for Cotton Standards, in two series: "Universal Cotton Standards," and "USDA and International Calibration". Also case file Forms CN-68, Shipping Record for U.S. Cotton Linters Standards</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>f. <u>Sample Preparation.</u> General material on the preparation of the physical standards after the cotton has been accumulated.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>102b</p> <p>103a</p> <p>103b</p> <p>104a</p> <p>105a</p> <p>105b</p> <p>106a</p> <p>106b</p>	

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
43 Con't	<p>k. <u>Sample Submission.</u> Material on shipping samples or approved bales which supplements the information given in CN Division Instructions.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>1. <u>Reports.</u> Reports on the preparation and use of physical standards. Includes daily report of the number of boxes of standards prepared by employee, Report of Grade Standards, Report of Staple Standards, and Report of Calibration Standards.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>111a</p> <p>111b</p> <p>100a</p> <p>100b</p>	
44.	<p><u>Price Support</u></p> <p>a. <u>General material</u> on the classing and reclassing of cotton in connection with the price support (Commodity Credit Corporation Loan) program.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Announcements.</u> Sales and purchase announcements, including Agricultural Stabilization and Conservation Service (ASCS) instruction letters.</p> <p>Destroy when superseded or obsolete.</p>	<p>112a</p> <p>112b</p> <p>117</p>	

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
43 Con't	g. <u>Sample Selection.</u> General material on the accumulation and selection of cotton to be used in preparing physical standards.		
	1. <u>Record Copy</u> Destroy when 4 years old.	107a	
	2. <u>Other Copies</u> Destroy when 2 years old.		
	h. <u>Bales Needed.</u> Material sent to Marketing Services Offices listing the quantity and type of bales of cotton needed for the physical standards.	107b	
	1. <u>Record Copy</u> Destroy when 4 years old.	108a	
	2. <u>Other Copies</u> Destroy when 2 years old.	108b	
	i. <u>Designated Offices.</u> Notification from the Standards when to select and submit staple types and calibration cotton, and any other special instructions supplementing CN Division Instructionsr		
	1. <u>Record Copy</u> Destroy when 4 years old.	109a	
	2. <u>Other Copies</u> Destroy when 2 years old.	109b	
	j. <u>Sample Appraisal.</u> Material used to determine suitability of cotton for use in the physical standards <u>before</u> determination is made to buy the baler Case file Forms CN-24, Staple Bale Information.		
	1. <u>Record Copy</u> Destroy when 4 years old.	110a	
	2. <u>Other Copies</u> Destroy when 2 years old.	110b	

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
44 Con't	<p>c. <u>Reclassification.</u> Material on reclassification of cotton sold under the Commodity Credit Corporation (CCC) program. Do not confuse with review classification. Case file Forms CN-378, Record Sheet; CN-355a, Form A Sample Reclassification Memorandum; or other form on which reclassification is recorded; and sample transmittal memorandums.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. <u>Warehouses.</u> Lists of warehouses approved by Commodity Credit Corporation (CCC) for storage of loan cotton.</p> <p>Destroy when superseded or obsolete.</p> <p>e. <u>Reports.</u> CCC Sales Distribution by Marketing Services Office; Average Premiums and Discounts for Commodity Credit Corporation (CCC) Settlement Purposes.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>118a</p> <p>118b</p> <p>120</p> <p>115a</p> <p>115b</p>	
45.	<p><u>Quality Surveys</u></p> <p>a. <u>General Correspondence</u> on the quality survey, including the statistical samplings used in estimating the quality. Included are county statistical worksheets.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Selected Gins.</u> Names, addresses, and other pertinent data on gins selected for processing the Quality Survey.</p> <p>Destroy when superseded or obsolete.</p>	<p>121a</p> <p>121b</p> <p>125</p>	

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
45 Con't	<p>c. <u>Reports</u>. Includes "Estimated Production of Cotton by Principal Varieties (Marketing Services Office Area)" the annual bulletin on estimated percentages of varieties planted across the Cotton Belt, and the annual report entitled "Cotton Gin Equipment."</p> <p>1. <u>Record Copy</u> Permanent. Transfer to FARC when 3 years old. Offer to Archives when 25 years old.</p> <p>2. <u>Other Copies</u> Destroy when 4 years old.</p>	122a 122b	
46.	<p><u>Review</u></p> <p>a. <u>General material</u> on all types of review classing by either the original board or the Appeal Board, including Smith-Doxey and Standards Act</p> <p>1. <u>Record Copy</u> Destroy when 4 years old</p> <p>2. <u>Other Copies</u> Destroy when 2 years old</p> <p>b. <u>Rejection</u>. Rejection of unsuitable samples, samples not eligible for review classing, and related correspondence</p> <p>1. <u>Record Copy</u> Destroy when 4 years old</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. <u>Grading Section Summary</u>. Form 1 summary results for Grading Section.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old</p> <p>2. <u>Other Copies</u> Destroy when 2 years old</p>	126a 126b 129a 129b 130a 130b	

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
46 Con't	d. <u>Reports.</u> Reports which pertain to review classing only.		
	1. <u>Record Copy</u> Destroy when 4 years old.	127a	
	2. <u>Other Copies</u> Destroy when 2 years old.	127b	
47.	<u>Samples for Classing</u>		
	a. <u>General material</u> on the selection and handling of samples for any type of classing except supervisory.		
	1. <u>Record Copy</u> Destroy when 4 years old.	131a	
	2. <u>Other Copies</u> Destroy when 2 years old.	131b	
	b. <u>Appraisal Sampling.</u> Records of resampling done by Field Representatives as a comparison with original sampling.		
	1. <u>Record Copy</u> Destroy when 4 years old.	134a	
	2. <u>Other Copies</u> Destroy when 2 years old.	134b	
	c. <u>Instruction.</u> Special instructions supplementing CN Division Instructions issued to bonded samplers, licensed warehousemen, commercial samplers, etc., on taking samples.		
	<u>Record Copy</u> Destroy when superseded or obsolete.	135a	

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
47 Con't	<p>d. <u>Mechanically-Drawn Samples.</u> General material supplementing CN Division Instructions on the taking of samples by mechanical means.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>e. <u>Shipping Samples.</u> Special instructions supplementing those in CN Division Instructions on shipping samples to the Marketing Services office from the gin. Includes the annual memorandum to common carriers.</p> <p><u>Record Copy</u> Destroy when superseded or obsolete.</p> <p>f. <u>Sack Record.</u> The record on sample sacks prescribed by CN Division Instruction.</p> <p>Destroy when 2 years old.</p> <p>g. <u>Reports.</u> Includes Forms CN-59, Cotton Sampling Inspection Report; Summary Sampling Inspection Record, etc.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	136a	
		136b	
		137a	
		139	
		132a	
		132b	

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
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48.	Standards Act		
	a. <u>General material</u> on classing under the Standards Act, including Form A, Form C, Form D, etc.		
	1. <u>Record Copy</u> Destroy when 4 years old.	140a	
	2. <u>Other Copies</u> Destroy when 2 years old.	140b	
	b. <u>Accommodation Classing.</u> General material on accommodation classing under the Standards Act, except that performed by the Customs Bureau.		
	1. <u>Record Copy</u> Destroy when 4 years old.	143a	
	2. <u>Other Copies</u> Destroy when 2 years old.	143b	
	c. <u>Comparison Classing.</u> General material on the issuance of Forms CN-357, request of classification, for comparison classing.		
	1. <u>Record Copy</u> Destroy when 4 years old.	145a	
	2. <u>Other Copies</u> Destroy when 2 years old.	145b	
	d. <u>Case Files</u> regarding forms A, C, D, etc. on classing performed under the Standards Act.		
	Destroy when 4 years old.		
	e. <u>Master Control.</u> The "Master Control Record" (for Classing Offices) and the "Interior Sample Control Record" (for Grading Control Section).		
	Destroy when 4 years old.	148	

