

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> <i>(See Instructions on reverse)</i>		<b>LEAVE BLANK (NARA use only)</b>	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER <b>NI-088-09-12</b>	DATE RECEIVED <b>9/21/09</b>
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		<b>NOTIFICATION TO AGENCY</b>	
2 MAJOR SUBDIVISION <b>Food and Drug Administration (FDA)</b>		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 <b>Center for Veterinary Medicine (CVM)</b>			
4 NAME OF PERSON WITH WHOM TO CONFER <b>Seung Ja Sinatra</b>	5 TELEPHONE <b>(301) 796-3802</b>	DATE <b>WITHDRAWN</b>	ARCHIVIST OF THE UNITED STATES

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 3 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 <b>9/15/2009</b>	SIGNATURE OF AGENCY REPRESENTATIVE <i>Gyonne K Wilson</i>	TITLE <b>HHS Records Officer</b>
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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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 CVM Electronic Information Systems</p> <p><i>Seung Ja Sinatra</i> Seung Ja Sinatra - FDA Records Officer</p> <p style="text-align: right;"><b>9/9/09</b> Date</p>		

## Center for Veterinary Medicine (CVM) Records

### File Code: Prefix = CVM

Item No.	File Code	Records Description and Authorized Disposition	NARA Approved Citation
1.		<p><b><u>CVM Post-Market Support Tracking Systems.</u></b> Support tracking of CVM's Office of Surveillance &amp; Compliance (OS&amp;C) post-market activities Include the following and its successor systems, but not limited to. Veterinary Feed Directive Database (VFD) Tracks firms notifying CVM of intent to distribute a VFD product. OS&amp;C Assignment and Correspondence Tracking System: Tracks correspondence within the Division, Division of Animal Feeds (DAF) Tracking System Tracks Animal Feed Subject and Correspondence files</p>	
1.1		<p><b><u>Inputs</u></b> Data fields are input from notification letters, regulations, correspondence, review requests, hard copy files maintained in the official files, e-mails, and other related documents</p> <p><b><u>Disposition Instruction:</u></b> Records used for input have been scheduled under separate series Apply appropriate records disposition schedules authorized for that schedule</p>	
1.2		<p><b><u>Database Records.</u></b> Includes fields such as name of company, title, location of facility, statement of intent to use a VFD drug in animal fields, correspondence tracking data such as date, sender, due date, receipt date, timeline, system generated ID, division name and other related information</p> <p><b><u>Disposition: TEMPORARY.</u></b> Cutoff at end of the calendar year after the final action Delete/destroy 50 years after cutoff or when no longer needed for audit, legal, operational, or reference purposes, whichever is the latest</p>	
1.3		<p><b><u>Output Records Reports.</u></b> Includes canned and ad-hoc reports and queries, for use internally and externally, some of which are posted on the web such as "Listing of Veterinary Feed Directive Distributor Notifications" which are sorted by distributor name or state</p> <p><b><u>Disposition: TEMPORARY.</u></b> Cutoff at end of the calendar year Delete/destroy 20 years after cutoff</p>	

1.4 **Output Records: Miscellaneous Reports.**

Miscellaneous reports, queries

**Disposition: TEMPORARY.**

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

GRS 20  
Items 12 & 16

2 **ONADE Project Management Databases.**

Includes systems used track projects and plan future resources

Office of New Animal Drug Evaluation Submission Tracking and Reporting System (STARS) Project Database.

An Access database used to tie drug sponsor document development path tracking to specific projects in CVM Enables future project and resource planning for STARS projects Links to project plan timelines in Microsoft Project

Fiscal Year Planning Database An Access database that creates resource plans to compare planned activities to actual resources spent for internal and non-regulatory projects non-review work

2.1 **Inputs.**

Information is electronically taken from STARS and manually input from hard copy documents, time planning data from the Activity Time Reporting (ATR) System and data on individual employees directly entered by supervisor

**Disposition Instruction:**

Some records are directly input If records used for input have been scheduled under separate series, apply appropriate records disposition schedules authorized for that schedule

2.2 **Database Records**

Data fields includes chemical, sponsor, contacts, document type, document number, primary reviewer, target animal team, project number, project name, dose, dosage form, duration, species, route of administration, employee name, activity name, time projected, time spent

**Disposition: TEMPORARY.**

Cutoff at end of the calendar year in which the project has been completed Delete/destroy 10 years after cutoff

2.3 **Output Records.**

Includes quarterly reports and cumulative reports, and ad-hoc reports

**Disposition: TEMPORARY.**

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

GRS 20  
Items 12 & 16

3

**Animal Drugs @ FDA Data Tables.**

Search results on the Internet generated by the public via Web interface Data is extracted both from the Green Book and from the Animal Drug Database (GBAAD Form)

Data tables are organized by ANADA Number, Pioneer Product, Trade Name, Ingredients, Sponsor, Approval Date, OTC/ Rx/ VFD Status, Route, Species, Drug Form, Concentration, Indications, Tolerance, and Withdrawal

**Disposition: TEMPORARY.**

Delete data when a user logs off from the Internet