

INTERSTATE INSPECTION

This category deals with the control and regulation of activities related to the interstate or intrastate inspection of diseased and disease-free animals and plants. This includes surveillance of identification methods and coordination of ongoing programs for tracing diseased animals and plants to the source of origin. Also includes handling, cleaning, and disinfecting vehicles and feedlots.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

INIP INTERSTATE INSPECTION

General material and correspondence relating to the interstate movement, identification, and inspection of animals and plants too broad in scope to be filed under one of the specific subjects below.

(item 666a)

Originating office:

Destroy when 3 years old.

(item 666b)

All other offices:

Destroy when 2 years old.

INIP 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 667a)

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 667b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

INIP 1-1 State/Interstate Legislation

State laws on the identification of market animals and State and inter-national laws governing the movement of livestock, poultry, and plants.

(item 668a)

Originating office:

Destroy when superseded or obsolete.

(item 668b)

All other offices:

Destroy when superseded or obsolete.

INIP 2 REPORTS AND STATISTICS

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

EXCEPT: Final project reports which should be filed under INIP 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 669a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

(item 669b)

All other offices:

Destroy when no longer needed for reference but no longer than 3 years.

b. Agency copy of above reports.

(item 670a)

Originating office:

Destroy when superseded or obsolete.

(item 670b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INIP 2 (continued)

c. All other reports.

(item 671a)

Originating office:

Destroy when 2 years old.

(item 671b)

All other offices:

Destroy when 2 years old.

INIP 2-1 Activity Reports

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

(item 672a)

Originating office:

Destroy when 3 years old.

(item 672b)

All other offices:

Destroy when 2 years old.

INIP 3 COMMITTEES, MEETINGS

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

(item 673a)

Originating office:

Destroy when 2 years old.

(item 673b)

All other offices:

Destroy when 2 years old.

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

(item 674a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

(item 674b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INIP 3-1 Arrangements

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

(item 675a)

Originating office:

Destroy when 1 year old.

(item 675b)

All other offices:

Destroy when 1 year old.

INIP 4 PLANT INSPECTION

General correspondence and supporting material on the movement of plants or plant products. Includes compliance agreements, information requests, inquiries, and the like.

(item 676a)

Originating office:

Destroy when 3 years old.

(item 676b)

All other offices:

Destroy when 2 years old.

Permits for movement of insects, soil, mollusks, nematodes, nursery stock, and the like.

(item 677a)

Originating office:

Destroy when 4 years old.

(item 677b)

All other offices:

Destroy when 2 years old.

INIP 5 ANIMAL INSPECTION

General material and related correspondence on the inspection of animals and fowl moving in interstate commerce.

(item 678a)

Originating office:

Destroy when 3 years old.

(item 678b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INIP 5 *(continued)*

Permits for movement of non-infected animals and supporting documents.

(item 679a)

Originating office:

Destroy when 5 years old.

(item 679b)

All other offices:

N/A

Permits, correspondence, and supporting material relating to the interstate movement of infected animals.

(item 680a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 680b)

All other offices:

Destroy when 5 years old.

INIP 5-1 Transit Livestock

Diagnostic information, surveys, correspondence, and supporting material on disease and losses of livestock in transit. Includes material on animal waste disposal.

(item 681a)

Originating office:

Destroy when 5 years old.

(item 681b)

All other offices:

Destroy when 2 years old.

INIP 6 PROJECTS

General material on projects.

(item 682a)

Originating office:

Destroy when 3 years old.

(item 682b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INIP 6 *(continued)*

Reference material.

(item 683a)

Originating office:

Destroy when superseded or obsolete.

(item 683b)

All other offices:

Destroy when superseded or obsolete.

(item 684a)

Originating office:

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

Case file records and related correspondence on approved projects having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: INIP 6 PROJECT NO. 00 SWINE SLAP TATTOO FY 76.

(item 684b)

All other offices:

Destroy when 2 years old.

(item 685a)

Originating office:

Destroy 5 years after completion of project.

All other projects.

(item 685b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INIP 6 *(continued)*

Proposed projects.

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

(item 686a)

Originating office:

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

(item 686b)

All other offices:

Destroy when 2 years old.

Work papers and draft report of project.

