

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	NI-88-96-1
1. FROM (Agency or establishment) Department of Health and Human Services		DATE RECEIVED	2-12-96
2. MAJOR SUBDIVISION Food and Drug Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
3. MINOR SUBDIVISION Office of Information Resources and Management			
4. NAME OF PERSON WITH WHOM TO CONFER	5. TELEPHONE	DATE	ARCHIVIST OF THE UNITED STATES
Calvin Daniels	(301) 827-1478	12-4-96	<i>John W. Carl</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 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	SIGNATURE OF AGENCY REPRESENTATIVE	TITLE
2/9/96	<i>Calvin E. Daniels</i>	FDA Records Management Officer

7. ITEM NO.	8. DESCRIPTION OF ITEM AND PROPOSED DISPOSITION	9. GRS OR SUPERSEDED JOB CITATION	10. ACTION TAKEN (NARA USE ONLY)
1a.	<p>This request is to add certain records from the 000 series to the general subject disposal instruction approved by the Archives on 2/23/78 (NARS Job No. NC 1-88-78-1). These additions will establish a definite destruction instructions for these records as directed by the National Archives and Records Administration.</p> <p><u>Files common to all activities</u> General Subject (NC 1-88-78-1)</p> <p>Records copies of administration (FDA) publications regulating and technical, procedural regulations, international laws, decrees, agreements, treaties, general policy, and essential backup material.</p> <p><u>Material relating to foods, drugs, and other regulated products. Also, material of long-range, agency-wide significance. (000 series of the FDA Files Manual.)</u></p> <p>1a. General Subject Files: parts 003 and 005</p>		

All changes approved by M. Lewandowski, FDA records officer 10/3/96

REQUEST FOR RECORDS DISPOSITION AUTHORITY - CONTINUATION

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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)
1a.	<p><u>Permanent.</u> Cut off files at end of each calendar or fiscal year. <i>annually</i> Transfer to Federal Records Center (FRC) 5 years after cutoff date. Offer to National Archives 20 years after cutoff date.</p> <p>Note: Files not accepted by National Archives at time of offer are disposable without further Agency concurrence.</p>		
1b.	<p>All General Subject Files in part 000 except for parts 003 and 005.</p> <p><u>Temporary.</u> Cut off files annually. Retire to FRC 5 years after cut off. Destroy 20 years after cutoff.</p>		