Four copies, including original, to be submitted to the National Archiver and Records Service

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
48 Con't	f. <u>Reports.</u> Reports relating exclusively to classing done under the Standards Actr Case file by type of report.		
	1. <u>Record Copy</u> Destroy when 4 years old.	141a	
	2. <u>Other Copies</u> Destroy when 2 years old.	141b	
49.	<u>Standards and Specifications</u>		
	a. <u>General correspondencersupporting the determination, decisions, and other data in developing, improving, maintaining and adjusting standards for grade, and staple, calibration, classing rooms, instruments, atmospheric conditions, lighting, paint, etc.</u>		
	1. <u>Record Copy</u> Destroy when 4 years old.	154a	
	2. <u>Other Copies</u> Destroy when 2 years old.	154b	
	b. <u>Reports from Cotton Division Standardization Section relating to standards and specifications by type, such as cotton, fiber, check test cotton, spinning check test cotton, cotton linters, cottonseed, classing room, instruments, etc.. Include calibration standards (USDA and International):</u>		
	1. <u>Record Copy</u> PERMANENT. Break file when 20 years old. Offer to Archives when 25 years old.	155a	3" / 14 yrs. total
	2. <u>Other Copies</u> Destroy when superseded or obsolete.	155b	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
49 Con't	<p>c. <u>Testing Supervisory Reports.</u> Weekly and Monthly Summary Report of fiber Finishing and Spinning Check Tests, Chronological Check Test Results; CN-223, Cotton Testing Laboratory Report; Weekly Report of Results of Supervisory Test; Supervisory Results for Air-Flow Tests; Weekly summaries of the comparative grades for the Testing Section vs. grades of the originating Laboratory for supervisory samples from each Laboratory; etc.</p> <p>1. <u>Annual - Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Semiannual and Other Testing Reports</u> Destroy when 4 years old.</p> <p>3. <u>Daily and Weekly Testing Reports</u> Destroy when 1 year old.</p>	<p>176a</p> <p>176b</p>	
50.	<p><u>Testing</u></p> <p><u>General material</u> on the assignment of testing priorities, test numbers, preparation of test outlines, and general procedures for handling test samples.</p> <p>The Testing program includes general correspondence on the following: check tests, arbitration, fiber finishing; International Calibration, spinning, exports, Instruments Colorimeter Fibrograph and Pressley, and high volume test system for cotton.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>180-187</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
51.	<p><u>Yarn Grading</u></p> <p>a. <u>General correspondence</u> on cotton yarn appearance grading for export.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. <u>Certificates</u>. General material on preparing yarn grading certificates. Case file certificates as required.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. <u>Listing</u>. Laboratory sample listings as required by CN Division Instructions.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. <u>Reports</u>. Reports relating exclusively to cotton yarn appearance grading.</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>	<p>194a</p> <p>194b</p> <p>197a</p> <p>197b</p> <p>198a</p> <p>198b</p> <p>195</p>	<p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p> <p></p>

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p style="text-align: center;"><u>Dairy Division</u> <u>Items 52 through 77r</u></p> <p>Records of the Dairy Division document activities carried out under the terms of Public Law 320, 74th Congress dated August 24, 1935 and the Agricultural Marketing Agreement Act of 1937, approved June 3, 1937r This Division develops and formulates policies, programs, rules, and procedures for the management, operation and enforcement of marketing agreements and orders for milk. It also determines standards of organization, producer control and operation which cooperatives must meet to exercise rights and privileges granted under the Agricultural Marketing Agreement Acts. These records include, where applicable, documentation of activities previously carried out under the Agricultural Adjustment Act of 1933, Public Law No. 10, 73rd Congress, approved May 12, 1933r</p> <p>While this section of the schedule specifies records relating only to milk marketing agreements and orders, the same disposition or retention period is to be applied to records on Federal Milk Licenses, where applicable.</p>		
52.	<p><u>Dairy Division Correspondence Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports and other records pertaining to the establishment, planning and development of AMS programs, such as, preventing radioactive contamination of milk or the consumption of contaminated milk, estimating milk production, establishing the benefits and objectives of the Federal Milk Order and Price Support program, and considering marketing problems, and regulatory changes. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Directors These are not filed in a case file.</p>		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
52 Con't	<p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p>a. <u>Washington Office (Record Copy)</u> PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old.</p> <p>b. <u>Field Office</u> Destroy when 3 years old or when no longer needed for administrative use.</p>		<p><i>4 1/2 yr. 1 cert. total</i></p>
53.	<p><u>Federal Personnel Surety Bonds</u></p> <p>Individual surety bonds of market administrators and acting market administrators and related papers.</p> <p>Destroy 15 years after bond becomes inactive.</p>	<p>NN-165-184 Item 5 GRS 6 Item 6</p>	
54.	<p><u>Retirement Summaries and Registers</u></p> <p>Annual Retirement Summaries and Retirement Registers; Payroll Schedules with Civil Service Retirement and Disability Fund Credits; Reports of Withholdings and Contributions; and similar reports covering Market Administrators and all employees in Market Administrators' offices.</p> <p>Destroy when 4 years old.</p>	<p>NN-165-184 Item 6</p>	
55.	<p><u>Order Formulation Record</u></p> <p>Records relating to requests to formulate new Dairy requests for amendments, suspensions, or terminations of marketing agreements and orders, or existing marketing agreements and orders. Records consist of: petitions from the public for new marketing agreements or orders, or for amendments, suspensions, or terminations of existing ones; correspondence on hearing proposals and public comments on suspensions and terminations.</p> <p>Transfer to FARC when 3 years old. Destroy when 10 years old.</p>	<p>NN-165-183 Item 1 Item 6</p>	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
56.	<p><u>Hearings</u></p> <p>Hearing records on new Dairy marketing agreements and orders, and on amendments, of existing orders or marketing agreements. Records may consist of some, all, but not necessarily limited to: hearing transcripts, exhibits to the transcripts, record summary, briefs on the hearing, exceptions to the recommended decisions.</p> <p>Destroy 6 months after effective date of amendment.</p>	NN 165-183 Item 2	
57.	<p><u>Document Files</u> and amendments to marketing agreements and orders consisting of notices, supplementals, and postponements of hearings, recommended and final decisions of orders.</p> <p>a. <u>Record Copy</u> Destroy 10 years from date of termination or 10 years after notice of termination is issued and published.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p> <p><u>Note:</u> After 10 years, the originating office may maintain one copy as a reference copy to serve the needs of the user and destroy when no longer needed.</p>	NN 165-183 Item 4	
58.	<p><u>Referenda Ballots</u> on marketing agreements and orders, and on the issuance of amendments to such marketing agreements and orders, or other evidence of producer approval.</p> <p>Destroy 5 years after date of referendum or 1 year after close of final court action (adjudicated in all courts involved) if litigation has been instituted regarding the validity of the referendum, whichever is later.</p>	NN 165-183 Item 5	
59.	<p><u>Hearing Compilations</u> (statistical tables prepared for hearings)</p> <p>Destroy when new hearing compilation is prepared.</p>	NN 165-181 Item 4	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
60.	<p><u>Reports</u></p> <p>a. <u>Annual Reports</u> (from market administrators for Federal milk orders)e</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old. 2. <u>Other Copies</u> Destroy when 3 years old. <p>b. <u>Container Reports</u> are source documents containing packaged fluid milk sales by type and size of container. Submitted biennially in the month of November by market administrators.</p> <p style="padding-left: 40px;">Destroy when 4 years old.</p> <p>c. <u>Product Reports</u> - Monthly reports of receipts and disposition of fluid and manufactured milk submitted by market administrators.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Transfer to FARC when 5 years old. Destroy when 25 years old. 2. <u>Other Copies</u> Destroy when 5 years old. 	<p>NN 165-181 Item 3</p>	<p><i>3 cu. ft./yr.</i></p>
61.	<p><u>Federal Milk Order Statistical Summaries</u> (Pool computations, price announcements or their equivalents) submitted by market administrators.</p> <ol style="list-style-type: none"> a. <u>Record Copy</u> Transfer to FARC when 4 years old. Destroy when 15 years old. b. <u>Other Copies</u> Destroy when 3 years old. 		

