

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

LEAVE BLANK (NARA use only)

JOB NUMBER
N1-462-94-1

DATE RECEIVED
3/22/94

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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.

DATE: 10-21-94
ARCHIVIST OF THE UNITED STATES: *Cindy Hankamp Peterson*

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment)
U.S. Department of Agriculture

2. MAJOR SUBDIVISION
Food Safety Inspection Service

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER: Vernie M. McLendon
5. TELEPHONE: (202) 720-5033

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: _____ SIGNATURE OF AGENCY REPRESENTATIVE: *[Signature]* TITLE: _____

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
	<p>This disposal Schedule provides records disposition standards for Department of Agriculture, Food Safety Inspection Service files maintained in official meat and poultry plants, and import inspection establishments. This schedule covers grant of inspection material, establishment sanitation, trade label applications, and reports and statistics. Also included are files on imported and exported product, packaging material, and product ingredient approvals. The Official Establishment Files should included all records maintained in FSIS approved meat, poultry, and import facilities.</p> <p>See attached list of Record Descriptions and Requested Disposition Authorities.</p> <p>This schedule supersedes only items which pertain to the establishment inspector's copy of FSIS Disposal Authority NC1-462-80-3. The remainder of the schedule remains active for all other copies.</p> <p><i>Copy sent to Agency [Signature] 10/25/94</i></p>		

1. **Grants of Inspection Material** including records relating to granting, inaugurating, suspending, and withdrawing inspection services in meat and poultry slaughter and processing establishments.

- a. **Establishment Case Files** consisting of material on individual applications for inspection, establishment operations, deficiencies of operation, suspension or withdrawal of inspection, water potability certificates, and other matters pertaining to inspection activities at a specific establishment.

Item
9a2

Establishment Copy

Destroy when inspection is permanently withdrawn or plant closes.

- b. **Process Control Inspection Systems.** Acceptance letter and related documentation and correspondence on approved process control inspection system. Includes all Partial Quality Control, Total Quality Control, HAACP, and other related systems and procedures.

Establishment Inspector's Copy

Destroy when obsolete or superseded

- c. **Certificates, correspondence, permits,** and other material supplied by plant management to inspection personnel and required by FSIS regulations or Federal, state, and local authorities to operate as an approved meat and poultry establishment.

Item
9a2

Establishment Inspector's Copy

Screen annually and destroy all obsolete material.

2. **Establishment Sanitation** material including records relating to approvals of establishment plant equipment and materials used and records relating to sanitation.

- a. **Equipment for use in establishments.** Case Files of individual applications including applications for experimental equipment. Includes drawings and related correspondence.

1) **Equipment Application hard copy.**

Item
10d1b(2)

Establishment Inspector's Copy

Destroy when equipment is replaced or cancelled.

2) **Temporary or experimental equipment files maintained by establishment inspectors.**

ITEM
10 d 1 c (1)

Equipment approved for use for Specific period of time

Establishment Inspector's Copy

Destroy ~~when 1 year old.~~ *AFTER TEMPORARY APPROVAL EXPIRES.*

b. Plant Improvement Program.

Documentation of planned construction or maintenance programmed or completed in the establishment and scheduled by establishment inspector.

Establishment Inspector's Copy

Destroy when 2 years old.

3. **Trade Label Applications and related material used in conjunction with meat and poultry products.**

a. Sketches that do not result in final approved label.

Item
11c2b

Establishment Inspector's Copy

Destroy when no longer needed, but no later than 1 year after end of fiscal year disapproved.

b. Temporary or limited label approvals

Item
11b2

Establishment Inspector's Copy

Destroy when rescinded or time limit expires.

c. Permits or Certificates used to certify that meat and poultry is wholesome and unadulterated, ship product/labels between official establishments, or condemnation certificates.

Establishment Inspector's Copy

Destroy when 2 years old.

4. **Reports and Statistics** covering all program functions included in this disposal schedule

a. Meat and Poultry Slaughter and Processing report forms and related material.

1) **Forms which involve no claim or suit** Item 4f(1~~a~~)
Item 4h(1~~a~~)
Establishment Inspector's Copy
Destroy when 1 year old.

2) **Forms involved with a claim or suit** Item 4f(2~~a~~)
Item 4h(2~~a~~)
Establishment Inspector's Copy
Destroy 2 years after claim is settled.

b. Sanitation Report forms and related material.

Establishment Inspector's Copy Item 4i
Destroy when 2 years old.

5. **Export/Import Certification requirements of meat and poultry and their products.**

Import Certificates and custom entry forms.

a. Record Copy

Destroy when 2 years old Item 8c

b. Establishment Inspector's Copy

Destroy when 1 year old.

6. **Packaging or Packaging material approvals** Item
and related material. Includes brand names, 13c(2)
descriptions and conditions of use, lists of
substances composing material which identifies
all major and minor constituents by proper
chemical names.

Establishment Inspector's Copy
Destroy when obsolete or superseded.

7. **Product Ingredient Approvals** and related material. Includes additives, agents, binders, castings, colorings, curing and smoking agents, fats and oils, milk derivatives, preservatives, proteins, seasonings and flavorings, and water. Item
17b(2)

Establishment Inspector's Copy

Destroy when 2 years old or when no longer needed,

whichever is sooner.

8. **In-Plant Lab Analysis** conducted to determine species identification, presence of toxic bacteria, or other pathogens present in raw meat and poultry or processed products.

a. **Forms with negative results**

Establishment Inspector's Copy

Destroy when 2 years old.

b. **Forms with positive results**

Establishment Inspector's Copy

Destroy when 3 years old.

see
withdrawn
by G. Gray
7/14/94