

PLANT PEST

This category deals with the detection and survey of new plant pests and development of plant pest control and domestic regulatory programs. This includes research and development of new methods to increase effectiveness of program operations.

NOTE: Establish case files for the specific plant pest under this primary subject. Subdivide by the following categories. If necessary, further subdivide by specific plant pest. Example: PLP (Gypsy Moth) 5 Damage.

DISPOSAL AUTHORITY NCI-310-77-2

*** Retention Period ***

PLP PLANT PEST

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

(item 791a)

Originating office:

Destroy when 3 years old.

(item 791b)

All other offices:

Destroy when 2 years old.

PLP 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.

(item 793a)

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.

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

(item 793b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PLP 2 REPORTS AND STATISTICS

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

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

a. Record copy of substantive reports, such as annual summaries, comprehensive nonrecurring reports, and cooperative survey reports. Case file special or one-time reports as needed.

(item 795a)

Originating office:

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

b. Agency copy of above reports.

(item 795b)

All other offices:

Destroy when 2 years old.

(item 796a)

Originating office:

Destroy when superseded or obsolete.

c. All other reports.

(item 796b)

All other offices:

Destroy when 2 years old.

(item 797a)

Originating office:

Destroy when 2 years old.

(item 797b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

PLP 2-1 Activity Reports

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

(item 798a)

Originating office:

Destroy when 3 years old.

(item 798b)

All other offices:

Destroy when 2 years old.

PLP 3 COMMITTEES, MEETINGS

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

(item 799a)

Originating office:

Destroy when 2 years old.

+[(Disp. Auth. GRS-16-8-a)]+

(item 799b)

All other offices:

Destroy when 2 years old.

+[(Disp. Auth. GRS-16-8-a)]+

Case file record copy of minutes and related material, including agendas, of substantive or significant committees or meetings concerned with broad aspects of PLP, such as: advisory organizations, interagency committees. Includes committees chaired by PLP representatives or records maintained by PLP representatives on committees to carry out responsibility of assignments. **EXAMPLE: PLP 3 COMMITTEES, NEW PEST WORK GROUP - FY 76.**

(item 800a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

(item 800b)

All other offices:

Destroy when 2 years old.

*** Retention Period ***

PLP 3-1 Arrangements

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

(item 801a)

Originating office:

Destroy when 1 year old.

(item 801b)

All other offices:

Destroy when 1 year old.

PLP 4 SURVEYS AND DETECTION

Correspondence and material on surveys to detect and control plant pests. Subdivide by specific type of survey to suit user's needs.

(item 802a)

Originating office:

Destroy when 5 years old.

(item 802b)

All other offices:

Destroy when 3 years old.

(item 803a)

Originating office:

Destroy when microfilmed.

(item 803)

All other offices:

Destroy when 2 years old.

(item 804a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

(item 804b)

All other offices:

N/A

Insect survey forms.

Master microfilm records such as: data of applied entomology; information on nomenclature, distribution, hosts and economic importance of various pests; weekly report of cooperative plant pest program; and catalog of foreign crop insects.

*** Retention Period ***

PLP 4 *(continued)*

Microfilm copies used as working files.

(item 805a)

Originating office:

Destroy when superseded or obsolete.

(item 805b)

All other offices:

Destroy when superseded or obsolete.

PLP 4-1 Cooperative Survey Program

General correspondence and background material of cooperative surveys made on insect conditions in various localities.

(item 806a)

Originating office:

Destroy when 3 years old.

(item 806b)

All other offices:

Destroy when 2 years old.

Case file of specific cooperative surveys.

(item 807a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

NOTE: The results of these surveys are compiled in a weekly report currently known as "Cooperative Plant Pest Program." See PLP 2 REPORTS AND STATISTICS (a).

(item 807b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

PLP 4-2 Identification

General correspondence and material relating to the identification and determination of plant pests.

(item 808a)

Originating office:

Destroy when 5 years old.

(item 808b)

All other offices:

Destroy when 3 years old.

Case files relating to specific identification and determination of plant pests.

(item 809a)

Originating office:

PERMANENT. Retire to FRC when 10 years old.

Transfer to NARA when 15 years old.

(item 809b)

All other offices:

Destroy when 3 years old.

Forms used for the determination of specimens.

(item 810a)

Originating office:

Destroy when 3 years old.

(item 810b)

All other offices:

Destroy when 3 years old.

PLP 5 DAMAGE

General material and information on economic crop losses due to pest damage.

(item 811a)

Originating office:

Destroy when 5 years old.

(item 811b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

PLP 5 *(continued)*

Case files relating to specific damage. Subdivide as needed.

(item 812a)

Originating office:

PERMANENT. Retire to FRC when 3 years old. Transfer to NARA when 15 years old.

(item 812b)

All other offices:

Destroy when 2 years old.

PLP 5-1 Maps

Record copy of maps and related material showing distribution of damage, control, survey, and regulation of plant pest.

(item 813a)

Originating office:

PERMANENT. Transfer to NARA 1 year after superseded or obsolete.

(item 813b)

All other offices:

Destroy when superseded or obsolete.