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
62.	<p><u>Price and Pool Statistical Summary (MO-1 Form)</u> Submitted monthly by Market Administrator.</p> <p>a. <u>Record Copy</u> Destroy when 5 years old.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p>		
63.	<p><u>Market Administrator Bulletins</u> - Monthly data published by the Market Administrator.</p> <p>a. <u>Record Copy</u> Destroy 5 years after date of publication.</p> <p>b. <u>Other Copies</u> Destroy when 5 years old.</p>		
64.	<p><u>Branch reports</u> of field reviews and analysis made of (1) the marketing services performed by Market Admin- istrators for producers not in cooperatives, such as checking weights, providing marketing information, (2) market administrators laboratory testing program, (3) market administrator's handler audit program. Reports include recommendations for improvement and/or changes in this Program.</p> <p>a. <u>Record Copy</u> Destroy when 10 years old, or when two subsequent reports have been made, whichever is later.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p>		
65.	<p><u>Annual Summaries</u> of Milk Market Administrator's operating statement and balance sheets (fourth quarter) for calendar year 1964 and subsequent, submitted by market administrators.</p> <p>a. <u>Compiled by Division</u> Destroy when 5 years old.</p> <p>b. <u>Compiled by Branch</u> Destroy when 3 years old.</p> <p>c. <u>Other Copies</u> Destroy when 3 years old.</p>	NN 165-184 Item 13	

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7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
66.	<p><u>Assessment Rates</u></p> <p>Authorizations for changes in administrative assessment rates and marketing service assessment rates for each milk order.</p> <p>a. <u>Record Copy</u> Destroy when Federal Milk Order is terminated.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p>	NN 165-184 Item 7	
67.	<p><u>Statistical Quarterly Reports</u> and related correspondence from market administrators on the status of audits and audit reviews made of handlers' reports and records. These reports contain (1) number of handlers whose reports are required to be verified, (2) number of audits completed but not reviewed, and (3) number of audits reviewed.</p> <p>Destroy when 3 years old or upon receipt of next report.</p>	NN 165-184 Item 14	
68.	<p><u>ADP Printouts for Schedule 1 (Sources and Disposition of Milk, Skim Milk, and Cream at Pool Handlers' Plants); Schedule 8 (other Disposition of Pool Handlers) pertaining to product reports (Receipts and Disposition of Fluid and Manufactured Milk); or their equivalent--beginning with calendar year 1962; and Schedule 5 (Total Wholesale and Retail Distribution in Marketing Area) regardless of period covered.</u></p> <p>a. <u>Record Copy</u> Transfer to FARC when 5 years old. Destroy when 10 years old.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p>	NN 165-181 Item 20	
69.	<p><u>ADP Printouts for Statistical Material</u> pertaining to "Price and Pool Statistics" summary, or its equivalent.</p> <p>Destroy 2 years after calendar year in which created.</p>	NN 165-181 Item 22	

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
70.	<p><u>Project Studies - Surveys</u></p> <p>a. Results or conclusions on operational analysis projects and economic and statistical analysis projects relating to domestic and foreign productions, supplies, prices, demand conditions, consumption, marketing practices and relationships, milk marketing system and dairy economy, and similar. These results or conclusions may be used in formulating plans for current and future programs, such as, future milk orders and its amendments.</p> <p><u>Record Copy</u> Destroy when 4 years old.</p> <p><u>Note:</u> The final results and conclusions in published form are disposable under Item 7.</p> <p>b. One set of the records including research data and background material on a specific operational analysis project or an economic and statistical analysis project. Records consist of correspondence, research data, and background material on the various factors involved in arriving at the final result or conclusion on a specific analysis project, such as, but not limited to correlation tables, graphs, historical time series, comparison seasonal pricing series, comparison of various supply and demand price computations, or their equivalents.</p> <p>Destroy when 2 years old.</p>	<p>NN 165-181 Item 10</p>	
71.	<p><u>Cooperative Qualifications</u></p> <p>These records consist of standards and procedures relating to services specified in the several milk orders which are to be performed by cooperatives as a condition of qualification; reviews performance of such services and appraises their adequacy for effective order enforcement.</p>		

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
71 Con't	<p><u>Case Files of Cooperative Associations</u> consist of application(s) to qualify under orders, qualify to vote, qualify to furnish services; completed questionnaires, and supporting documents, and other related material.</p> <p>a. Those case files containing qualifications which have been terminated due to mergers, dissolution, or consolidations, and are no longer in existence.</p> <p style="padding-left: 40px;">Destroy 2 years after year in which qualifications were terminated.</p> <p>b. Those case files containing qualifications which have been terminated with respect to all markets.</p> <p style="padding-left: 40px;">Destroy 2 years after year in which qualifications were terminated.</p>	<p>NN 165-45 Item 4</p> <p>NN 165-45 Item 5</p>	
72.	<p><u>Cooperative Applications Files</u> that are not completely processed due to (1) failure of cooperative to qualify; (2) failure of cooperative to return completed questionnaires or submit necessary documents; (3) failure of producer referendum(s) resulting in disapproval of milk order(s); and other reasons.</p> <p style="padding-left: 40px;">Destroy 1 years after year in which application was considered closed.</p>	<p>NN 165 45 Item 6</p>	
<u>ORDER ENFORCEMENT</u>			
73.	<p><u>General records and correspondence</u> from Office of General Counsel and others pertaining to legislation, handling, and processing court cases, and other legal matters; handling and processing of written petitions filed by handlers for modification or order or exception from order, under Section 609c(15A) of the Agricultural Marketing Agreement Act of 1937 (not relating to a specific petition) Also, includes order enforcement actions involving the Secretary, USDA agencies or USDA personnel instituted by outside parties involving milk orders.</p> <p style="padding-left: 40px;">Destroy when 5 years old.</p>	<p>NC-136-75-4 Item 3, & 4</p>	

