

Request for Records Disposition Authority

Records Schedule Number DAA-0584-2019-0003
Schedule Status Modified Approved Version

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 Lab Decommissioning Records
Internal agency concurrences will be provided No

Background Information

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items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

GAO Approval

Outline of Records Schedule Items for DAA-0584-2019-0003

Sequence Number

1	Lab Decommissioning Records Disposition Authority Number: DAA-0584-2019-0003-0001
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Records Schedule Items

Sequence Number	
1	<p data-bbox="345 380 789 411">Lab Decommissioning Records</p> <p data-bbox="345 432 1149 464">Disposition Authority Number DAA-0584-2019-0003-0001</p> <p data-bbox="345 485 1520 831">Records include those that describe laboratory operations, analysis, equipment, materials and wastes that are associated with chemical, biological, and physical hazards and the methods of control that have been implemented to prevent contamination of the laboratory spaces by them. This includes the disinfection or sterilization of equipment, hoods and lab benches, movement of equipment from the lab for surplus, repair or relocation, and proper disposal of any chemical, biological, or radiological waste in accordance with applicable EPA, OSHA, NIH, CDC and other regulations; prior to vacating the lab to ensure labs are left in a safe state and are suitable for new occupants or renovation.</p> <p data-bbox="345 852 919 884">Final Disposition Temporary</p> <p data-bbox="345 905 850 936">Item Status Active</p> <p data-bbox="345 957 805 989">Is this item media neutral? No</p> <p data-bbox="345 1010 976 1041">Explanation of limitation Paper Records</p> <p data-bbox="345 1062 805 1188">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? No</p> <p data-bbox="345 1230 659 1262">Disposition Instruction</p> <p data-bbox="345 1283 1455 1314">Cutoff Instruction Cut off upon the decommission of the laboratory.</p> <p data-bbox="345 1335 1503 1409">Retention Period Destroy 20 years from cut off, but longer retention is authorized for business use.</p> <p data-bbox="345 1451 659 1482">Additional Information</p> <p data-bbox="345 1503 951 1535">GAO Approval Not Required</p>

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
11/16/2018	Certify	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food and Nutrition Service
06/26/2019	Submit for Concurrency	Valerie Terray	Archives Specialist	National Archives and Records Administration - Records Management Services
07/05/2019	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/08/2019	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/10/2019	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist