

STERILE INSECT PRODUCTION

This category deals with the production of sterile flies, insects, and such, used to aid in the control and eradication of specific animal diseases. It also includes program operational plans and goals.

DISPOSAL AUTHORITY NCI-31-77-2

*** Retention Period ***

SIP STERILE INSECT PRODUCTION

General material pertaining to sterile insect production too broad to be filed in subjects below.

(item 986a)

Originating office:

Destroy when 3 years old.

(item 986b)

All other offices:

Destroy when 2 years old.

Case files involving specific insect outbreaks. Includes identification, location, treatment, water source, herd, owner, and such.

(item 987a)

Originating office:

Destroy 15 years after case is closed.

(item 987b)

All other offices:

Destroy 3 years after case is closed.

*** Retention Period ***

SIP 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 988a)

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 988b)

All other offices:

Destroy when superseded or obsolete.

SIP 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 SIP 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 989a)

Originating office:

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

(item 989b)

All other offices:

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

*** Retention Period ***

SIP 2 *(continued)*

b. Agency copy of above reports.

(item 990a)
Originating office:
Destroy when superseded or obsolete.

(item 990b)
All other offices:
Destroy when 2 years old.

c. All other reports.

EXCEPT: Specific feasibility or other studies which should be filed under appropriate subject in this outline.

(item 991a)
Originating office:
Destroy when 2 years old.

EXCEPT: Computer generated reports which should be filed under appropriate program.

(item 991b)
All other offices:
Destroy when 2 years old.

SIP 2-1 Activity Reports

Summaries relating to work activity involved with SIP.

(item 992a)
Originating office:
Destroy when 3 years old.

(item 992b)
All other offices:
Destroy when 2 years old.

SIP 3 COMMITTEES, MEETINGS

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

(item 993a)
Originating office:
Destroy when 2 years old.
+[(Disp. Auth. Grs-16-8-a)]+

(item 993b)
All other offices:
Destroy when 2 years old.
+[(Disp. Auth. Grs-16-8-a)]+

*** Retention Period ***

SIP 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 SIP such as advisory organizations, or interagency committees. Includes committees chaired by SIP representatives or records maintained by SIP representatives on committees to carry out responsibility of assignments.

(item 994a)

Originating office:

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

(item 994b)

All other offices:

Destroy when 2 years old.

SIP 3-1 Arrangements

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

(item 995a)

Originating office:

Destroy when 1 year old.

(item 995b)

All other offices:

Destroy when 1 year old.

SIP 4 INSECT COLONY

General material relating to colonies of fertile flies or insects used for the production of sterile insects.

Case file relating to specific insect colony. Subdivide as needed.

(item 996a)

Originating office:

Destroy when 3 years old.

(item 996b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

SIP 5 REARING

General material relating to the rearing and rearing techniques of insects. Subdivide as needed.

(item 998a)

Originating office:

Destroy when 3 years old.

(item 998b)

All other offices:

Destroy when 2 years old.

Case files relating to specific rearing techniques. Subdivide as needed.

(item 999a)

Originating office:

PERMANENT. Retire to

FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 999b)

All other offices:

Destroy when 2 years old.

SIP 6 PROJECTS

General materials on projects.

(item 1000a)

Originating office:

Destroy when 3 years old.

(item 1000b)

All other offices:

Destroy when 2 years old.

Case file records and related correspondence on approved projects having precedential significance. Basic documentation and final report or other substantive material. Show title and date span of project on folder. EXAMPLE: SIP 6 PROJECTS NO. 00 - Microfilm Center FY 76.

(item 1001a)

Originating office:

PERMANENT. Retire to

FRC when 5 years old.

Transfer to NARA 15 years after completion of project.

(item 1001b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

SIP 6 *(continued)*

All other projects.

(item 1002a)
Originating office:
Destroy 5 years after
completion of project.

(item 1002b)
All other offices:
Destroy when 2 years old.

Proposed Projects.

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

(item 1003a)
Originating office:
Destroy when 5 years old, if
no further action is taken.

(item 1003b)
All other offices:
Destroy when 2 years old.

Work papers and draft reports of projects.

(item 1004a)
Originating office:
Destroy 3 years after
completion of project and
final report.

(item 1004b)
All other offices:
Destroy when 2 years old.

SIP 7 RADIATION

General material relating to the radiation techniques used to make flies sterile.

(item 1005)
Originating office:
Destroy when 3 years old.

(item 1005b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

SIP 7 *(continued)*

Case files relating to specific radiation techniques.
Subdivide as needed.

(item 1006a)

Originating office:

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

(item 1006b)

All other offices:

Destroy when 2 years old.

SIP 8 HYDROPONIC PRODUCTION

General material relating to the media used in rearing flies
and insects.

(item 1007)

Originating office:

Destroy when 3 years old.

(item 1007b)

All other offices:

Destroy when 2 years old.

Case files relating to specific hydroponics production.
Subdivide as needed.

(item 1008a)

Originating office:

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

(item 1008b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

SIP 9 PACKAGING

Material relating to the packaging and handling of sterile flies to be released.

(item 1009)

Originating office:

Destroy when 3 years old.

(item 1009b)

All other offices:

Destroy when 2 years old.

SIP 10 QUALITY CONTROL

Material relating to the quality of growth and environment of insects inside plants.

(item 1010)

Originating office:

Destroy when 3 years old.

(item 1010b)

All other offices:

Destroy when 2 years old.

SIP 10-1 Quality Monitoring

Material related to the monitoring of insects outside of plants.

(item 1011)

Originating office:

Destroy when 3 years old.

(item 1011b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

SIP 11 INSECT SECURITY

Material relating to the containment of fertile insects inside the laboratory.

(item 1012a)

Originating office:

Destroy when 3 years old.

(item 1012b)

All other offices:

Destroy when 2 years old.

Listings of insect security council.

(item 1013a)

Originating office:

Destroy when superseded or obsolete.

(item 1013b)

All other offices:

Destroy when superseded or obsolete.

SIP 11-1 Violations

Material relating to persons or faulty equipment involved in security violations.

(item 1014a)

Originating office:

Destroy 3 years after case is closed.

(item 1014b)

All other offices:

Destroy when 2 years old.

SIP 12 METHODS DEVELOPMENT

General material relating to field, equipment, and plant testing and evaluations to improve existing methods.

(item 1015a)

Originating office:

Destroy when 3 years old.

(item 1015b)

All other offices:

Destroy when 2 years old.

SIP 12 *(continued)*

Case files of specific methodology involved with sterile insect production.

*** Retention Period ***

(item 1016a)

Originating office:

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

(item 1016b)

All other offices:

Destroy when 2 years old.