

**REQUEST FOR AUTHORITY
TO DISPOSE OF RECORDS**

(See Instructions on Reverse)

**TO: GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Agriculture

2. MAJOR SUBDIVISION
Animal and Plant Health Inspection Service

3. MINOR SUBDIVISION Staff
MPI-Products Standards Staff/Labels and Packaging

4. NAME OF PERSON WITH WHOM TO CONFER 5. TEL. EXT.
Eugenia A. M. Kissinger 436-8330

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

LEAVE BLANK	
DATE RECEIVED	JOB NO
OCT 21 1975	NC-136-76-2
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "with-drawn" in column 10.	
<i>12-23-75</i> <i>James E. O'Neil</i> Date ACTING Archivist of the United States	

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of _____ page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified

10-14-75 *Anthony Smith for EK* Head, Records Management Section
 (Date) (Signature of Agency Representative) (Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
	<p>This subject file system/disposal schedule applies to records created by APHIS, MPI, Products Standards Staff and Labels and Packaging Staff.</p> <p>The records relate to activities, policies, and procedures of the above staffs to assure the integrity of identification of meat and poultry products placed in interstate commerce for domestic consumption or foreign trade. The records also deal with the development of standards of identity and formulation of meat and poultry food products.</p> <p>Items 11a, 12a, 12b of this schedule will be microfilmed, used, and stored in accordance with the standards set forth in 41 CFR 101.11-5, so as to insure the availability of the information for the period of time required.</p>		

Copy to Agency & NCW 12-30-75 (10)

90 items

LABELING, MARKING, AND PACKAGING

This category deals with Agency activities, policies, and procedures to assure the integrity of identification of meat and poultry products placed in interstate commerce for domestic consumption or foreign trade, such identification including trade labels, markings, packaging, and containers. These requirements are to assure that a true and clear picture of the product is available to the consumer and that each label, marking, container, or package accurately reflect contents and protect the wholesomeness of product without risk of contamination therefrom.

It also deals with the development of standards of identity and formulation of meat and poultry food products.

EXCEPT: Laboratory analysis of products and containers, for which see ANALYSIS AND TESTING.

EXCEPT: Federal Register Dockets: File Dockets under LEG. Cross-reference to appropriate subject category, if needed.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP LABELING, MARKING, & PACKAGING	General material too broad in scope to be filed under one of the more specific subjects below.	(Item 1a) 3 years	(Item 1b) 2 years
LAMP 1 POLICY	Policy and guidelines covering all subjects included under this primary. If needed, subdivide by type or subject of policy and cross-reference to appropriate subject category.	(Item 2a) Originating office: Permanent. Transfer to Federal Record Center when 10 years old. Offer to National Archives when 15 years old.	(Item 2b) Destroy when superseded or obsolete.

(CONT'D)

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 1 (CONT'D)	Excludes: Published instructions or directives which are filed in binders according to established agency custom.		
LAMP 2 REPORTS AND STATISTICS	General reports (activity and work progress reports, etc.) covering all subjects included under this primary.	(Item 3a) <u>Originating office:</u> 3 years	(Item 3b) 2 years
	Substantive reports (reports with long-term value such as: annual summaries, or comprehensive nonrecurring reports).	(Item 4a) <u>Originating office:</u> Permanent. Transfer to Federal Record Center when 10 years old. Offer to National Archives when 15 years old.	(Item 4b) 2 years
	Case file reports by subject matter and type (substantive or general) as necessary.		
LAMP 3 COMMITTEES, MEETINGS	Except: Final project reports which should be filed under LAMP 6 PROJECTS, or Administrative Management reports which should be filed under ADM 1 REPORTS (see Administrative Records Maintenance and Disposition Handbook).		
	Meetings and committees relating to LAMP program functions not having long-term significance. Subdivide meetings and committees, if necessary, and show name and date span of folder.	(Item 5a) 2 years	(Item 5b) 2 years

(CONT'D)

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 3 (CONT'D)	<p><i>JDM 12-17-75</i> Case file ^{including agendas} record copy of minutes and related material of substantive or significant meetings or committees concerned with broad aspects of LAMP, such as: advisory organizations, interagency committees. Includes committees chaired by LAMP representatives for records maintained by LAMP representatives on committees to carry out responsibility of assignments.</p> <p>Example: LAMP 3 COMMITTEES (AFDOUS Food Standards FY 75)</p> <p>Except: Administrative meetings or committees which should be filed under ADM COMMITTEES or MEETINGS (see Administrative Records Maintenance and Disposition Handbook).</p>	(Item 6a) Permanent. Transfer to Federal Record Center when 10 years old. Offer to National Archives when 15 years old.	(Item 6b) 2 years
LAMP 3-1 Arrangements	<p><i>JDM 12-17-75</i> ^{includes such materials} Meeting arrangements, invitations, ^{extra copies of} agendas, accommodations, authority to attend, work papers, ^{and}</p>	(Item 7a) 1 year	(Item 7b) 1 year
LAMP 4 LABELS	<p>General material relating to trade labels and their use with meat and poultry products.</p> <p>Case file general material relating to particular establishment by name of applicant, establishment number, or country as best suits user's needs.</p>	(Item 8a) 3 years	(Item 8b) 2 years
LAMP 4-1 Applications	General material on applications for labels; temporary labels, label rescission, relabeling, transfer of labels, etc. For general material on import labels see: LAMP 4-2 IMPORT LABELS.	(Item 9a) 3 years	(Item 9b) 2 years

