

# EXPORT

This category deals with the details of supervision, regulation, and control over the exportation of animals, meat, poultry, semen, plants, and their products from the United States. This includes certification and related activities involved in approval for exportation.

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## *DISPOSAL AUTHORITY NCI-310-77-2*

### **\* Retention Period \***

#### **EX EXPORT**

General correspondence and related material relating to exportation and applications for exports too broad in scope to be filed under specific subjects below.

**(item 546a)**

**Originating office:**

Destroy when 3 years old.

**(item 546b)**

**All other offices:**

Destroy when 3 years old.

#### **EX 1 POLICY**

Policy and guidelines covering all subjects included under this primary subject. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**(item 547a)**

**Originating office:**

PERMANENT. Retire to Federal Records Center (FRC) when 10 years old. Transfer to National Archives and Records Administration (NARA) when 15 years old.

**EXCEPT:** Published instructions or directives which are filed in binders according to established Agency custom.

**(item 547b)**

**All other offices:**

Destroy when superseded or obsolete.

**\* Retention Period \***

**EX 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject. Case file by type of report as necessary.

**EXCEPT:** Final project reports which should be filed under EX 6 PROJECTS.

**a.** Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports. Case file special or one-time reports as needed.

**(item 548a)**  
**Originating office:**  
PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 548b)**  
**All other offices:**  
Destroy when superseded or obsolete.

**b.** Agency copy of above reports.

**(item 549a)**  
**Originating office:**  
Destroy when superseded or obsolete.

**(item 549b)**  
**All other offices:**  
Destroy when superseded or obsolete.

**c.** Computer printout reports on export meat and poultry products:

Monthly, weekly, and semiannual print out reports.

**(item 550a)**  
**Originating office:**  
Destroy when annual report is completed.

**(item 550b)**  
**All other offices:**  
Destroy when annual report is completed.

**\* Retention Period \***

**EX 2 (continued)**

**d.** Annual printout report.

**(item 551a)**

**Originating office:**

Destroy when 3 years old.

**(item 551b)**

**All other offices:**

Destroy when 3 years old.

**e.** All other reports.

**(item 552a)**

**Originating office:**

Destroy when 3 years old.

**(item 552b)**

**All other offices:**

Destroy when 3 years old.

**EX 2-1 Activity Reports**

Summaries of specific action or work performed by program or export personnel.

**(item 553a)**

**Originating office:**

Destroy when 2 years old.

**(item 553b)**

**All other offices:**

Destroy when 1 year old.

**EX 3 COMMITTEES, MEETINGS**

Committees and meetings relating to export program functions not having long-term significance. Subdivide committees and meetings, if necessary, and show name and date span on folder.

**(item 554a)**

**Originating office:**

Destroy when 3 years old.

**(item 554b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**EX 3 (continued)**

Case file record copy of minutes and related material, including agendas, of substantive or significant committees and meetings concerned with broad aspects of export such as: advisory organizations and interagency committees. Includes committees chaired by export representatives or records maintained by export representatives on committees to carry out responsibility of assignments.

**(item 555a)**

**Originating office:**

PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**(item 555b)**

**All other offices:**

Destroy when superseded or obsolete.

**EX 3-1 Arrangements**

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.

**(item 556a)**

**Originating office:**

Destroy when 1 year old.

**(item 556b)**

**All other offices:**

Destroy when 1 year old.

**EX 4 PORT FACILITIES**

Correspondence and background material on the physical condition of the port and its facilities.

**(item 557a)**

**Originating office:**

Destroy when 5 years old.

**(item 557b)**

**All other offices:**

Destroy when 3 years old.

**EX 5 EXPORT CERTIFICATION**

General material on certification of export shipments.

**(item 558a)**

**Originating office:**

Destroy when 3 years old.

**(item 558b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**EX 5-1 Export Certificates**

Certifications for inspected export shipments. Includes certification made at ports, application for export certificates, issuance of export stamps and certificates, and the like.

**(item 559a)**

**Originating office:**

Destroy when 4 years old.

**(item 559b)**

**All other offices:**

Destroy when 2 years old.

**(item 559c)**

**Originating office:**

Destroy when 2 years old.

**+[(Disp. Auth. NC1-463-84-2)]+.**

**(item 559d)**

**All other offices:**

Destroy when 1 year old.

**+[(Disp. Auth. NC1-463-84-2)]+.**

**EXCEPT: PHYTOSANITARY CERTIFICATES.**

**EX 5-2 Health Certificates (U.S. Origin)**

Certification that the identified shipments have been inspected and determined free from evidence of communicable disease. Includes rejection notices.

**(item 560a)**

**Originating office:**

Destroy when 3 years old.

**(item 560b)**

**All other offices:**

Destroy when 1 year old.

**EX 5-3 DES Free Certificate (Di-Ethylstilbesterol)**

Certification that animals exported are free of DES feed additives. Includes rejection notices.

**(item 561a)**

**Originating office:**

Destroy when 1 year old.

**(item 561b)**

**All other offices:**

N/A

**\* Retention Period \***

**EX 6 PROJECTS**

General material on projects.

**(item 562a)**

**Originating office:**

Destroy when 3 years old.

**(item 562b)**

**All other offices:**

Destroy when 2 years old.

Reference material.

**(item 563a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 563b)**

**All other offices:**

Destroy when superseded or obsolete.

Case file records and related correspondence on approved projects. Basic documentation and final report or other substantive material. Show title and date span of project, as: EX 6 Project No. 00 - Movement of Papaya to Japan.

**(item 564a)**

**Originating office:**

PERMANENT. Retire to FRC 5 years after completion of project. Transfer to NARA 15 years after completion of project.

**(item 564b)**

**All other offices:**

Destroy when 2 years old.

Proposed projects.

**(item 565a)**

**Originating office:**

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

**NOTE:** When a proposed project is approved, remove and file with project case files.

**(item 565b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**EX 6 (continued)**

Work papers and draft report of project.

**(item 566a)**

**Originating office:**

Destroy 3 years after completion of project and final report.

**(item 566b)**

**All other offices:**

Destroy when 2 years old.

**EX 7 FOREIGN COUNTRY HEALTH REQUIREMENTS**

General correspondence and related material on health requirements of foreign countries.

**(item 567a)**

**Originating office:**

Destroy when 3 years old.

**(item 567b)**

**All other offices:**

Destroy when 2 years old.

Foreign health requirements.

**(item 568a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 568b)**

**All other offices:**

Destroy when superseded or obsolete.

**EX 8 HUMANE TRANSPORTATION**

Correspondence on humane export transportation of animals.

**(item 569a)**

**Originating office:**

Destroy when 5 years old.

**(item 569b)**

**All other offices:**

Destroy when 3 years old.

**\* Retention Period \***

**EX 8-1 Livestock Injury**

Correspondence and related material on injury and/or losses of animals in transit. Includes recommendations or proposals to improve transportation safety.

**(item 570a)**

**Originating office:**

Destroy when 5 years old.

**(item 570b)**

**All other offices:**

Destroy when 3 years old.