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
74.	<p><u>Investigation Program Correspondence</u>, not related to specific cases conducted either under Section 608a(7), Section 608d; or Section 610h of the Agricultural Marketing Agreement Act of 1937, as amended.</p> <p>a. <u>Record Copy</u> Destroy when 5 years old.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p>	NC-136-75-4 Item 7	
75.	<p><u>Case Files of Investigations</u> (instituted under Section 608a(7); Section 608d; or Section 610h of the Agricultural Marketing Agreement Act of 1937, as amended. These case files include investigation, notice of hearing, hearing transcript and exhibits, analytical reports and briefs.</p> <p>a. <u>Record Copy</u> Destroy 10 years following calendar year in which investigation was completed.</p> <p>b. <u>Other Copies</u> Destroy when 3 years old.</p> <p><u>Note:</u> For Compliance/Enforcement/Litigation see Item 12. For Audits and Investigations see Item 9.</p>	NC-136-75-4 Item 9	
76.	<p><u>Closed Litigation Cases</u> -- Civil and Criminal court actions involving violation of provisions of milk orders. Also, civil court actions instituted by handlers or other outside parties against the Secretary, the Department, or USDA personnel, involving milk orders.</p> <p>a. <u>Records that are not of precedent nature:</u> Destroy 5 years after close of final court action (adjudicated in all courts involved)</p> <p>b. <u>Records that are of precedent nature:</u> Transfer to FARC when 10 years old. Destroy 25 years after final court action.</p> <p><u>Note:</u> Office of General Counsel maintains the official record copy.</p>	NC-136-75-4 Item 10	

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
77.	<p><u>Uncollectible Accounts</u></p> <p>Records and correspondence authorizing market administrators to write off uncollectible accounts due either (1) the administrative fund, (2) marketing services fund, or (3) producer-settlement fund, by specific handlers which were not a result of legal enforcement actions.</p> <p>Destroy when 5 years old.</p> <p><u>Note:</u> For Compliance/Enforcement/Litigation, see Item 12.</p>	NC-136-75-4 Item 12	

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
78.	<p style="text-align: center;"><u>Fruit and Vegetable Division</u> <u>Items 78 through 88</u></p> <p>The Fruit and Vegetable Division administers marketing service, regulatory, marketing agreements and orders and expansion of market outlets for fruits and vegetables, their products, edible nuts and other related commodities. Analyzes petitions requesting governmental regulation for specific marketing areas and those received from handlers to modify or to be exempted from orders. Directs compliance checks of exporters, carriers and others engaged in the exportation of some of these commodities. Conducts investigations of complaints involving alleged violations of the Perishable Agricultural Commodities Act and the Produce Agency Act. Examines applications from commission merchants, dealers and brokers handling perishable agricultural commodities. Issues, renews, suspends, revokes and denies licenses. Where statute provides, determines the nature and amount of bond to be posted by applicant for license or employing licensee. Carries out assigned market news programs on fresh fruits and vegetables, ornamental crops, edible nuts, honey and other assigned commodities pertaining to price, volume, movement and distribution.</p> <p><u>Fruit and Vegetable Division Correspondence Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports and other records pertaining to the establishment, planning and development of AMS programs, such as, recommendations and decisions on proposed marketing and agreement orders, direct marketing between farmers and consumers, problems with produce and the grading of produce, revocation of a firm's trading license (issued under the Perishable Agricultural Commodities Act), efforts to satisfy complaints from growers and handlers, the regulating of handling of Florida citrus fruits, investigation requests into fair pricing, marketing problems, and regulatory changes. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p>		

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
78 Con't	<p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p>a. <u>Washington Office (Record Copy)</u> PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old.</p> <p>b. <u>Field Office</u> Destroy when 3 years old or when no longer needed for administrative use.</p> <p style="text-align: center;"><u>Regulatory Branch</u></p> <p>Records created and accumulated in the administration of the:</p> <p style="padding-left: 40px;">Perishable Agricultural Commodities Act (PACA) of 1930 Produce Agency Act of 1927 Standard Container Acts of 1916 and 1928</p>		<p>5⁴/yr.</p>
79.	<p><u>Workload Activities Report</u></p> <p>a. Headquarters consolidated annual workload reports and supporting papers.</p> <p style="padding-left: 20px;">1. <u>Record Copy</u> Destroy when 5 years old.</p> <p style="padding-left: 20px;">2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. Field workload reports maintained at field stations.</p> <p style="padding-left: 40px;">Destroy 2 years after submission to headquarters of acceptable consolidated report.</p>	<p>NN 165-106 Item 4 & 5</p>	
80.	<p><u>Civil Action and Complaint Cases</u> filed under the Perishable Agricultural Commodities Act of 1930, as amended.</p> <p>a. <u>Formal Reparation Order</u> complaints resulting in orders being issued by a Judicial Officer.</p> <p style="padding-left: 20px;">1. <u>Record Copy</u> After case is closed, transfer to FARC when 2 years old and destroy when 10 years old.</p> <p style="padding-left: 20px;">2. <u>Other Copies</u> Destroy 3 years after case is closed.</p>		

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
80 Con't	<p>b. <u>Informal Reparation Closings</u> with no formal orders issued by a Judicial Officer.</p> <ol style="list-style-type: none">1. <u>Record Copy</u> After case is closed, transfer to FARC when 2 years old and destroy when 10 years old.2. <u>Other Copies</u> Destroy 3 years after case is closed. <p>c. <u>Formal Disciplinary Order</u></p> <ol style="list-style-type: none">1. <u>Record Copy</u> After case is closed, transfer to FARC when 2 years old and destroy when 10 years old.2. <u>Other Copies</u> Destroy 3 years after case is closed. <p>d. <u>Civil Action</u> cases, where only penalty is imposed.</p> <ol style="list-style-type: none">1. <u>Record Copy</u> Destroy 10 years after penalty is imposed.2. <u>Other Copies</u> Destroy 3 years after penalty is imposed. <p>e. <u>Civil Action</u> cases where permanent restraining orders are issued.</p> <p><u>All Copies</u> - Transfer to FARC when 2 years old. Destroy when 10 years old or after defendant is deceased, whichever is sooner.</p> <p>f. All other informal disciplinary cases including <u>Inadequate Record Warning Letters</u>, and <u>Misbranding</u> cases.</p> <ol style="list-style-type: none">1. <u>Record Copy</u> After warning is issued, transfer to FARC when 2 years old and destroy when 10 years old.2. <u>Other Copies</u> Destroy 3 years after warning is issued.		

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
81.	<p>License Case File under Perishable Agricultural Commodities Act.</p> <p>a. <u>Record Copy</u></p> <p>After license is terminated, transfer to FARC when 2 years old and destroy when 5 years old.</p> <p>b. <u>Other Copies</u></p> <p>Destroy 3 years after license is terminated.</p>	NN 165-106 Item 7	
82.	<p><u>License History Cards</u> under Perishable Agricultural Commodities Act.</p> <p>a. <u>Record Copy</u></p> <p>Destroy 10 years after license terminates.</p> <p>b. <u>Other Copies</u></p> <p>Destroy 3 years after license terminates.</p>	NN 165-106 Item 8	
83.	<p><u>Licensee Bankruptcy Cases</u> under Perishable Agricultural Commodities Act.</p> <p>a. <u>Record Copy</u> of regular bankruptcy, after bankruptcy filed in court, transfer to FARC when 2 years old and destroy when 5 years old.</p> <p>b. If bankruptcy involves chapters 10, 11, 12, and 13, transfer to FARC when 2 years old and destroy when 10 years old.</p> <p>c. <u>Other Copies</u> - Destroy 3 years after notice filed in court.</p>	NN 165-106 Item 9	
84.	<p><u>Individual History Cards</u> of principals licensed under PACA.</p> <p>Destroy when 10 years old or after principal is deceased, whichever is sooner.</p>	NN 165-106 Item 11	

