

*2688
25 items*

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS

(See Instructions on Reverse)

LEAVE BLANK	
DATE RECEIVED 12 JUL 1973	JOB NO. 174-007
DATE APPROVED	

TO: **GENERAL SERVICES ADMINISTRATION,
 NATIONAL ARCHIVES AND RECORDS SERVICE, WASHINGTON, D.C. 20408**

NOTIFICATION TO AGENCY

1. FROM (AGENCY OR ESTABLISHMENT)
Department of Health, Education, and Welfare

2. MAJOR SUBDIVISION
Food and Drug Administration

3. MINOR SUBDIVISION
Field Offices

4. NAME OF PERSON WITH WHOM TO CONFER
Lawies A. Cusick

5. TEL. EXT.
153-34055

IN ACCORDANCE WITH THE PROVISIONS OF PUBLIC LAW 91-287 DISPOSAL OF ITEMS MARKED "DISPOSAL APPROVED" IS AUTHORIZED.

8-31-73 James E. O'Neill
 DATE Acting ARCHIVIST OF THE UNITED STATES

6. CERTIFICATE OF AGENCY REPRESENTATIVE:

I hereby certify that I am authorized to act for the head of this agency in matters pertaining to the disposal of records, and that the records described in this list or schedule of 5 pages are proposed for disposal for the reason indicated: ("X" only one)

- A** The records have ceased to have sufficient value to warrant further retention.
- B** The records will cease to have sufficient value to warrant further retention on the expiration of the period of time indicated or on the occurrence of the event specified.

7/11/73
(Date)

Eugene J. Reed, Jr.
(Signature of Agency Representative)

for Dept. Records Mgt. Officer
(Title)

7. ITEM NO.	8. DESCRIPTION OF ITEM (WITH INCLUSIVE DATES OR RETENTION PERIODS)	9. SAMPLE OR JOB NO.	10. ACTION TAKEN
1.	<p>The Food and Drug Administration has 10 Field Offices which perform the prescribed functions of that Administration.</p> <p>Each Office is responsible for enforcing the Federal Food, Drug, and Cosmetic Act, the Filled Milk Act, the Federal Import Milk Act, the Tea Importation Act, the Federal Caustic Poison Act, the Fair Packaging and Labeling Act, sections 354 through 360F of the Public Health Service Act which relate to electronic product radiation control, section 361 of the Public Health Service Act which relates to interstate travel sanitation (except interstate transportation of etiologial agents under 42 CFR 72.25), milk and food service sanitation, and shellfish sanitation, and section 351 of the Public Health Service Act which relates to the regulation of biological products.</p> <p>Establishment (Factory) Inspection Report Files.</p> <p>a. Jacketed Records. Transfer record folders to Federal Records Center (FRC) in 2-year accumulations on firms which have gone out of business or which are of no further regulatory interest. Dispose of 8 years after transfer date.</p> <p>These files consist of establishment (factory) inspection reports, investigational reports, surveillance reports,</p>		DISPOSAL APPROVED

REQUEST FOR AUTHORITY TO DISPOSE OF RECORDS—Continuation Sheet

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	<p>cosmetic registrations, assignment letters, and related correspondence on firms and their products, fastened in chronological date order in folders which are filed alphabetically by firm name.</p> <p>b. Unjacketed Miscellaneous Correspondence. Transfer folders to FRC in 2-year accumulations. Dispose of 8 years after transfer date.</p> <p>These files consist of an alphabetical file of correspondence and reports, including state EIR's on "home" District firms which did not develop to point warranting the establishing of individual folders.</p>		<p><u>DISPOSAL APPROVED</u></p>
2.	<p>Sample, Closed Citation, Seizure, and/or Criminal Prosecution Jacketed Records. Transfer to FRC 5 years after end of use of letter series. Dispose of 5 years after transfer date.</p> <p>Jackets contain collection records, labeling, analytical reports, seizure reports, stenographers' notes and records of hearings, recommendations, related correspondence, and termination of action reports pertaining to samples which have resulted in seizure and/or criminal prosecution actions, or have been placed in permanent abeyance by administrative action before or after citation. These are filed numerically by sample number. Includes actions instituted under laws administered by the Food and Drug Administration.</p>		<p><u>DISPOSAL APPROVED</u></p>
3.	<p>Injunction Proceeding Jackets. Transfer to FRC 5 years after firm is out of business or injunction is lifted. Dispose of 5 years after transfer date.</p> <p>These contain investigational records, analytical reports, recommendations, related correspondence and reports of termination of proceedings.</p>		<p><u>DISPOSAL APPROVED</u></p>
4.	<p>Unjacketed File of "No Action Indicated (NAI)" Records on Interstate Shipment Samples.</p> <p>a. Documents proving that samples were shipped in interstate commerce. Dispose of 2 years after end of use of letter series.</p> <p>b. Other Documents. Dispose of 2 years after end of use of letter series.</p>		<p><u>DISPOSAL APPROVED</u></p> <p><u>DISPOSAL APPROVED</u></p>

