

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>71-462.04.17</i>	DATE RECEIVED <i>8.27.2004</i>
1. FROM (Agency or establishment) U.S. Department of Agriculture		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Keith Holden	5. TELEPHONE (301)504-3999	DATE <i>6/10/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen W. ...</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 2 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 <i>8/19/04</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i>	TITLE <i>CHIEF IMAB, ASD</i>
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Recall Web (RECALL) (See attached sheets)		

cc Agency NR ...

RECALL WEB (RECALL)

1. The Recall Web (RECALL) is a web based tool used to alert the public, FSIS, industry and other federal agencies, state and local government agencies and public health personnel when meat or poultry products are recalled. A recall is intended to remove food products from commerce when there is reason to believe the products may be adulterated or misbranded.

- a. **System Inputs.** Information on recall actions involving meat and poultry products. Information may include:
- company that manufactured or distributed the food
 - test results received by FSIS that indicate the products are adulterated or misbranded
 - FSIS field inspectors and program investigators information discovering unsafe or improperly labeled foods; and
 - Epidemiological data submitted by State or local public health departments, or other Federal agencies revealing unsafe, unwholesome or inaccurately labeled food.

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

- b. **Master File.** Contains data entered into the system since September 2000.

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

- c. **Data Outputs.** Output consist of letters, reports and memorandums, data entry, screen shots for the Office of Field Operations and the Recall Management Division with a list of active recall cases. Reports of recalls by case number, year of recall, reasons and source of notification of need to recall.

TEMPORARY. Destroy when administrative business use comes to an end, or when 3 years old.

- d. **System Documentation.** User manuals, training guides, policies, and procedures for adding and deleting from the system and related information pertaining to the content and technical management of the system.

TEMPORARY. Destroy documentation after termination of system and/or successful migration of data to a new 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 this item. Also includes electronic copies of records created on electronic mail and word processing systems that are maintained for updating, revising, or disseminating.

- a. Copies of records covered by above items that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal 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 procure the recordkeeping copy.

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 the entire 21-year retention period.*