

# INTERNATIONAL PROGRAMS

This category deals with international activities with particular emphasis on protecting American agriculture and enhancing U.S. exports.

**NOTE:** The files in this section follow the APHIS file plan; however, files are set up by country.

Examples: (Japan) IP 12 PRE-CLEARANCE  
(Spain) IP 7 ANIMAL DISEASES/PESTS

---

---

## *DISPOSAL AUTHORITY NI-463-91-1*

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

#### **IP INTERNATIONAL PROGRAMS**

General correspondence and related material concerning animal and/or plant diseases/pests in foreign countries too broad in scope to be filed under specific subjects.

**(item 2044a)**

**Originating office:**

Destroy when 3 years old.

**(item 2044b)**

**All other offices:**

Destroy when 2 years old.

#### **IP 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. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.

**(item 2045a)**

**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.

**(item 2045b)**

**All other offices:**

Destroy when superseded or obsolete.

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

**\* Retention Period \***

**IP 2 REPORTS AND STATISTICS**

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

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

**a.** Record copy of substantive reports, such as annual summaries and comprehensive nonrecurring reports.

**(item 2046a)**  
**Originating office:**  
PERMANENT. Retire to FRC when 10 years old. Transfer to NARA when 15 years old.

**b.** Agency reference copy of above report.

**(item 2046b)**  
**All other offices:**  
Destroy when 2 years old.

**(item 2047a)**  
**Originating office:**  
Destroy when superseded or obsolete.

**c.** All other reports.

**(item 2047b)**  
**All other offices:**  
Destroy when 2 years old.

**(item 2048a)**  
**Originating office:**  
Destroy when 2 years old.

**(item 2048b)**  
**All other offices:**  
Destroy when 2 years old.

**\* Retention Period \***

**IP 2-1 Activity Reports**

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

**(item 2049a)**

**Originating office:**

Destroy when 3 years old.

**(item 2049b)**

**All other offices:**

Destroy when 2 years old.

**IP 3 COMMITTEES, MEETINGS**

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

**(item 2050a)**

**Originating office:**

Destroy when 2 years old.

**(item 2050b)**

**All other offices:**

Destroy when 2 years old.

Case file copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of the Agency, such as advisory organizations and interagency committees.

Includes committees chaired by IP representative or records of assignments maintained by IP representatives.

**(item 2051a)**

**Originating office:**

**PERMANENT**. Transfer to NARA when 20 years old.

**(item 2051b)**

**All other offices:**

Destroy when 2 years old.

**EXCEPT:** Program committees or meetings which should be filed under the specific program category.

**IP 3-1 Arrangements**

Includes such material as meeting arrangements, invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets. If necessary, subdivide and file by type.

**(item 2052a)**

**Originating office:**

Destroy when 1 year old.

**(item 2052b)**

**All other offices:**

Destroy when 1 year old.

**\* Retention Period \***

**IP 4 CABLES/FASTOS**

Official "UNCLASSIFIED" communications relating to agriculture too broad to be filed in one of the more specific subjects below.

**EXCEPT:** "CLASSIFIED" communications will be filed as stated in this Handbook under the section entitled "Handling of Classified and Unclassified Material Received from the Foreign Agricultural Service (FAS)."

**(item 2053a)**

**Originating office:**

Destroy when 1 year old.

**(item 2053b)**

**All other offices:**

Destroy when 1 year old.

**IP 5 ANIMAL CARE**

General correspondence and related material regarding the humane care of animals in foreign countries.

**(item 2054a)**

**Originating office:**

Destroy when 3 years old.

**(item 2054b)**

**All other offices:**

Destroy when 2 years old.

**IP 6 PROJECTS**

General material on projects.

**(item 2055a)**

**Originating office:**

Destroy when 3 years old.

**(item 2055b)**

**All other offices:**

Destroy when 2 years old.

Reference material.

**(item 2056a)**

**Originating office:**

Destroy when superseded or obsolete.

**(item 2056b)**

**All other offices:**

Destroy when superseded or obsolete.

**\* Retention Period \***

**IP 6** *(continued)*

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:  
IP 6 PROJECT NO. 00 (Spain) African Swine Fever - FY 90.

**(item 2057a)**  
**Originating office:**  
PERMANENT. Retire to FRC 5 years after completion of project. Transfer to NARA 15 years after completion of project.

**(item 2057b)**  
**All other offices:**  
Destroy when 2 years old.

All other projects.

**(item 2058a)**  
**Originating office:**  
Destroy 5 years after completion of project.

Proposed projects.

**(item 2058b)**  
**All other offices:**  
Destroy when 2 years old.

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

**(item 2059a)**  
**Originating office:**  
Destroy when 5 years old if no further action is taken.

**(item 2059b)**  
**All other offices:**  
Destroy when 2 years old.

Work papers and draft reports of projects.

