

REQUEST FOR RECORDS DISPOSITION AUTHORITY

(See Instructions on reverse)

TO: NATIONAL ARCHIVES and RECORDS ADMINISTRATION (NIR)
WASHINGTON, DC 20408

1. FROM (Agency or establishment) Department of Health and Human Services	
2. MAJOR SUBDIVISION Food and Drug Administration	
3. MINOR SUBDIVISION Office of Information Resources Management	
4. NAME OF PERSON WITH WHOM TO CONFER Calvin Daniels	5. TELEPHONE 301-827-1478

LEAVE BLANK (NARA use only)	
JOB NUMBER N1-88-98-2	
DATE RECEIVED 3/23/98	
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request, including amendments, is approved except for items that may be marked "disposition not approved" or "withdrawn" in column 10.	
DATE	ARCHIVIST OF THE UNITED STATES
	WITHDRAWN

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 MAR 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 GRS OR SUPERSEDED JOB CITATION	10.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)
C-3	Dockets Management (N-1-88-86-1) (SEE ATTACHED)		WITHDRAWN

Dockets Management (Hearing Clerk)

C-3 Dockets Management (N 1-88-86-1)

Records including Federal Register notices, comments, hearing material concerning Agency policies, procedures, regulations, and decisions maintained by the Dockets Management Branch for review by participants in FDA proceedings, courts, and general public as required by the Administrative Procedures Act, the Freedom of Information Act, the Federal Food, Drug, and Cosmetic Act, and other laws. These files differ from those maintained by FDA program offices as they contain the documents making up the official administrative record required in the event of litigation. The material maintained may be purged or unpurged and contains documents received from persons inside and outside the FDA.

13. Hearing Materials for Parts 14-15 Public Hearings.
(Advisory Committee Hearings, and Public Hearings
before the Commissioner)

Permanent.

Cutoff after all litigation. Transfer to WNRC when 3 years old. Offer to National Archives when 25 years old in 5 year blocks.

WITHDRAWN

14. Hearing Materials for Parts 12, 13, 16, 17 Public Hearings.
(Formal Evidentiary Hearings, Public Board of
Inquiry Hearings, Regulatory Hearings, and
Civil Money Penalty Hearings).

Permanent.

May contain confidential trade secret information. Cutoff after all litigation. Transfer to WNRC when 5 years old. Offer to National Archives when 25 years old in 5 year blocks.

WITHDRAWN

FDA Clearances:

Samuel S. Sinton 3/10/98
FDA Records Officer Date

Janie C. Bell 3/11/98
Dockets Management Branch Date

Alan Schiff 3/10/98
Office of Chief Counsel Date