



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Metrology & Grain Moisture Meter Program

Division: Weights, Measures & Consumer Protection

Sub-Section:

TITLE: Metrology Laboratory Calibration Records

CUTOFF: EOSFY

DESCRIPTION: Calibration Certificates issued to businesses or individuals. Includes but not limited to Test Reports, results of laboratory testing of weights and measures standards.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4062

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009

TITLE: Moisture Meter Registration Records

CUTOFF: EOCY

DESCRIPTION: Inspections for the accuracy of grain moisture meters and associated equipment such as scales, thermometers, and charts. Weights and Measures officials annually inspect and certify moisture measuring equipment. Records include, but are not limited to Annual Registration Forms and Moisture Meter Inspection Reports. Records kept per 7 CFR 801.6 and National Institute of Standards and Technology (NIST) Handbook 44.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 23130

SERIES STATUS: Approved

APPROVAL DATE:

11/13/2013