

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER 71-462-04-8	DATE RECEIVED 7.8.2004
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Food Safety and Inspection Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Administrative Services Division			
4. NAME OF PERSON WITH WHOM TO CONFER Keith Holden	5. TELEPHONE (301)504-3999	DATE 7/30/04	ARCHIVIST OF THE UNITED STATES Allen Weinstein

**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,

is not required;  is attached; or  has been requested.

DATE 7/6/04	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE Chief IMAB, ASD
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7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	Swab Test on Premises (STOP) (See attached sheets)		

*8/14/04 copies sent to Agency, NARA, NAME, NAME, NR, NACT*

**Name: Swab Test on premises (STOP)**

**Agency Program:** Office of Public Health and Science (OPHS)

**Applicability:** Biosciences Division (BD)

**Identifying information:**

**Description:** The Swab Test on Premises system (STOP) is used to store in-plant swab test results for antibiotic residues. These tests are reported by FSIS inspectors.

**Specific Restriction:** In plant swab test results for antibiotic residues.

**Description Information:**

/ a. System inputs. Negative and positive swab results as derived from the test and stored in the STOP database. Positive results are forwarded to the Technical Services Lab in St. Louis for antibiotic identification and quantification and results stored in the MARCIS database.

TEMPORARY. Destroy input data after recordkeeping copy is produced and verified.

b. Master file. Datasets that have names and abbreviations of corresponding assigned codes for detail items. Microbiological screening of fluids from specified slaughter classes to detect zones of previously administered antibiotic residues. This information is by plant, species, date inspected and positive or negative results. The date coverage is on a calendar year bases, with the time span of CY 1990 to present. Geographically the system covers all USDA federally inspected slaughter establishments.

TEMPORARY. Back up Master File at the end of calendar year. Destroy or delete back-up after 21 years.

c. Data outputs. User inquires and monthly reports.

TEMPORARY. Destroy when no longer needed for business or operational purposes.

d. System documentation. User manual, training guides and policies and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the Swab Test on Premises (STOP) database.

TEMPORARY. Destroy 6 years after termination of system and successful migration of data, or termination of system.

2. Electronic mail and word processing records.

Electronic copies of records that are created on electronic mail and word processing systems and used solely to generate a recordkeeping copy of the records covered by the items above. Also, includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, and disseminating.

a. Copies of records that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personnel files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copies.

TEMPORARY. Destroy/delete within 180 days after the recordkeeping copy has been produced.

b. Copies used for disseminating, revising, or updating that are maintained in addition to recordkeeping copy.

TEMPORARY. Destroy/delete when disseminating, revising, or updating is completed.

***NOTE:*** *FSIS agrees to maintain these records in accordance with 36 CFR 1234§§30-32 for their entire 21-year retention period.*