

Request for Records Disposition Authority

Records Schedule Number **DAA-0584-2015-0003**
Schedule Status **Approved**

Agency or Establishment **Food Safety and Inspection Service**
Record Group / Scheduling Group **Records of the Food Safety and Inspection Service**
Records Schedule applies to **Agency-wide**
Schedule Subject **FSIS Incident Management System (FIMS)**
Internal agency concurrences will be provided **No**

Background Information **FIMS is a web-based application for managing the receipt, monitoring, and follow-up actions of all Incident Reports (IRs) received by the U.S. Department of Agriculture, Food Safety and Inspection Service (FSIS). IRs are the way FSIS manages significant incidents that may adversely affect public health or food defense. Users can track the status of IRs, and add documents or information to the IR case file within the FIMS system.**

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
1	1	0	0

GAO Approval

Outline of Records Schedule Items for DAA-0584-2015-0003

Sequence Number

1	Incident Reports – Master file contains case files of information documenting significant incidents that could present a grave, or potentially grave, threat to public health or to the safety of FSIS-regulated product. Disposition Authority Number: DAA-0584-2015-0003-0001
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Records Schedule Items

Sequence Number								
1	<p>Incident Reports – Master file contains case files of information documenting significant incidents that could present a grave, or potentially grave, threat to public health or to the safety of FSIS-regulated product.</p> <p>Disposition Authority Number DAA-0584-2015-0003-0001</p> <p>Final Disposition Permanent</p> <p>Item Status Active</p> <p>Is this item media neutral? No</p> <p>Explanation of limitation The records are solely in electronic form.</p> <p>Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p>Do any of the records covered by this item exist as structured electronic data? Yes</p> <p>Disposition Instruction</p> <p>If this item has multiple sections, indicate here records to which this section apply Electronic Records</p> <p>Cutoff Instruction Cut off file at the end of the fiscal year in which the IR was closed</p> <p>Transfer to the National Archives for Accessioning Transfer to the National Archives 15 year(s) after cutoff</p> <p>Additional Information</p> <p>First year of records accumulation 2005</p> <p>What will be the date span of the initial transfer of records to the National Archives? Unknown There are no IR's that are 15 years old.</p> <p>How frequently will your agency transfer these records to the National Archives? Unknown There are no IR's that are 15 years old.</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 50%;"></th> <th style="width: 25%;">Estimated Current Volume</th> <th style="width: 25%;">Annual Accumulation</th> </tr> </thead> <tbody> <tr> <td>Electronic/Digital</td> <td style="text-align: center;">11 GB</td> <td></td> </tr> </tbody> </table>			Estimated Current Volume	Annual Accumulation	Electronic/Digital	11 GB	
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Electronic/Digital	11 GB							

Paper		
Microform		
Hardcopy or Analog Special Media		

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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
11/09/2015	Certify	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food Safety and Inspection Service
12/09/2015	Return for Revision	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
02/24/2016	Submit For Certification	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food Safety and Inspection Service
02/24/2016	Certify	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food Safety and Inspection Service
09/13/2016	Submit for Concurrence	Tom Cotter	Appraiser	National Archives and Records Administration - Records Management Services
09/15/2016	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
09/19/2016	Concur	Laurence Brewer	Director, National Records Management Program	National Archives and Records Administration - National Records Management Program
09/20/2016	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist