

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**

(See Instructions on reverse)

LEAVE BLANK

JOB NO.

NI-88-89-1

DATE RECEIVED

8/21/89

TO: GENERAL SERVICES ADMINISTRATION  
NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, DC 20408

NOTIFICATION TO AGENCY

In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10. If no records are proposed for disposal, the signature of the Archivist is not required.

1. FROM (Agency or establishment)

Department of Health and Human Services

2. MAJOR SUBDIVISION

Public Health Service

3. MINOR SUBDIVISION

Food and Drug Administration

4. NAME OF PERSON WITH WHOM TO CONFER

*Linda Querec*  
Linda Querec

5. TELEPHONE EXT.

(301) 443-2055

DATE

7/6/89

ARCHIVIST OF THE UNITED STATES

*[Signature]*

6. CERTIFICATE OF AGENCY REPRESENTATIVE

I hereby certify that I am authorized to act for this agency in matters pertaining to the disposal of the agency's records; that the records proposed for disposal in this Request of 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, if required under the provisions of Title 8 of the GAO Manual for Guidance of Federal Agencies, is attached.

A. GAO concurrence:  is attached; or  is unnecessary.

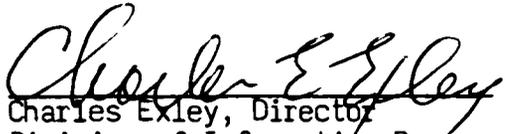
B. DATE 8/16/89	C. SIGNATURE OF AGENCY REPRESENTATIVE <i>George Deal</i> Dr. George Deal	D. TITLE DHHS, Records Management Officer
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7. ITEM NO.	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARS USE ONLY)
	<p>This request is for a change to the FDA Records. Control Schedule approved on 6/20/86, NARA job no. NC 1-88-82-4 (F-71 Food Labeling and Produce Surveillance).</p> <p>Request that retention period for raw data be extended to equal that of computerized material (15 years). Occasional Congressional Reviews necessitates that the raw data be maintained for the length of computerized material. Historical health and nutrition items are documented on these data forms and must be used to verify computer materials which in the past have proven to be inconsistent. <del>(Current Schedule)</del></p> <p><del>a Raw Data Forms</del></p> <p>o Destroy 5 years after completion of analyses or when no longer needed for reference whichever is less.</p> <p>b <u>Computerized Material</u></p> <p>o Destroy 15 years after completion of analyses and publication of results or when no longer needed for reference, whichever is less.</p> <p><i>Agnes L. Blanch</i> FDA Records Management Officer</p>	<p>NC 1-88-82-4 F-71</p> <p><u>Item</u></p>	<p>443-4055 Extension</p>

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
F-71	<p style="text-align: center;">(Proposed Change)</p> <p><u>Food Labeling and Product Surveillance (FLAPS) (NC1-88-82-4)</u></p> <p>Documents relating to market survey samples for compliance with FDA regulations. Includes raw data forms for an analysis of a random market sample of 600 - 2000 food products, food labels, nutrition labels, and nutrient content of food consumed by the public, i.e. sodium, fat, etc. Raw data elements and extracts are entered into computer media.</p> <p>a. <u>Raw data forms</u></p> <ul style="list-style-type: none"> <li>o Destroy 15 years after completion of analyses or when no longer needed for reference, whichever is less.</li> </ul> <p>b. <u>Computerized Material</u></p> <ul style="list-style-type: none"> <li>o Destroy 15 years after completion of analyses and publication of results or when no longer needed for reference, whichever is less.</li> </ul>		

I concur with the disposal instructions of F-71 Food Labeling and Product Surveillance (FLAPS)

As revised on SF 115-A.



Charles Exley, Director  
Division of Information Resources  
Management, HFF-30



Richard Ronk, Deputy Director,  
Center for Food Safety and  
Applied Nutrition, HFF-1