

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
		JOB NUMBER <i>71-462-04-22</i>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED <i>8.31.2004</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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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>8/22/06</i>	ARCHIVIST OF THE UNITED STATES <i>Allen Penot</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 GRS OR SUPERSEDED JOB CITATION	10.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)
	Pathogen Reduction Enforcement Program (PREP) (See attached sheets)		

SA 2/3/04 copies sent to Agency, NWMW, NR

Pathogen Reduction Enforcement Program (PREP)

The USDA Food Safety and Inspection Service Office of Public Health Science (OPHS) uses PREP to implement the Pathogen Reduction; Hazard Analysis and Critical Control Point regulations promulgated in 9 CFR Part 417. This system schedules, tracks, and reports testing information on raw and ready-to-eat (RTE) meat and poultry products, including eggs, in relation to salmonella, E. coli 0157:H7, listeria, and staph performance standards. The system calculates results of analysis of sample sets obtained from establishments (slaughterhouses and processing plants) eligible for testing, and reports the performance on the sets. The system also provides feedback to Field Operations, including completed set results, failure reports, and current testing status reports.

1. Inputs:

- (a) Performance standards for salmonella, E. coli 0157:H7, listeria, and staph; information on establishments (slaughterhouses and processing plants) eligible for testing such as mailing address, contact information, size, and products, which is updated electronically from the Performance Based Inspection System (PBIS). Recordkeeping copies of performance standards are maintained in the Microbiology Division. Recordkeeping copies of plant information are maintained in PBIS.

Disposition: Temporary. Delete when superseded or obsolete.

- (b) Notification from field offices of changes in plant status, whether maintained electronically or on paper.

Disposition: Temporary. Cut off at the end of the fiscal year. Destroy/delete 1 year after cutoff.

- (c) Sample results for analysis of salmonella, listeria, E. coli, and staph samples, including serotype and serogroup, which are updated electronically from the Laboratory Sample Flow System. Recordkeeping copies are maintained in the laboratories.

Disposition: Temporary. Destroy/delete when data have been entered into the master file or database and verified.

- 2. Master File:** The system contains 66 tables, and includes information on all domestic establishments (slaughterhouses and processing plants) eligible for testing under the enforcement programs, products of each establishment, lists of OPHS district and circuit offices and Federal laboratories, and performance standards for Hazard Analysis Critical Control Point salmonella compliance. The system also tracks samples from each establishment as they arrive at a laboratory and are tested, whether each sample has tested positive, and whether the sample set has met the performance standard for the tested product. Records in the system date from March 1998 to the present.

Disposition: Temporary. Delete data when 25 years old.

3. **Outputs:** Reports on establishments that are scheduled for testing; early warning of set failure reports when positive samples for the current testing sample set have exceeded half of the maximum number of positives allowed; notification reports when sufficient analyzable samples have been received by the lab from each establishment; notification of passing or failure of each sample set; reports identifying establishments that are eligible for performance standard compliance sampling; reports identifying establishments scheduled for sampling but which have not responded; current testing status reports; and reports listing establishments no longer producing testing products. Records also include ad hoc reports produced in response to requests from other FSIS offices. Recordkeeping copies are maintained in the laboratories, field offices, or other headquarters office.

Disposition: Temporary. Delete after report has been verified and sent.

4. **System documentation:** User manual, administrative manual, training guides, policies and procedures.

Disposition: Temporary. Destroy with master file when 25 years old.

5. **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. This 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.

Disposition: 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.

Disposition: 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 25-year retention period.