

REQUEST FOR RECORDS DISPOSITION AUTHORITY		N1-462-08-1	
To NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		DATE RECEIVED 4/7/08	
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request, including amendments, is approved except for items that may be marked as disposition not approved or withdrawn in column 10	
2 MAJOR SUBDIVISION Food Safety and Inspection Service			
3 MINOR SUBDIVISION The U.S. Codex Office			
4 NAME OF PERSON WITH WHOM TO CONFER Teresa D. McDuffie-Frye	5 TELEPHONE 301-504-4218	DATE 7/28/09	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</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 type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 03-31-2008	SIGNATURE OF AGENCY REPRESENTATIVE <i>Teresa D. McDuffie-Frye</i>	TITLE Agency Records Officer	
7 Item No	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>The Food Safety and Inspection Service (FSIS) is a public health agency in the U.S. Department of Agriculture (USDA). FSIS regulates the meat, poultry, and egg product industries to ensure that products in interstate commerce are safe, wholesome, and accurately labeled as required by the Federal Meat and Inspection Act, the Poultry Inspection Act, and the Egg Products Inspection Act.</p> <p>The U.S. Codex Office, located in the FSIS/USDA is the U.S. contact point for the Codex Alimentarius Commission and its activities. Codex Alimentarius is the major international mechanism for encouraging fair international trade in food while promoting the health and economic interest of consumers.</p>		
115-109	PREVIOUS EDITION NOT USABLE	STANDARD FORM SF 115 (REV 3-91) Prescribed by NARA 36 CFR 1228	

The Codex Alimentarius Commission (Codex)

The Codex Alimentarius Commission (Codex) was established in 1963 by two United Nations organizations, the Food and Agriculture Organization and the World Health Organization (WHO). Through adoption of food standards, codes of practice, and other guidelines developed by its committees, and by promoting their adoption and implementation by governments, Codex seeks to protect the health of consumers and ensure that fair practices are used in trade. Records dated 1955 to 2000 will be transferred to the National Archives and Records Administration (NARA) after the approval of this schedule. All other records will be scheduled as part of the office process after approval of this schedule.

Item 1: Codex Committee Case Files – Codex committees prepare draft standards, codes of practice, and guidelines for adoption by the Codex Alimentarius Commission. The following are the names of the committees that encompass the Codex Alimentarius Commission:

General Subject Committees

- Food Additives – Establishes or endorses permitted maximum levels for food additives.
- Contaminants in Foods – Establishes maximum or guideline levels for contaminants and naturally occurring toxins in food and animal feed.
- Food Hygiene – Drafts basic provision on food hygiene for all foods.
- Food Import and Export Certification and Inspection Systems – Develops principles and guidelines for food import and export certification systems.
- Food Labeling – Studies issues related to food labeling, endorses labeling provisions, and considers issues of mislabeling.
- General Principles – Considers rules and procedures referred to it by the Codex Alimentarius Commission.
- Methods of Analysis and Sampling – Endorses methods of analysis and sampling proposed by Codex committees except for residues of pesticides of veterinary drugs in foods.
- Nutrition and Foods for Special Dietary Uses – Drafts provisions on nutritional aspects for foods and develops guidelines, general principles and standards for foods for special dietary uses.
- Pesticide Residues – Recommends maximum limits for pesticide residues for specific food items on in groups of food.
- Residues of Veterinary Drugs in Foods – Recommends maximum residue limits for veterinary drugs.

Commodity Committees

- Cereals, Pulses and Legumes – Sets standards or codes of practice for cereals, pulses, legumes and their products. It is adjourned *sine die*.
- Cocoa Products and Chocolate – Elaborated world-wide standards for coca products. It is adjourned *sine die*.
- Fats and Oils – Elaborates standards for fats and oils of animal, vegetable, and marine origin.
- Fish and Fishery Products – Elaborates standards for fresh and frozen fish, crustaceans, and mollusks.
- Fresh Fruits and Vegetables – Elaborates world-wide standards and codex of practice on fresh fruits and vegetables.
- Meat Hygiene – Elaborated standard and codes of practice for meat and poultry. It is adjourned *sine die*.
- Milk and Milk Products – Establishes international standards for milk products.
- Natural Mineral Waters – Elaborates standards for all types of mineral water products.
- Processed Fruits and Vegetables – Elaborates world-wide standards for dried, canned and frozen fruit and vegetable products.

