

REQUEST FOR RECORDS DISPOSAL AUTHORITY
(See Instructions on reverse)

LEAVE BLANK	
JOB NO NCL-462-80-3	
DATE RECEIVED 11-2-79	
NOTIFICATION TO AGENCY	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
8-4-80 Date	<i>Robert W. ...</i> Archivist of the United States

TO **GENERAL SERVICES ADMINISTRATION,
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408**

1 FROM (AGENCY OR ESTABLISHMENT)
U.S. Department of Agriculture

2 MAJOR SUBDIVISION
Food Safety and Quality Service

3 MINOR SUBDIVISION Meat and Poultry Inspection and
Agency Mission Support Programs

4 NAME OF PERSON WITH WHOM TO CONFER
Cosmo D. Fornaro

5 TEL EXT
447-5033

6 CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records, that the records proposed for disposal in this Request of 21-22 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

A Request for immediate disposal.

B Request for disposal after a specified period of time or request for permanent retention

C DATE 10/24/79	D SIGNATURE OF AGENCY REPRESENTATIVE <i>William B. Hauser</i>	E TITLE Chief, Paperwork Management Branch
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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>The Food Safety and Quality Service (FSQS) was established as an autonomous agency within the U.S. Department of Agriculture in May 1977.</p> <p>FSQS program functions consist of:</p> <ol style="list-style-type: none"> The inspection of meat and poultry and meat and poultry products, regulation of processing and distribution, and preventing movement or sale of meat and poultry products which are unwholesome, adulterated, or misbranded. <p>These functions were formerly part of Animal and Plant Health Inspection Service (APHIS).</p> <ol style="list-style-type: none"> The purchase service for commodities, standardization, quality inspection, and grading of dairy and dairy products, fresh and processed fruits and vegetables, meat, poultry, poultry products, shell eggs, egg products, rabbits, and miscellaneous commodities. <p>These functions were formerly part of the Agricultural Marketing Service (AMS).</p>		164 etc.

*Copied to agency
NWF, NNB. all FRCs*

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
1.	<p>This schedule covers all FSQS records relating to the inspection and regulation of meat poultry products to assure they are wholesome, unadulterated and not misbranded; and program support functions consisting of laboratory analysis and compliance activities to ensure proper standards and procedures are followed.</p> <p>"This certifies that the records described on this form will be microfilmed in accordance with the standards set forth in 41 CFR 101-11.506."</p> <p>Administrator's Subject File</p> <p>Arranged alphabetically by the FSQS files classification scheme.</p> <p>Memoranda, correspondence, reports, and other documents either addressed to or signed by the Administrator and his principal staff. These records contain correspondence within USDA or with Congress, other Federal agencies, and the general public which is related to various FSQS programs such as meat, poultry, and egg product inspections; food quality assurance; and the standardization, inspection, and grading of meat and poultry, dairy products, fresh and processed fruit and vegetables. This file also includes documents related to committees, meetings, conferences, and seminars.</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 20 years old in 5 years blocks.</p>		
2.	<p>Administrator's Name File</p> <p>Arranged alphabetically by name.</p> <p>A carbon copy of the Administrator's correspondence which is used as a finding aid.</p> <p>PERMANENT. Transfer to FARC when 3 years old. Offer to NARS when 20 years old in 5 years blocks.</p>		<p>15 cu ft / yr</p> <p>1 cu ft. / yr.</p>

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7 ITEM NO	8 DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
3.	<p><u>Policy and Guidelines</u> covering all program functions included in this disposal schedule. Except regulations and other types of issuances. Also including all memoranda correspondence signed by the Deputy Administrator.</p> <p>a. Policy and guidelines prescribed by other agencies.</p> <p><u>All Copies</u> Destroy when superseded or obsolete.</p> <p>b. Policy and guidelines of transitory value.</p> <p><u>All Copies</u> Destroy when 3 years old.</p> <p>c. All other policy and guidelines. Arranged alphabetically by subject.</p> <p>1. <u>Record Copy</u> (3 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old.</p> <p>2. <u>Other Copies</u> Destroy when superseded or obsolete.</p>		DISPOSAL NOT APPROVED
4.	<p><u>Reports and Statistics</u> covering all program functions included in this disposal schedule.</p> <p>a. Substantive reports such as annual summaries and comprehensive nonrecurring reports including special or one-time reports. Arranged alphabetically by subject.</p> <p>1. <u>Record Copy</u> (3 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old. <i>in 10 year blocks</i></p>		;1 cu. ft.