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
85.	<u>Abstract Report of Licenses Issued</u> a. <u>Record Copy</u> Destroy when 3 years old. b. <u>Other Copies</u> Destroy when 1 year old.	NN 165-106 Item 12	
86.	<u>Report of Terminated Licenses</u> a. <u>Record Copy</u> Destroy when 3 years old. b. <u>Other Copies</u> Destroy when 1 year old.	Item 13	
87.	<u>Report of Amended Licenses</u> a. <u>Record Copy</u> Destroy when 3 years old. b. <u>Other Copies</u> Destroy when 1 year old.	Item 14	
88.	<u>Produce Cases</u> Case files under the Produce Agency Act of 1927, as amended. Includes farm produce and is concerned with the accountability of prices and profits. a. <u>Record Copy</u> Destroy 10 years after case is closed. b. <u>Other Copies</u> Destroy 5 years after case is closed.	Item 17	

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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
	<p style="text-align: center;"><u>Livestock, Poultry, Grain & Seed Division</u> <u>Seed Regulatory and Seed Standardization Branches</u> <u>and Plant Variety Protection Office</u> <u>Items 89 through 99</u></p> <p><i>Seed</i> The Regulatory Branch is to inspect and test seed and to investigate and regulate, through enforcement procedures, the import, export and interstate commerce of seed as provided by the Federal Seed Act of 1939 and to provide service inspections under the Agricultural Marketing Act of 1946.</p> <p>When performing testing and inspection procedures, the branch is concerned with the kind, type, variety and treatment substances of the seed and with the proper labeling and advertising of the seed. Under the Federal Collection Act, this branch has the right to impose a penalty for violations of the Federal Seed Act.</p> <p>The Plant Variety Protection Office is a service group responsible for the implementation of the Plant Variety Protection Act of 1970. The process of implementation takes the form of checking and comparing seed variety for newness and uniqueness.</p> <p>The Seed Standardization Branch is authorized by the Federal Seed Act of 1939 to develop and revise standards for testing seed and to develop uniformity within the test procedures. Tests are used to check seed quality, variety, treatment and inoculation.</p> <p><i>Livestock</i> The Standardization Branch is authorized by the Agricultural Marketing Act of 1946 to develop, revise, and demonstrate standards for grades of live animals (cattle, hogs, and sheep) as well as grades of wool and mohair. As the need arises from application and research, specifications are designed to tailor the needs of Government Agencies, Producers and Trade Organizations.</p> <p><u>Note:</u> Market News Branches - See Market News Report for all Divisions, Items 22 through 30.</p> <p>Marketing Program Group - See Research and Promotion, Items 31 through 33e</p>		

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
89.	<p><u>Livestock, Poultry, Grain & Seed Division Correspondence Subject Files</u></p> <p>Arranged alphabetically by subject</p> <p>Memoranda, correspondence, reports and other records pertaining to the establishment, planning and development of AMS programs, such as, the establishment of and the functions of a Board for various products (i.e. Beef, Egg, Mohair, Wheat, and Wool Boards); prospects for food supply, agreements between USDA and the American Sheep Producers Council, Federal State Market Improvement Program, clarification of grading standards for beef, USDA grading standards for feeder calves, delivery of livestock futures contracts, slaughtering statistics, livestock market news, Department of Justice investigations into meat pricing practices, marketing problems, and regulatory changes. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p>a. <u>Washington Office (Record Copy)</u> PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old.</p> <p>b. <u>Field Office</u> Destroy when 3 years old or when no longer needed for administrative use.</p>		<p><i>1/2 cu. ft. / yr.</i></p>

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
90.	<p><u>Reports</u> - Annual and monthly statistical printouts and Import of Seed (Form GR #237) report information on seed offered for importation under the Federal Seed Act (kind, variety, weight, origin). Also, these reports contain statistical information on the quantity and origin of seed for export and interstate commerce.</p> <p>a. Annual Summaries - Destroy when 25 years old.</p> <p>b. Monthly Reports (Printouts) including background material - Destroy when 5 years old.</p> <p>c. Punch Cards - Destroy when 5 years old.</p>		
91.	<p><u>Seed Analysis Certificate</u> (GR #375) used to record the results of tests, performed on the seed, for the kind, type, variety, and treatment substances.</p> <p>Destroy when 5 years old.</p>		
92.	<p><u>Testing Records</u></p> <p>a. Records pertaining to the purity and germination of seeds, including laboratory tests and notes.</p> <p>Destroy after 3 years.</p> <p>b. Seed Analysis Card (GR #233) is used to record testing procedures and results.</p> <p>Destroy when 3 years old or when no longer needed for administrative use.</p> <p><u>Note:</u> Transfer to FARC is not authorized.</p> <p>c. Test Results (GR #125) is a report that comes from the field offices (lab offices) recording seed test results.</p> <p>Destroy when 3 years old.</p>	<p>NN 172-221 Item 23</p>	

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
93.	<p><u>Plant Variety Protection (PVP) Case Files</u> - included are descriptions, exhibits, applications, and printouts submitted for Plant Variety Protection certificates. (The seeds are living materials stored at Fort Collins, Colorado)</p> <p>Destroy when 17 years old. However, one copy may be maintained by the Washington office as a reference copy to serve the needs of the user and destroyed when no longer needed.</p>	NN 172-221 Item 10	
94.	<p><u>Record of Complaint Card (GR #338)</u> is used to list and index violations and alleged violations of the Federal Seed Act and the actions taken.</p> <p>Destroy 5 years after violation case is closed.</p>		
95.	<p><u>Case files resulting from enforcement</u> of the Federal Seed Act, Plant Variety Protection Act, and the Agricultural Marketing Act of 1946.</p> <p>a. Where no action is taken: Destroy 3 years after file is closed.</p> <p>b. Where only a warning is issued: Destroy 5 years after last warning is issued.</p> <p><u>Note:</u> For litigation cases, see Item 12.</p> <p><u>Note:</u> All records pertaining to administrative proceedings, court actions, and claims cases resulting from violations and alleged violations of the Federal Seed Act and the action taken. See Item 12.</p>	Item 24a Item 24b	
96.	<p><u>Grades/Standards</u> - Records pertaining to development and dissemination of grade and class standards for livestock, wool, and mohair. Includes background material, and examples, charts, photographs, posters, etc.</p> <p>PERMANENT. Offer to Archives when superseded or obsolete.</p>		1"/14 yrs total

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
97.	<p><u>Specifications</u> - Records pertaining to the development and dissemination of specifications.</p> <p>Destroy when published.</p>		
98.	<p><u>Yields</u> - Material pertaining to expected yields by grade for beef and lamb.</p> <p>Destroy when 5 years old.</p>		
99.	<p><u>Certificates</u> and physical samples on wool and mohair are maintained in the Denver, Colorado Wool Laboratory. The certificates are placed on the top of each sample box.</p> <p>Transfer the certificates to the buyer with the purchased samples or destroy when no longer needed.</p>		

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
100.	<p style="text-align: center;"><u>Packers and Stockyards Programs</u> <u>Items 100 through 109</u></p> <p>Packers and Stockyards (P&S) is responsible for carrying out the enforcement of the Packers and Stockyards Act relating to rates and tariffs, and stockyard services and facilities. Supervises operations of stockyard companies, market agencies, dealers, packers and poultry dealers and licensees to assure compliance with the Act. Conducts investigations to determine existence of and develops evidence of unfair trade practices including bad weighing practices and other violations. Investigates and studies adequacy of stockyard facilities and services. Analyzes and investigates complaints received to determine validity and to effect adjustments or settlements. Prepares reports of investigations and studies and recommends actions to be taken. Audits records and reviews reports of those subject to the Act. Analyzes applications for registration, licenses, and rate changes and supporting information and data for completeness and accuracy. Presents evidence and renders assistance to the Office of the General Counsel and the Department of Justice in the prosecution of cases. Confers with trade and livestock and poultry producer groups and others concerning enforcement and attaining the objectives of the Act.</p> <p><u>Packers and Stockyards Correspondence Subject File</u></p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports and other records pertaining to the establishment, planning and development of AMS programs, such as, bonding requirements under the Packers and Stockyards Act, the placing of firms on notice of violation of the Act, the closing of meat packing plants or beef processing plants, commercial bribery, marketing and price penalties, reviewing of proposed contracts between beef and slaughtering packers, marketing problems, and regulatory changes. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file.</p>		6"/yr.

