

SECTION 12: FILING SYSTEM, FORMS, AND EQUIPMENT

I. Shell Egg Graders Filing System

The responsibility for a current filing and maintenance system for instructions, supplies, memorandums, reports, certificates, etc., is an essential part of a grader's duties. Adequate file cabinets shall be available at each plant and files are to be kept locked when not in use. File folders are to be stored vertically beginning with file No. 1 in the front of the cabinet and working toward the back for additional folders. All filing systems should be set up on a uniform basis following the general guide plan shown below.

- 1a Current set of report forms requiring daily completion (i.e. Form PY-101, etc.).
- 1b Completed Form PY-101 and Form PY-240, etc. (attached together by billing periods).
- 2 Information for relief graders regarding arrangements for service, noise level record, log of approved chemical compounds used in the plant, identification system for online samples, tare weights of packaging material, any approved alternate procedures, GIC designation, etc.
- 2a Signed copy of designated company official letter and Form PY-100, Work Schedule Request-Voluntary Grading Service.
- 2b Other pertinent information which may be helpful: Motels, Restaurants, etc.
- 3a Current billing period certificates, Form PY-210S and memorandum, Form PY-211's.
- 3b File copies of issued certificates, memorandums, and worksheets (by billing periods).
- 4a Completed Form PY-75 and 75-A's, Daily Candling Record.
- 4b Form PY-516, Product Retention Log; Retained Product Transfer/Release Memorandum.
- 4c Completed Form PY-74, Pre-Operative Shell Egg Plant Sanitation Report.
- 5 Completed Form PY-227, Employee's Performance Record.
- 6 Form PY-238, Grading Stamp Control Record and the list of users of USDA grading stamps.
- 7 Current pad of unused numbered certificates with current Form PY-185, Consignment, Receipt, and Disposition.

- 8 General correspondence to and from State, Regional, and National Office.
- 9 Miscellaneous material (not indexed) such as "Information Only".
- 10 Personnel records (Orientation Training Checklist).
- 11 Injury reporting information (Form CA-1).
- 12 AD-616 Travel Vouchers and AD-617, Travel Voucher Continuation Sheets.
- 13 Military purchase program, institutional purchase information, approved commercial specifications, and materials of this type.
- 14 Form PY-221, Label Notice, and approved labeling material.
- 15 Poultry Grading Division transmittal notices.
- 16 Completed Form PY-185, Consignment, Receipt, and Disposition Record.
- 17 Official stationery.
- 18 Stamped envelopes.
- 19 Water and iron content analysis reports and water certification log.
- 20 State Egg Laws (i.e. specific labeling requirements).
- 21 Grader's copy of Form PY-156, Surveillance Inspection Report. Retain for 1 year after close of fiscal year.
- 22 Completed Cooler Sample worksheets.

Additional folders may follow in numerical order, as necessary. However, when adding new folders, careful adherence to the current filing system is mandatory.

II. Additional Equipment, Unused Forms, and Instruction Storage

Official grade identification stamps, unused numbered certificates, and unused officially accountable forms must be kept in a locked drawer or file which is accessible only to authorized personnel.

Index manuals must be maintained on a current basis and may be kept in a specific file or on the grader's desk.

When some file folders are not applicable, they may be omitted.

Each Grader-in-Charge (GIC) is to be supplied with a government-owned lock for securing the files. The use of the keys to these locks must be restricted to authorized personnel, only. Duplicate keys must be obtained from your supervisor.

Supervisors are required to check grader's files and record their observations on Form PY-227, Grader's Performance Record.

III. Disposition Schedule for Grading Program Records

The disposition schedule is filed as R-1 RECORDS in the General Index.