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	<p>2. <u>Other Copies</u> Destroy when no longer needed for reference but no later than when 3 years old.</p> <p>b. Activity reports consisting of periodic summaries of specific action or work performed.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. Routine laboratory sample reports, correspondence of specific laboratory reports and worksheets. Except reports which are part of special projects or surveys, biological products or other case files.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Establishment Inspector's Copy</u> Destroy when 1 year old.</p> <p>3. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. Companion sample reports which provide external evidence of the quality control in certified or approved laboratories.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>e. Check sample reports which provide internal evidence of quality control in Agency laboratories.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>		

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	<p>f. Meat and poultry slaughter report forms and related material except those copies used as input to ADP systems.</p> <ol style="list-style-type: none"> 1. Forms which involve no claim or suit. <ol style="list-style-type: none"> (a) <u>Record Copy</u> Destroy when 1 year old. (b) <u>Other Copies</u> Destroy after review of form. 2. Forms involved with a claim or suit. <ol style="list-style-type: none"> (a) <u>Record Copy</u> Destroy 1 year after claim is settled. (b) <u>Other Copies</u> Destroy after review of form. <p>g. Meat ante-mortem and post-mortem inspection summary report forms and poultry inspection summary report forms and related material except copies used as input into ADP systems.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy when 1 year old. 2. <u>Other Copies</u> Destroy after review of form. <p>h. Meat and poultry processing report forms and related material except those used as input into ADP systems. Include monthly Report of Inspected Poultry and related forms concerning poultry condemned and poultry used.</p> <ol style="list-style-type: none"> 1. Forms which involve no claim or suit. <ol style="list-style-type: none"> (a) <u>Record Copy</u> Destroy when 1 year old. (b) <u>Other Copies</u> Destroy after review of form. 2. Forms involved with a claim or suit. 		

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	<p>(a) <u>Record Copy</u> Destroy 1 year after claim settled.</p> <p>(b) <u>Other Copies</u> Destroy after review of form.</p> <p>i. Sanitation report forms and related material except copies used as input into ADP systems or when form is evidence of establishment sanitation violation.</p> <p><u>Record Copy</u> Destroy when 3 years old.</p> <p>j. Odd-Hour Inspection Report forms and related material. Includes checklists.</p> <p><u>All Copies</u> Destroy when 1 year old.</p> <p>k. Copies of form reports used as input into an ADP system.</p> <p><u>All Copies</u> Destroy after verification and validation of data.</p> <p>l. All other reports.</p> <p><u>All Copies</u> Destroy when 2 years old.</p> <p><i>3.</i> <i>5.</i> <u>Meetings/Committees</u> covering all program functions included in this disposal schedule.</p> <p>a. Minutes, agendas, and related material of substantive or significant meetings or committees such as interagency, advisory or international committees or meetings. Arranged alphabetically by organization.</p> <p>1. <u>Record Copy</u> (1 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old. <i>in 10 year blocks</i></p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>		<p>.05 cu. ft.</p>