- Sugars – Elaborated standards for all types of sugars and sugar products. It is adjourned *sine die*.
- Vegetable Proteins – Elaborated standards for vegetable proteins derived from any member of the plant kingdom. It is adjourned *sine die*.

Regional Coordinating Committees

- Coordinating Committee for Africa (African Region)
- Coordinating Committee for Asia (Asian Region)
- Coordinating Committee for Europe (Europe Region)
- Coordinating Committee for Latin America and The Caribbean (South America, Central America, and the Caribbean region)
- Codex Committee for the Near East (Near East Region)
- Coordinating Committee for North America and the South West Pacific (United States and Canada and the South West Pacific)

Ad hoc Intergovernmental Task Forces

- Ad hoc Intergovernmental Task Force on Foods Derived from Modern Biotechnology – The task force was established to develop standards, guidelines, or recommendations for foods derived from modern biotechnology.
- Ad hoc Codex Intergovernmental Task Force on Antimicrobial Resistance – It was established to develop science-based guidance for risk assessment and risk management advice on the use of antimicrobials in foods and feed.
- Ad hoc Codex Intergovernmental Task Force on Processing and Handling of Quick Frozen Food – Its mandate is to finalize the International Code of Practice for the Processing of Quick Frozen Foods.

Records

Each of the committee case files contains the following documentation. The case files are identified by the committee name and its session number.

- Item 1-a: Circulating Letters (CL, CX) – Documents containing preliminary information prior to a committee meeting. These documents are circulated from the US Codex Office to the appropriated US official working with that particular committee. The documents are often sent requesting comments in return.
- Item 1-b: Conference Room Document (CRD) – Documents that are produced at committee meetings. The documents can be written by any country or national government organization that wishes to have their views be discussed at a committee meeting session.
- Item 1-c: Agenda – Documents that contain information regarding what will be discussed in a committee session.
- Item 1-d: Invitation – The official invite to countries and national government organizations to the committee sessions.
- Item 1-e: Information Paper (INF) – The information document that a country and/or national government organization wishes to share during committee sessions. (NOTE: This document does not require comments.)

- Item 1-f: ALINORM Report (Delegation Report) – This is the official report that is generated from the committee session.
- Item 1-g: Country Comments – These documents are generated from the various countries who comment on the CL and/or CX.
- Item 1-h: Codex Standards and Codes – This document is the result of a committees work over a period of years. This serves as the final international standard for that relevant year.

PERMANENT. Cut off file at the end of the fiscal year in which session is completed. Retire to the Washington National Records Center when 3 FYs old. Transfer to the National Archives and Records Administration when 20 FYs old.

Item 2: Publications

- Item 2-a: Newsletters – Codex newsletters that are published by the U.S. informing the public on various activities of the Codex Alimentarius.

PERMANENT. Cut off at the end of the fiscal year in which newsletter is issued. Retire to the Washington National Records Center when 3 FYs old. Transfer to the National Archives and Records Administration when 20 FYs old. *See records officer memo regarding change dated 8/20/2009.*

- Item 2-b: Handbooks – Codex handbooks that are published by the U.S. as information handbook on the Codex Alimentarius.

PERMANENT. Cut off at the end of the fiscal year in which handbook is published. Retire to the Washington National Records Center when 3 FYs old. Transfer to the National Archives and Records Administration when 20 FYs old. *See records officer memo regarding change dated 8/20/2009.*

- Item 3:** Codex Organization and Function – Records detailing the history of the FSIS Codex Office and its mission in representing the U.S. Includes organizational charts, functional statements, and reorganization.

PERMANENT. Cut off files at the end of the fiscal year. Retire to the Federal Records Center when 3 FYs old. Transfer to the National Archives and Records Administration when 20 FYs old.