



Agency Records Disposition Schedule

Department: Department of Agriculture

Section: Metrology Laboratory and Moisture Meter Program

Division: Weights, Measures and Consumer Protection Division

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

TITLE: Weights and Measures Service Technician Registration Records

CUTOFF: EOCY in which license expires

DESCRIPTION: Applications to register individuals who install, maintain, or repair weighing and measuring devices/examination results/calibration certificates for equipment/copies of registration certificates or cards.

RETENTION: Years: 3 Months: 0 Days: 0

NOTES:

DISPOSITION ACTION: Destroy

SERIES: 4068

SERIES STATUS: Approved

APPROVAL DATE:

10/27/2009
