

National Archives and Records Administration
REQUEST FOR DISPOSITION AUTHORITY

Records Schedule Number: DAA-0310-2024-0002

Status: APPROVED
Date Approved: 06/12/2025

General Information

Agency or Establishment	Agricultural Research Service
Record/Scheduling Group	0310 - Records of the Agricultural Research Service
Records Schedule Applies To	Agency Subdivision
Major Subdivision	ARS Laboratories
Minor Subdivision	Foreign Animal Disease Research Unit
Schedule Subject	Records of the Plum Island Animal Disease Research Center
Additional Schedule Information	The Foreign Animal Disease Research Unit (FADRU) is located at the Plum Island Animal Disease Center (PIADC) on Plum Island, NY. PIADC is scheduled for closure and research operations will be moved to the new National Bio and Agro-Defense Facility (NBAF) in Manhattan, KS. This schedule was written to allow for the legal transfer or destruction of records held onsite or that are unique to the facility. Temporary analog records that have not met their retention requirements by the time this schedule has been approved will be scanned and maintained electronically.
Is There a Classified Version of This Schedule?	No
Is consultation and coordination with Tribal Governments required?	No - the records covered by this schedule do not implicate Tribal interests

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Item Count

Total number of disposition items: 12

Number of Temporary disposition items: 10

Number of Permanent disposition items: 2

Number of Items with Disposition Not Approved: 0

Number of Inactive disposition items: 0

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Outline of Records Schedule Items for DAA-0310-2024-0002

Item #	Title	Disposition
0001	Scientific Equipment Calibration and Maintenance Records	Temporary
0002	Project Records	Temporary
0003	Obsolete Project Records	Temporary
0004	Protocol Records	Temporary
0005	Sequencing Records	Temporary
0006	Gels/Transparencies	Temporary
0007	Select Agent Record/ Biorepository Transfer Records	Temporary
0008	Biosafety Cabinet Usage Forms	Temporary
0009	Individually Held Administrative Records	Temporary
0010	Legacy Site Administration Records	Temporary
0011	Records from the Office of the Research Leader	Permanent
0012	Plum Island News	Permanent

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Records Schedule Items

DAA-0310-2024-0002-0001		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Scientific Equipment Calibration and Maintenance Records	
Item Description	Records documenting the assessment of the accuracy and function of scientific equipment, as well as maintenance performed on that equipment.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0310-2024-0002-0002		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Project Records	
Item Description	Project binders, folders, and other similar records. These files are compiled and used by multiple scientists collaborating on projects. Records in the binders include observations (ex- animal temperature sheets, notes on animal symptoms), protocols, etc. Projects include mosaic vaccine, 3D project.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	

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DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off at decommissioning of PIADC.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0310-2024-0002-0003		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Obsolete Project Records	
Item Description	Project/companion binders and folders that do not have a current or future business or research need.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0310-2024-0002-0004		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Protocol Records	
Item Description	Binders and folders of lab protocols.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		

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Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Cut off when obsolete.
Retention Period	Destroy 3 year(s) after cutoff
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0310-2024-0002-0005		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Sequencing Records	
Item Description	Sequencing records are equipment generated reports that determine the order of nucleotides in a virus allowing for the classification of strains based on their genetic differences.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off when sequencing completed.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0310-2024-0002-0006		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Gels/Transparencies	

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Item Description	Loose gels located in Building 101 storage spaces.
Is this item media neutral?	No
Media limitation	Paper/analog only
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	There is no cutoff instruction
Retention Period	Other: Destroy upon approval of schedule.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested

DAA-0310-2024-0002-0007		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Select Agent Record/ Biorepository Transfer Records	
Item Description	Inventories, logs, transfer/shipping forms (ex- 598s) and related records used to account for Select Agent materials. Series includes Biorepository Transfer (BRT) records, documenting the transfer of Select Agent and other biological materials from PIADC to NBAF.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 10 year(s) after cutoff	
ADDITIONAL INFORMATION		

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Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0310-2024-0002-0008		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Biosafety Cabinet Usage Forms	
Item Description	Forms documenting equipment identification information for biosafety cabinets, and their usage by researchers.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Temporary	
Cutoff Instructions	Cut off at end of Calendar year.	
Retention Period	Destroy 3 year(s) after cutoff	
ADDITIONAL INFORMATION		
Are any of the records covered by this item national security classified?	No	
GAO Approval Required	No	

DAA-0310-2024-0002-0009		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Individually Held Administrative Records	

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Item Description	Records held in individuals' workspaces and offices maintained for reference or use that do not fall under the GRS. This item includes materials that are potentially duplicative of records held in other recordkeeping systems. Records include but are not limited to: -Copies of facility information such as floor plans and safety instructions -Individuals' mission-related training and professional development materials -Records pertaining to work-related travel -Individuals' medical records pertaining to research activities and work-related travel, maintained outside of official personnel folders, clinic records, or other official recordkeeping systems -Meeting notes or working files that were not incorporated into the official record -Background research materials that are not part of an official project file
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon approval of schedule.
Retention Period	Other: Destroy when no longer needed for business use.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	Requested

DAA-0310-2024-0002-0010		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Legacy Site Administration Records	
Item Description	Records documenting routine activities and logistics related to running PIADC before DHS took over in 2003.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	Yes	