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	<p>b. Minutes, agendas, and related material of all other meetings or committees.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy when 2 years old.</p> <p>c. Meetings or committee arrangements including invitations, extra copies of agendas, accommodations, authority to attend, work papers, acceptances, and regrets.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy when 1 year old.</p> <p><i>4.</i> <i>6.</i> <u>Projects</u> covering all program administrative functions included in this disposal schedule.</p> <p>a. Case files of approved projects, studies, or task forces, including basic documentation and final report, having precedential significance. Arranged numerically by project.</p> <p style="padding-left: 20px;">1. <u>Record Copy</u> (2 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS, when 20 years old. <i>in 10 year blocks</i></p> <p style="padding-left: 20px;">2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. All other projects.</p> <p style="padding-left: 20px;">1. <u>Record Copy</u> Destroy 5 years after completion of project.</p> <p style="padding-left: 20px;">2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. Proposed projects, studies and task forces.</p> <p style="padding-left: 20px;">1. <u>Record Copy</u> If no further action taken, destroy when 5 years old.</p> <p style="padding-left: 20px;">2. <u>Other Copies</u> Destroy when 2 years old.</p>		<p>.1 cu. ft.</p>

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<p>5. 7.</p>	<p><u>Environmental Monitoring records and related material on monitoring specific elements on Agency programs to assess their effect on the environment. Includes environmental impact statements and evaluations, residue tolerance levels in animal tissues, water, and the like. These are copies of records maintained in other agencies or organizations.</u></p> <p>a. <u>Record Copy</u> Destroy when 10 years old.</p> <p>b. <u>Other Copies</u> Destroy when 2 years old.</p>		
<p>6. 8.</p>	<p><u>Export/Import Certification requirements of meat and poultry and their products.</u></p> <p>a. Export certificates, stamps, U.S. origin health certificates, and related material.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. DES free certificates (Di-Ethylstilbesterol) showing that animals or meat exported are free of DES feed additives. Includes rejection notices.</p> <p><u>All Copies</u> Destroy when 1 year old.</p> <p>c. Import certification including inspection certificates and custom entry forms.</p> <p><u>All Copies</u> Destroy when 2 years old.</p>		
<p>7. 9.</p>	<p><u>Grants of Inspection material including records relating to granting, inaugurating, suspending, and withdrawing inspection services in meat and poultry slaughter and processing establishments.</u></p> <p>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,</p>		

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	<p>and other matters pertaining to inspection activities at a single specific establishment.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 2 years after establishment closed. 2. <u>Other Copies</u> Destroy 1 year after establishment closed or when no longer needed, whichever occurs first. <p>b. Directory of Establishments. Published listing of meat and poultry establishments under Federal inspection.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 3 years after superseded or obsolete. 2. <u>Other Copies</u> Destroy when superseded or obsolete. <p>c. Applications for departmental recognition of inspection requested by foreign countries.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 10 years after superseded or terminated. 2. <u>Other Copies</u> Destroy when superseded or terminated. <p>d. Reviews of state and foreign inspection systems and reviews of federally inspected establishments to determine adequacy of inspection programs and operations to assure meat and poultry is wholesome, unadulterated, and not misbranded.</p> <ol style="list-style-type: none"> 1. Reviews of federally inspected establishments. <ol style="list-style-type: none"> (a) <u>Record Copy</u> Destroy when 20 years old. (b) <u>Other Copies</u> Destroy after subsequent review performed but no later than when 3 years old. 2. Reviews of state operated inspection programs, including determinations. <ol style="list-style-type: none"> (a) <u>Record Copy</u> Destroy when 5 years old. 		

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8. 10.	<p>(b) <u>Other Copies</u> Destroy when 3 years old.</p> <p>3. Surveys of foreign establishment programs and operations.</p> <p>(a) <u>Record Copy</u> Destroy when 20 years old.</p> <p>(b) <u>Other Copies</u> Destroy when no longer needed but no later than when 3 years old.</p> <p><u>Establishment Sanitation</u> material including records relating to approvals of establishment plant equipment and materials used and records relating to sanitation.</p> <p>a. Plant design and structure case files.</p> <p>1. Applications, correspondence, approvals, disapprovals and related material. Also includes master microfilm copy of blueprints.</p> <p><u>Record Copy</u> Destroy 2 years after termination of inspection.</p> <p>2. Blueprint hard copy.</p> <p>(a) <u>Microfilmed Hard Copy</u> Destroy after microfilmed and verified.</p> <p>(b) <u>Establishment Inspector's Copy</u> Return to plant management when complete new blueprints are made or when inspection is permanently withdrawn.</p> <p>(c) <u>Other Copies</u> Destroy when replaced by microfilm copy or when superseded or terminated, if no microfilm copy is available.</p> <p>3. Disapproved blueprints for non-operating establishments.</p> <p><u>Record Copy</u> Destroy 3 years after disapproved or when blueprints resubmitted and approved, whichever is earlier.</p>		

