

PROGRAM INVESTIGATION AND VIOLATIONS

Inspection, investigation, and reviews of alleged incidents and/or violations of law and regulations by regulated industries, companies or individuals, or occurring in regulated areas. Includes inspection, surveillance, investigation, and/or review of alleged incidents and/or violations in the following areas:

1. Animal welfare including animal care and horse protection.
2. Accredited veterinarians' conduct.
3. Animal disease control and eradication including animal quarantines, transport, and import.
4. Veterinary biologics.
5. Toxic substances contained in meat and poultry products.
6. Food borne or zoonotic diseases caused by contaminated meat and poultry products.
7. Meat and poultry products in federally inspected plants, moving in interstate commerce, or for import.
8. Plant and plant pest quarantines.

Includes Government Accounting Office (GAO), Office of Inspector General (OIG), and Office of General Counsel (OGC) reports dealing with this subject.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

PIV PROGRAM INVESTIGATIONS AND VIOLATIONS

General material too broad in scope to be filed under one of the more specific subjects below.

(item 871a)

Originating office:

Destroy when 3 years old.

(item 871b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

PIV 1 POLICY

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

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

(item 872a)

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 872b)

All other offices:

Destroy when superseded or obsolete.

PIV 2 REPORTS AND STATISTICS

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

EXCEPT: Final project reports which should be filed under PIV 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 873a)

Originating office:

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

(item 873b)

All other offices:

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

*** Retention Period ***

PIV 2 (continued)

b. Agency copy of above reports.

(item 874a)
Originating office:
Destroy when superseded
or obsolete.

(item 874b)
All other offices:
Destroy when 2 years old.

c. All other reports.

(item 875a)
Originating office:
Destroy when 2 years old.

(item 875b)
All other offices:
Destroy when 2 years old.

PIV 2-1 Activity Reports

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

(item 876a)
Originating office:
Destroy when 3 years old.

(item 876b)
All other offices:
Destroy when 2 years old.

PIV 3 COMMITTEES, MEETINGS

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

(item 877a)
Originating office:
Destroy when 2 years old.

(item 877b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

PIV 3 (continued)

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

(item 878a)

Originating office:

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

(item 878b)

All other offices:

Destroy when 2 years old.

PIV 3-1 Arrangements

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

(item 879a)

Originating office:

Destroy when 1 year old.

(item 879b)

All other offices:

Destroy when 1 year old.

PIV 4 AGREEMENTS

Material on informal agreements for coordination with other agencies, such as the Food and Drug Administration, National Communicable Disease Center, and Customs. Includes informal working agreements between staffs and law enforcement agencies.

(item 880a)

Originating office:

Destroy when 3 years old.

(item 880b)

All other offices:

Destroy when 3 years old.

EXCEPT: Formal agreements. See LEG 3.

*** Retention Period ***

PIV 5 CONSUMER COMPLAINTS

Correspondence and other records pertaining to consumer complaints which do not result in investigations. File complaints alphabetically by name of complaint or by subject.

EXCEPT: File consumer complaints which result in investigations with the investigation in appropriate secondary subject.

(item 881a)

Originating office:

Destroy when 2 years old.

(item 881b)

All other offices:

Destroy when 1 year old.

PIV 6 PROJECTS

General material on projects.

(item 882a)

Originating office:

Destroy when 3 years old.

(item 882b)

All other offices:

Destroy when 2 years old.

Reference material.

(item 883a)

Originating office:

Destroy when superseded or obsolete.

(item 883b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PIV 6 *(continued)*

Case file records and related correspondence on approved projects or task forces having precedential significance. Includes basic documentation and final report or other substantive material. Show title and date span of project, as: PIV 6 PROJECT No. 00 (name of project) FY 92.

(item 884a)

Originating office:

PERMANENT. Retire to FRC when 5 years old. Transfer to NARA when 15 years old.

All other projects.

(item 884b)

All other offices:

Destroy when 2 years old.

(item 885a)

Originating office:

Destroy 5 years after completion of project and final report.

(item 885b)

All other offices:

Destroy when 2 years old.

Work papers and draft report of project.

(item 886a)

Originating office:

Destroy 3 years after completion of project and final report.

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

(item 886b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

PIV 7 MEAT AND POULTRY COMPLIANCE

General correspondence and other records pertaining to compliance by individuals or companies in handling, processing, transporting, and other functions; meat and poultry products in federally inspected plants; moving in interstate commerce; or for import.

