

REQUEST FOR RECORDS DISPOSITION AUTHORITY		JOB NUMBER <i>NI-584-12-2</i>	
To NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>2/14/12</i>	
1 FROM (Agency or establishment) U S Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Food Safety and Inspection Service		In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION			
4 NAME OF PERSON WITH WHOM TO CONFER Shaina Fisher	5 TELEPHONE NUMBER 301-504-3991	DATE	ARCHIVIST OF THE UNITED STATES <i>WITHDRAWN</i>
6 AGENCY CERTIFICATION I hereby certify that I am authorized to act for this agency in matters pertaining to the disposition of its records and that the records proposed for disposal on the attached ___ page(s) are not needed now for the business for this agency or will not be needed after the retention periods specified, and that written concurrence from the General Accounting Office, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, <input type="checkbox"/> is not required <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE <i>1/27/2012</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Shaina Fisher</i>		TITLE <i>PO</i>
7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	The Food Safety and Inspection Service (FSIS) is a public health agency in the U S Department of Agriculture (USDA) FSIS regulates the meat, poultry, and egg product industries to ensure that products in interstate commerce are safe, wholesome, and accurately labeled as required by the Federal Meat and Inspection Act, the Poultry Inspection Act, and the Egg Products Inspection Act		

TITLE Travel Card Applications

APPLICABILITY Agency Wide

DESCRIPTION

This schedule pertains to Individual Cardholder Files regarding FSIS employees who possess a travel charge card and include but not limited to application, training certificate, any correspondence or administrative communications Documents are in hard copy and are maintained in active files as long as the account is open

Individual folder is transferred to an Inactive Accounts File when account is suspended or closed for nonuse or other reasons Folders are maintained in Inactive Accounts Files to facilitate reopening the account when necessary

Individual folder is placed in Closed Account File when employee retires or separates from FSIS Closed Account Files will be maintained by FSIS for one year then destroyed

DISPOSITION INSTRUCTIONS:

TEMPORARY. Cutoff file when employee retires or separates from FSIS Destroy one year after cutoff