

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NT-463-95-3	DATE RECEIVED 2-1-95
1. FROM (Agency or establishment) U.S. Department of Agriculture		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Animal and Plant Health Inspection Service		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION			
4. NAME OF PERSON WITH WHOM TO CONFER Gregory Ramsey	5. TELEPHONE 301-734-7911	DATE 12-12-95	ARCHIVIST OF THE UNITED STATES <i>John W. Carl</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 7/24/95	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gregory A Ramsey</i>	TITLE Records Management Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION See attached.	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)

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copy to: Agency, NSR

QA 1. Reference Files.

Copies of regulations, memoranda, correspondence, reference requests and the results of special searches.

TEMPORARY. Destroy when no longer needed for reference.

QA 2. Reports and Statistics.

Reports covering all subjects included under this primary subject. Case filed by type of report.

a. Reports of periodic inspections of studies showing the date of inspection, study inspected, phase or segment of the study inspected, findings recommended, actions, scheduled reinspection and name and signature of inspector. Case filed by study.

TEMPORARY. Destroy when no needed for legal (per 40 CFR Part 160) or administrative purposes.

b. Status reports to management and the study director on each study, noting any problems and corrective actions taken.

TEMPORARY. Destroy when two years old.

QA 3. Standard Operating Procedures (SOPs).

a. Database Tracking System of the following information for active and cancelled SOPs: Title, Author, Originating Section, Preparation Date, Revision Number and Date/Authors and Preparation Date.

TEMPORARY. Destroy when no longer needed for administrative purposes.

b. Working file consisting of the most current SOP version and correspondence relative to the development of the SOP, with comments by staff scientists reviewing the SOP.

TEMPORARY. Destroy when superceded or obsolete.

c. Historical file of all standard operating procedures and all revisions approved for use by the institution.

TEMPORARY. Destroy when no longer needed for legal (per 40 CFR Part 160) or administrative procedures.

QA 4. Master Schedule.

Master schedule of all studies conducted at the testing facility, indexed by test substance and

containing the test system, nature of the study, date study was initiated, current status of each study, identity of the sponsor and name of the study director.

TEMPORARY. Destroy when no longer needed for legal (per 40 CFR Part 160) or administrative purposes.

QA 5. Protocols.

Working copies of Good Laboratory Practices protocols pertaining to studies for which the unit is responsible.

TEMPORARY. Destroy when no longer needed for legal (per 40 CFR Part 160) or administrative purposes.

QA 6. Maintenance and Calibration of Equipment.

Information on the inspection, maintenance, testing, calibration and standardization of equipment.

a. Computer Database.

Contains maintenance schedules only.

TEMPORARY. Delete when no longer needed for administrative purposes.

b. Paper Records.

Original correspondence relating to maintenance and calibration of equipment, test results and the date and place of equipment tested.

TEMPORARY. Destroy when no longer needed for legal (per 40 CFR Part 160) or administrative purposes.