

REQUEST FOR RECORDS DISPOSITION AUTHORITY <i>(See Instructions on reverse)</i>		LEAVE BLANK (NARA use only)	
TO NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER NF 088-11-1	DATE RECEIVED 8/8/11
1 FROM (Agency or establishment) <i>Department of Health and Human Services</i>		NOTIFICATION TO AGENCY	
2 MAJOR SUBDIVISION Food and Drug Administration (FDA)		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10	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 Office of Regulatory Affairs			
4 NAME OF PERSON WITH WHOM TO CONFER Seung Ja Sinatra	5 TELEPHONE (301) 796-3802	DATE 3 Nov 11	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 <u>1</u> 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.			
<input checked="" type="checkbox"/> is not required, <input type="checkbox"/> is attached, or <input type="checkbox"/> has been requested			
DATE 8/3/11	SIGNATURE OF AGENCY REPRESENTATIVE <i>M. Claire Parkey</i>	TITLE Acting, 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7 ITEM NO	8 DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9 GRS OR SUPERSEDED JOB CITATION	10 ACTION TAKEN (NARA USE ONLY)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	Letters of Non-Repudiation Agreement for Digital Signatures--See attached <i>Seung Ja Sinatra</i> FDA Records Officer	New	
	<i>7/22/11</i> Date		

Item 1. Letters of Non-Repudiation Agreement for Digital Signatures

Records include Letters of Non-Repudiation Agreements for Digital Signatures submitted to FDA prior to registering as a transaction partner for the FDA Electronic Submission Gateway (ESG) Letters are received and maintained by the Office of Regional Operations (ORO) in the Office of Regulatory Affairs (ORA) Headquarters Office

Disposition: TEMPORARY.

Cutoff at the end of the calendar year when submitting firm is no longer a transaction partner for the FDA ESG Destroy/Delete 5 years after cutoff