**(item 2060a)**  
**Originating office:**  
Destroy 3 years after completion of project and final report.

**(item 2060b)**  
**All other offices:**  
Destroy when 2 years old.

**\* Retention Period \***

**IP 7 ANIMAL DISEASES/PESTS**

General correspondence and material dealing with the introduction, spread, quarantine, treatment, or containment of animal diseases/pests in foreign countries (e.g., hog cholera, brucellosis, screw-worm, scabies, etc.). If necessary, subdivide into program files.

EXAMPLE: (Mexico) IP 7-1 ADP Screw-worm

**(item 2061a)**

**Originating office:**

Destroy when 3 years old.

**(item 2061b)**

**All other offices:**

Destroy when 2 years old.

**IP 8 ENVIRONMENTAL QUALITY**

General correspondence and material dealing with the effects of APHIS international animal/plant programs on the environment.

**(item 2062a)**

**Originating office:**

Destroy when 3 years old.

**(item 2062b)**

**All other offices:**

Destroy when 2 years old.

**IP 9 EXPORTS (by United States)**

General correspondence and material dealing with assistance in the foreign exportation of animals, plants, and related products from the United States to other countries. If necessary, subdivide by specific commodity.

EXAMPLE: (Japan) IP 9 EX Papayas  
(Malaysia) IP 9 EX Semen

**(item 2063a)**

**Originating office:**

Destroy when 3 years old.

**(item 2063b)**

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**IP 10 IMPORTS (to United States)**

General correspondence and material relating to import requirements for the importation of animals, plants, and related products.

**EXCEPT:** Material relating to importing specific animal, plant, and animal/plant products (see IP 12 PRE-CLEARANCE).

(item 2064a)

**Originating office:**

Destroy when 3 years old.

(item 2064b)

**All other offices:**

Destroy when 2 years.

**IP 11 PLANT DISEASES/PESTS**

General correspondence material dealing with the introduction, spread, quarantine, treatment, or containment of plant diseases/pests in foreign countries (e.g., citrus canker, MOSCAMED (Medfly), Africanized honey bee). If necessary, subdivide into program files.

EXAMPLE: (Guatemala) 11-1 PDP MOSCAMED

(item 2065a)

**Originating office:**

Destroy when 3 years old.

(item 2065b)

**All other offices:**

Destroy when 2 years old.

**IP 12 PRE-CLEARANCE**

General correspondence and material relating to pre-clearance of bulk exports too broad in scope to be filed under one of the more specific subjects below.

(item 2066a)

**Originating office:**

Destroy when 3 years old.

(item 2066b)

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**IP 12-1 Fruits/Vegetables/Flowers**

Correspondence and material on activities relating to pre-clearance of specific commodity at foreign sites before departure to United States.

EXAMPLE: IP 12-1 PRE Granny Smith Apples

**(item 2067a)**

**Originating office:**

Destroy when 3 years old.

**(item 2067b)**

**All other offices:**

Destroy when 2 years old.

**IP 12-2 Military**

Correspondence and material on activities relating to pre clearance of military personnel and equipment at foreign sites before departure to the United States.

EXAMPLE: IP 12-2 PRE BRIGHTSTAR

**(item 2068a)**

**Originating office:**

Destroy when 3 years old.

**(item 2068b)**

**All other offices:**

Destroy when 2 years old.

**IP 13 STERILE INSECT TECHNIQUE**

Correspondence and material relating to Sterile Insect Technique production in foreign countries. Program case files involving specific outbreaks including identification, location, treatment, water source, etc.

EXAMPLE: (Guatemala) 13 SIT MOSCAMED

**(item 2069a)**

**Originating office:**

Destroy 15 years after case is closed.

**(item 2069b)**

**All other offices:**

Destroy when 3 years old.

**IP 14 SURVEY/DETECTION**

Correspondence and material relating to survey/detection activities for plant and animal diseases/pests in foreign countries. Subdivide by specific type of survey to suit user's needs.

**(item 2070a)**

**Originating office:**

Destroy when 3 years old.

**(item 2070b)**

**All other offices:**

Destroy when 2 years old.



**\* Retention Period \***

**IP 15 REGULATORY**

Correspondence and material concerning regulatory requirements for new methods and techniques for survey, control, and regulation of plant and animal control in foreign countries.

**(item 2071a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 2071b)**  
**All other offices:**  
Destroy when 2 years old.

**IP 16 RESEARCH/METHODS DEVELOPMENT**

Correspondence and material concerning research of new methods and techniques for survey, control, and regulation of plant and animal programs.

**(item 2072a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 2072b)**  
**All other offices:**  
Destroy when 2 years old.

**IP 17 TREATMENTS**

Correspondence and material relating to treatments and techniques used to prevent the spread of plant and animal diseases/pests in foreign countries. Subdivide case file on specific treatment as best suits user's needs.

**(item 2073a)**  
**Originating office:**  
Destroy when 3 years old.

**(item 2073b)**  
**All other offices:**  
Destroy when 2 years old.