(item 687a)

Originating office:

Destroy 3 years after
completion of project and
final report.

(item 687b)

All other offices:

Destroy when 2 years old.

INIP 7 FACILITY INSPECTION

General correspondence and related material on the inspection of animal or plant facilities. Includes soil laboratory inspection.

(item 688a)

Originating office:

Destroy when 3 years old.

(item 688b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

Case files of specific animal or plant facilities.

(item 688-1a)
Originating office:
Destroy 5 years after
facility closes. +[(**Disp.**
Auth. NC1-463-80-1)]+

(item 688-1b)
All other offices:
Destroy 1 year after facility
closes. +[(**Disp. Auth.**
NC1-463-80-1)]+

INIP 7-1 Carrier Inspection

General correspondence and supporting material on the inspection of all vehicles including mobile homes.

(item 689a)
Originating office:
Destroy when 3 years old.

(item 689b)
All other offices:
Destroy when 2 years old.

Case files including interstate permits of specific transportation agencies, vehicles, mobile homes, and the like.

(item 690a)
Originating office:
Destroy when 5 years old.

(item 690b)
All other offices:
Destroy when 2 years old.

INIP 7-2 Approved Markets and Feedlots

Listings, correspondence, surveys, and supporting material on approved livestock markets and quarantine feedlots. Includes removal for cause actions.

(item 691a)
Originating office:
Destroy when 3 years old.

(item 691b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

INIP 7-2 (continued)

Case files including interstate permits or certificates of marketing industry, feedlots, and the like.

(item 692a)

Originating office:

Destroy when 5 years old.

(item 692b)

All other offices:

Destroy when 2 years old.

INIP 7-3 Stockyards

Correspondence and supporting material on stockyard stations and surveys of death losses.

(item 693a)

Originating office:

Destroy when 3 years old.

(item 693b)

All other offices:

Destroy when 2 years old.

Case file including interstate permits or agreements of individual stockyards that have been federally inspected and approved.

(item 694a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 694b)

All other offices:

Destroy when 2 years old.

INIP 7-4 Redirection of Interstate Inspection

Correspondence and supporting material justifying the replacement of Federal inspectors with State inspectors at public stockyards.

(item 695a)

Originating office:

Destroy when 5 years old.

(item 695b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

INIP 7-5 Sanitation

General material relating to cleaners and disinfectants for vehicles, water carriers, sale barns, airplanes, and other facilities used in the transporting of plants and animals.

(item 696a)

Originating office:

Destroy when 3 years old.

(item 696b)

All other offices:

Destroy when 2 years old.

(item 697a)

Originating office:

Destroy 5 years after superseded or obsolete.

(item 697b)

All other offices:

Destroy when superseded or obsolete.

Case files relating to specific methodology and specifications of approved cleaners and disinfectants.

INIP 8 28-HOUR LAW

Correspondence and supporting material relating to the feeding, watering, resting, and loading of animals in interstate transportation. Subdivide as needed.

(item 698a)

Originating office:

Destroy when 5 years old.

(item 698b)

All other offices:

Destroy when 2 years old.

NOTE: For violation and investigations, see Program Investigations and Violations (PIV).

INIP 9 IDENTIFICATION

General correspondence and other material relating to the identification of animals and plants moving in interstate commerce. Includes devices and techniques used to retrace and establish origin, such as brands, dyes, tags, tattoos, stamps, electronic devices, and the like.

(item 699a)

Originating office:

Destroy when 5 years old.

(item 699b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

INIP 9 *(continued)*

Case file by type of animal or plant and by identification device or technique as best suits user's needs.

(item 700a)
Originating office:
Destroy when 20 years old.

(item 700b)
All other offices:
Destroy when 5 years old.

Cards and listings showing codes of tested animals.

(item 701a)
Originating office:
Destroy when superseded or obsolete.

(item 701b)
All other offices:
Destroy when superseded or obsolete.

INIP 9-1 Field Trials

General material relating to interstate field trials.

(item 700-1a)
Originating office:
Destroy when 5 years old.

(item 700-1b)
All other offices:
Destroy when 3 years old.

Trials and tests of various techniques and methods in connection with the identification program.

(item 702a)
Originating office:
Destroy when 20 years old.

(item 702b)
All other offices:
Destroy when 5 years old.