

**REQUEST FOR RECORDS DISPOSAL AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB #

NCL-463-85-2

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

DATE RECEIVED  
**7-3-85**

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

NOTIFICATION TO AGENCY

2. MAJOR SUBDIVISION  
**Animal and Plant Health Inspection Service (APHIS)**

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

3. MINOR SUBDIVISION

4. NAME OF PERSON WITH WHOM TO CONFER  
**Doris Tench**

5. TELEPHONE EXT.  
**447-6218**

DATE

**11-14-85**

ARCHIVIST OF THE UNITED STATES

*Frank S. Burke*

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 4 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

B. DATE <b>6/11/85</b>	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>Susan D. Cigliano</i>	D. TITLE <b>Head, Mail and Records Management Section Information Management Branch</b>
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p><b>Veterinary Biologics (VEB):</b> APHIS is amending the retention periods of VEB 4 BIOLOGICALS PRODUCTION and VEB 5 BIOLOGICAL TRANSPORTATION records under the Veterinary Biologics file category as shown on attached sheets. The justification for increases in retention periods of some records is attached. Also enclosed is a copy of the current sheets for comparison.</p>		<p>30 items</p>

*Copies to agency + NCL + NMF  
11-15-85 JJ*

## DISPOSAL AUTHORITY

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
VEB 4 BIOLOGICALS PRODUCTION	General material involving the production and marketing of Veterinary Biologics not relating to a specific establishment.	(Item 1026a) Destroy in Agency when 5 years old.	(Item 1026b) Not applicable.
	<u>Outline of Production.</u> Records describing each biological product licensed or imported for sale and distribution, including documents supporting acceptance.	(Item 1027a) Transfer to FARC 3 years after inactive. Destroy 13 years after inactive.	(Item 1027b) Destroy when superseded or obsolete.
	<u>Facilities documents.</u> Documents describing premises used by licensees, permittees and producers of products imported for sale and distribution, including documents supporting acceptance.	(Item 1028a) Destroy when superseded or terminated.	(Item 1028b) Destroy when superseded or terminated.
	<u>Licenses and Permits for Sale and Distribution.</u> Applications and related material granting establishment licenses, product licenses, and permits for sale and distribution.	(Item 1029a) Transfer to FARC 3 years after inactive. Destroy 13 years after inactive.	(Item 1029b) Destroy when inactive.
	<u>Serial records.</u> Material related to specific serials and subserials of biological products.	(Item 1029-1a) Destroy after 7 years.	(Item 1029-1b) Not applicable.
	<u>National Veterinary Services Laboratories test records.</u> Seeds and Substrates.	(Item 1029-2a) Destroy when inactive.	(Item 1029-2b) Not applicable.
	Serial for prelicensing, outline revision, market release, stability or special tests.	(Item 1029-3a) Destroy 2 years after expiration date.	(Item 1029-3b) Not applicable.

MAKE FILE FOLDERS FOR ONLY THOSE SUBJECTS NEEDED

## DISPOSAL AUTHORITY

SUBJECT	TYPE OF MATERIAL TO BE FILED	RETENTION	
		OFFICE OF PRIMARY RESPONSIBILITY	ALL OTHER OFFICES
VEB 5 BIOLOGICAL TRANSPORTATION	<u>Labels.</u> Written, printed, or graphic matter accompanying released biological products.	(Item 1030a) Transfer to FARC 3 years after superseded or discontinued. Destroy 8 years after superseded or discontinued.	(Item 1030b) Destroy when superseded or discontinued.
	<u>Label correspondence.</u> Label lists, correspondence and inactive sketches.	(Item 1030-1a) Destroy when 3 years old.	(Item 1030-1b) Destroy when superseded or discontinued.
	<u>Inspection.</u> Material related to inspection of licensed establishments and of facilities approved for permittees for sale and distribution.	(Item 1031a) Destroy when 10 years old.	(Item 1031b) Destroy when 3 years old.
	<u>Licensees and permittees.</u> Biographical summaries and correspondence related to licensees and permittees personnel.	(Item 1031-1a) Destroy 10 years after obsolete or superseded.	(Item 1031-1b) Destroy when obsolete or superseded.
	<u>Consumer complaints.</u> Correspondence and documents related to investigations of consumer complaints.	(Item 1031-2a) Destroy 7 years after completion of investigation.	(Item 1031-2b) Not applicable.
	General material related to the transportation of biologicals. Includes requests and authorizations for interstate and intrastate transportation.	(Item 1032a) Destroy when 3 years old.	(Item 1032b) Not applicable.
	VEB 5-1 Import Material related to importation of biologicals for Research and Evaluation and Transit Shipment.	(Item 1033a) Destroy 3 years after date of issuance.	(Item 1033b) Not applicable.

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**DISPOSAL AUTHORITY**

<b>SUBJECT</b>	<b>TYPE OF MATERIAL TO BE FILED</b>	<b>RETENTION</b>	
		<b>OFFICE OF PRIMARY RESPONSIBILITY</b>	<b>ALL OTHER OFFICES</b>
VEB 5-2 Export	Material relating to the exportation of biologicals. Includes export certificates and permits.	(Item 1034-a) Destroy when 1 year old.	(Item 1034-b) Not applicable.

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