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SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	Yes
GRS Disposition Authority List	
Disposition Authority	Title
DAA-GRS-2022-0001-0001	
DAA-GRS-2018-0002-0015	
DAA-GRS-2017-0006-0014	
DAA-GRS-2017-0006-0015	
Justification for GRS Deviation	ARS is requesting a deviation for the Labor Relations and Facilities sub-items, as the records may contain a mixture of GRS and non-GRS records.
DISPOSITION INSTRUCTION	
Final Disposition	Temporary
Cutoff Instructions	Other: Cut off upon approval of schedule.
Retention Period	Other: Destroy immediately after cutoff.
ADDITIONAL INFORMATION	
Are any of the records covered by this item national security classified?	No
GAO Approval Required	No

DAA-0310-2024-0002-0011	STATUS: Active
ITEM GENERAL INFORMATION	
Item Title	Records from the Office of the Research Leader
Item Description	Records include documentation of ARS/PIADC research priorities and major initiatives, participation in professional meetings and conferences, and high-level policy formulation and decision-making. Also includes records related to the PIADC senior leadership team, of which the ARS research leader is a member.
Is this item media neutral?	Yes
Is this item a Big Bucket?	No
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS	
Does this item supersede existing disposition authorities?	No
Is this item a deviation from the GRS?	No

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DISPOSITION INSTRUCTION	
Final Disposition	Permanent
Cutoff Instructions	Cut off at end of Calendar year.
Are there multiple instructions for this item?	No
Transfer Instruction	Transfer to the National Archives 15 year(s) after cutoff
ADDITIONAL INFORMATION	
Current Records Format	Paper-based textual records:5 cu ft
Approximate first year of records covered by this authority	1998
End year of records covered by this authority	Still being created
Date span of the initial transfer	From: --/--/1998 To: --/--/2008
Frequency of transfer	1
Are any of the records covered by this item subject to a FOIA exemption?	No

DAA-0310-2024-0002-0012		STATUS: Active
ITEM GENERAL INFORMATION		
Item Title	Plum Island News	
Item Description	Facility newsletters produced internally by PIADC staff.	
Is this item media neutral?	Yes	
Is this item a Big Bucket?	No	
SUPERSEDED AGENCY DISPOSITION AUTHORITIES AND GRS DEVIATIONS		
Does this item supersede existing disposition authorities?	No	
Is this item a deviation from the GRS?	No	
DISPOSITION INSTRUCTION		
Final Disposition	Permanent	
Cutoff Instructions	Cut off at end of Calendar year after publication	
Are there multiple instructions for this item?	No	
Transfer Instruction	Transfer to the National Archives 10 year(s) after cutoff	
ADDITIONAL INFORMATION		
Current Records Format	Textual data:103 MB	
Approximate first year of records covered by this authority	2004	

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End year of records covered by this authority	Year: 2014
Date span of the initial transfer	From: --/--/2004 To: --/--/2014
Frequency of transfer	0
Are any of the records covered by this item subject to a FOIA exemption?	No

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Signatory Information

Action	User	Date
Approve	Marco Rubio (Acting Archivist)	06/12/2025

Schedule Item Number	Schedule Item Title	Sub-Item Title	Sub-Item Description	
DAA-0310-2024-0010	Legacy Site Administration Records	Environmental Incident Reports and Monitoring Records	Water, air, and toxic/hazardous substance reporting and monitoring records.	
DAA-0310-2024-0010	Legacy Site Administration Records	Labor Relations Records	Records related to strikes and unions. Includes records related to 2002 strike by government contractors who worked as facility support staff.	
DAA-0310-2024-0010	Legacy Site Administration Records	Asbestos Abatement Records	Records related to asbestos abatement and remediation in PIADC buildings and boats, including lab spaces, animal holding areas, and power buildings. Includes correspondence, testing results, procedures, reports, and background research.	
DAA-0310-2024-0010	Legacy Site Administration Records	Ship Records	Records related to ferries, patrol boats, etc not covered by the GRS or another schedule item.	
DAA-0310-2024-0010	Legacy Site Administration Records		Records related to general health and safety policy and procedure formulation. Records include background files, research (including best practices guides and policies/procedures from non-PIADC facilities), early drafts, and related correspondence. This item covers records related to health and safety topics that are common to all facilities such as air quality and noise.	Health and Safety Program Background Records
DAA-0310-2024-0010	Legacy Site Administration Records	Facilities Records	Routine operational records related to the running of PIADC buildings, general security, and general maintenance not otherwise covered by the GRS. Records include sign-in sheets to specific rooms and visitor logs for non-PIADC staff.	
DAA-0310-2024-0010	Legacy Site Administration Records	Training Records	Records documenting site-specific training given to PIADC employees and visitors. Records include the training materials and documentation of completion of training.	
DAA-0310-2024-0010	Legacy Site Administration Records	Animal Records	Records related to animal acquisition and care. This sub-item covers records that were created before the DHS takeover of Plum Island in 2003, and were not transferred to DHS after transition.	



Office of the Chief
Records Officer for the
U.S. Government

This schedule was signed outside of the ERA system using Standard Form 115.

NARA staff updated ERA to reflect this approval, moving the record schedule into an approved status. The approved status allows for generation of a PDF indicating that the schedule has been approved, and allows an agency to use the schedule in ERA to create transfer requests. The approved date in the system and on the PDF version of the records schedule reflects the system actions.