

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

*2 adm 82/11*

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

1. FROM (AGENCY OR ESTABLISHMENT)  
Dept. of Health & Human Services, P.H.S.

2. MAJOR SUBDIVISION  
Food & Drug Administration

3. MINOR SUBDIVISION  
Bureau of Veterinary Medicine

4. NAME OF PERSON WITH WHOM TO CONFER  
Joseph Reiff

5. TEL EXT  
301-443-4055

LEAVE BLANK	
JOB NO	NCL-88-82-5
DATE RECEIVED	April 20, 1982
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
4-30-82 <i>Date</i>	<i>[Signature]</i> <i>Archivist of the United States</i>

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 <i>4/6/82</i>	D. SIGNATURE OF AGENCY REPRESENTATIVE <i>[Signature]</i> <i>Joseph S. Reiff</i>	E. TITLE <i>PHS Records Officer</i> Chief, Management Methods Branch
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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
V-23	<p>This request is for a change to the Food and Drug Administration Records Control Schedule, item V-1, approved on February 23, 1978, NARS job no. 1-88-78-1. Applications for approval to market medicated animal feeds are now being processed on a "generic" rather than a "brand name" basis. This will result in fewer applications received and the withdrawal of a prior application(s) on approval of a new one for the same generic product. Brand name applications are submitted on form FD-1800. Generic applications will be on form FD-1800 also until new form FD-1900 is put in use. We are therefore requesting the removal of medicated animal feed applications from item V-1 and placing them in new item V-23.</p> <p><u>Medicated Feed Applications</u></p> <p>Applications from producers of medicated animal feeds to market their products. Applications include three copies of form FD-1800 or FD-1900, Medicated Feed Application; labels and promotional material; supplements; Agency evaluations with supporting material; notices of approval; related correspondence; and other documentation.</p>		<i>5 items</i>

## 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
	<p>a. <u>Original</u></p> <p>Destroy "brand name" applications (form FD 1800) when superseding "generic" application (form FD-1900) is approved. Destroy subsequent "generic" form FD-1900 applications when superseded or withdrawn.</p> <p>b. <u>Duplicate copy</u></p> <p>Return to applicant with notice of approval.</p> <p>c. <u>Triplicate copy</u></p> <p>Transfer to appropriate district office for placement in NADA file (item R-24) at time notice of approval is prepared. Destroy on receipt of copy of notice of approval for a related subsequent application from headquarters or as prescribed in item R-24, whichever is sooner.</p> <p><del>Note: In instances where these documents are in microform format, filming will be done as specified in FPMR 101.11.506.</del></p> <p>d. <u>Applications converted to microforms</u></p> <p>(1) paper applications</p> <p>Destroy upon verification of the microform.</p> <p>(2) microform copies</p> <p>See a, b, or c above.</p> <p>Note: At present, medicated feed applications are not microfilmed. Item d has been added to provide for the disposition of both paper and microform copies when the filming program is implemented in the future.</p>		