(item 887a)

Originating office:

Destroy when 3 years old.

(item 887b)

All other offices:

Destroy when 3 years old.

Case file material on specific establishments by company or plant name or number, as best suits user's needs.

(item 888a)

Originating office:

Destroy 2 years after business is discontinued.

NOTE: File investigations and violations under PIV 7-1.

(item 888b)

All other offices:

Destroy 2 years after business is discontinued.

Master Compliance File. Printout containing the names of persons and companies dealing in meat and poultry products in the United States. Also used to schedule compliance reviews using risk category to assign priorities and provide followup. Source document: Review and Compliance Record.

(item 889a)

Originating office:

Destroy upon receipt of second subsequent annual or other periodic listing.

(item 889b)

All other offices:

Destroy upon receipt of second subsequent annual or other periodic listing.

*** Retention Period ***

PIV 7 *(continued)*

Compliance Record File. Consists of Review and Compliance Record maintained by company or plant name.

(item 896a)
Originating office:
Destroy 2 years after business is discontinued.

(item 896b)
All other offices:
N/A

Master microfilm case file.

(item 897a)
Originating office:
Destroy when superseded or obsolete.

Microfilm copies (diaz or other process reproduced hard copies and the like) used as working files.

(item 897b)
All other offices:
Destroy when superseded or obsolete.

Microfilm source document and hard copies not microfilmed.

(item 898a)
Originating office:
Destroy when microfilm is verified but not later than 1 year.

(item 898b)
All other offices:
Destroy when 5 years old.

*** Retention Period ***

PIV 7 (continued)

Compliance Officer and Review Officer assignment sheets.
File alphabetically by Compliance Officer.

(item 890a)

Originating office:
Destroy when reassigned.

(item 890b)

All other offices:
Destroy when reassigned.

PIV 7-1 Investigations/Violations

General correspondence and other records pertaining to investigations and alleged or real violations of law and regulations.

(item 891a)

Originating office:
Destroy when 3 years old.

(item 891b)

All other offices:
Destroy when 3 years old.

Case file material pertaining to individual or by case number, whichever best suits user's needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.

(item 892a)

Originating office:
PERMANENT. Retire to FRC when 5 years old.
Transfer to NARA 15 years after case is closed.

(item 892b)

All other offices:
Destroy 2 years after case is closed.

Precedent-setting cases, including court cases.

*** Retention Period ***

PIV 7-1 *(continued)*

Routine cases.

(item 893a)

Originating office:

Destroy 10 years after case is closed.

(item 893b)

All other offices:

Destroy 2 years after case is closed.

Investigations not made part of a violations case file, except specific types of investigations listed below. Case file as best suits user's needs.

(item 900a)

Originating office:

Destroy 10 years after case is closed.

(item 900b)

All other offices:

Destroy 2 years after case is closed.

Planned Compliance Program investigations or review not made part of a violations case file.

(item 895a)

Originating office:

Destroy 2 years after business is discontinued.

(item 895b)

All other offices:

Destroy when 3 years old or after subsequent review, whichever occurs first.

*** Retention Period ***

PIV 7-1 *(continued)*

In-plant investigations and reviews not made part of a violations case file. Case file alphabetically by name or numerically by number of company or establishment.

(item 905a)

Originating office:

Destroy 2 years after business is discontinued.

(item 905b)

All other offices:

Destroy after receipt of subsequent review.

Granted denied or withdrawn inspection investigations, not made part of a violations case file. Case file by company or establishment name or number as best suits user's needs.

(item 907a)

Originating office:

Destroy 2 years after business is discontinued.

(item 907b)

All other offices:

Destroy 2 years after business is discontinued.

Investigations dealing with toxic substances, food borne diseases, and zoonotic diseases, including investigations conducted in cooperation with other agencies not made part of a violation case file.

(item 915a)

Originating office:

Destroy 3 years after case is closed.

(item 915b)

All other offices:

Destroy 3 years after case is closed.

*** Retention Period ***

PIV 7-1 *(continued)*

Case file material pertaining to individual violations by name of company or individual or by case number, whichever best suits user's needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.

Precedent-setting cases, including court cases.

(item 892a)

Originating office:

PERMANENT. Retire to FRC

5 years after case is closed.

Transfer to NARA 15 years after case is closed.