(CONT'D)

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 4-1 (CONT'D)	The following case files of label applications which must be used for domestic and foreign import labels, supersedes schedule NN-172-132, Items 1a through f, approved 2/7/72.		
LAMP 4-1 (Approved Labels)	(a) Approved meat and poultry labels and related correspondence.	(Item 10a) Destroy hard copy when converted to microfilm system approved by ASD and information entered into data system.	(Item 10b) <u>In-plant & Establishment Only:</u> Destroy when rescinded or when inspection is permanently withdrawn.
LAMP 4-1 (Master Microfilm Label)	(b) Master microfilm label files.	(Item 11a) Destroy 1 year after all labels contained in jackets are terminated.	(Item 11b) Not applicable.
LAMP 4-1 (Microfilm Copies)	(c) Microfilm copies (diaz or other process reproduced hard copies and the like) used as working files.	(Item 12a) Destroy when no longer needed.	(Item 12b) Destroy when no longer needed.
LAMP 4-1 (Sketches)	(d) Label sketches resulting in final approved label.	(Item 13a) May be destroyed when superseded by approved final label, but must be destroyed no later than 1 year after final approval.	(Item 13b) <u>In-plant & Establishment Only:</u> Destroy when final label is approved.

(CONT'D)

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 4-1 (CONT'D)	Label sketches not resulting in final approved label.	(Item 14a) Destroy 1 year after end of year if final approval not granted during that period and no further action is taken.	(Item 14b) <u>In-plant & Establishment Only:</u> Destroy 6 months after end of fiscal year in which sketch was received.
LAMP 4-1 (Disapproved Labels)	(e) Disapproved labels and related correspondence.	(Item 15a) Destroy 3 years after disapproval.	(Item 15b) <u>In-plant & Establishment Only:</u> Destroy when no longer needed, but not later than 1 year after disapproval.
LAMP 4-2 Import Labels	General material relating to import labels. File by country or product name, as best suits user's needs. Case file <u>specific</u> import label applications, approvals, etc., under LAMP 4-1 above.	(Item 16a) 3 years	(Item 16b) 2 years
LAMP 4-3 Inquiries	Inquiries regarding color, printing, weight statements, content, vignette, etc. File specific inquiries or complaints by establishment or by-product type, as best suits user's needs. NOTE: For inquiries other than LAMP subjects see Records Maintenance and Disposition Handbook, INF-INFORMATION.	(Item 17a) 3 years	(Item 17b) 2 years

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 4-4 Ingredient Statement	<p>Material relating to ingredient statements. Includes approval and disapproval to use labels where ingredient statements have been changed or altered from original statement as shown on original label approval.</p> <p>"Cut-Out": File by type of product or other method as best suits user's needs.</p>	<p>(Item 18a) 3 years</p>	<p>(Item 18b) 2 years</p>
LAMP 4-5 Date Marking	Material relating to use of date marking on labels or packages denoting shelf-life of products.	<p>(Item 19a) Destroy when superseded or obsolete, but no later than 3 years.</p>	<p>(Item 19b) Not applicable.</p>
LAMP 4-6 Nutrients	Material related to approval of nutritional labeling statements or claims. These statements give certain information concerning calories, proteins, carbohydrates, fats, vitamins, calcium, iron, etc., in meat and poultry products. File by product or establishment as best suits user's needs.	<p>(Item 20a) 3 years</p>	<p>(Item 20b) 2 years</p>
LAMP 4-7 Food Additives	<p>Material related to approval of meat and poultry products that are injected or added with water or other additives. File by product or establishment as best suits user's needs.</p> <p>NOTE: See LAMP 8-1 STANDARDS OF COMPOSITION for development of standards on additives.</p>	<p>(Item 21a) 5 years</p>	<p>(Item 21b) 2 years</p>
		<p>(Item 22a) 5 years</p>	<p>(Item 22b) 2 years</p>