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
100 Con't	<p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p>a. <u>Washington Office (Record Copy)</u> PERMANENT. Transfer to FARC when 5 years old. Offer to Archives when 15 years old.</p> <p>b. <u>Field Office</u> Destroy when 3 years old or when no longer needed for administrative use.</p>		
101.	<p>Letters of firms put on notice for possible violations of the Packers and Stockyards Act. These letters include violations of the Act, such as, sales promotion programs which are based on the giving of gifts to retail food store customer accounts or to the employees or agents of such customer accounts; failure to fulfill the terms of a contract without proper justification, and unfair and deceptive practices which restrict competition in the livestock, poultry and meat packing industries.</p> <p>Destroy when 10 years old.</p>		
102.	<p><u>Annual Reports</u> from firms and persons subject to the P&S Act. These contain information on financial status, transactions, and other operating data; also includes custodial account reports.</p> <p>a. <u>Dealers and Market Agencies</u></p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 1 year old.</p> <p>b. <u>Packers</u></p> <p>1. <u>Record Copy</u> Destroy when 10 years old.</p> <p>2. <u>All Other Packers</u> Destroy when 5 years old.</p>	<p>NN-174-069 Item 3 (a, b, c, d, & e)</p>	

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
102 Con't	<p>c. <u>Stockyards</u> (Auction Markets & Terminal Stockyards)</p> <p>1. <u>Record Copy</u> Destroy when 4 years old.</p> <p>2. <u>Other Copies</u> Destroy when 1 year old.</p>		
103	<p><u>Civil and Criminal (Cases)</u></p> <p>Civil and Criminal court actions brought by the Department of Justice and then tried in Federal Courts. These involve failure to comply with registration, bonding, and annual report requirements of the P&S Act. Failure to obey an order of the Secretary of Agriculture, failure to attend, testify or answer any lawful inquiry, or produce records or evidence in obedience to a subpoena. Falsification of records and weights, tariff violations and temporary restraining orders. The contents of the files when the cases are closed include record material such as briefs, court orders, judgments, complaints and documents for evidence and related correspondence. The Office of General Counsel maintains the official (permanent) record copy.</p> <p>a. <u>Agency Copy</u></p> <p>Destroy 2 years after close of court action or sooner if not needed.</p> <p>b. <u>Other Copies</u></p> <p>Destroy as soon as court action is closed or sooner if not needed.</p>	<p>NC1-136-79e2 Item 1</p>	
104.	<p><u>Complaints and Investigations</u></p> <p>Audit, complaint and investigation files conducted by P&S containing material used in determining violations of the Act and Regulations. These include work papers, audit papers, correspondence and investigation reports.</p> <p>Destroy when closed.</p>	<p>NC1-136-79e2 Item 2</p>	

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
105.	<p><u>Administrative Proceedings</u></p> <p>a. Rate Dockets - Administrative proceedings instituted by the Department in the determination of reasonable rates and changes of stockyard companies and market agencies. Material includes property evaluation, appraisal and inventory, orders of suspension, notices of hearings, and other similar documents, exhibits, transcripts of testimony, final orders of the Secretary, and related correspondence. The Hearing Clerk's office maintains the official (permanent) record copy.</p> <p>1. Auction Market and Terminal Stockyard Rate Dockets.</p> <p>Destroy 4 years after dismissal of docket.</p> <p>2. Market Agency Rate Dockets.</p> <p>Destroy 4 years after dismissal of docket.</p> <p>b. Trade Practice Dockets - Administrative proceedings instituted by the Department involving violations of the various trade practice provisions of the Act. When closed these include material such as the P&S complaint, Notices of hearings and other similar documents, final orders of the Secretary of Agriculture, Exhibits, and other related correspondence. The Hearing Clerk's office maintains the official (Permanent) record copy.</p> <p><u>Agency Copy</u></p> <p>Destroy 2 years after close of proceedings or sooner if not needed.</p>	<p>NC1-136-79-2 Item 3 (a & b)</p>	

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
106.	<p><u>Studies of Industrial Practices</u></p> <p>Correspondence, reports, and other material regarding P&S analysis of industrial practices, organizations and other subjects studied by P&S; also included publications of reports and automated data processing used to gather and manage needed information.</p> <p>a. <u>Working papers</u> Destroy as soon as the analysis, pertaining to the study, is closed.</p> <p>b. <u>Record Copy</u> (Final Report - Published or Unpublished) Arranged alphabetically by subject. PERMANENT. Transfer to FARC when 3 years old. Offer to Archives when 25 years old.</p> <p>c. <u>Other Copies</u> Destroy when 4 years old or sooner if not needed.</p>	NN-174-069	
107.	<p><u>Packer and Poultry Case Files</u></p> <p>Contains material on jurisdiction, trade practice, and annual reports.</p> <p>a. <u>Packer</u> Destroy case file material after packer has been inactive for two years.</p> <p>b. <u>Poultry</u> Destroy case file material after licensee has been inactive for two years or immediately upon death of licensee.</p>	NN-174-069 Item 9	<i>1/2" / yr.</i>

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
108.	<p><u>Registrant Case Files</u></p> <p>Contains material on jurisdiction, trade practices, registration, bonds, and annual reports.</p> <p>a. <u>Dealers</u></p> <ol style="list-style-type: none"> 1. Except for important papers, destroy after death of registrant, or after registrant has remained inactive for two years. Then microfilm the important papers. 2. Important Papers - Destroy immediately upon microfilming. 3. Microfilm - Destroy when 10 years old. <p>b. <u>Market Agencies</u></p> <ol style="list-style-type: none"> 1. Except for important papers, destroy after death of registrant or after registrant has remained inactive for two years. Then microfilm the important papers. 2. Important Papers - Destroy immediately upon microfilming. 3. Microfilm - Destroy when 10 years old. 	<p>NN-174-069 Item 10</p>	
109.	<p><u>Stockyard Case Files</u></p> <p>a. <u>Auction Markets</u></p> <p>Auction market files contain material regarding jurisdiction, registration, trade practice, bonds, services and facilities, tariffs and annual reports.</p> <p>Destroy upon death of registrant or after registrant has remained inactive for two years, except stockyard posting information, destroy 1 year after deposting.</p>	<p>NN-174-069 Item 11 (a & b)</p>	

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
109 Con't	b. <u>Terminal Stockyards</u> Terminal stockyard files contain material on jurisdiction, trade practice, rates, services, facilities and annual reports. Destroy 4 years after stockyard deposited.		

