

**RECORDS FILE PLAN
CONTINUATION SHEET**

INSTRUCTIONS: Use this form only as a continuation of information on MRP Form 401.

1. AGENCY, PROGRAM, STAFF/OFFICE

2. FILE SUBJECT/TYPE	3. DESCRIPTION OF RECORD AND SOFTWARE PROGRAM OR OTHER FORMAT USED	4. FILE FORMAT P – Paper E – Electronic	5. LOCATION	6. FILE NUMBER (From the APHIS Records Management Handbook or General Records Schedule (GRS))	7. RETENTION PERIOD
EXAMPLE - Vaccination (FY)	FY2018 Vaccination for FMD (MIS System)	E	Vaccination Folder on the I - Drive	ADIS 5-1	10 years after cutoff