

**REQUEST FOR RECORDS DISPOSITION AUTHORITY**  
(See Instructions on reverse)

*3 Feb 82*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Department of Health and Human Services

2. MAJOR SUBDIVISION  
Food and Drug Administration, Public Health Service

3. MINOR SUBDIVISION  
Executive Director of Regional Operations

4. NAME OF PERSON WITH WHOM TO CONFER  
Joseph Reiff

5. TEL EXT  
(301) 443-4055

<b>LEAVE BLANK</b>	
JOB NO	<u>NC1-88-82-2</u>
DATE RECEIVED	<u>February 4, 1982</u>
<b>NOTIFICATION TO AGENCY</b>	
In accordance with the provisions of 44 U.S.C. 3303a the disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
Date	<u>3-12-82</u> <i>[Signature]</i> Archivist of the United States

**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 2 page(s) are not now needed for the business of this agency or will not be needed after the retention periods specified.

**A** Request for immediate disposal.

**B** Request for disposal after a specified period of time or request for permanent retention.

C. DATE <u>1/21/82</u>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <u>Joseph Reiff</u>	E. TITLE <u>Records Officer</u> Chief, Management Methods Branch, DMS, OMO
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7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
R-34	<p>This request is for an addition to the Food and Drug Administration Records Control Schedule approved on February 23, 1978, NARS job number 1-88-78-1. This change incorporates those documents relating to tea imports into the Schedule. Two of these documents, forms FD 1824 and 1824a, are now included in item R-20 of the present Schedule but will be transferred to new item R-34 on approval for easier reference.</p> <p><u>Tea Importation Act File</u></p> <p>Documents relating to the release or rejection of lots of imported tea authorized by the Tea Importation Act (21 U.S. Code, Ch. 2). Files contain records on meetings of the U.S. Board of Tea Experts, reports, and correspondence. Also copies of forms FD 1813, Tea Condemnation Notice; FD 1813a, Appellant's Application for Review; FD 1813b, Notification of Receipt of Appellant's Application; FD 1813c, Decision on Tea Protests; FD 1824 and 1824a, Tea Chop List and Release Permit; FD 1826, Record of Tea Examination; FD 3047, Tea Examiner's Monthly Report; and FD 3048, U.S. Board of Tea Appeals. These files are mostly maintained in FDA's New York District Office with a few in other activities.</p>		<u>9 items</u>

*Closed Out 3-23-82: (T.I.)  
Copy to Agency, ZNC, NARS, NAF, ENNA*

## Request for Records Disposition Authority - Continuation

JOB NO

PAGE OF

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
R-34	<p>a. <u>Records or Minutes of U.S. Board of Tea Experts</u> <i>Arranged chronologically.</i> PERMANENT</p> <p>Transfer to Federal records center (FRC) 10 years after completion of book. Offer to National Archives 15 years after completion.</p> <p>b. <u>Annual Consolidated Report</u> <i>Arranged chronologically.</i> PERMANENT</p> <p>Transfer to FRC 10 years after preparation. Offer to National Archives 15 years after preparation.</p> <p>c. <u>Tea Examiners Monthly Report</u> (form FD 3047 or narrative) Destroy 2 years after preparation.</p> <p>d. <u>Record of Tea Examination</u> (form FD 1826) Destroy 10 years after preparation.</p> <p>e. <u>Tea Product Samples</u></p> <p>(1) <u>Released product samples</u> (forms FD 1824 and 1824a) Destroy 2 years after product released.</p> <p>(2) <u>Violative or rejected samples</u> (forms FD 1813, 1824, and 1824a.) Destroy 2 years after action completed.</p> <p>(3) <u>Legal actions</u> (examiners' actions appeals) (forms FD 1813, 1813a, 1813b, 1813c, 1824, 1824a and 3048) Transfer to FRC 3 years after legal action completed and file closed. Destroy 10 years after action completed and file closed.</p> <p>f. <u>Tea Importation Act General Correspondence</u> Destroy 10 years after preparation in accordance with HHS records schedule B-331, item R-1.</p> <p>g. <u>Billing for Standards</u> Destroy 3 years after billing in accordance with General Records Schedule 3, item 4c.</p>	<p><i>Rate of accumulation: 1897-1982, 4 in. total</i></p> <p><i>Rate of accumulation: less than 2 in/yr</i></p>	