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
	<p style="text-align: center;"><u>Technical Services Division</u> <u>Items 110 through 118</u></p> <p>Technical Services responsibilities are to develop and maintain machine readable records and to provide consulting services for statistical and mathematical applications relating to sampling, inspection and grading procedures, regulatory activities, laboratory services, standardization functions and market news; to plan and coordinate the development, installation, implementation and revision of the Agency's information systems and management studies.</p>		
110.	<p><u>Administrative Management Records</u></p> <p>Machine-readable media containing data for routine management functions, housekeeping records such as fiscal accountability, payroll, procurement, etc.</p> <p>Dispose of in accordance with the instructions, contained in this disposal schedule, which apply to the hard copy or files documenting the same function or transaction.</p>	GRS-20 Part III Item 1	
111.	<p><u>State and County Dairy Report</u></p> <p>Machine-readable records containing data on the pounds of fluid milk handled under milk orders and the areas in which these commodities are marketed. Production data is by state and county for December which is considered a representative month. Marketing data is limited to those areas regulated under milk marketing orders. Data is currently maintained on cards.</p> <p>Destroy when 3 years old.</p>		
112.	<p><u>Fruit and Vegetable Market News System</u></p> <p>Machine-readable records containing data which relates to shipments and unloads of fresh fruits and vegetables. The shipment file identifies the commodity, the origin (the state or country where the produce is shipped from), the means of transportation, and the number of pounds shipped for each month of the year. In addition to these fields, the unloads file indicates the city where the produce was unloaded for market. The final annual figures for both shipments and unloads are maintained in 100,000 pound units.</p>		

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
112 Con't	<p>Data is used for indicating national supply trends. The machine-readable data is not available prior to 1976 for unloads and 1977 for shipments. Updated daily.</p> <p>Destroy when 3 years old.</p>		
113.	<p><u>Tobacco Quarterly Stocks Report System</u></p> <p>Machine-readable records containing data on tobacco stocks on hand by type and grade according to poundage. Information is supplied by manufacturers and dealers. Data is used to produce a tobacco marketing outlook report. Updated quarterly.</p> <p>a. <u>Actual Data</u></p> <p>Destroy when one year old.</p> <p>b. <u>Summarized Data</u></p> <p>Destroy when 10 years old.</p>		
114.	<p><u>Tobacco Analysis System</u></p> <p>Machine-readable records containing data on tobacco grades by volume and market price. Coverage is limited to tobacco producers who wish to participate in grading programs. Used to produce annual information and analysis reports.</p> <p>Destroy when 10 years old.</p>		
115.	<p><u>Rice Appeals</u></p> <p>Machine-readable records containing data on types and amounts of rice inspected and revenue earned from these inspections. Information is used to study trends in the rice market and to provide for accounting of inspection receipts. Update during the fiscal accounting period.</p> <p>a. <u>Accounting Records</u></p> <p>Destroy 6 years 3 months after period covered by account.</p> <p>b. <u>Other Records</u></p> <p>Destroy when one year old.</p>		

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
116.	<p><u>Grain Licensed Inspection Supervision System</u></p> <p>Machine-readable records containing data used to monitor grain inspections for the purpose of recording inspection results, identifying inspections trends and problems occurring in field offices and inspection points. Also used to maintain information on licensed inspectors and agricultural commodity graders. The GR-189 is the source document for the system. File is updated weekly.</p> <p>Destroy when 2 years old.</p>		
117.	<p><u>Plant Variety and Protection System</u></p> <p>A Certificate of Protection is in effect a patent on a variety of seed or plant. The certificates are good for 17 years. The data on varieties of plants is saved indefinitely since even after a certificate expires the information is required to determine if some new applicant for a certificate actually has a new and unique variety. Records identify the kind, type, and variety of seed plant registered with USDA.</p> <p>Destroy when 17 years old. However, the tape may be maintained longer for administrative use to serve the needs of the user and destroyed when no longer needed.</p> <p>Note: See Item 93.</p>		
118.	<p><u>A-84 System</u></p> <p>Data, which is extracted from the Agency accounting system, is used to produce the annual agency A-84 report, and data, which is further summarized and condensed, is given to the Department's Office of Operations and Finance for use in a Departmental A-84 report.</p> <p>Destroy when 1 year old.</p>		

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
119.	<p style="text-align: center;"><u>Tobacco Division</u> Items 119 through 128</p> <p>These program records relate to the planning and admin- istering of marketing services (market news standardiza- tion, inspection, and grading) marketing agreements and orders, marketing regulatory, expansion of market outlets, statistical reporting and related programs for tobacco, tobacco products and by-products, naval stores, and related commodities, as authorized by Tobacco Stocks and Standards Act of 1929, as amended, Tobacco Inspection Act of 1935, as amended, Naval Stores Act of 1923, Tobacco Plant and Seed Exportation Act, Section 32 of the Act of August 24, 1935, as amended, and other authorities, pertaining to day-to-day operations and routine functions</p> <p>Tobacco Division Correspondence Subject File</p> <p>Arranged alphabetically by subject.</p> <p>Memoranda, correspondence, reports, and other records pertaining to the establishment, planning and development of AMS programs, such as, marketing problems and regulatory changes. Includes controlled or jacketed correspondence and substantive program interagency correspondence which are signed by the Secretary, Assistant Secretary, Administrator, Deputy Administrator, and/or Division Director. These are not filed in a case file</p> <p>These files contain the yellow copy, maintained in the originating office, and may be filed at the branch and/or division level.</p> <p>a. <u>Washington Office (Record Copy)</u></p> <p>PERMANENT. Transfer to FARO when 5 years old Offer to Archives when 15 years old.</p> <p>b. <u>Field Office</u></p> <p>Destroy when 3 years old or when no longer needed for administrative user</p>		

Four copies, including original, to be submitted to the National Archives and Records Service

12 w. f. / yr.

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
120.	<p><u>Inspection and Classification Standards</u></p> <p>Arranged Chronologically.</p> <p>Records necessary to document the development, revision and interpretation of tobacco and naval stores inspection and classification standards.</p> <p>a. <u>Record Copy</u></p> <p>PERMANENTr Transfer to FARC when 10 years oldr Offer to Archives when 20 years old.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when 2 years old.</p>	<p>NN 164-14 Item 4</p>	<p><i>34 cu. ft. / 50 yrs total</i></p>
121.	<p><u>Hogshead Inspection</u></p> <p>Certificates and related background material on hogshead inspection.</p> <p>Destroy when 2 years old.</p>	<p>Item 6</p>	
122.	<p><u>Tobacco Certificates</u></p> <p>Tobacco inspection certificates and related material, including invoice records for services rendered.</p> <p>a. <u>Washington Office</u></p> <p>Destroy when 1 year oldr</p> <p>b. <u>Field Office</u></p> <p>Destroy when 3 years old or 6 months after sale of all tobacco of the crop year covered thereby, whichever is later</p>	<p>Item 7</p>	