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 5 MARKING	Material on the marking (casings, containers, packages, etc.) of meat and poultry. File material relating to individual establishments by establishment name or number, as best suits user's needs.	(Item 23a) 3 years	(Item 23b) 2 years
	For material on date marking for labels, see LAMP 4-5 Date Marking.		
	General material on projects.	(Item 24a) 3 years	(Item 24b) 2 years
	Reference material.	(Item 25a) Destroy when superseded or obsolete.	(Item 25b) Destroy when superseded or obsolete.
LAMP 6 PROJECTS	Case file records and related correspondence on approved projects. Includes basic documentation and final report or other substantive material. Show title and date span on project, as: LAMP 6 PROJECT NO. 00 Salmonella in Red Meat and Poultry FY 75.	(Item 26a) Permanent. Transfer to Federal Record Center when 5 years old. Offer to National Archives when 15 years old.	(Item 26b) 2 years
	Proposed Projects.	(Item 27a) Destroy when 5 years old, if no further action is taken.	(Item 27b) 2 years
	NOTE: When a proposed project is approved, remove and file with project case files.		
	Work papers and draft report of project.	(Item 28a) Destroy 3 years after completion of project and final report.	(Item 28b) 2 years

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 7 PACKAGING	General material relating to packaging, packaging material, and containers.	(Item 29a) 3 years	(Item 29b) 2 years
	Correspondence and other related material on the approval or disapproval of packaging or packaging material. Includes brand names, descriptions of conditions of use, lists of substance composing material which identifies all major and minor constituents by proper chemical names.	(Item 30a) <u>Approvals:</u> Destroy 3 years after packaging approval terminates.	(Item 30b) 2 years
	File by product, establishment, or manufacturer as best suits user's needs.	(Item 31a) <u>Disapprovals:</u> Destroy 3 years after disapproved if no further action is taken.	(Item 31b) 2 years
LAMP 8 FOOD STANDARDS	General material relating to food standards. Includes interpretations of standards and the evaluation of product/trade label claims.	(Item 32a) 3 years	(Item 32b) 2 years
LAMP 8-1 Standards of Composition and Formulation	NOTE: Merge records in connection with specific labels (domestic and import) with LAMP 4-1 above. Case file product standards and related material. Includes analysis of food products for the development of and adherence to standards of composition and formulation. Includes copies of published documents, comments from public hearings, etc. NOTE: File in appropriate standards below.		

(CONT'D)

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 8-1 (CONT'D)	Established standards.	(Item 33a) Permanent. Transfer to Federal Record Center when 10 years old. Offer to National Archives when 20 years old.	(Item 33b) Destroy when superseded or obsolete.
	Proposed Standards.	(Item 34a) Destroy when 10 years old if no further action is taken.	(Item 34b) 2 years
LAMP 8-2 Taste Panel	Material relating to selected taste panels who recognize and analyze certain characteristics in meat and poultry products. Subdivide by product or other method as needed.	(Item 35a) 3 years	(Item 35b) 2 years
LAMP 8-3 Kitchen Test	Material relating to cooking, heating, and weight analysis of food products.	(Item 36a) 3 years	(Item 36b) 2 years
LAMP 8-4 Formulas and Recipes, Domestic	General material relating to domestic formulas and recipes. Includes "seasoning" files, i.e. File by name of manufacturer or as best suits user's needs.	(Item 37a) 3 years	(Item 37b) 2 years
	Letter of acceptability requests and related correspondence, granting manufacturer to use certain seasonings in products.	(Item 38a) Destroy 3 years after acceptability is removed.	(Item 38b) 2 years
	Reference material	(Item 39a) Destroy when superseded or obsolete.	(Item 39b) Destroy when superseded or obsolete.

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
LAMP 8-5 Formulas and Recipes, Foreign	General material relating to foreign formulas and recipes. Includes "seasoning" files, i.e.	(Item 40a) 3 years	(Item 40b) 2 years
	Letter of acceptability requests and related correspondence, granting manufacturer to use certain seasonings in products.	(Item 41a) Destroy 3 years after acceptability is removed.	(Item 41b) 2 years
	Reference material	(Item 42a) Destroy when superseded or obsolete.	(Item 42b) Destroy when superseded or obsolete.
LAMP 9 TECHNICAL REFERENCE	Product information files, which include copies of memos, articles, reprints, pamphlets, data reflecting technical advice and assistance related to product standards, labeling, marking, and packaging.	(Item 43a) Destroy when superseded or obsolete.	(Item 43b) Destroy when superseded or obsolete.
	Except: Requests for information or agency information which should be filed under INF-INFORMATION (see Administrative Records Maintenance and Disposition Handbook). See LAMP 4-3 for requests or inquiries on Labels, Marking, and Packing.		
LAMP 9-1 Nutrition	Technical reference material	(Item 44a) Destroy when superseded or obsolete.	(Item 44b) Destroy when superseded or obsolete.
LAMP 9-2 Research	Technical reference material	(Item 45a) Destroy when superseded or obsolete.	(Item 45b) Destroy when superseded or obsolete.