

REQUEST FOR RECORDS DISPOSITION AUTHORITY (See Instructions on reverse)		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <i>NI-088-08-3</i>	DATE RECEIVED <i>9/24/08</i>
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION <i>Food and Drug Administration (FDA)</i>		In accordance with the provisions of 44 USC 3303a the disposition request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	
3 MINOR SUBDIVISION <i>Agency-wide</i>		DATE <i>4-16-09</i>	ARCHIVIST OF THE UNITED STATES <i>Adrienne Thomas</i>
4 NAME OF PERSON WITH WHOM TO CONFER <i>Seung Ja Sinatra</i>	5 TELEPHONE <i>(301) 796-3802</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 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, under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies,

is not required, is attached, or has been requested

DATE <i>9/15/2008</i>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Seung Ja Sinatra</i>	TITLE <i>HHS Records Officer</i>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)
	<p>Unless specifically stated otherwise in the description or the retention, all items are media-neutral and apply to paper, electronic, microform, or other media in which records may exist</p> <p>SEE attached sheet Agency-wide Program Records (Group 3)</p> <p><i>Seung Ja Sinatra</i> <i>8/17/08</i> Seung Ja Sinatra, FDA Records Officer Date</p> <p><i>Patricia M. Mantan</i> <i>9/15/08</i> Patricia Mantan, OGC Date</p>		

Agency-wide Program Records (Group 3)

File Code: Prefix = FDA

Item No.	Records Description and Authorized Disposition	NARA Approved Citation
1	Training and Education	
1.1	<u>FDA-wide Training Program (Mission Areas) Records.</u> Includes records relating to in-house mission related training and professional accredited training Records that cover the training programs issuing Statements of Credit, are maintained in accordance with the certification criteria set by organizations such as International Association of Continuing Education, Accreditation Council for Medical Education, Council for Pharmacy Education, Maryland Nurses Association, American Nurses Credentialing Center's Commission of Accreditation, and Maryland State Board of Veterinary Medicine For internal FDA training program policies and procedures, apply appropriate records disposition instructions authorized under agency-wide Program Management Files or Staff Manual Guides	Agency manual instruction
1.1.1	<u>Course Materials.</u> Includes materials developed by FDA and used in training courses for mission oriented functions or activities and accompanying materials Materials may be offered electronically or in paper Certain records contain confidential information that may not be publicly released, disclosure is subject to the Freedom of Information Act, the Trade Secrets Act, the Privacy Act, and restrictions in other statutes and FDA's implementing regulations <u>Disposition: TEMPORARY</u> Cutoff at the end of the fiscal year when obsolete or superseded Delete/destroy 20 years after cutoff or when no longer needed for reference, whichever is later	Supersedes X-3a in part NC1-88-78-1
1.1.2	<u>Rosters, Course Information and Administrative Files.</u> Records relating to the establishment and operation of mission-related training courses, including but not limited to course descriptions, course announcements, participants, logistics reports, recommendations, files on instructors such as Curriculum Vitae and disclosure statement, course funding information	Supersedes X-1, X-3a and X-3b NC1-88-78-1

Disposition: TEMPORARY

Cutoff at the end of the fiscal year after the completion of training course
Delete/destroy 10 years after cutoff

1.1.3 Employee Training Records. New

Records relating to mission-related training courses completed by individual employees, including but not limited to individual training data, course information, certification and recertification records of participants such as inspectors, investigators, compliance officers, consumer safety officers, supervisors in their respective mission subject areas for FDA regulated products, transcripts, and other related materials
Certain records contain confidential information that may not be publicly released, disclosure is subject to the Freedom of Information Act, the Privacy Act, and restrictions in other statutes and FDA's implementing regulations

Disposition: TEMPORARY

Cutoff at the end of the fiscal year after employee leaves the Department
Delete/destroy 5 years after cutoff

1.1.4 Training Reports.

Includes reports of training courses completed throughout FDA that are submitted to OPM

Disposition: TEMPORARY

Cutoff at end of the fiscal year in which submitted Delete/destroy 5 years after cutoff or after OPM review, whichever is sooner

~~1-2 Training Records (General) GRS 1-29~~

~~Excludes records of formally established school which train agency employees in specialized program areas, such as law enforcement and national defense Excluding records copies of manuals, syllabuses, textbooks, and other training aids developed by the agency~~

~~1-2-1 General File of Agency Sponsored Training GRS 1-29a1~~

~~Includes correspondence, memoranda, agreements, authorizations, reports, requirement reviews, plans, and objectives relating to the establishment and operation of training courses and conferences Excludes FDA mission-related training materials~~

**Supersedes
A4-7,
NC 1-88-78-1**

~~Disposition: TEMPORARY~~

~~Delete/Destroy when 5 years old, or 5 years after completion of a specific training program~~

~~1-2-2 Background and Working Files GRS 1-29a2~~

~~Disposition TEMPORARY
Delete/destroy when 3 years old~~

1.2.3

Course Materials.

Includes materials developed by FDA and used in training courses for non-mission oriented functions or activities and accompanying materials
Materials may be offered electronically or in paper

**Supersedes
A4-8,
NC1-88-78-1**

Certain records contain confidential information that may not be publicly Released, disclosure is subject to the Freedom of Information Act, the Trade Secrets Act, the Privacy Act, and restrictions in other statutes and FDA's implementing regulations

Disposition: TEMPORARY.

Cutoff at the end of the fiscal year when obsolete or superseded
Delete/destroy 5 years after cutoff

~~1-2-4~~

~~Employee Training (General)~~

~~Correspondence, memoranda, reports, and other records relating to the availability of training and employee participation in training programs sponsored by other government agencies or non-government institutions~~

GRS 1-29b

~~Disposition TEMPORARY~~

~~Destroy when 5 years old or when superseded or obsolete, whichever is sooner~~

1-3

FDA Training Database Records

Includes the following systems, which maintain training related records and provide reporting capability and have not been migrated into the Departmental training system, but not limited to

Agency manual
instruction

~~Sum Total Pathlore Learning Management System (Pathlore CDRH)~~

~~The web-based system used by CDRH has two modules — Student Center that allows for an Individual Development Plan (IDP), registration for classes, online course creation, and other tasks, and Learning Content Management System that allows creation of online courses and testing of didactic materials for online viewing such as web casts~~

~~CBER Training Access Database (CBER TAD) Maintains CBER internal and external training related information and records of employee training
CVM Staff College Knowledge Center Maintains course content, student training records, evaluation data and other related information and tracks competency~~

Certain records contain confidential information that may not be publicly released, disclosure is subject to the Freedom of Information Act, the Trade

~~Secrets Act, the Privacy Act, and restrictions in other statutes and FDA's implementing regulations~~

~~Instruction Apply disposition authorized for appropriate corresponding records in this schedule. If records are migrated into the HHS system, delete after the verification of successful data migration, or when no longer needed for administrative or reference purposes, whichever is later.~~

1-3-2

~~Reports and Output Records~~

~~Includes extracted data used to measure training goals, routine reports, ad-hoc reports, and report derived from the output records.~~

GRS 20, items 4, 5, 6, 12, and 16

~~For reports generated to produce recordkeeping copies, apply appropriate retention authorized for that record series in this schedule.~~

Agency filing instruction

~~Disposition TEMPORARY~~

~~Delete/destroy when the agency determines that they are no longer needed for administrative, legal, audit, or other operational purposes, whichever is later.~~