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	These consist of collection report, labeling and work sheet.		
5.	Unjacketed File of "Foreign" District Reports on Sample Numbers. Dispose of 2 years after end of use of letter series. These consist of sample summaries, etc., on which further action was determinable by the District requesting sample and these records are no longer in active case status.		DISPOSAL APPROVED
6.	Food Standards Inspection Reports and Sample Records. Transfer to a FRC 2 years after promulgation of standard. Dispose of 8 years after transfer date. Copies of factory inspection reports, reports of interviews with members of the trade and consumers, reports of examination of authentic and food standard samples, etc., which served as basic material for use in the promulgation of food standards.		DISPOSAL APPROVED
7.	Import Records. a. Detention Notices File. Transfer closed file to a FRC 2 years after close of calendar year in which sample collected. Dispose of 8 years after transfer date. This file consists of import sample reports, wharf inspection records, analysts' work sheets, copies of notices to importer and Collector of Customs, and related correspondence and forms pertaining to products detained under the Federal Food, Drug, and Cosmetic Act. b. Release Notices File. Dispose of 2 years after close of calendar year in which sample collected. This file consists of import sample reports, wharf inspection records, analytical work sheets, and notices of release to importer and to Collector of Customs, pertaining to import shipments which were not detained. c. FD Form 784, Import Sample Report. Dispose of after 10 years or when no longer needed for administrative or other record purposes, whichever is sooner.		DISPOSAL APPROVED DISPOSAL APPROVED DISPOSAL APPROVED

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8.	General Subject Decimal Files. Dispose of after 10 years.		<u>DISPOSAL APPROVED</u>
9.	Copies of Collection Reports.		
	a. White Copy. Official copy and will remain with work-sheet. If violative, will become part of Sample, Seizure, and/or Criminal Prosecution Jacketed Records (see item 2).		<u>DISPOSAL APPROVED</u>
	b. Pink Copy. Dispose of 1 year after end of fiscal year in which sample was collected.		<u>DISPOSAL APPROVED</u>
	c. Green Copy. Dispose of after 2 years.		<u>DISPOSAL APPROVED</u>
10.	Copies of Antibiotic Certificates and Related Records.		
	a. Copies of certificates. Dispose of after 3 years.		<u>DISPOSAL APPROVED</u>
	b. Copies of FD Form 1673, Application for Exemption for Labeling, FD Form 1678, Application for Exemption for Repacking, other related forms, and correspondence concerning the labeling of antibiotics. Dispose of after 10 years.		<u>DISPOSAL APPROVED</u>
11.	Copies of Drug Registration Forms. Dispose of after the statute of limitations makes the file irrelevant with respect to prosecution. Dispose 5 years after date of Registration. J.L.W. 9 Aug. 1973		<u>DISPOSAL APPROVED</u>
12.	New Drug Application and New Animal Drug Application Records. Dispose of after 10 years.		<u>DISPOSAL APPROVED</u>
13.	FD Form 421, Sample Accountability Record. Dispose of at time of disposition of sample or, when further retention is necessary for record purposes, not to exceed 2 years after sample disposal.		<u>DISPOSAL APPROVED</u>
14.	"Foreign" District Assignments File. Dispose of after 2 years. This file consists of assignment letters, reports on assignments and special investigations, etc., on products of firms not located in "home" District's territory.		<u>DISPOSAL APPROVED</u>

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15.	<p>Tea Importation Act Records.</p> <p>a. Chop Lists. Dispose of after 2 years.</p> <p>b. Minutes of meetings and other historical records of the Board of Tea Experts. Disposal not authorized by this schedule. Transfer these records to a FRC as they become inactive. <i>Permanent, J.L.W. 9 Aug 1973 and offer to the National Archives 5 years after transfer, J.L.W.</i></p> <p>c. Correspondence, reports, and other files of Supervising Tea Examiner and Tea Examiners. Disposal not authorized by this schedule. Transfer to FRC after 10 years. <i>Permanent, J.L.W. 9 Aug 1973 and offer to the National Archives 5 years after transfer, J.L.W. 24 Aug 1973</i></p>		<p>DISPOSAL APPROVED</p> <p>DISPOSAL NOT APPROVED</p> <p>DISPOSAL NOT APPROVED</p>
16.	<p>Nonrecord Reference Files. Dispose of after 1 year or when obsolete or superseded.</p> <p><i>and</i></p> <p>Nonrecord materials retained in the files or operating offices for the convenience of officers or individuals.</p>		<p>DISPOSAL APPROVED</p>