(item 892b)

All other offices:

Destroy 2 years after case is closed.

Routine cases.

(item 893a)

Originating office:

Destroy 10 years after case is closed.

(item 893b)

All other offices:

Destroy 2 years after case is closed.

*** Retention Period ***

PIV 7-1 *(continued)*

Investigations not made part of a violations case file. Except specific types, of investigations listed below. Case file as best suits user's needs.

(item 900a)

Originating office:
Destroy 10 years after case is closed.

(item 900b)

All other offices:
Destroy 2 years after case is closed.

Planned Compliance Program investigations or reviews not made part of a violations case file.

(item 895a)

Originating office:
Destroy 2 years after business is discontinued.

(item 895b)

All other offices:
Destroy when 3 years old or after second subsequent review, whichever occurs first.

In-plant investigations and reviews not made part of a violations case file. Case file alphabetically by name or numerically by number of company or establishment.

(item 905a)

Originating office:
Destroy 2 years after business is discontinued.

(item 905b)

All other offices:
Destroy after receipt of subsequent review.

*** Retention Period ***

PIV 7-1 *(continued)*

Granted, denied, or withdrawn inspection investigations not made part of a violation case file. Case file by company or establishment name or number, as best suits user's needs.

(item 907a)

Originating office:

Destroy 2 years after business is terminated.

(item 907b)

All other offices:

Destroy 2 years after business is terminated.

(item 915a)

Originating office:

Destroy 3 years after case is closed.

(item 915b)

All other offices:

Destroy 3 years after case is closed.

Investigations dealing with toxic substances, food borne diseases, and zoonotic diseases, including investigations conducted in cooperation with other agencies not made part of a violations case file.

PIV 7-2 Planned Compliance Program

General correspondence and other records dealing with the Planned Compliance Program which deals with the inspection, investigation, and review of companies who have violated or may violate regulations by processing and/or marketing adulterated or misbranded product.

(item 894a)

Originating office:

Destroy when 2 years old.

(item 894b)

All other offices:

Destroy when 2 years old.

EXCEPT: Investigations and violations. See PIV 7-1.

*** Retention Period ***

PIV 7-3 Detentions

General correspondence and other records dealing with detentions, seizures, and condemnations of adulterated or misbranded meat and poultry products. Subdivide as necessary.

EXCEPT: Investigations and violations. See PIV 7-1.

(item 899a)
Originating office:
Destroy when 3 years old.

(item 899b)
All other offices:
Destroy when 2 years old.

PIV 7-4 Inedibles

Correspondence and related material on 3-D and 4-D (dead, dying, diseased, or disabled) animals. Includes inking and denaturing animals to make them unfit for human consumption. Subdivide as necessary.

EXCEPT: Investigations and violations. See PIV 7-1.

(item 901a)
Originating office:
Destroy when 3 years old.

(item 901b)
All other offices:
Destroy when 2 years old.

PIV 7-5 Recalls

General correspondence and other records dealing with the recall of an inspected meat and poultry product when the product is believed to be adulterated or misbranded.

EXCEPT: Investigations and violations. See PIV 7-1.

(item 902a)
Originating office:
Destroy when 3 years old.

(item 902b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

PIV 7-6 In-Plant Reviews

General correspondence and other records dealing with periodic and systematic reviews of establishments other than the reviews conducted by the Planned Compliance Program.

EXCEPT: Investigations and violations. See PIV 7-1.

(item 904a)

Originating office:

Destroy when 3 years old.

(item 904b)

All other offices:

Destroy when 2 years old.

PIV 7-7 Grants and Inspections

General correspondence and other records concerning investigations to grant, deny, or withdraw inspection.

EXCEPT: Investigations. See PIV 7-1.

EXCEPT: Grant and Withdrawal forms. See GRNT.

(item 906a)

Originating office:

Destroy when 3 years old.

(item 906b)

All other offices:

Destroy when 2 years old.

PIV 7-8 Evaluations

General correspondence and other records dealing with the breakdown of program establishment inspection.
Subdivide as necessary.

Case file evaluation incidents, including investigations, as best suits user's needs.

(item 908a)

Originating office:

Destroy when 3 years old.

(item 908b)

All other offices:

Destroy when 2 years old.

(item 909a)

Originating office:

Destroy 10 years after case is closed.

(item 909b)

All other offices:

Destroy 3 years after case is closed.

