

## **Fresh Products Branch Directive**

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**FPB-104  
4/23/93**

### **DISPOSAL OF PROGRAM AND ADMINISTRATIVE RECORDS**

**I. PURPOSE** This Directive contains the authorities for disposing of Fresh Products Branch (FPB) program-specific records.

**II. AUTHORITIES** The disposal schedules listed below have been approved by the National Archives and Records Administration (NARA).

NARA's General Records Schedule (GRS) which contain 23 schedules of records common to all agencies of the Federal Government.

AMS unique schedule NC1 136-79-1 for Market News Reports, and Research & Promotion Records.

AMS unique schedule NC1 136-80-1 for general FV program records.

AMS unique schedule NC1 136-83-2 for Research & Promotion Records and Commodity Procurement Records.

Consumer & Marketing Service (C&MS - now known as AMS) unique schedule NN-168-113, 5-8-68.

C&MS unique schedule NN-166-24, 9-13-65.

C&MS unique schedule NN-174-070, 11-12-73.

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Distribution: HQ, REG, TM, CM, and FS

Originating Office: Chief's Office

File Maintenance Instructions: File in Directive Binder

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.

The AMS Records Management Handbook is being updated. Copies of the above listed schedules or other records management information are available from AMS' Management Services Division (MSD); Information Management Branch (IMB); Records, Mail, Printing, and Distribution Management Section (RMPDMS), (202) 690-3763.

**NOTE:**

Authorities are incorporated in this directive. IMB has Federal Records Center (FRC) transfer instructions in addition to other records management information. APHIS no longer handles the AMS Records Management Program. Item #26 should suffice for any additional questions.

**III.  
DISPOSAL  
OF  
PROGRAM-  
SPECIFIC  
RECORDS**

**Informational Copies:** "Informational Copies" (nonrecord materials) are any copies retained other than those designated in the following as a "Record Copy." Dispose of when no longer needed.

**Record Copies:** "Record Copies" are copies retained by the office designated as the official office of record, which may be the issuing office or any other office designated by the FPB. Use the following disposal schedule listed for your office under the description of each record.

**NOTE:**

The authority for each of the program-specific records are indicated in a different font just below the individual disposition instructions.

**1. Inspection Certificates and supporting papers.**

**NOTE:** Cooperating Federal-State Agencies desiring to microfilm inspection certificates or supporting papers may do so providing the copies provided by the alternate media are adequate substitutes for the original records and serve the purpose for which such records were created or maintained. Paper records may be destroyed as soon as the verification of microfilming transfer is made. Dispose of records on alternate media in accordance with the disposal schedules established for paper records of the same kind. Material stored on optical disk (optical disk and microfilm are not the same) cannot be transferred to a FRC. An office whose "Permanent" paper records have been transferred to optical disk should transfer the paper copy immediately to a FRC.

**A. Inspection Certificates for all products except Raw Products for Processing, completed requests for Inspection/Reinspection, note sheets, correspondence pertaining to inspection, and appeal inspections.**

**Record Copy:**

**FIELD OFFICES:** Dispose 3 years following end of fiscal year in which certificate is issued, or in which violation or litigation case is closed.

**AUTHORITY:** NC1 136-80-1, Item #24.

**B. Inspection Certificates for Raw Products for Processing.**

**Record Copy:**

**FIELD OFFICES:** Dispose 1 year following end of fiscal year in which certificate is issued, or in which violation or litigation case is closed.

**AUTHORITY:** NN-168-113, Item #2a.

**2. Records of cancelled requests for inspection/reinspection of products.**

**Record Copy:**

**FIELD OFFICES:** Dispose 1 year following the end of fiscal year in which cancelled.

**AUTHORITY:** NN-168-113, Item #1.

**3. Correspondence and other records essential to document the formulation and revision of program legislation, policies, procedures, standards, opinions, specifications, and regulations of the Fresh Products Branch of the Fruit and Vegetable Division.**

**Record Copy:**

**NATIONAL OFFICE:** (Permanent Records)  
Transfer to FRC when 5 years old. Offer to National Archives when 15 years old in 5 year blocks.

**AUTHORITY:** NC1 136-80-1, Item #1.

**NOTE:** Permanent records need to be transferred to the National Archives to ensure their continued preservation "unless the head of the agency which has custody of them certified in writing to the Archivist that they must be retained in

his/her custody for use in the conduct of the regular current business of the agency." Another alternative is to use microfilm or optical disk storage and then transferring the permanent hard copy immediately to a Federal Records Center.

4. History files consisting of material showing the development of the fruit and vegetable fresh products inspection program.

Record Copy:

NATIONAL OFFICE: (Permanent Records)  
Transfer to FRC when 5 years old. Offer to National Archives when 15 years old in 5 year blocks." See NOTE in Item #3 above.

AUTHORITY: NC1 136-80-1, Item #1.

5. Monthly, quarterly, annual, and supplemental program reports, including FV-345 and FV-346, used for compilation of national annual report.

Record Copy:

NATIONAL OFFICE: Dispose 3 years after end of fiscal year referenced by report.

AUTHORITY: NC1 136-79-1, Item #18c.

6. Activity reports received from field offices.

Record Copy:

NATIONAL OFFICE: Dispose 3 years after end of fiscal year referenced by report.

AUTHORITY: NC1 136-79-1, Item #1b.

7. Federal-State annual reports received from field offices.

Record Copy:

NATIONAL OFFICE: Dispose 3 years after end of fiscal year referenced by report.

