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NATIONAL ARCHIVES AND RECORDS ADMINISTRATION
Request for Records Disposition Authority

Records Schedule: **DAA-0442-2018-0002**

Request for Records Disposition Authority

Records Schedule Number DAA-0442-2018-0002

Schedule Status Returned Without Action

Agency or Establishment Centers for Disease Control and Prevention

Record Group / Scheduling Group Records of the Centers for Disease Control and Prevention

Records Schedule applies to Agency-wide

Schedule Subject Division of Select Agents and Toxins (DSAT)

Internal agency concurrences will be provided No

Background Information CDC's Division of Select Agents and Toxins (DSAT) works to ensure that important scientific research in laboratories is conducted as safely and securely as possible. To accomplish this, DSAT oversees two important programs: the Federal Select Agent Program and the Import Permit Program.

Item Count

Number of Total Disposition Items	Number of Permanent Disposition Items	Number of Temporary Disposition Items	Number of Withdrawn Disposition Items
0	0	0	2

GAO Approval

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Records Schedule: **DAA-0442-2018-0002**

Outline of Records Schedule Items for DAA-0442-2018-0002

Sequence Number	
1	Director's Report Disposition Authority Number: DAA-0442-2018-0002-0001
2	eFSAP/eIPP (IT systems for Division of Select Agents and Toxins) Disposition Authority Number: DAA-0442-2018-0002-0002

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Records Schedule Items

Sequence Number	
1	<p data-bbox="347 412 586 449">Director's Report</p> <p data-bbox="347 463 1130 500">Disposition Authority Number DAA-0442-2018-0002-0001</p> <p data-bbox="347 514 1425 810">The Director's report is a compilation of activities within the Division of Select Agents and Toxins (DSAT). The report is provided to the Director of the Center for Preparedness and Response (CPR), where the official record resides. The report in the DSAT Director's office is a duplicate record. The report does not have a direct impact on public health efforts in the U.S. or across the world. Correspondence related to the program are included with other items listed in this schedule. Other items listed such as transcripts of speeches and meetings associated with the regulations are published in the Federal Register.</p> <p data-bbox="347 825 906 861">Final Disposition Temporary</p> <p data-bbox="347 876 906 912">Item Status Withdrawn</p> <p data-bbox="347 927 813 963">Is this item media neutral? Yes</p> <p data-bbox="347 978 813 1108">Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes</p> <p data-bbox="347 1123 797 1210">Do any of the records covered by this item exist as structured electronic data? No</p> <p data-bbox="347 1225 1049 1293">GRS or Superseded Authority Citation N1-442-06-1, item 15</p> <p data-bbox="347 1330 659 1366">Disposition Instruction</p> <p data-bbox="347 1381 1344 1417">Cutoff Instruction Cut off files at the end of the calendar year.</p> <p data-bbox="347 1432 1468 1513">Retention Period Destroy 10 year(s) after cut off files at the end of the calendar year.</p> <p data-bbox="347 1549 656 1585">Additional Information</p> <p data-bbox="347 1600 938 1636">GAO Approval Not Required</p>
2	<p data-bbox="347 1655 1260 1691">eFSAP/eIPP (IT systems for Division of Select Agents and Toxins)</p> <p data-bbox="347 1706 1135 1742">Disposition Authority Number DAA-0442-2018-0002-0002</p> <p data-bbox="347 1757 1487 1942">The system is the official record for original documentation that supports tracking, inspection, and oversight regarding the select agent and import permit regulations. All documentation is entered into the system Application for Laboratory Registration for Possession, Use, and Transfer of Select Agents and Toxins, Select Agent Entity Inspection Reports, Request to Transfer Select Agents and</p>

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Toxins, Import Form/Importation Permits - Etiologic Agents, Report of Theft Loss, or Release of Select Agents and Toxins, Report of Identification of a Select Agent or Toxin in a Clinical or Diagnostic Laboratory, Request for Exemption of Select Agents and Toxins for Health or Agricultural Emergency or Investigational/ Experimental Products, and Non-Registered Entities.

Final Disposition Temporary

Item Status Withdrawn

Is this item media neutral? Yes

Do any of the records covered by this item currently exist in electronic format(s) other than e-mail and word processing? Yes

Do any of the records covered by this item exist as structured electronic data? Yes

GRS or Superseded Authority Citation
N1-442-06-1, item 1
N1-442-06-1, item 2
N1-442-06-1, item 4
N1-442-06-1, item 5
N1-442-06-1, item 6
N1-442-06-1, item 7
N1-442-06-1, item 8
N1-442-06-1, item 20

Disposition Instruction

Cutoff Instruction Cutoff in calendar year of the retirement of the system

Transfer to Inactive Storage Transfer to Federal Records Center (FRC) is authorized in accordance with applicable storage regulations of electronic records.

Retention Period Maintain for 10 years after retirement of the system but longer retention is authorized if needed for scientific, research, legal, or business needs.

Additional Information

GAO Approval Not Required

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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 in this schedule are not now needed for the business of the agency or will not be needed after the retention periods specified.

Signatory Information

Date	Action	By	Title	Organization
09/05/2018	Certify	Mary Wilson	CDC Records Office r	CDC - Management Analysis and Services Office
09/26/2018	Return for Revisio n	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA
03/01/2019	Submit For Certific ation	Mary Wilson	CDC Records Office r	CDC - Management Analysis and Services Office
03/01/2019	Certify	Mary Wilson	CDC Records Office r	CDC - Management Analysis and Services Office
03/05/2019	Return Without Ac tion	Carly Docca	Archives Specialist	National Archives and Records Administration - ACRA

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