*** Retention Period ***

PIV 7-9 State Operation Inspection

Correspondence, investigations, and other records dealing with Federal evaluation of State meat and poultry inspection and compliance programs and operations.

(item 910a)
Originating office:
Destroy when 5 years old.

Determinations approving institution of State inspection programs.

(item 910b)
All other offices:
Destroy when 5 years old.

All other determinations.

(item 911a)
Originating office:
Destroy when 3 years old.

(item 911b)
All other offices:
Destroy when 3 years old.

Case file of individual surveys by State, region, or area if volume warrants.

(item 912a)
Originating office:
Destroy 1 year after new survey.

(item 912b)
All other offices:
Destroy 1 year after new survey.

PIV 7-10 Federal-State Relations

Material relating to compliance operations and exchanges of information between the Federal and State governments.

(item 913a)
Originating office:
Destroy when 3 years old.

(item 913b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

PIV 8 TOXIC SUBSTANCES

General correspondence and other records dealing with incidents attributable to toxic substances found in meat and poultry products, including investigations conducted in cooperation with other agencies. Subdivide as necessary.

EXCEPT: Investigations and violations. See PIV 7-1.

(item 914a)

Originating office:

Destroy when 3 years old.

(item 914b)

All other offices:

Destroy when 2 years old.

PIV 8-1 Residue Information Service

Contains information dealing with agricultural chemicals, veterinary drugs, and environmental contaminants. Organized as a reference and resources center. Contains laboratory report forms, monitoring and surveillance files, investigations and violation files, and similar materials. These forms, reports, and files are duplicate copies of the originals which are covered elsewhere in this schedule.

Microfilm and hard copy not microfilmed.

(item 916a)

Originating office:

NONRECORD. Destroy when superseded or obsolete.

(item 916b)

All other offices:

NONRECORD. Destroy when superseded or obsolete.

*** Retention Period ***

PIV 8-1 *(continued)*

Microfilm source documents.

(item 917a)

Originating office:

Destroy when microfilm verified or after 3 months, whichever occurs first.

(item 917b)

All other offices:

N/A

PIV 9 FOOD BORNE DISEASES

General correspondence, and other records dealing with incidents attributable to bacteria found in meat and poultry products. Subdivide as needed.

EXCEPT: Investigations and violations. See PIV 7-1.

(item 918a)

Originating office:

Destroy when 3 years old.

(item 918b)

All other offices:

Destroy when 3 years old.

PIV 10 ZOO NOTIC DISEASES

General correspondence, investigations, and other records dealing with incidents attributable to diseases which are communicable between animals and man. Subdivide as needed.

EXCEPT: Investigations and violations. See PIV 7-1.

(item 919a)

Originating office:

Destroy when 3 years old.

(item 919b)

All other offices:

Destroy when 3 years old.

PIV 11 ANIMAL WELFARE

General correspondence and other records dealing with investigations and violations relating to animal welfare not properly filed in one of the tertiarys below.

(item 920a)

Originating office:

Destroy when 3 years old.

(item 920b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

PIV 11-1 Humane Treatment

Reports of alleged violations from the field, which upon review at headquarters and/or OGC, disclose insufficient or no evidence of a violation. See PIV 11-4 for violations.

(item 921a)

Originating office:

Destroy 1 year after case is closed. +[(**Disp. Auth. N1-463-91-1**)]+

(item 921b)

All other offices:

Destroy upon notification from headquarters that case is closed. +[(**Disp. Auth. N1-463-91-1**)]+

PIV 11-2 Horse Protection

General correspondence and other records relating to investigations and violations concerning the soring of horses.

(item 923a)

Originating office:

Destroy when 3 years old.

(item 923b)

All other offices:

Destroy when 2 years old.

Reports of alleged violations from the field, which upon review at headquarters and/or OGC, disclose insufficient or no evidence of a violation.

(item 924a)

Originating office:

Destroy 1 year after case is closed. +[(**Disp. Auth. NCI-463-82-1**)]+

(item 924b)

All other offices:

Destroy upon notification from headquarters that case is closed. +[(**Disp. Auth. NCI-463-82-1**)]+

*** Retention Period ***

PIV 11-3 28-Hour Law

Reports of alleged violations from the field, which upon review at headquarters and/or OGC, disclose insufficient or no evidence of a violation. See PIV 11-4 for violations.

(item 925a)

Originating office:

Destroy 1 year after case is closed.

