

Request for Records Disposition Authority

Records Schedule Number DAA-0584-2019-0005

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 Label Submission and Approval System (LSAS)

Internal agency concurrences will be provided No

Background Information

The Label Submission and Approval System (LSAS) is a web-based software application for processing of label applications and label appeals. This system automates tasks associated with the submission of label applications and label appeals by meat, poultry, and egg product establishments. Through LSAS the Food Safety and Inspection Service can view, evaluate and adjudicated all electronically submitted label applications and label appeals. It keeps a record of pertinent review decisions for each label that is processed, and can generate reports based on the label information stored in the system. The LSAS application serves as a searchable database when seeking information about products or establishments.

LSAS allows submitters from establishments and third-party companies (e.g., label consultants) to view the status of their label applications and send direct messages concerning submitted label applications.

Additionally, LSAS provides the capability to locate specific labeling records for Freedom of Information Act (FOIA) requests and gather data on the amount and types of label applications submitted for policy development.

Lastly, LSAS was designed to replace the Label Information System (LIS) which tracked label applications when submitted to FSIS for approval. LIS is no longer in use.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
4	0	4	0

GAO Approval

0004

Outline of Records Schedule Items for DAA-0584-2019-0005

Sequence Number	
1	Records for Sketch Approved Labels Disposition Authority Number: DAA-0584-2019-0005-0001
2	Records for Sketch Modified Approved Labels Disposition Authority Number: DAA-0584-2019-0005-0002
3	Records for Temporary Approved Labels Disposition Authority Number: DAA-0584-2019-0005-0003
4	Records for Returned Labels Disposition Authority Number: DAA-0584-2019-0005-0004

Records Schedule Items

Sequence Number	
1	<p data-bbox="341 380 868 411">Records for Sketch Approved Labels</p> <p data-bbox="341 432 1149 464">Disposition Authority Number DAA-0584-2019-0005-0001</p> <p data-bbox="341 485 1518 674">Application includes a product formula, processing procedures, a sketch or representation of the label, and supporting documentation. The sketch label is used by the establishment to create the final label that is held at the establishment as part of the labeling record in accordance with 9 CFR 320(b)(10) and 9 CFR 381.175(b)(6).</p> <p data-bbox="341 695 917 726">Final Disposition Temporary</p> <p data-bbox="341 747 852 779">Item Status Active</p> <p data-bbox="341 800 820 831">Is this item media neutral? Yes</p> <p data-bbox="341 852 820 978">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 data-bbox="341 999 820 1083">Do any of the records covered by this item exist as structured electronic data? Yes</p> <p data-bbox="341 1104 1036 1178">GRS or Superseded Authority Citation N1-462-03-002/1/A N1-462-03-002/1/B</p> <p data-bbox="341 1220 657 1251">Disposition Instruction</p> <p data-bbox="341 1272 1477 1346">Cutoff Instruction Cut off file at the end of 5 years or if label record is rescinded.</p> <p data-bbox="341 1367 1177 1398">Retention Period Destroy 5 year(s) after cut off</p> <p data-bbox="341 1440 657 1472">Additional Information</p> <p data-bbox="341 1493 950 1524">GAO Approval Not Required</p>
2	<p data-bbox="341 1556 998 1587">Records for Sketch Modified Approved Labels</p> <p data-bbox="341 1608 1156 1640">Disposition Authority Number DAA-0584-2019-0005-0002</p> <p data-bbox="341 1661 1518 1850">Application includes a product formula, processing procedures, a sketch or representation of the label with modifications or changes required by the Agency and supporting documentation. The sketch modified label is used by the establishment to create the final label that is held at the establishment as part of the labeling record in accordance with 9 CFR 320(b)(10) and 9 CFR 381.175(b)(6).</p> <p data-bbox="341 1871 917 1902">Final Disposition Temporary</p>

Item Status	Active
Is this item media neutral?	Yes
Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
Do any of the records covered by this item exist as structured electronic data?	Yes
GRS or Superseded Authority Citation	N1-462-03-002/1/A N1-462-03-002/1/B N1-462-03-002/2
Disposition Instruction	
Cutoff Instruction	Cut off file at the end of 5 years or if label record is rescinded.
Retention Period	Destroy 5 year(s) after cut off

Additional Information

GAO Approval	Not Required
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Records for Temporary Approved Labels

Disposition Authority Number	DAA-0584-2019-0005-0003
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Temporary approved labels in their final form that are deficient in some manner. Application includes a product formula, processing procedures, a representation of the label with modifications or changes required by the Agency, supporting documentation, and the information describing what deficiencies the label has and how it meets the conditions listed in 412.1(f)(1). The sketch label is used by the establishment to create the final label that is held at the establishment as part of the labeling record in accordance with 9 CFR 320(b)(10) and 9 CFR 381.175(b)(6).

Final Disposition	Temporary
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Item Status	Active
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Is this item media neutral?	Yes
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Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
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Do any of the records covered by this item exist as structured electronic data?	Yes
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GRS or Superseded Authority Citation	N1-462-03-002/3
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4	Disposition Instruction	
	Cutoff Instruction	Cut off file at the end of 5 years or if label record is rescinded.
	Retention Period	Destroy 5 year(s) after cut off
	Additional Information	
	GAO Approval	Not Required
	Records for Returned Labels	
	Disposition Authority Number	DAA-0584-2019-0005-0004
	Applications are not approved because they either do not meet the regulations on 9 CFR or Agency policies, or are incomplete.	
	Final Disposition	Temporary
	Item Status	Active
	Is this item media neutral?	Yes
	Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing?	Yes
	Do any of the records covered by this item exist as structured electronic data?	Yes
	Disposition Instruction	
Cutoff Instruction	Cut off file at the end of 5 years or if label record is rescinded.	
Retention Period	Destroy 1 year(s) after cut off	
Additional Information		
GAO Approval	Required and Received	

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
09/30/2019	Certify	Shaina Fisher	Records Officer	Food Safety and Inspection Service - Food and Nutrition Service
02/04/2020	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
02/06/2020	Submit For Certification	Shaina DeOca	Records and Information Management Specialist	Food Safety and Inspection Service - Food and Nutrition Service
02/07/2020	Certify	Shaina DeOca	Records and Information Management Specialist	Food Safety and Inspection Service - Food and Nutrition Service
03/06/2020	Return for Revision	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3
03/20/2020	Submit For Certification	Shaina DeOca	Records and Information Management Specialist	Food Safety and Inspection Service - Food and Nutrition Service
03/20/2020	Certify	Shaina DeOca	Records and Information Management Specialist	Food Safety and Inspection Service - Food and Nutrition Service
07/06/2020	Submit for Concurrence	Lauren VanZandt	Archivist Specialist	National Archives and Records Administration - ACR3, Appraisal Team 3

07/09/2020	Concur	Margaret Hawkins	Director of Records Management Services	National Records Management Program - ACNR Records Management Services
07/10/2020	Concur	Laurence Brewer	Chief Records Officer	National Records and Archives Administration - National Records and Archives Administration
07/13/2020	Approve	David Ferriero	Archivist of the United States	Office of the Archivist - Office of the Archivist