

## **PORt OPERATIONS INSPECTION**

This category deals with agricultural plant quarantine inspection at U.S. ports of entry to preclude the entering of foreign pests into the country; the examining of imported cargoes of plants and plant products at all major air, sea, border, and offshore ports; and the treating or safeguarding of such commodities, when necessary,

Port of entry inspection includes the examination of airport operations (aircraft: commercial, military, and privately owned), maritime port operations (ships and vessels: commercial, military, and privately owned), and border port operations (land ports, railroads, and vehicles: commercial and privately owned). Specific subject categories may be subdivided by type of operation as best suits user's needs.

**EXCEPT:** Material relating to imports of animals and animal products. See IM.

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### **DISPOSAL AUTHORITY NC1-310-77-2**

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

#### **POI PORT OPERATIONS INSPECTION**

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

(item 831a)

**Originating office:**

Destroy when 3 years old.

(item 831b)

**All other offices:**

Destroy when 2 years old.

#### **POI SPECIAL PORTS OF ENTRY**

Correspondence and material relating to requests for and use of special entry ports.

(item 832a)

**Originating office:**

Destroy when 5 years old.

(item 832b)

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**POI 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.

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

(item 833a)

**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 833b)

**All other offices:**

Destroy when superseded or obsolete.

**POI 2 REPORTS AND STATISTICS**

Reports covering all subjects included under this primary subject.

**EXCEPT:** Final project reports which should be filed under POI 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 834a)

**Originating office:**

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

(item 834b)

**All other offices:**

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

**\* Retention Period \***

**POI 2 (continued)**

**b.** Agency copy of above.

(item 835a)

**Originating office:**

Destroy when superseded or obsolete.

(item 835b)

**All other offices:**

Destroy when 2 years old.

**c.** All other reports.

(item 836a)

**Originating office:**

Destroy when 3 years old.

(item 836b)

**All other offices:**

Destroy when 2 years old.

**POI 3 COMMITTEES, MEETINGS**

Material on 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.

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

**EXCEPT:** Administrative committees or meetings which should be filed under ADM 3 COMMITTEES, MEETINGS.

(item 837a)

**Originating office:**

Destroy when 2 years old.

(item 837b)

**All other offices:**

Destroy when 2 years old.

(item 838a)

**Originating office:**

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

(item 838b)

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**POI 3-1 Arrangements**

Material on meeting arrangements, invitations, accommodations, authority to attend, work papers, acceptances, regrets, and extra copies of agendas.

(item 839a)

**Originating office:**

Destroy when 1 year old.

(item 839b)

**All other offices:**

Destroy when 1 year old.

**POI 4 BAGGAGE**

Correspondence and related material on all activities involving boarding and on board examination of all baggage. Includes baggage inspection made by Customs and other Federal agencies.

(item 840a)

**Originating office:**

Destroy when 3 years old.

(item 840b)

**All other offices:**

Destroy when 2 years old.

**POI 6 PROJECTS**

General material on projects.

(item 843a)

**Originating office:**

Destroy when 3 years old.

(item 843b)

**All other offices:**

Destroy when 2 years old.

Reference material.

(item 844a)

**Originating office:**

Destroy when superseded or obsolete.

(item 844b)

**All other offices:**

Destroy when superseded or obsolete.

\* Retention Period \*

**POI 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: POI 7 PROJECT No. 00 (name of project) FY 76.

(item 845a)

**Originating office:**

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

(item 845b)

**All other offices:**

Destroy when 2 years old.

All other projects.

(item 846a)

**Originating office:**

Destroy 5 years after completion of project.

(item 846b)

**All other offices:**

Destroy when 2 years old.

Proposed projects.

(item 847a)

**Originating office:**

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

(item 847b)

**All other offices:**

Destroy when 2 years old.

Work papers and draft report of project.

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

(item 848a)

**Originating office:**

Destroy 3 years after completion of project and final report.

(item 848b)

**All other offices:**

Destroy when 2 years old.

## **POI 7 GARBAGE AND STORES**

Correspondence and material relating to plant quarantine inspection concerned with garbage and stores on carriers. Includes examining, safeguarding, and sealing of unused stores and garbage, and the disposal of garbage by burning, grinding, and boiling.

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

(item 850a)

**Originating office:**

Destroy when 5 years old.

(item 850b)

**All other offices:**

Destroy when 2 years old.

## **POI 8 PASSENGER AND CREW**

Correspondence and material on examination of passengers and crew.

(item 851a)

**Originating office:**

Destroy when 3 years old.

(item 851b)

**All other offices:**

Destroy when 2 years old.

## **POI 9 CARGO/COMMODITIES**

Correspondence and material relating to examination of cargo commodities in bulk, containers, or other suitable packaging. Includes cargo commodities such as cut flowers, vegetables, root crops, and crated marble. Also includes manifests, ship logs, and certificates. Subdivide by specific commodities.

**EXCEPT:** Correspondence and material relating to agricultural and vegetable seeds.

**EXCEPT:** Animal or animal byproducts. See IM.

(item 852a)

**Originating office:**

Destroy when 5 years old.

(item 852b)

**All other offices:**

Destroy when 2 years old.

(item 852c)

**Originating office:**

Destroy 1 year after completion of action.

+[(Disp. Auth. NC1-463-83-1)]+.

(item 852d)

**All other offices:**

Destroy when 6 months old. +[(Disp. Auth. NC1-463-83-1)]+.

\* Retention Period \*

**POI 9 (continued)**

Import permits.

(item 853a)  
**Originating office:**  
Destroy 2 years after expiration date.

(item 853b)  
**All other offices:**  
Destroy 1 year after expiration date.

**POI 9-1 Packing Material**

Correspondence and material relating to commodities' packing material to ensure that such material is free from pests.

(item 854a)  
**Originating office:**  
Destroy when 5 years old.

(item 854b)  
**All other offices:**  
Destroy when 3 years old.

**POI 10 TREATMENT**

Correspondence and material on all activities relating to any type of treatment required including all techniques and sampling methods used.

(item 855a)  
**Originating office:**  
Destroy when 3 years old.

(item 855b)  
**All other offices:**  
Destroy when 2 years old.

Case file records and related correspondence on contested inspections and treatment damage and new sampling inspection systems. Subdivide as best suits user's needs.

(item 856a)  
**Originating office:**  
Destroy after 5 years if no further action is taken.

(item 856b)  
**All other offices:**  
N/A.

**\* Retention Period \***

**POI 11 INTERCEPTION**

Correspondence and related material on items intercepted as a result of inspections made at ports.

(item 857a)

**Originating office:**

Destroy when 3 years old.

(item 857b)

**All other offices:**

Destroy when 2 years old.

Interception records.

(item 858a)

**Originating office:**

Destroy when 10 years old.

(item 858b)

**All other offices:**

Destroy when 2 years old.

Interception records worksheets.

(item 859a)

**Port office:**

Destroy when 3 months old.

(item 859b)

**All other offices:**

N/A

**POI 12 IDENTIFICATION**

Correspondence on activities relating to the collection and identification of plant pests at ports.

(item 860a)

**Originating office:**

Destroy when 3 years old.

(item 860b)

**All other offices:**

Destroy when 2 years old.

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***DISPOSAL AUTHORITY NC1-310-77-2***

**\* Retention Period \***

**POI 13 PRE-CLEARANCE**

Correspondence and material on activities relating to pre-clearance, including pre-clearance of agricultural commodities at foreign sites before departure to the U.S.

Includes forms for aircraft or safeguard clearances.

(item 861a)  
**Originating office:**  
Destroy when 3 years old.

(item 861b)  
**All other offices:**  
Destroy when 2 years old.

(item 862a)  
**Port office:**  
Destroy when 3 months old.

(item 862b)  
**All other offices:**  
N/A

**POI 13-1 Mail (Foreign)**

Correspondence and related material on the inspection of agricultural commodities shipped through the mail.

(item 863a)  
**Originating office:**  
Destroy when 3 years old.

(item 863b)  
**All other offices:**  
Destroy when 2 years old.

**\* Retention Period \***

**POI 13-2 First-Class Mail (Domestic)**

Material on the collection of prohibited agricultural products/items being intercepted in First-Class Mail.

(item 2074a)

**Originating office:**

Destroy when 3 years old.  
+[(Disp. Auth. NC1-463-91-1)]+.

(item 2074b)

**All other offices:**

Destroy when 2 years old.  
+[(Disp. Auth. NC1-463-91-1)]+.

**POI 14 TRANSPORTATION MODES**

Correspondence and material relating to inspection of means of conveyance such as aircraft, ships, trains, and the like.

(item 864a)

**Originating office:**

Destroy when 3 years old.

(item 864b)

**All other offices:**

Destroy when 2 years old.

(item 864-1a)

**Originating office:**

Destroy when 3 years old.

(item 864-1b)

**All other offices:**

Destroy when 2 years old.

(item 864b)

**All other offices:**

Destroy when 2 years old.

(item 864-1a)

**Originating office:**

Destroy when 3 years old.

(item 864-1b)

**All other offices:**

Destroy when 2 years old.

**\* Retention Period \***

**POI 15 COMPLAINTS**

Correspondence regarding complaints on the method of inspecting products or the inspection program.

If correspondence results in an investigation or violation, refile in case folder under investigation. See PIV 15.

(item 865a)

**Originating office:**

Destroy when 3 years old.

(item 865b)

**All other offices:**

Destroy when 2 years old.

**POI 17 EMERGENCY ACTION ORDER**

Documents notifying owners that remedial actions are being taken as a result of findings on the carrier. Includes Emergency Action Order Form.

(item 867a)

**Originating office:**

Destroy when 3 years old.

(item 867b)

**All other offices:**

Destroy when 2 years old.

**POI 18 IMPORT RESTRICTIONS**

Correspondence and related material on import restrictions.

(item 868a)

**Originating office:**

Destroy when 4 years old.

(item 868b)

**All other offices:**

Destroy when 3 years old.

**POI 19 BORDER SURVEILLANCE**

Material relating to border smuggling involving plants or plant products. Case file by specific smuggling as best suits user's needs.

(item 869a)

**Originating office:**

Destroy when 5 years old.

(item 869b)

**All other offices:**

Destroy when 3 years old.

**POI 19-1 American Possessions and Offshore Areas**

Correspondence and material on inspection problems in American possessions and offshore areas. Subdivide by name of State, territory, or possession, as needed.

**\* Retention Period \***

(item 870a)

**Originating office:**

Destroy when 3 years old.

(item 870b)

**All other offices:**

Destroy when 3 years old.