AUTHORITY: NC1 136-79-1, Item #18c.

8. Annual and other program reports compiled at the National level.

Record Copy:

NATIONAL OFFICE: (Permanent Records)  
Transfer to FRC when 10 years old. Offer to National Archives when 20 years old in 5 year blocks." See Note-Item 3.

AUTHORITY: NC1 136-80-1, Item #20a(1).

9. Agency reports of Fruit and Vegetable field offices reflecting operational effectiveness (includes FPB Office Checks and Review and Evaluation Program and Trip Reports).

Record Copy:

NATIONAL OFFICE: Dispose 10 years after end of fiscal year in which prepared.

AUTHORITY: NN-166-24, Item #14.

10. Records of fee and expense collections for inspection services (includes collection ledgers and registers).

Record Copy:

OFFICES MAKING COLLECTIONS: Dispose of 6 years + 3 months after period covered by account.

AUTHORITY: Registers: GRS 6, Item #1a.

11. Fee Bills, Delinquent Notices, and copies of Transmittal of Collections.

Record Copy:

OFFICES OF PREPARATION: Dispose 6 years + 3 months after end of fiscal year in which debt was incurred, or if disputed the date resolved or written off.

AUTHORITY: S 6, Item #1a.

12. Monthly Financial Reports (FV-218) and supporting documentation (FV-213 and FV-214) for Federal-State cooperators:

Record Copy:

NATIONAL OFFICE: Dispose of 6 years + 3 months after period covered by account.

AUTHORITY: 6, Item #1a.

13. Records and logs documenting accountability for all inspection certificates assigned to office.

Record Copy:

FIELD OFFICES: Dispose 3 year after certificates are returned to accountable office or otherwise accounted for.

AUTHORITY: NC1 136-83-2, Item #12b.

14. Requisitions for Certificates.

Record Copy:

REQUISITIONING OFFICES: Dispose 3 years after end of fiscal year in which prepared.

AUTHORITY: NC1 136-80-1, Item #24.

15. Records relating to appeal inspections (including Record of Appeal Determinations).

Record Copy:

OFFICE PERFORMING APPEAL: Dispose 3 years following end of fiscal year in which prepared.

AUTHORITY: NC1 136-80-1, Item #24.

16. Records on Special Contractual Arrangement for Inspection.

Record Copy:

FIELD OFFICES: Dispose 3 years following end of fiscal year in which contract was discontinued.

AUTHORITY: NC1 83-2, Item #7c.

17. Federal and Federal-State audits.

Record Copy:

NATIONAL OFFICE: Dispose of 6 months after subsequent audit.

AUTHORITY: NC1 136-79-1, Item #9a.

18. Conference group records on meetings held between Branch Personnel Records consist of conference reports, agendas, minutes, attendance records, etc.

Record Copy:

NATIONAL OFFICE: If conference reports document formulation and revision of policy and procedures, retain in accordance with Item #3. Otherwise, dispose 3 years following end of fiscal year in which meeting held. NOTE: Changes in policies or procedures formulated at these conferences shall be documented in handbooks, regulations, directives, bulletins, or standards, if adopted.

AUTHORITY: NC1 136-79-1, Item 6b.

19. Records pertaining to examinations relating to technical competence of Terminal Market Federal Inspectors for annual performance appraisals or the package awards program.

Record Copy:

FIELD OFFICES: Dispose of after 3 years.

AUTHORITY: NC1 136-79-1, Item 1b.

20. State Employee Records (not maintained by Personnel Division) including License Cards, Licensee Service Record Cards, and State employee case files containing information on an individual who may wish to do Federal Inspection of fresh products.

Record Copy:

FIELD OFFICES: Dispose of after 5 years.

AUTHORITY: NC1 136-79-1, Item #15a.

21. State inspector case files containing reprimands and shortcomings as determined by field offices, but not important enough to deny licensing. (Not maintained in Personnel Division.)

Record Copy:

NATIONAL OFFICE: Dispose of after 70 years of age or is deceased.

AUTHORITY: NN-166-24, Item #19.

22. Cooperative Agreements between Fruit and Vegetable Division and other Government Organizations.

Record Copy:

NATIONAL OFFICE: (Permanent Records)  
Transfer to FRC 5 years after termination of agreement. Offer to National Archives in 5 year blocks when 25 years old." See NOTE, Item #3.

AUTHORITY: NC1 136-83-2, Item #7a(1).

23. Records pertaining to accountability of marking devices, visual aids, and non-inventory inspection equipment issued.

Record Copy:

FIELD OFFICES: Dispose 1 year after devices, visual aids, or equipment returned to accountable office or otherwise disposed of.

AUTHORITY: NC1 136-83-2, Item #12c.

24. General correspondence with other Government Agencies, general public, and Industry not covered in Items 1 through 22 above.

Record Copy:

NATIONAL OFFICE: Dispose 3 years following end of fiscal year in which received.

AUTHORITY: NC1 136-79-1, Item #1b.

25. Correspondence exchanged with field offices not covered in Items 1 through 22 above.

Record Copy:

NATIONAL OFFICE: Dispose 3 years following end of fiscal year in which prepared.

AUTHORITY: NC1 136-79-1, Item #1b.

26. Other program records not covered in Items 1 through 25 above.

Record Copy:

ALL OFFICES: Notify FV/FPB headquarters office to get disposal authority scheduled and approved by the National Archives and Records Administration (NARA)."

NOTE:

This records schedule supercedes all previous FPB instructions concerning records disposal.

*Karl J. Doline*

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