All other maps.

(item 813-1a)

Originating office:

Destroy when superseded or obsolete.

(item 813-1b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PLP 6 PROJECTS

General material on projects.

(item 815a)

Originating office:

Destroy when superseded or obsolete.

Reference material.

(item 815b)

All other offices:

Destroy when superseded or obsolete.

Case file and related correspondence on approved projects. Include basic documentation and final report or other substantive material. Show title and date span of project as: PLP 6 PROJECT NO. 00 Gypsy Moth FY 76.

(item 816a [1])

Paper Copy:

Destroy upon verification of film. +[(**Disp. Auth. NC1-463-84-1**)]+.

(item 816b [1])

Paper copy:

1. If filmed, destroy upon verification of film.

2. If not filmed, destroy when 2 years old.

+[(**Disp. Auth. NC1-463 84-1**)]+.

*** Retention Period ***

PLP 6 *(continued)*

Proposed Projects.

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

(item 816a [2])
Microfilm copy (1 original and 1 diazo):
PERMANENT. Retire to FRC 5 years after completion of project. Transfer to NARA, in 5 year blocks, 15 years after completion of project.
+[(Disp. Auth. NC1-463-84-1)]+.

(item 816b [2])
Microfilm copy:
Destroy when 2 years old.
+[(Disp. Auth. NC1-463-84-1)]+.

(item 817a)
Originating office:
Destroy when 5 years old, if no further action is taken.

(item 817b)
All other offices:
Destroy when 2 years old.

Work papers and draft report of project.

(item 818a)
Originating office:
Destroy 3 years after completion of project and final report.

(item 818b)
All other offices:
Destroy when 2 years old.

*** Retention Period ***

PLP 7 CONTROL

General correspondence and related material on pest control and State pest control programs, including such aircraft operation activities as testing, remote sensing, and similar activities.

(item 819a)

Originating office:

Destroy when 5 years old.

(item 819b)

All other offices:

Destroy when 3 years old.

Case files relating to specific control including the various controls below. Subdivide by control as needed.

(item 820a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 820b)

All other offices:

Destroy when 3 years old.

PLP 7-1 Biological Control

General correspondence, memos, and related materials on various biological control agents used against plant pests. Subdivide by subject as needed.

(item 821a)

Originating office:

Destroy when 5 years old.

(item 821b)

All other offices:

Destroy when 3 years old.

PLP 7-2 Chemical Control

General correspondence and materials relating to the chemical control and prevention of plant pests.

(item 822a)

Originating office:

Destroy when 5 years old.

(item 822b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

PLP 7-3 Cultural Control

General correspondence and material relating to the cultural practices used to reduce and control pest population.

(item 823a)

Originating office:

Destroy when 5 years old.

(item 823b)

All other offices:

Destroy when 3 years old.

PLP 8 METHODS DEVELOPMENT

General correspondence and research findings concerning new methods and techniques for survey, regulation, and control of plant pest programs.

(item 824a)

Originating office:

Destroy when 5 years old.

(item 824b)

All other offices:

Destroy when 3 years old.

Case file of specific methods and subdivide as necessary.

(item 825a)

Originating office:

PERMANENT. Retire to FRC when 5 years old.

Transfer to NARA when 15 years old.

(item 825b)

All other offices:

Destroy when 2 years old.

PLP 8-1 Equipment

General material and correspondence on standard and control equipment for developing methods and surveying of plant pests.

(item 826a)

Originating office:

Destroy when 5 years old.

(item 826b)

All other offices:

Destroy when 3 years old.

*** Retention Period ***

PLP 8-1 *(continued)*

Case files relating to specific equipment. Subdivide subjects as needed.

(item 827a)

Originating office:

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

(item 827b)

All other offices:

Destroy when 2 years old.

PLP 9 REGULATORY

Correspondence and related material concerning quarantine regulations governing the prevention and spread of plant pests.

EXCEPT: Compliance Agreements, see INIP-4.

File specific quarantine regulations by type or number.

(item 828a)

Originating office:

Destroy when 5 years old.

(item 828b)

All other offices:

Destroy when 3 years old.

(item 829a)

Originating office:

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

(item 829b)

All other offices:

Destroy when superseded or obsolete.

*** Retention Period ***

PLP 9-1 Treatment

Material on the application of various treatments and techniques used to prevent the spread of plant pests.

(item 830a)

Originating office:

Destroy when 5 years old.

(item 830b)

All other offices:

Destroy when 3 years old.

Subdivide case file of specific treatments such as: aircraft disinfection, cold treatment, and other treatments, as best suits user's needs.

PLP 10 WORK PLANS

General material and detailed work plans on plant pests.

(item 179a)

Originating office:

Destroy when 3 years old.

(item 179b)

All other offices:

Destroy when 2 years old.

Case file of work plans relating to a specific plant pest disease.

(item 203a)

Originating office:

Destroy 4 years after work plan is completed or implemented, or when 4 years old if no further action is taken.

(item 203b)

All other offices:

Destroy 2 years after work plan is completed or implemented, or when 2 years old if no further action is taken.