+[(Disp. Auth. NI-463-91-1)]+

(item 925b)

All other offices:

Destroy upon notification from headquarters that case is closed. **+[(Disp. Auth.**

NI-463-91- 1)]+

PIV 11-4 Violations

Case file material pertaining to individual violations by name of company or individual or by case number, whichever best suits user's needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated. Includes materials physically separated from the case file in other offices but properly part of the case file.

Example: Thermovision photographs (record copy) of horses (maintained in Veterinary Services program area offices) which document alleged violations of the Horse Protection Act.

*** Retention Period ***

PIV 11-4 (continued)

Precedent-setting cases, including court cases.

(item 927a)

Originating office:

(1) If not filmed:

Destroy 7 years after case is closed. (OGC will retain its copy and transfer to NARA 25 years after case is closed in accordance with the following: **+[(Disp. Auth. NCI-16-78-4, Item 1a)]+**

(2) If microfilmed, destroy original paper copy after microfilm has been reviewed and found satisfactory. **+[(Disp. Auth. NCI-463-82-1)]+**

(item 927b)

All other offices:

(1) Destroy 2 years after case is closed.

+[(Disp. Auth. NCI-463-82-1)]+

(2) N/A

(item 927c)

Originating office:

Microfilm copy:

Destroy 7 years after case is closed.

(item 927c)

All other offices:

N/A

*** Retention Period ***

PIV 11-4 *(continued)*

Routine cases.

(item 928a)

Originating office:

(1) If not filmed,
destroy 5 years after
case is closed.

(2) If filmed, destroy
original paper documents
after the microfilmed copies
have been reviewed and
found satisfactory. +[(**Disp.**
Auth. NCI-463-82-1)]+

(item 928b)

All other offices:

(1) Destroy 2 years after
case is closed. +[(**Disp.**
Auth. NCI-463-82-1)]+

(2) N/A

(item 928c)

Originating office:

Microfilm cop. Destroy 5
years after case is closed.
+[(**Disp. Auth. NCI-463-**
82-1)]+

(item 928c)

All other offices:

N/A

*** Retention Period ***

PIV 12 ACCREDITED VETERINARIANS

General correspondence and other records dealing with the loss of veterinary accreditation.

(item 929a)

Originating office:

Destroy 5 years after case is closed. +[(**Disp. Auth. NI-463-91-1**)]+

(item 929b)

All other offices:

Destroy 2 years after case is closed. +[(**Disp. Auth. NI-463-91-1**)]+

Investigations. Case file by name of individual or by case number, whichever best suits user's needs.

(item 930a)

Originating office:

Destroy 10 years after case is closed.

(item 930b)

All other offices:

Destroy 5 years after case is closed.

Case file material pertaining to individual violations by name of individual or by case number, whichever best suits user's needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.

(item 931a)

Originating office:

PERMANENT. Retire to FRC 5 years after case is closed. Transfer to NARA 15 years after case is closed.

(item 931b)

All other offices:

Destroy 2 years after case is closed.

Precedent-setting cases, including court cases.

*** Retention Period ***

PIV 12 *(continued)*

Routine cases.

(item 932a)

Originating office:

Destroy 10 years after case is closed. +[(**Disp. Auth. NC1-310-77-2**)]+

(item 932b)

All other offices:

Destroy 2 years after case is closed. +[(**Disp. Auth. NC1-310-77-2**)]+

PIV 13 ANIMAL DISEASES

General correspondence and other records dealing with investigations and violations relating to the introduction, spread, quarantine or containment, and eradication of animal diseases or pests. Includes animal imports.

(item 933a)

Originating office:

Destroy when 3 years old.

(item 933b)

All other offices:

Destroy when 2 years old.

Case file investigations here except for animal quarantine. When volume warrants, subdivide by disease or type of incident.

(item 934a)

Originating office:

Destroy 10 years after case is closed.

(item 934b)

All other offices:

Destroy 2 years after case is closed.

*** Retention Period ***

PIV 13-1 Animal Quarantine

Reports of alleged violation from the field which upon review at headquarters and/or OGC, disclose insufficient or no evidence of a violation. See PIV 11-4 for violations. Subdivide as volume warrants.

(item 935a)

Originating office:

Destroy 1 year after case is closed. +[(**Disp. Auth. NCI-463-85-1**)]+

(item 935b)

All other offices:

Destroy upon notification from headquarters that case is closed.

+[(**Disp. Auth. NCI-463-85-1**)]+

Precedent-setting cases, including court cases.

Note: Record copies of case files are sent to OGC, from which they are scheduled for retention in NC1-16-78-4.

(item 2075a)

Originating office:

Destroy 7 years after case files are sent to OGC (from which they are scheduled for retention in NC1-6-78-4,

Item 1a). +[(**Disp. Auth. NCI-463-85-1**)]+

(item 2075b)

All other offices:

Destroy 2 years after case is closed. +[(**Disp. Auth.**

NCI-463-85-1)]+

*** Retention Period ***

PIV 13-2 Violations

Case file material pertaining to individual violations by name of company or individual or by case number, whichever best suits user's needs. Separate case files into pending and completed categories. Subdivide as necessary.

The case file contains all supporting material such as surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.

Precedent-setting cases, including court cases.

Routine cases.

(item 937a)

Originating office:

PERMANENT. Retire to FRC 5 years after case is closed. Transfer to NARA 15 years after case is closed.

(item 937b)

All other offices:

Destroy 2 years after case is closed.

(item 938a)

Originating office:

Destroy 10 years after case is closed.

(item 938b)

All other offices:

Destroy 2 years after case is closed.

PIV 14 VETERINARY BIOLOGICS

General correspondence and other records dealing with the inspection and investigation of firms manufacturing veterinary biologics.

(item 939a)

Originating office:

Destroy when 3 years old.

(item 939b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

PIV 14 *(continued)*

Investigations. Case file alphabetically by company and by name of veterinary biologic.

(item 940a)

Originating office:

Destroy 2 years after company ceases production.

(item 940b)

All other offices:

Destroy when 2 years old.

(item 941a)

Originating office:

Destroy 7 years after case is closed. (OGC will retain its copy and transfer to NARA 25 years after case is closed in accordance with NC1-6-78-4, Item 1a). +[(**Disp. Auth. NC1-310-77-2**)]+

(item 941b)

All other offices:

Destroy 2 years after case is closed. +[(**Disp. Auth. NC1-310-77-2**)]+

Case file material pertaining to individual violations by name of company or individual or by case number, whichever best suits user's needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.

Precedent-setting cases, including court cases.

Note: Record copies of case files are sent to OGC, from which they are scheduled for retention in NC1-16-78-4.

*** Retention Period ***

PIV 14 *(continued)*

Routine cases.

(item 942a)

Originating office:

Destroy 10 years after case is closed. +[(**Disp. Auth. NC1-310- 77-2**)]+

(item 942b)

All other offices:

Destroy 2 years after case is closed. +[(**Disp. Auth. NC1-310-77-2**)]+

PIV 15 PLANT AND PLANT PEST QUARANTINE

General correspondence and other records dealing with investigations and violations relating to foreign and domestic plant and plant pest quarantines. Subdivide as necessary.

(item 943a)

Originating office:

Destroy when 3 years old.

(item 943b)

All other offices:

Destroy when 2 years old.

Investigations. Case file by name of individual or company.

(item 944a)

Originating office:

Destroy 10 years after case is closed.

(item 944b)

All other offices:

Destroy 2 years after case is closed.

*** Retention Period ***

PIV 15 (continued)

Case file material pertaining to individual violations by name of company or individual or by case number, whichever best suits user's needs. Separate case files into pending and completed categories. Subdivide as necessary. The case file contains all supporting material such as surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory reports, physical evidence, photographs, depositions, cautionary or warning letters; and the record of any administrative or criminal proceedings initiated.

Precedent-setting cases, including court cases.

Note: Record copies of case files are sent to OGC, from which they are scheduled for retention in NCI-16-78-4.

Routine cases.

(item 945a)

Originating office:

Destroy 7 years after case is closed. (OGC will retain its copy and offer to NARA 25 after case is closed in accordance with the following: NCI-16-78- 4, Item 1a). +[(**Disp. Auth. NCI-310-77-2**)]+

(item 945b)

All other offices:

Destroy 2 years after case is closed. +[(**Disp. Auth. NCI-310-77-2**)]+

(item 946a)

Originating office:

Destroy 5 years after case is closed. +[(**Disp. Auth. NCI-310-77-2**)]+

(item 946b)

All other offices:

Destroy 2 years after case is closed. +[(**Disp. Auth. NCI-310-77-2**)]+