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
123.	<p><u>Naval Stores Certificates</u></p> <p>Naval stores inspection certificates and related material, including invoice records for services rendered.</p> <p>a. <u>Washington Office</u> Destroy when 3 years old.</p> <p>b. <u>Field Office</u> Destroy when 1 year old.</p>	<p>NN 164-14 Item 8</p>	
124.	<p><u>Certificates Accountability</u></p> <p>Certificates accountability records (tobacco and naval stores)r</p> <p><u>Washington</u></p> <p>Destroy 3 years after certificates have been issued, voided, or otherwise accounted for. (Only one set of records).</p>	<p>Item 9</p>	
125.	<p><u>In-plant Inspection</u></p> <p>Records pertaining to arrangement for licensed in-plant inspection for packaging turpentine, including agreements and related correspondence.</p> <p>a. <u>Washington</u> Destroy 1 year after agreement is terminated.</p> <p>b. <u>Other Copies</u> Destroy when 5 years old.</p>	<p>Item 14</p>	
126.	<p><u>Tobacco Stock Reports. Form TB-26</u></p> <p>Quarterly Statistical reports gained from private industry by Public Law 661 in confidence. Deals with stocks of unmanufactured leaf tobacco held by dealers and manufacturers.</p> <p>Destroy when 5 years old.</p>	<p>Item 10</p>	

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
127.	<p><u>Smoking, Chewing, and Snuff Reports. Form TB-39.</u></p> <p>Quarterly Statistical reports (domestic and import) voluntarily gained from private industry in confidence.</p> <p>Destroy when 5 years old.</p>		
128.	<p><u>Reports</u></p> <p>a. Annual Tobacco Market Review.</p> <p>1. <u>Washington</u></p> <p>PERMANENT. Offer to Archives when 25 years old.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when 5 years old.</p> <p>b. Quarterly Stocks Publication Report.</p> <p>1. <u>Washington</u></p> <p>Destroy when 20 years old.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when 5 years old.</p> <p>c. Annual Statistical Report.</p> <p>1. <u>Washington</u></p> <p>PERMANENT. Offer to Archives when 25 years old.</p> <p>2. <u>Other Copies</u></p> <p>Destroy when 5 years old.</p>		<p>44"/yr.</p> <p>14"/yr.</p> <p>20</p>

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
	<p style="text-align: center;"><u>Transportation & Warehouse Division</u> <u>Items 129 through 143</u></p> <p>For Transportation, this Division assists producers and cooperatives in obtaining and maintaining equitable transportation rates, charges and services on agricultural products and farm production supplies by originating or intervening in complaints before the transportation regulatory bodies and by negotiating or assisting in the negotiations of voluntarily established rates, charges and services by the different modes of transportation. Agricultural Marketing Service acts as a representative of the Secretary of Agriculture in proceedings before the Interstate Commerce Commission (ICC) in protecting the interest of farmers and suppliers in making sure the rates being charged are reasonable and equitable.</p> <p>For Warehouses, this Division is responsible for licensing, bonding and supervision of public warehouses storing agricultural products, and for the licensing and supervision of inspectors, weighers, classifiers, samplers, and graders serving such warehouses, as authorized by the United States Warehouse Act of August 11, 1916, as amended. The following are case records documenting the licensing, supervision and control of each warehouse.</p>		
129.	<p><u>Transportation Rate (Case Files)</u></p> <p>Case files on proposed Transportation Rate and Service Adjustments on which no litigation results.</p> <p>a. <u>Record Copy</u></p> <p>Transfer to FARC 3 years after case is closed. Destroy 10 years after case is closed.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when 3 years old.</p>	NN-164-161 Item 1	

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
130.	<p><u>Numbered Dockets</u></p> <p>Case files on numbered Dockets on which litigation results covering transportation Rates and Service Adjustments.</p> <p>a. <u>Record Copy</u></p> <p>Transfer to FARC 3 years after case is closed. Destroy 10 years after case is closed.</p> <p>b. <u>Other Copies</u></p> <p>Destroy when 3 years old.</p> <p><u>Note:</u> The ICC has the record copy of these dockets which can be used by AMS officials if necessary. Also see item 14 of this schedule.</p>	<p>NN-164-161 Item 2</p>	
131.	<p><u>Warehouse Rules</u></p> <p>By-laws, articles of incorporation and resolutions of the specific warehouse company.</p> <p><u>National and Field</u></p> <p>Destroy 6 years after cancellation of last outstanding license.</p>	<p>NNA-3196 Item 1</p>	
132.	<p><u>Bonds</u>, on individual warehousemen, required annually to cover the commodities stored in order to protect the interest of the farmer.</p> <p>a. <u>National Office</u></p> <p>Destroy 40 years after period covered.</p> <p>b. <u>Field Office</u></p> <p>Destroy 5 years after creation.</p>	<p>Item 2</p>	

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
133.	<p><u>Financial Statement</u> on the warehouse company as required.</p> <p>a. <u>National Office</u> Destroy 6 years after creation.</p> <p>b. <u>Field Office</u> Destroy 2 years after creation.</p>	NNA-3196 Item 3	
134.	<p><u>Insurance policies</u> covering content of warehouse.</p> <p><u>National and Field</u> Destroy 1 year after expiration of policy.</p>	NNA-3196 Item 4	
135.	<p><u>Lease of land and/or buildings</u> by warehouse company.</p> <p>a. <u>National Office</u> Destroy 6 years after expiration.</p> <p>b. <u>Field Office</u> Destroy upon expiration.</p>	NNA-3196 Item 5	
136.	<p><u>Licenses</u></p> <p>a. License to perform services of weight and inspection. <u>National and Field</u> Destroy 6 years after cancellation of license.</p> <p>b. License to operate warehouse company.</p> <p>1. <u>National Office</u> Destroy 6 years after cancellation.</p> <p>2. <u>Field Office</u> Destroy upon cancellation.</p>	Item 6 Item 7	

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
137.	<p>Orders for printing negotiable and non-negotiable pre-numbered receipt forms ordered through the Warehouse Act Branch to assure correct numbering and format.</p> <p>a. <u>National Office</u></p> <p>Destroy 6 years after all types of receipts on order have been reordered.</p> <p>b. <u>Field Office</u></p> <p>Destroy after all types of receipts on order have been reordered.</p>	NNA-3196 Item 8	
138.	<p><u>Scale test and weight reports</u></p> <p>Testing may be performed by the state or federal government.</p> <p><u>National and Field</u></p> <p>Destroy when 6 years old.</p>	Item 9	
139r	<p><u>Reference Statement</u> of individual in charge of warehouse.</p> <p><u>National and Field</u></p> <p>Destroy 6 years after succeeding individual in charge has been designated.</p>	Item 10	
140.	<p><u>Reports</u></p> <p>a. Warehouse examination report.</p> <p><u>National and Field</u></p> <p>Destroy 6 years after creation.</p>	Item 11	

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
140 Con't	b. "Warehouse receipt register" (Grain) and "Master sheet" (Cotton) used to record the cancellation of all receipts. <u>National and Field</u> Destroy each page 6 years after all receipts thereon are cancelled.	NNA-3196 Item 12	
	c. Record of receipts summary. <u>National and Field</u> Destroy 6 years after cancellation of warehouse license.	Item 13	
141.	<u>Tariffs</u> - Charges for storage and services rendered by the warehouse company. <u>National and Field</u> Destroy 6 years after cancellation of warehouse license.	Item 14	
142.	<u>Samples of signatures</u> of authority kept for verification. <u>National and Field</u> Destroy 6 years after authority is revoked.	Item 15	
143.	<u>Schedule</u> <u>Examiners Weekly Schedule.</u> a. <u>National Office</u> Destroy 3 years after creation. b. <u>Field Office</u> Destroy 1 year after creation.	Item 17	