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	<p>b. Construction materials case files consisting of records on approvals and/or disapprovals, results of tests, recommendations, and comments associated with materials, including building materials, lighting facilities, doors, and similar materials, used in construction of establishment plants and facilities, including experimental tests.</p> <ol style="list-style-type: none">1. <u>Record Copy</u> Destroy 5 years after material withdrawn from acceptability.2. <u>Other Copies</u> Destroy 3 years after material withdrawn from acceptability. <p>c. Case files covering sealers, paints, coatings, patching compounds, and similar material used on structural surfaces of establishments.</p> <ol style="list-style-type: none">1. Product approval and disapproval.<ol style="list-style-type: none">(a) <u>Record Copy</u> Destroy 5 years after termination of approval.(b) <u>Other Copies</u> Destroy 3 years after termination of approval.2. Applications neither approved nor disapproved.<ol style="list-style-type: none">(a) <u>Record Copy</u> Destroy when 4 years old.(b) <u>Other Copies</u> Destroy when 2 years old. <p>d. Equipment for use in establishments.</p> <ol style="list-style-type: none">1. Case files of individual applications including applications for experimental equipment. Includes drawings and related correspondence.<ol style="list-style-type: none">(a) Microfilm files.<ol style="list-style-type: none">(1) <u>Record Copy</u> Destroy 5 years after approval withdrawn,		

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	<p>terminated, or superseded by revised or modified equipment.</p> <p>(2) <u>Other Copies</u> Destroy when approval withdrawn, terminated, or superseded.</p> <p>(b) Equipment application hard copy.</p> <p>(1) <u>Record Copy</u> Destroy after indexed, microfilmed, and verified.</p> <p>(2) <u>Other Copies</u> Destroy when 2 years old.</p> <p>(c) Temporary or experimental equipment files maintained by establishment inspectors.</p> <p>(1) Approved equipment.</p> <p><u>Record Copy</u> File in establishment folder.</p> <p>(2) Equipment that is not approved.</p> <p><u>Record Copy</u> Destroy when 1 year old.</p> <p>(d) Applications, inquiries, and related material, including drawings, neither approved nor disapproved.</p> <p>(1) <u>Record Copy</u> Return to applicant when 2 years old if no further action is taken.</p> <p>(2) <u>Other Copies</u> Destroy when 2 years old.</p> <p>2. Published listings of equipment approved for use in establishments.</p> <p>(a) <u>Record Copy</u> Destroy when 20 years old.</p> <p>(b) <u>Other Copies</u> Destroy when superseded by subsequent issue.</p>		

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9. 11.	<p>e. <u>Environmental pollution and related material.</u> Includes material on water supply, water potability and sewage requirements, devices to reduce air and noise pollution, and noise control systems. These requirements, systems and devices are copies of records maintained in other Federal agencies.</p> <p>1. <u>Record Copy</u> Destroy when 5 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p><u>Trade Label Applications</u> and related material used in conjunction with meat and poultry products. Includes applications for temporary labels, label rescission, relabeling and transfer of labels.</p> <p>a. <u>Approved label applications and related material.</u></p> <p>1. <u>Microfilm case files.</u></p> <p>(a) <u>Record Copy</u> Destroy 1 year after all labels contained in jacket or roll are terminated.</p> <p>(b) <u>Other Copies</u> Destroy when terminated, superseded or obsolete.</p> <p>2. <u>Paper copies of label and related material.</u></p> <p>(a) <u>Microfilmed Hard Copy</u> Destroy when microfilmed and verified.</p> <p>(b) <u>Establishment Inspector's Copy</u> Destroy when rescinded or when inspection is withdrawn.</p> <p>b. <u>Temporary or limited label approvals.</u></p> <p>1. <u>Record Copy</u> Destroy when rescinded or when inspection is withdrawn.</p> <p>2. <u>Establishment Inspector's Copy</u> Destroy when time limit expires.</p> <p>c. <u>Label sketches and related material.</u></p> <p>1. <u>Sketches resulting in final label approval.</u></p>		

