

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

LEAVE BLANK	
JOB NO	101-88-83-1
DATE RECEIVED	4-8-83
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disposal request, including amendments, is approved except for items that may be stamped "disposal not approved" or "withdrawn" in column 10	
6-8-83 <i>Date</i>	<i>Robert W. King</i> <i>Archivist of the United States</i>

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

Bureau of Foods

4. NAME OF PERSON WITH WHOM TO CONFER

Joseph Reiff

5. TEL EXT

301-443-4055

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

2/15/83

D. SIGNATURE OF AGENCY REPRESENTATIVE

*Joseph Reiff*

E. TITLE

*Records Officer*  
Chief, Records Management Section

7. ITEM NO	8. DESCRIPTION OF ITEM (With Inclusive Dates or Retention Periods)	9. SAMPLE OR JOB NO	10. ACTION TAKEN
F-73	<p>This request is for an addition to the Food and Drug Administration Records Control Schedule approved on February 23, 1978, NARA job No. NC1-88-78-1. This change incorporates the Cosmetic Product Ingredient file into the Schedule.</p> <p><u>Cosmetic Product Ingredients</u> File consists of master (original) copies of forms FDA 2512 and 2512a, Cosmetic Product Ingredient Statement, related correspondence and worksheets, and, when applicable forms FDA 2514, Notice of Discontinuance..., and/or copies of FDA 2511, Registration of Cosmetic Product Establishment. A computer file containing the same information as the forms is also maintained for use as a data bank and in matching ingredients with products. The form file is used to respond to consumer complaints and inquiries, back up for possible legal action, and as reference for preparing publications and reports. This file consists of some 33,000 records in 32 file drawers arranged numerically by FDA assigned registry numbers.</p> <p>a. <u>Master copies</u> If no further action indicated, destroy 1 year after product is taken off the market. If further activity is probable, destroy after 3 years.</p>		

*3 items*

*Mass Data Change Sheet not Required*

*NCW, NNF, NNS + Agency sent out 10-27-83 by DMU.*

**REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet**

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
	<p>b. <u>Data processing copy</u> Destroy 1 year after information on form is transcribed onto ADP media.</p> <p>c. <u>ADP media</u> (magnetic tape and computer output microfilm) Destroy, by erasure, 10 years after product is taken off the market.</p>		