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| REQUEST FOR RECORDS DISPOSITION AUTHORITY | | JOB NUMBER N1-462-08-2 | |
| To. NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001 | | Date received 7/28/08 | |
| 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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10 | |
| 2 MAJOR SUBDIVISION Food Safety Inspection Service | | | |
| 3 MINOR SUBDIVISION Office of Public Health Science | | | |
| 4 NAME OF PERSON WITH WHOM TO CONFER Shaina Fisher | 5 TELEPHONE NUMBER 301-504-3991 | DATE 27 NOV 12 | ARCHIVIST OF THE UNITED STATES |
| 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 needed now for the business for 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 9/28/12 | SIGNATURE OF AGENCY REPRESENTATIVE | | TITLE Records Officer |
| 7 ITEM NO | 8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION | 9 GRS OR SUPERSEDED JOB CITATION | 10 ACTION TAKEN (NARA USE ONLY) |
| | 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. | | |

AGENCY: U S Department of Agriculture (USDA), Food Safety and Inspection Service (FSIS)

NAME OF THE SYSTEM: Laboratory Information Management System (LIMS)

The Laboratory Information Management System (LIMS) provides complete tracking of a sample from the time it is received at the laboratory until the results are completed. LIMS maintains sample tracking that is required under the ISO Standard 17025 accreditation. Data are entered into LIMS by lab technicians or supervisors, or captured directly from laboratory instruments. LIMS ensures the maintenance of authentic, reliable, and legally compliant records through such security measures as full auditing of data changes, strict authentication procedures, and access controls. LIMS was implemented to

- Maintain better sample accountability by tracking the chain of custody
- Improve the quality of data by allowing entry of results and other information into a database from the point of capture
- Eliminate many paper-based and manual processes by implementing electronic forms and automating many routine calculations
- Automate many data acquisition, processing, and storage functions.
- Improve information sharing by allowing online access to laboratory information
- Increase security of laboratory results
- Automate scheduling of equipment maintenance, calibration, and quality assurance checks.
- Maintain reagent and equipment inventories.

1. Master File

Sample demographics, such as form number, sample collection date, product name, product code, establishment number, type of sample code, shipping date, date received at laboratory, HACCP sample set for HACCP samples only, reason for discarding the sample upon receipt, sample status, species, assigned tests, test status, sample preparation data (action performed, lot numbers of reagents or microbiological media used, inventory numbers of analytical instruments or other laboratory equipment used), quality control samples and standards, project data, project actions, and test results, (text and numeric values for results, calculated results, etc.), LIMS also contains instrument maintenance records, such as manufacturer, calibration dates, and preventive maintenance dates; reagent and supply inventory data, including item, vendor, container type, and certificates of analysis, analyst certification records for laboratory records, user data such as name, assigned analyses, analyst code, contact information, personnel actions, position information, system functional permissions, sample storage data, quality control data, extraneous materials narrative findings, pathology narrative findings, laboratory requisition records, certificate of analysis if applicable, supervisory review and authorization of sample test result data, audit history of sample actions, and audit history of all database transactions

DISPOSITION TEMPORARY. Cut off at the end of the fiscal year. Delete/Destroy 3 years after cut off or when no longer needed, whichever occurs first