

<b>REQUEST FOR RECORDS DISPOSITION AUTHORITY</b> (See Instructions on reverse)		<b>LEAVE BLANK (NARA use only)</b>	
TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR) WASHINGTON, DC 20408		JOB NUMBER N1-088-98-1	DATE RECEIVED 2-26-98
1. FROM (Agency or establishment) Department of Health and Human Services		NOTIFICATION TO AGENCY	
2. MAJOR SUBDIVISION Food and Drug Administration		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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	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 Resource and Management			
4. NAME OF PERSON WITH WHOM TO CONFER Calvin Daniels	5. TELEPHONE 301-827-1478	DATE	ARCHIVIST OF THE UNITED STATES <b>WITHDRAWN</b>

**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 FEB 19 1998	SIGNATURE OF AGENCY REPRESENTATIVE <i>A. Prentice Barnes, Sr.</i> A Prentice Barnes, Sr.	TITLE DHHS Records Management Officer
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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 GRS OR SUPERSEDED JOB CITATION	10.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)
3-1	<p><u>FDA Historical Collection</u></p> <p>The FDA History Office conducts historical research into the policies, programs, and activities of the Food and Drug Administration and its predecessor agency, the Bureau of Chemistry in the Department of Agriculture. Completed studies can be published or they can remain unpublished kept and used as background materials by agency administrators. Most material consist of legal, administrative and congressional actions which affect or are affected by the 1938 Food, Drug, and cosmetic Act and its amendments. Records typically include, published literature, primary source documents, oral history interviews, photographs, artifacts, and videotapes.</p> <p>(See Attached)</p>		<b>WITHDRAWN</b>

*Withdrawn - Copy to: Agency  
NWrtw*

I-3-1 FDA Historical Collection

The FDA History Office conducts historical research into the policies, programs, and activities of the Food and Drug Administration and its predecessor agency, the Bureau of Chemistry in the Department of Agriculture. Completed studies can be published or they can remain unpublished kept and used as background materials by agency administrators. Most material consist of legal, administrative and congressional actions which affect or are affected by the 1938 Food, Drug , and Cosmetic Act and its amendments. Records typically include, published literature, primary source documents, oral history interviews, photographs, artifacts, and videotapes.

Create files in alphabetic order by subject.

a. Completed historical studies.

(1) Permanent.

Cut off upon completion of the study. Retire to FRC in 5 year blocks when newest record is 5 years old. Transfer to National Archives when newest record is 20 years old. **WITHDRAWN**

(2) Background material.

Cut off upon completion of study. Retire to FRC 5 years after cutoff. Destroy 20 years after cutoff. **WITHDRAWN**

b. Incomplete historical studies.

Cutoff when study is abandoned. Retire to FRC 5 years after cutoff. Destroy 20 years after cutoff. **WITHDRAWN**

FDA Clearances:

: Suzanne W. Jones 2/9/98  
FDA Historian Date

Seung Ja Sinatra: Seung Ja Sinatra 2/9/98  
FDA Records Official Date

- Current volume on hand : 30 c.f.
- Completed studies : 5 c.f.
- Incomplete studies : 25 c.f.
- Annual volume approximately : 10 c.f.