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	<p>(a) <u>Record Copy</u> May be destroyed when superseded by approved final label but must be destroyed 1 year after final approval.</p> <p>(b) <u>Establishment Inspector's Copy</u> Destroy when final label is approved.</p> <p>2. Sketches not resulting in final approved label.</p> <p>(a) <u>Record Copy</u> Destroy 1 year after end of fiscal year if final approval not granted and no further action is taken.</p> <p>(b) <u>Establishment Inspector's Copy</u> Destroy 6 months after end of fiscal year in which sketch was received.</p> <p>d. Disapproved label applications and related material.</p> <p>1. <u>Record Copy</u> Destroy 3 years after disapproved.</p> <p>2. <u>Establishment Inspector's Copy</u> Destroy when no longer needed, but not later than 1 year after disapproved.</p> <p>e. Label ingredient statement approvals and related material. Includes approvals and disapprovals where ingredient statements have been changed or altered from original statement as shown on original label approval.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>f. Date markings indicating shelf-life of products.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>		

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	<p>g. Nutritional labeling approvals dealing with statements or claims. These statements give certain information concerning such things as calories, protein, carbohydrates, fats, vitamins, calcium and iron in meat and poultry products.</p> <p><u>All Copies</u> Destroy when 5 years old.</p> <p>h. Food additive approvals involving meat and poultry products that are injected or added with water or other additives.</p> <p><u>All Copies</u> Destroy when 5 years old.</p>		
<p>10. 12.</p>	<p><u>Marking of Meat and Poultry Products</u>, such as casings, containers and packages of meat and poultry, and related material.</p> <p>a. <u>Record Copy</u> Destroy when 3 years old.</p> <p>b. <u>Other Copies</u> Destroy when 2 years old.</p>		
<p>11. 13.</p>	<p><u>Packaging or packaging material</u> approvals or disapprovals and related material. Includes brand names, descriptions of conditions of use, lists of substances composing material which identifies all major and minor constituents by proper chemical names.</p> <p>a. Approvals.</p> <p><u>Record Copy</u> Destroy 3 years after packaging approval terminates.</p> <p>b. Disapprovals.</p> <p><u>Record Copy</u> Destroy 3 years after disapproved if no further action taken.</p> <p>c. Other copies of approvals and disapprovals.</p> <p><u>All Copies</u> Destroy when 2 years old.</p>		

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14.	<p><u>Food Standards</u> and related material.</p> <p>a. Case files of product standards related to the analysis of food products for the development of the adherence to standards of composition and formulation. The file contains memoranda, correspondence, studies, reports and other documents related to the establishment, review, and amendment of food standards for the wholesomeness of meat and poultry. Also includes comments from public hearings.</p> <p>1. Approved standards. Arranged alphabetically by product.</p> <p>(a) <u>Record Copy</u> (30 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS ^{when} 20 years old. <i>in 10 year blocks</i></p> <p>(b) <u>Other Copies</u> Destroy when superseded or obsolete.</p> <p>2. Proposed standards.</p> <p>(a) <u>Record Copy</u> Destroy when 10 years old if no further action is taken.</p> <p>(b) <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. Material relating to taste panels who recognize and analyze certain characteristics in meat and poultry products.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. Kitchen tests and related material relating to cooking, heating, and weight analysis of food products.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>		2 cu. ft.

