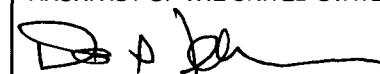
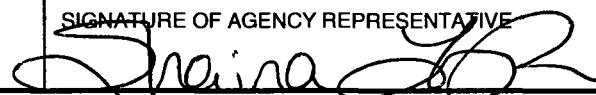


REQUEST FOR RECORDS DISPOSITION AUTHORITY		NI-584-11-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 4/7/11	
1 FROM (Agency or establishment) U.S Department of Agriculture		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Food Safety and Inspection Service			
3 MINOR SUBDIVISION Agency Wide			
4 NAME OF PERSON WITH WHOM TO CONFER Shaina Fisher	5 TELEPHONE 301-504-3991	DATE 8 Dec 11	ARCHIVIST OF THE UNITED STATES 
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 now needed for the business of 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 checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 4/5/11	SIGNATURE OF AGENCY REPRESENTATIVE 	TITLE Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION 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by the Federal Meat and Inspection Act, the Poultry Inspection Act, and the Egg Products Inspection Act.		9 GRS OR SUPERSEDED JOB CITATION
10 ACTION TAKEN (NARA USE ONLY)			
115-109	PREVIOUS EDITION NOT USABLE		STANDARD FORM SF 15 (REV 3-91) Prescribed by NARA 36 CFR 1228

AGENCY: Food Safety and Inspection Agency (FSIS)

PROGRAM OFFICE: Food Safety Education Staff (FSES)

TITLE: FSIS Food Safety Campaigns

APPLICABILITY: Agency-wide

DESCRIPTION:

The Food Safety Education Staff (FSES) plans, coordinates, conducts, and supervises FSIS' food safety education campaigns and activities. This includes responsibility for developing and conducting campaigns to educate consumers in the prevention of food borne illness. This schedule authorizes the disposition of the record copy in any media (media neutral)

Item 1, Educational Outreach Campaigns

Records include fact sheets, press release, research on focus group testing and results, logo and slogan results, and other documents developed in support of FSIS programs and initiatives
Records are arranged by campaign name

DISPOSITION: PERMANENT. Close inactive records upon completion of campaign
Transfer to the National Archives and Records Administration when 10 years old

FSIS agrees to transfer all anticipating permanent electronic records to NARA according to 36 CFR 1235 44, 46, 48 and 50

Item 2, Working Papers

Records include drafts, working files, and background papers relating campaigns activities

DISPOSITION: TEMPORARY. Destroy when no longer needed

Item 3, Posters and Publications

DISPOSITION: PERMANENT Transfer 2 copies each to the National Archives immediately after printing

Item 4, Video News Releases and Public Service Announcements

Records include original file and video master for educational outreach campaign

DISPOSITION: PERMANENT Transfer to NARA when 5 years old.