

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-462 03-020	
To: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 5/01/2003	
1. FROM (Agency or establishment) United States Department of Agriculture (USDA)		NOTIFICATION TO AGENCY In accordance with the provisions of 44 U.S.C. 3303a, the disposition request, including amendments, is approved except for items that may be marked A disposition not approved or withdrawn in column 10.	
2. MAJOR SUBDIVISION Food Safety and Inspection Service			
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Vernie M. McLendon	5. TELEPHONE (301)504-4214	DATE 5-4-04	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</i>
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 05/02/2003	SIGNATURE OF AGENCY REPRESENTATIVE <i>Vernie McLendon</i>	TITLE RECORDS OFFICER, FSIS-USA	
7. Item No.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

This label schedule provides records disposition standards for United States Department of Agriculture, Food Safety Inspection Service, Labeling and Consumer Protection Service. This schedule covers label submission/application files for sketches of labels meat and poultry manufacturers must submit to FSIS in accordance with the prior level approval mandates of the Federal Meat Inspection Act and Poultry Product Inspection Act. The schedule also includes the deletion of items of Schedule N1-462-80-3 covering marking, packaging, taste panels, kitchen test, and food formula approvals. FSIS final rule (Docket92-015F) mandated modification to the FSIS Prior Label Approval system that went into effect July 1, 1996 amending 9 CFR Parts 306, 317, 320, 327, and 381. The amendments to the Prior Label Approval System changed the way labels are submitted by meat and poultry establishment to FSIS for approval and the types of records kept by industry and LCPS and eliminated all label files maintained by FSIS inspectors in establishments.

cc Agency, NR, NWMD, NWMA, NECT

This schedule supercedes items 11 and 14 of FSIS disposal authority NC1-462-80-3. Delete items NC1-462-80-3 items 11 a (1) (b), 11 a (2)(a&b), 11b(2), 11c, 11d, 11e, 11f, 11g, 12, 14, 14 c&d.

1. **Approved label/sketch applications and related materials.**

Meat and poultry label sketch submissions/applications and related material including applications for sketch approval and at least printers proof of sketch labels and documentation to support special statements and claims on labeling and application for temporary label approvals.

a. **Microfilmed/CD Case Files**

Record Copy

Temporary. Destroy 1 year after all labels contained on roll or CD are terminated, superseded, or obsolete.

b. **Microfilmed Hard Copy or Paper Copies of labels and related material**

Record Copy

Temporary. Destroy when microfilm/CD copy is verified. *Superseded Job Citation NC1-462-80-3 Items 11a1(a), 11a 2(b).*

2. **Animal Production/raising claims on labels.** Maintain by grower/manufactures of meat and poultry products used to support animal raising claims, e.g., “cattle raised without adding hormones”, etc.

Record Hard Copy

Temporary. Destroy when no longer needed for agency business needs or when grower/manufacture withdraws claim.

3. **Temporary Label Approvals** meeting the same criteria as item 1, but approval span not exceeding 180 days.

Record Copy

Temporary. Destroy when time period lapses, no longer than 180 days or when inspection is withdrawn whichever comes first. *Superseded Job Citation NC1-462-80-3 11b(1)*

4. **Food additive approvals** involving meat and poultry product that are injected/added water or other additives.

Record Copy

Temporary. Destroy when 5 years old or when inspection is withdrawn. *Superseded Job Citation NC1-462-80-3 Item 11h and Item 14a*

5. **Electronic mail and word processing records.** Electronic copies of records created by electronic mail and word processing systems and used exclusively to produce and generate record keeping copy of records included in items 1-5. It also includes items created on electronic and word processing systems maintained for updating, revision, and dissemination.

- a. Records covered under items 1-5 having no administrative value after recordkeeping (hard copy) is created. To include copies maintained by employees in personal files, personal electronic mail directories, or other directories on hard disk or network drive or shared drive used only to produce the record keeping Copy.

Temporary. Delete when 180 days old and after the record keeping copy is produced.

- b. Copies used for dissemination, revision or updating that are kept in addition to the recordkeeping copy.

Temporary. Delete when information dispersed or revision or update is completed.