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	<p>d. Food formula and recipe approvals and related material. Requests from foreign and domestic manufacturers to use certain seasonings in products, and correspondence granting acceptability.</p> <p>1. <u>Record Copy</u> Destroy 3 years after acceptability is removed.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p>		
<p>13. 15.</p>	<p><u>Laboratory Methodology</u> case files and related material. Includes methods of testing including standardized methods and records relating to development of new methods of analysis; sample discard procedures includes procedures for discarding spoiled meat and other samples and reagent production, including information on substances used in the test system to identify diseases, chemicals, viruses, and other reagents in laboratories. Arranged alphabetically by type of method.</p> <p>a. <u>Record Copy</u> (4 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old. <i>in 10 year blocks</i></p> <p>b. <u>Other Copies</u> Destroy when superseded or obsolete.</p>		<p>.25 cu. ft.</p>
<p>14. 16.</p>	<p><u>Outside Laboratory Approval.</u> Includes certification and/or approval of non-Federal laboratories, including state and private laboratories, to perform specific tests.</p> <p>a. <u>Record Copy</u> Destroy 1 year after decertification or disapproval of laboratory.</p> <p>b. <u>Other Copies</u> Destroy after decertification or disapproval of laboratory.</p>		
<p>15. 17.</p>	<p><u>Chemical Analysis</u> including analysis of ingredients, residues, and wrapping and packaging material.</p> <p>a. Case files of specific chemical analyses having precedential significance. Arranged alphabetically by purpose of analysis.</p>		

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

7 ITEM NO	8 DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9 SAMPLE OR JOB NO	10 ACTION TAKEN
	<p>1. <u>Record Copy</u> (2 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old. <i>in 10 year blocks</i></p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>b. Product ingredient chemical analyses including related material. Includes additives, agents, binders, castings, colorings, curing and smoking agents, fats and oils, milk derivatives, preservatives, proteins, seasonings and flavorings, and water.</p> <p>1. <u>Record Copy</u> Destroy 5 years after product is terminated.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>c. Testing of meat and poultry products for harmful residues and related material.</p> <p>1. <u>Record Copy</u> Destroy when 3 years old.</p> <p>2. <u>Other Copies</u> Destroy when 2 years old.</p> <p>d. Analysis of wrapping and packaging materials and related records. Includes material relating to the analysis of adhesives, coatings, ink and marking materials, nettings, paper and boxes, plastic and films, resins, and wax.</p> <p>1. Approvals of packaging material.</p> <p>(a) <u>Record Copy</u> Destroy 5 years after termination of approval.</p> <p>(b) <u>Other Copies</u> Destroy when 2 years old.</p> <p>2. Disapprovals of packaging material.</p> <p>(a) <u>Record Copy</u> Destroy 5 years after disapproval.</p>		.10 cu. ft.

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<p>16. 18.</p>	<p>(b) <u>Other Copies</u> Destroy 2 years after disapproval.</p> <p><u>Microbiology</u> studies and analyses including related material. Includes case files on food, medical, and diagnostic microbiology. Arranged alphabetically by purpose of analysis.</p> <p>a. <u>Record Copy</u> (4 cubic feet on hand) Permanent. Transfer to FARC when 10 years old. Offer to NARS when 20 years old. <i>in 10 year blocks</i></p> <p>b. <u>Other Copies</u> Destroy when 5 years old.</p>		<p>.25 cu. ft.</p>
<p>17. 19.</p>	<p><u>Consumer Complaints</u> and related material dealing with meat and poultry products and which do not result in investigations/violations. <i>Arranged alphabetically by state and thereunder chronologically.</i></p> <p>a. <u>Record Copy</u> Washington Office: Permanent. Transfer Destroy when 2 years old. to FARC when 5 years old. Offer to NARS in 10 year blocks when 20 years old. Sc 8-19-80</p> <p>b. <u>Other Copies</u> Destroy when 1 year old.</p>		<p>1 cu. ft.</p>
<p>18. 20.</p>	<p><u>Meat and Poultry Compliance</u> records pertaining to compliance by individuals or companies in handling, processing, transporting, and similar functions meat and poultry products in federally inspected establishments, moving in interstate commerce or for import.</p> <p>a. Case files of material on specific establishments. Except investigations/violations.</p> <p><u>All Copies</u> Destroy 2 years after business discontinued.</p> <p>b. Master compliance files used to schedule compliance reviews using a risk category to assign priorities and provide follow up.</p> <p>1. <u>Record Copy</u> Destroy upon receipt of second subsequent annual or other periodic listing.</p> <p>2. <u>Other Copies</u> Destroy upon receipt of subsequent annual or other periodic listing.</p>		

