

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b>		JOB NUMBER <i>71-088-03-3</i>	
To: NATIONAL ARCHIVES & RECORDS ADMINISTRATION 8601 ADELPHI ROAD COLLEGE PARK, MD 20740-6001		Date received <i>12-16-2002</i>	
1. FROM (Agency or establishment) Health and Human Services		NOTIFICATION TO AGENCY  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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
2. MAJOR SUBDIVISION Food and Drug Administration			
3. MINOR SUBDIVISION Office of the Commissioner			
4. NAME OF PERSON WITH WHOM TO CONFER Seung Ja Sinatra	5. TELEPHONE NUMBER (301) 827-4274	DATE <i>7-16-03</i>	ARCHIVIST OF THE UNITED STATES <i>[Signature]</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 needed now for the business for 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 checked="" type="checkbox"/> is not required <input type="checkbox"/> is attached; or <input type="checkbox"/> has been requested. OGC Review/Approval: <i>[Signature]</i>			
DATE DEC 10 2002	SIGNATURE OF AGENCY REPRESENTATIVE A. P. Barnes <i>[Signature]</i>	TITLE HHS Records Officer	
7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1	<u>Judicial Case Files (formally called Seizure Case Files)</u> – Records pertaining to product samples that have resulted in seizure, prosecution, or been placed in permanent abeyance by administrative action before or after citation. Includes collection of records, sample records, labels, promotional material, seizure and analytical reports, notices and records of hearings, recommendations, termination of action notification, certificates and affidavits, criminal prosecution records, individual seizure actions, correspondence, and documentation.  Disposition. <b>TEMPORARY</b> . Cut off files at end of year of final action. Transfer to a records center 5 years after cut off. Destroy 20 years after cut off or when no longer needed for agency business, whichever is later.	NC1- 88-78-1, Item A2-5	
2	<u>Electronic Mail and Word Processing System Copies</u> a. Copies that have no further administrative value after the recordkeeping copy is made. Includes copies maintained by individuals in personal files, personal electronic mail directories, or other personal directories on hard disk or network drives, and copies on shared network drives that are used only to produce the recordkeeping copy.  Disposition. <b>TEMPORARY</b> . DELETE within 180 days after the recordkeeping copy has been produced.		

*cc NWMD, NDC TC, agency*

b. Copies used for dissemination, revision, or updating that are maintained in addition to the recordkeeping copy.

Disposition. **TEMPORARY.** DELETE when dissemination, revision, or updating is complete.