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19. 21.	<p>c. Compliance record file consisting of the Review and Compliance Record.</p> <p>1. Microfilm case file.</p> <p>(a) <u>Record Copy</u> Destroy 2 years after business is discontinued.</p> <p>(b) <u>Other Copies</u> Destroy when superseded or obsolete.</p> <p>2. Microfilm source document and hard copies not microfilmed.</p> <p><u>Record Copy</u> Destroy when microfilm is verified or when 1 year old, whichever occurs first.</p> <p>d. Compliance officer and review officer assignment sheets.</p> <p><u>All Copies</u> Destroy when reassigned.</p> <p><u>Meat and Poultry Investigation/Violation records dealing with investigations and reviews dealing with the Planned Compliance Program, establishment operations, grants of inspection, toxic substances, foodborne and zoonotic diseases, and other investigations of program operations and companies or individuals engaged in meat and poultry operations.</u></p> <p>a. Planned Compliance Program investigations or reviews and related material which deals with inspection, investigation, and review of companies who have violated or may violate regulations by processing and/or marketing unwholesome, adulterated, or misbranded product.</p> <p>1. <u>Record Copy</u> Destroy 2 years after business discontinued.</p> <p>2. <u>Other Copies</u> Destroy when 3 years old or after second subsequent review, whichever occurs first.</p>		

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	<p>b. Establishment investigations and reviews and related records concerning establishment operations.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 2 years after business discontinued. 2. <u>Other Copies</u> Destroy after receipt of subsequent review or when 3 years old, whichever occurs first. <p>c. Evaluation incidents, including investigations which deal with the breakdown of establishment inspection.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 10 years after case is closed. 2. <u>Other Copies</u> Destroy 3 years after case is closed. <p>d. Investigations and related material on granting, denying or withdrawing inspection.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy 2 years after business terminated.</p> <p>e. Toxic substances and foodborne and zoonotic disease investigations and related material. Includes investigations conducted in cooperation with other agencies.</p> <p style="padding-left: 40px;"><u>All Copies</u> Destroy 3 years after case is closed.</p> <p>f. All other investigations relating to meat and poultry inspection.</p> <ol style="list-style-type: none"> 1. <u>Record Copy</u> Destroy 10 years after case is closed. 2. <u>Other Copies</u> Destroy 2 years after case is closed. <p>g. Violations case files, including related investigations, surveillance reports, investigative reports (including GAO, OIG, and OGC), laboratory reports, physical evidence, photographs, cautionary or warning letters, and the record of any administrative or criminal proceedings initiated.</p>		

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22.	<p>(1) Official copy: PERMANENT. All case files closed in 1975, 1980, and every 5 years thereafter. Transfer to FARC 3 years after the case is closed. Offer to NARS 10 years after the case is closed.</p> <p>(2) Official copy all other years: Transfer to FARC 3 years after the case is closed. Destroy 10 years after the case is closed.</p> <p>(3) Other copies: Destroy 2 years after the case is closed.</p> <p>Information Requests</p> <p>Memoranda and correspondence with the general public requesting information which involves administrative decisions. These requests are too general to be filed under any of the above items.</p> <p>a. <u>Record Copy</u> Destroy when 3 years old.</p> <p>b. <u>Other Copies</u> Destroy when 2 years old.</p>		12 cu. ft./yr.